

Format for giving consent and bank details on letter head

Date: _____

To,

**M/s Indian Oil Corporation Limited
Shimla Divisional Office,
SDA Complex, Block No-21, Kasumpti
Shimla -171009
Himachal Pradesh**

Dear Sir

We hereby confirm to remit the fuel or any other payments to IOCL/~~receive payment from IOCL~~ from/to the below mentioned bank account through "NEFT / RTGS / Electronic Mode".

The desired bank details are given below:

1	SAP Code allotted by IOCL in SAP	
2	Beneficiary Name	
3	Name of Beneficiary Bank (To which the payment should be sent)	
4	Branch Name	
5	Address of the Branch	
6	STD Code & Telephone no of the branch	
7	Bank account number (as appearing on the cheque book)	
8	Branch Code	
9	Branch IFSC Code	
10	Account type (SB/CA/CC)	
11	Mobile No. of Beneficiary	
12	E-mail Id of Beneficiary	

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 & complete I agree to receive transactional SMS / E-Mail Alert from IOCL with regard to my bill payment.

**SIGNATURE OF ACCOUNT HOLDER
SEAL OF THE VENDOR**

ENCL : CANCELLED CHEQUE & PANCARD

*** We hereby confirm that the above bank account details of beneficiary are correct in all respects & the account of beneficiary (IOCL Vendor) is 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.