



INSTRUCTION CIRCULAR
NUMBER.....037

SUBJECT

RETURN OF PAID CHEQUES TO THE
ACCOUNT HOLDERS ON THEIR REQUESTS

PAGE

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DATE

May 18, 1978

QUERIES TO
Systems & Operations
Division - C.S.O.

Branches at times receive requests from important account holders to return the paid cheques for various reasons.

It will be in order for branches to accede to the requests of their important account holders and return the paid cheques drawn by them. The following procedure should be followed by the branches:-

1. Receive requests on the lines of the enclosed form from the account holders to return the paid cheques.
2. Note brief particulars of the cheques taken out, on the inside cover of the relative bunch of vouchers. Branches equipped with the microfilm equipments should retain copies on the microfilm cassettes or jackets.
3. Indicate under full signature the date on the relative original ledger sheet, on which the paid cheques are returned.
4. Obtain an acknowledgement-cum-balance confirmation (as appearing on the enclosed specimen of letter of request) while handing over the paid cheques.
5. Retain the acknowledgement on Customer's file.
6. Branches should also ascertain, from their regional offices, of any local legal formalities which they should fulfil, before handing over the paid cheques.

Please note that special requests should be entertained from important account holders only.

A. HAFEEZ

AMEER H. SIDDIKI

The Manager
Bank of Credit & Commerce International

_____ Branch

OUR ACCOUNT NUMBER _____ WITH YOU

Please arrange to return to us all cheques drawn by us on the above account and paid by you for the period from _____ to _____.

On your agreeing to our request, we hereby indemnify you against any claims, losses, damages, costs, charges and expenses you may incur or be put to by reason of your acting upon our request as above.

Yours truly,

(Authorised Signature)

ACKNOWLEDGMENT

We confirm having received from you all the paid cheques as appearing in our statement of A/c No _____ for the period from _____ to _____. We further confirm that the said cheques have been properly debited to our account and that the balance of _____ in the account as on _____ is correct.

Yours truly,

(Authorised Signature)