



ལྷོ། འབྲུག་རྒྱལ་ཡོངས་དངུལ་ཁང་ཚོད་འཛིན།

# BHUTAN NATIONAL BANK LIMITED

ISO 9001 : 2015 & ISO 27001 : 2013 CERTIFIED

Date: DD/MM/YYYY

To,  
The Branch Manager  
Bhutan National Bank Limited  
Branch .....

Subject: **Standing Instruction Request**

Dear sir,  
Please arrange and record a Standing Instruction against my account .....  
and credit the proceeds to the following account on a monthly/ quarterly/ half-yearly basis.

Bank name: .....

Bank branch: .....

Account number: .....

Account type: .....

Amount: .....

Frequency of Instructions:

Monthly  Quarterly  Half yearly  Yearly  Others.....

This instruction shall remain valid from DD/MM/YYYY till DD/MM/YYYY

Yours  
faithfully,

Signature

Name: .....

CID no. : .....

Contact no. : .....

Email : .....

1. I/We authorize the Bank to debit my/our account as per these details and undertake to maintain adequate funds in the account on the date of SI execution;
2. I/We authorize the bank to execute the SI 3 times after the actual date of the SI on account of insufficient balance, after which the bank is absolved of its responsibilities for the execution of the instruction.
3. I/We understand that Bank will not be held responsible for SI execution in case of mandate changes between remitter and beneficiary, unless communicated to the bank in writing.
4. I/We understand that the SI execution will automatically expire on the end date mentioned above and any renewals must be made in writing on or before the end date.

**I understand the conditions and agree\***

*Your Relationship Bank*