

Format for giving consent and bank details on letter head

(Annex – B)

Dated:

To ,

**M/s Indian Oil Corporation Ltd.
Shimla Divisional Office**

Dear Sir ,

With reference to your advice, we hereby confirm to remit the fuel payments to IOCL from the below said account through “RTGS/NEFT/Electronic Mode”.

The desired bank account details are given below:

1.	SAP allotted by IOCL	
2.	Name of Beneficiary (i.e. IOCL Vendor)	
3.	Name of the Beneficiary’s Bank	
4.	Address of the Beneficiary’s Bank Branch	
5.	Contact details of Branch with STD Code	
6.	Beneficiary’s Bank Account No. (as per cheque copy)	
7.	Beneficiary’s Account Type (SB/CC/CA)	
8.	Beneficiary’s Bank IFSC Code (11 Digit)	
9.	Mobile No of Beneficiary (One Number only)	
10.	E-Mail Id of Beneficiary (One Mail Id only)	

A blank cancelled cheque leaf relating to the above bank account is enclosed for verifying the accuracy of the bank account details.

I hereby declare that the particulars given above are correct and complete. I agree to receive transactional SMS / E-Mail Alerts from IOCL with regard to my bill payments.

**(Signature of Account Holder)
Seal of the Vendor**

Encl: Cancelled Cheque

****** We hereby confirm that the above bank account details of beneficiary are correct in all Respect and the account of Beneficiary (IOCL vendor) are maintained at our bank branch.**

**(Name of Bank & Branch)
Authorized Signatory**

****** Verification required only in case vendors name is not printed/appearing on the cancelled cheque leaf being submitted to IOCL office**