

# DD / MC Application Form

( Application form to be accompany cheque only. In case of issuance against Cash, MC / DD / NEFT the amount would not exceed Rs.49,999/- )



Date : \_\_\_\_\_

Branch :- \_\_\_\_\_

Please Issue (Tick as Applicable)

Managers Cheque

Demand Draft payable at \_\_\_\_\_

Favoring \_\_\_\_\_

For amount Rs. \_\_\_\_\_ (in figures) \_\_\_\_\_  
\_\_\_\_\_(In words)

Mode of Payment :- Cash / Cheque No. \_\_\_\_\_

Purchaser Name: \_\_\_\_\_

Please deliver the Demand Draft / Managers Cheque to Mr / Ms. \_\_\_\_\_ Whose signature is appended below

\_\_\_\_\_  
Bearers Signature

\_\_\_\_\_  
Customers signature  
(Purchaser)

I acknowledge Receipt of the DD / MC as requested

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Customers Name  
(Purchaser)

I / We enclose Cheque no. \_\_\_\_\_ drawn on my /our above account in favour of " HDFC Bank Ltd for DD/MC.  
I / We Authorize you to Debit my / our above account towards issuance of the above DD / MC through Cheque .  
I / We further authorize you to debit the aforesaid account for the service charges / tax, as applicable.  
I / We acknowledge that in case I / we have issued single cheque / instruction for debit to my / our account for issuing more than one Demand Draft / Managers Cheque, then the same will effect as multiple debit entries in my / our account  
DD/ MC against cash will be issued below Rs 50,000/- to Non- customers and should be accompanied with KYC documents

## For bank Use only

Processed by (Emp code and sign)	<input type="checkbox"/> Mandatory UCIC and Banned Dedupe Verified for DD / MC against cash. Tick only if applicable Authorized by (Emp code and sign)
DD / MC / UTR No	Ref No
Charges Recovered Rs (applicable only for Non Customer):	Day end Checked by
Transaction Authorized by (2 <sup>nd</sup> Level) (for amount > 5 lacs).	
KYC documentation done by (only for Non-HDFC Bank	

**Terms and conditions:** 1) I / We hereby authorize HDFC Bank Ltd to carry out the RTGS / NEFT transaction as per the details mentioned above ( Tick the appropriate field).  
2) I / We hereby agree that the aforesaid details including the IFSC code and the beneficiary account are correct. 3) I / We further acknowledge that HDFC bank accepts no liability for any consequences arising out of erroneous details provided by me / us. 4) I / We agree that the credit will be effected solely on the beneficiary account number information and beneficiary name particulars will not be used for the same. 5) I / we authorize the bank to debit my / our account with the charges plus Taxes as applicable for this transaction. 6) I / We agree that requests submitted after the cut off time will be sent in next batch or next working day as applicable. 7) I / We hereby agree and understand that the remitting bank shall not be liable for any loss of damage arising or resulting from delay in transmission delivery or non-delivery of Electronic message or any mistake, omission, or error in transmission or delivery thereof or in deciphering the message from any cause whatsoever or from its misinterpretation received or the action of the destination Bank or any act or beyond control. 8) I / We agree that incase of NEFT transaction if we do not have an account with the bank, we will produce Original identification proof while giving the request. In case I / We submit form 60, we will also submit the address proof. 9) In case the RTGS and NEFT option is not ticked by us, I / We authorize the transaction less than Rupees Two Lacs through NEFT and greater than or equal to Rupees Two Lacs through RTGS and debit charges as applicable.

## Customers Copy

(To be produced by customer while collecting DD/MC from bank)

DD/ MC for Rs. \_\_\_\_\_ Drawn on \_\_\_\_\_

Chq No: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Customers A/c number \_\_\_\_\_

Request for MC / DD / RTGS and NEFT can also be placed using Netbanking



For HDFC Bank

# RTGS / NEFT Request Form

 RTGS

 NEFT

**For RTGS / NEFT**

Maximum Limit for NEFT Transaction	
HDFC Bank Customer	No Limit
HDFC Bank Customer - Indo Nepal NEFT Remittance	via Account - Up to INR 200000/-
Non HDFC Bank Customer & Indo Nepal NEFT Remittance	Up to INR 50,000/-
Purpose of Remittance to Nepal - tick one (Family Maintenance / Retirement Fund / Pension Fund / Others _____)	

Time \_\_\_\_\_

Customers Name \_\_\_\_\_

Account no \_\_\_\_\_ Chq no \_\_\_\_\_ favouring HDFC Bank Ltd for NEFT/RTGS ( whichever applicable)

Mobile No \_\_\_\_\_ Tel No \_\_\_\_\_

 Remitter Legal Entity Identifier Code (LEI) 

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(\*Only applicable for Rs.50 cr &amp; above transaction for non-individual accounts)

 LEI Expiry Date: 

D	D	M	M	Y	Y	Y	Y
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Address of Remitter (Mandatory for Non HDFC Bank Customer) \_\_\_\_\_

Email id \_\_\_\_\_

In case of Non HDFC Bank Customer Amount of

Cash Deposited \_\_\_\_\_

**Beneficiary details :**

Name \_\_\_\_\_

Address \_\_\_\_\_

 Account No : 

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 Re-Confirm Account no: 

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Bank Name &amp; Branch : \_\_\_\_\_ IFSC Code \_\_\_\_\_

 A/c Type :  Resident  Non Resident  FCRA Purpose: \_\_\_\_\_

 Beneficiary Legal Entity Identifier Code (LEI) 

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(\*Only applicable for Rs.50 cr &amp; above transaction for non-individual accounts)

 LEI Expiry Date: 

D	D	M	M	Y	Y	Y	Y
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Amount to be credited (in figures): \_\_\_\_\_ (In Words): \_\_\_\_\_

Remarks: \_\_\_\_\_

I/we agree to terms and conditions mentioned overleaf. For Indo Nepal remittance. I/we declare that the purpose of remittance is for above selected purpose only.

Signature of Authorized signatory

 \_\_\_\_\_  
1st Signatory

 \_\_\_\_\_  
2nd Signatory

 \_\_\_\_\_  
3rd signatory

**For bank Use only**

Processed by (Emp code and sign)	Authorized by (Emp code and sign)
DD / MC / UTR No	Ref No
Charges Recovered Rs (applicable only for Non Customer):	Day end Checked by
Transaction Authorized by (2 <sup>nd</sup> Level) (for amount > 5 lacs).	
KYC documentation done by (only for Non-HDFC Bank Customers)	

**Customers Copy**

Received application for RTGS / NEFT for an amount of Rs. \_\_\_\_\_ vide Cash / Cheque number \_\_\_\_\_ to be credited to Account number \_\_\_\_\_ of \_\_\_\_\_ Bank with IFSC Code \_\_\_\_\_. Customers will be guided by the Terms and Conditions mentioned in the form. HDFC Bank will accept no liability for any consequences arising out of eronous details provided by the Customer.

**Request for MC / DD / RTGS and NEFT can also be placed using Netbanking**

**For HDFC Bank**