

Dated:

To,
M/s Indian Oil Corporation Ltd.
SRO
Chennai -34

Dear Sir ,

With reference to your advice , we hereby agree to accept the payment of our bills through "RTGS/NEFT/Electronic Mode" .

The desired bank account details are given below :

1.	Vendor Code allotted by IOCL in SAP	
2.	Name of Beneficiary	
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)

Encl : Cancelled Cheque
(containing FullName)

**** We hereby confirm that the above bank account details of beneficiary are correct in all respects and 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