SEYLAN BANK PLC
The bank with a heart

# STANDING ORDER APPLICATION

Branch : .....
Date : .....
Telephone : .....
Mobile : .....

I/We request you to debit and execute my / our standing order as detailed below. And I/We hereby confirm having read and understood the terms and conditions stated below.

A/C No :

A/C Name : .....

Amount in words : .....

Currency

Start Date

Due Date

Until Further Notice

Frequency of Payment

- Monthly
- Half Yearly
- Quarterly
- Yearly
- Daily / Weekly Fortnightly

**For Office Use Only**

Standing Order Reference

STO/...../...../.....

Debit Transaction Code

Debit if insufficent funds(Y/N)

..... ..... .....
Authorized by Input by Ckecked by

Beneficiary's Details

A/C No

Name & Address : .....

Currency

Bank / Branch : .....

Bank / Branch Code

Reference / Policy NO : .....

.....
Customer Signature

S/V

**Additional Info / Amendment / Cancellation of Standing Order Ref STO /...../...../.....**

Regular Amount : ..... First Amount ..... Date .....

Due Date

Until

Final Amount ..... A/C Hold (Y/N)

Hold Expiry Date

Other Details(Specify)

.....

.....

Frequency

.....

Cancelled On :

Authorized by .....

S/V

.....
Customer Signature

Input by ..... Checked by ..... Debit A/C No :

**Terms and Conditions**

1. Bank will debit my / our account with the value of the standing order plus all the charges applicable as per the tariff.
2. In submitting this Standing Order I / We agree to retain sufficient funds on due Date in my / our account for effecting the above payment.
3. If the account reflects insufficient funds on due date .to effect the Standing order, the Bank is not obliged to inform me / us. If funds are not available for two installments, within a reasonable time the Bank may cancel my / our standing order instructions. I / We agree to the Bank levying charges for the non execution of the standing order due to lack of funds.
4. Any amendment(s) requests for cancellation will be informed by me/us well in advance prior to the next payment frequency.