

Standing Instruction Form

To,
The Manager,
HDFC Bank Limited,
IFSC Banking Unit
GIFT City

Date: _____

Subject: Standing Instruction in relation to Savings/Current/Term Deposit/Investment Account

Table with 3 columns: Particular, Name, Customer Id. Rows include Account Holder, Joint Account Holder 1, Joint Account Holder 2.

Dear Sir/Madam,

I/ We, _____, refer to the above mentioned current/savings/ term deposit investment account no: _____ in the IFSC Banking Unit at Gift City, in the name/s of _____, residing at _____ hereby request you to take this Letter as a Standing Instruction for execution of the actions in the order of preference for execution as provided hereunder.

Nature of Standing Instruction _____

Purpose of Standing Instruction _____

Description

Name of the Beneficiary _____

Beneficiary a/c no. [Grid]

Start Date (3 days from date of request) : _____ End Date: _____

Preference for Execution [Grid]

(Application only in case of more than 1 standing instruction for an account. This indicates priority/importance of a standing instruction for execution. "1" would indicate topmost priority & thereafter greater the number, lower will be the priority. Please note that the standing instructions would be executed in the order of preference.)

- 1. _____
2. _____
3. _____
4. _____
5. _____

Terms & Conditions

- 1. I/We hereby authorize the Bank to debit my account, if required, to execute the standing instruction as per instruction provided above.
2. I/We authorize the Bank to debit my account if required, for the standing instruction set-up or execution charges as per laid down tariff & fees of the bank.
3. I/We understand that a maximum of 3 attempts shall be made to execute the standing instruction; after which no further action shall be taken.
4. I/We understand that the Bank will not be held responsible for execution of standing instruction/s in case of changes to the standing instruction in the future, unless specifically communicated in writing by me/us.
5. I/We understand the standing instructions shall automatically expire on the "End Date" as given above.
6. I/We hereby confirm that the particulars given above are correct and complete. If the transactions mentioned in the Standing Instructions are delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the Bank responsible.
7. I/We agree to bear any losses, claims that may arise directly or indirectly on account of the Bank acting on this instruction.

8. I/We understand and agree that the Bank is entitled to decline my instruction and/or reject or cancel my application, without furnishing any reason whatsoever, and agree that the Bank may contact me and request for further information or documents for the purpose of evaluating, examination and scrutinizing my application or any or all information or details provided or furnished by me.
9. I/We agree that the Bank shall be entitled to reject and/or discontinue the Standing Instruction recorded in this form in the event that IFSCA or any other appropriate regulatory authority notifies any guidelines, rules or regulations, following which, in the opinion of the Bank, the acceptance/ continuance of Standing Instruction would contravene such guideline, rule or regulation.
10. I/We agree that the Bank will be at liberty to discontinue adherence to the Standing Instruction at any time by giving me at least 30 (thirty) days' notice to my mailing address, without assigning any reasons therefor.
11. I agree that any change in my account status or change of address shall be immediately informed to the Bank, failing which I shall be responsible for non-receipt of communication/account statements or the same being delivered at my old address.
12. I agree that I shall indemnify and hold the Bank harmless against all actions, claims, demands, proceedings, losses, damages, costs, charges and expenses whatsoever which the Bank may at any time incur, sustain, suffer or be put to as a consequence of or by reason of or arising out of executing the Standing Instruction provided herein or due to any negligence/mistake/misconduct on my/our part or breach or non-compliance by me/us of any of the Terms and Conditions relating to any of the services or by reason of the Bank in good faith taking or refusing to take action or partially taking action or so acting whether wrongly or mistakenly on any instruction given by me.
13. I agree, confirm and declare that all matters or dispute related to or arising out of this Standing Instruction shall be governed by the laws of India and that all disputes shall be subject to the exclusive jurisdiction of the courts at Gandhinagar, Gujarat.

Yours faithfully,

 Signature of Account Holder Signature of Joint Account Holder 1 Signature of Joint Account Holder 2

For Bank Use			
Signature verified by : _____	Approved by BM: _____		
For CPU Use Only			
Maintained on : _____	Set-up charges recovered:	Y <input type="checkbox"/>	N <input type="checkbox"/>