

## LETTER OF MANDATE

Place: Mumbai

Date:

The Manager  
HDFC Bank  
Mumbai

Dear Sir/Madam,

Ref: \_\_\_\_\_ Account # \_\_\_\_\_

We refer to the \_\_\_\_\_ Account at your bank in the name/s of:

\_\_\_\_\_ bearing Account Number \_\_\_\_\_ and, I/we hereby request you to honour all cheques drawn on the said account and instruction for local disbursements only, by:

\_\_\_\_\_  
(Name & address of the mandate holder)

Whose specimen signature is given below:

Notwithstanding that such cheques may create an overdraft or increase it to any extent and I/we authorise the said person on my/our behalf to make, draw, endorse, accept or authorise to sign any bills of exchange, promissory notes or other negotiable instruments and discount the same with your banks or otherwise, and also to endorse cheques or other negotiable instruments or any description.

This authority shall continue in force until I/we shall have expressly revoked it by a notice in writing delivered to you.

Specimen signature of the person  
authorised to sign:

Yours Faithfully,

Signature(s) of Account Holder(s)