



Dear Sir,

**ISSUE OF CHEQUE BOOK(S)**

- I/We request to issue ( ) numbers Cheque Book(s) to our / my below mentioned CA / SB account(s).
- I/We agree to deduct my Account with the charges for the ordered cheque books (i.e. MVR 40/- / USD 3/- for SB a/c & MVR 100/- / USD 10/- for CA per cheque book).
- I/We undertake to collect the cheque book(s) from the Bank after 5-7 working days from submitting the request and I/We fail to collect cheque books, **Bank may cancel or destroy the cheque book after 15 days for which the Bank shall not refund the charges**
- I/We confirm having maintained minimum balance prescribed by the Bank (i.e. SB Account - USD 100/MVR 1000 or CA – USD 2000/MVR 10,000) in my/our account and I/we undertake to maintain the same throughout the operation of the a/c.

**Name of A/c Holder & NID/WP No.**

**Account number**

**USD/MVR**

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Yours faithfully,

<b>Signature of the Authorized Signatory *</b>	<b>Signature of the 2<sup>nd</sup> Authorized Signatory</b>
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Tel/Mobile: .....

Tel/Mobile: .....

\* Over Company's/ Firm's Seal, in case of non-individual accounts

**For Office Use**

Account holder(s) signature(s) verified

Cheque Book range \_\_\_\_\_ to \_\_\_\_\_ issued

\_\_\_\_\_ (no.) Cheque book request

entered in Finacle on \_\_\_\_\_

Officer In-Charge

Assistant

SBI, \_\_\_\_\_ Branch

**Acknowledgement for Cheque Book Issue Request**

Date : \_\_\_/\_\_\_/20\_\_\_

Account Number:

**126** □□□□□□ □□□□□□

USD  MVR

**126** □□□□□□ □□□□□□

USD  MVR

Name: .....

**Please collect cheque books AFTER 7 WORKING DAYS but BEFORE 10 WORKING DAYS without fail**