VENDOR / CONTRACTOR / AGENCY DETAILS & ADDRESS ON LETTER HEAD

Ref. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**CSIR Madras Complex**

**Taramani**

**Chennai – 600 113.**

Dear Sirs,

The following is a confirmation / updating of my bank account details and I hearby affirm my / our choice to opt for payment of amounts due to me under various purchase orders / contracts through electronic mode. I understand that CMC also reserve the right to send the payment due to me by a cheque / Demand Draft / Electronic mode or through a banker.

1. SUPPLIER DETAILS
2. **Supplier Name :**

1. **Address :**
2. **Fax No :**
3. **E-mail Id :**
4. **PAN Number :**
5. **Mobile Number :**

Contd…..

-2-

1. PARTICULARS OF BANK ACCOUNT

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Details** |  |
| 1. | Bank Name |  |
| 2. | Branch Name / Branch Code |  |
| 3. | Branch Address (including pin code) |  |
| 4. | 9 Digit MICR No. of bank and branch as appearing on the cheque |  |
| 5. | Account type (Saving / Cash Credit / Current) |  |
| 6. | Account Number (as appearing on cheque book) |  |
| 7. | IFCS code of the Branch (for RTGS)  |  |
| 8. | IFCS code of the Branch (for NEFT) |  |

I hereby confirm that the particulars given above are correct and complete and also undertaking to promptly advice any changes to the above details to CSIR Madras Complex, Chennai (CMC). If the transaction is delayed or not effected for reason of incomplete or incorrect information or banking delays, I shall not hold CMC responsible. The online banking charges will be borne by us.

Name (in Capitals) of Supplier

Authorized Signatory

Official Rubber Stamp

Note:

1. Bank details to be confirmed by the bankers such confirmation shall be duly signed by the bankers.
2. Please enclose cancelled / photocopy of a cheque.