ON LETTER HEAD

To,

**MOST URGENT**

GM (Commercial & Legal)

Commercial Department

Numaligarh Refinery Limited,

Golaghat, Assam

Pin: 785699

Dear Sirs,

The following is a confirmation / updation of my bank account details and I hereby affirm my / our choice to opt for payment of amounts due to me under various contracts through electronic mode. I understand that Numaligarh Refinery Ltd. also reserves the right to send the payments due to me by a cheque / Demand Draft / electronic mode or through a banker.

1. **Supplier /Contractor / Service Provider / Organisation Details**
2. Name (As per bank records) :
3. Code (if any) :
4. Address :

(Including Pin Code)

1. P. A N.(Mandatory) :.
2. E-mail ID .(Mandatory) :
3. Contact Telephone Number:
4. Mobile No.(Mandatory):
5. **Particulars of Bank Account**
6. Bank Name
7. Branch Name /branch code
8. Branch Address (incl Pin code)
9. 9 Digit MICR No. of Bank and Branch

 as appearing on the cheque

1. Account Type (Savings/Cash credit/Current)
2. Account Number (as appearing on cheque book)
3. IFSC Code of the Branch (For **RTGS**)
4. IFSC Code of the Branch (For **NEFT**)

I hereby confirm that the particulars given above are correct and complete and also undertake to promptly advise any changes to the above details to NRL. If the transaction is delayed or not effected for reasons of incomplete or incorrect information or banking delays, I shall not hold Numaligarh Refinery Limited responsible. I also agree for printing of the bank details on the cheque or DD if the payment is effected by cheque / DD.

1.

NAME

 Authorised Signatory

 Official Rubber Stamp

Date:

**Note: 1. Bank details to be confirmed by the bankers. Such confirmation shall be duly signed & stamped by the bankers. PLEASE NOTE THAT IF THIS FORMAT IS EXTENDED TO NUMBER OF PAGES THEN SIGNATURE AND STAMP FROM YOUR BANKER IS REQUIRED IN ALL THE PAGES.**

 2. **Please enclose a photocopy of a cheque (duly cancelled at your end) from your cheque book of the bank where your account is being maintained.**