



MCB Bank Ltd.

STANDING ORDER APPLICATION FORM

Date : _____

APPLICANT DETAILS

Title of Account _____

Account Branch _____

Account Number :

STANDING ORDER INSTRUCTIONS (Please ✓ where applicable)

Payment Frequency : Daily Weekly Monthly Quarterly Yearly Other (Please specify)

Other Bank Account via Slips : Within MCB Account :

Start Date: _____ End Date: _____ Next Due Date: _____ No. of Payments

Purpose of Transfer: _____

BENEFICIARY DETAILS

Name			
Address / Bank & Branch			
Bank & Branch Code			
Account No.			
Reference No. /Policy No (If any)			
Amount in words (Rs.)		LKR	

AUTHORIZED SIGNATORY

I/We Request MCB Bank Limited to process the periodical remittances by debiting my/our Account, in accordance with the given instructions and subject to Terms and Conditions appearing in overleaf. I/We confirm that the details of the services were received, explained and understood.

Signature/s: 1.

2.

All authorized signatories to the account should be signed (Rubber stamp is required in case of legal entity)

Date:

FOR BANK USE ONLY

Signature/s verified:
System Inputted by & date:
Verified by & date:

Customer's acknowledgment for receipt of Customer Copy:



STANDING ORDER TERMS & CONDITIONS

- (a) I/ We agree to maintain sufficient balance in my/our account to enable the Bank to carry out the standing order on each and every payment date. If, in the sole opinion of the Bank, the account has insufficient funds, the Bank is not obliged to advise the Customer.
- (b) On the date of payment, the Bank reserves the right to determine the priority of this payment order against cheques and other payment instructions presented or any other existing arrangements made with the Bank.
- (c) In the case of a payment date falling on a holiday, the Bank will effect the payment on the next working day.
- (d) On the date of payment, the Bank reserves the right to determine the priority of this payment order against cheques and other payment instructions presented or any other existing arrangements made with the Bank.
- (e) It is also understood that in the event of insufficient funds in my/our account to meet the payments on dates specified, the Bank cannot accept responsibility for ensuring that the instructions are carried out when funds are subsequently available. If there are insufficient funds in the account for three successive frequencies, the Bank may without notice to you cancel this instruction.
- (f) This standing order shall remain in full force and effect until advised in writing by the client that no further payment is required. In the event of death of a client, incapacity, bankruptcy or insolvency, the Bank shall not be liable for any loss pursuant to such and will continue to effect transactions under the standing order unless and until the Bank has received written notice of the same together with satisfactory documentary evidence as determined by the Bank.
- (g) Any amendments / cancellations of this standing order should be in writing and reach the Bank at least one week before the next successive payment is due. A charge will be levied for any new standing order and for each subsequent amendment at the prevailing schedule of Bank charges.
- (h) Neither the Bank, nor its Branches, Correspondents, or Agents are responsible for any loss, delay, error or omission arising out of any mode of communication used for effecting these payments.
- (i) Although the Bank will endeavour to effect such periodical payments, it accepts no responsibility to make the same and accordingly the Bank shall not incur any liability that may arise by any refusal or omission to make all or any of the payments or by reason of late payment or by any omission to follow such instructions.
- (j) This order is subject to any arrangement now subsisting or which may hereafter subsist between client and the Bank in relation to their account or any banking accommodation afforded to them.
- (k) The Bank may at its discretion terminate this order as to future payments at any time by notice in writing to me/us or without notice at any time after being advised by the payee that no further payment is required.