



# Bhutan National Bank Limited

Website: www.bnb.bt

Date .....

The Branch Manager  
Bhutan National Bank  
\_\_\_\_\_ Branch

**Subject: Standing Instruction (SI) maintenance request**

Dear sir/Madam

I/We, \_\_\_\_\_ CID No. \_\_\_\_\_ hereby request you to kindly maintain a standing instruction (SI) from my A/c No. \_\_\_\_\_ for Nu \_\_\_\_\_ (Ngultrum \_\_\_\_\_

\_\_\_\_\_ Only) as per the details provided below:

- 1. Nature of Standing instruction: Fixed amount Fund Transfer
- 2. Purpose of Standing Instruction : \_\_\_\_\_
- 3. Beneficiary Name: \_\_\_\_\_
- 4. Beneficiary A/c No: **5000333333030**
- 5. Frequency of standing instruction:

Monthly  Quarterly  Half yearly  Annually

6. Standing instruction start date: \_\_\_\_\_ (dd/mm/yyyy)

7. Standing instruction end date : \_\_\_\_\_ (dd/mm/yyyy)

**Three Years**  **Four Years**  **Five Years**  **Ten Years**

**Terms and conditions:**

- 1. I/We authorize the Bank to debit my/our account as per SI details provided
- 2. I/We undertake to keep sufficient fund on the date of SI execution
- 3. I/We authorize bank to execute 3 retries attempts for SI, after which no action shall be taken
- 4. I/We understand that bank will not be held responsible for SI execution in the case of mandate changes between remitter and beneficiary, unless communicated to bank in writing
- 5. I/We understand that the SI execution will automatically expires on the above mentioned end date
- 6. I/We understand that bank will accept the SI renewal in writing, if I/we wish to continue

Yours Faithful:

(Legal Stamp)

(Signature of the account holder)

contact No:

In case of joint account, all a/c holder need to sign)

**Copy of CID should be attached if Thump Impression**

For Bank Use

SI form /Signature verified by:

Approved by:

SI reference no:

“You’re Relationship Bank”