

**OPERATING INSTRUCTION OF THE FIXED DEPOSIT (DETAILS OF AUTHORIZED OFFICERS PREVAILING ON THE DATE OF MATURITY)**

Name in Full	NIC No.	Designation	Signature

**CONDITIONS OF DEPOSITORS**

1. In the event of premature withdrawals, the Depositor will not be entitled to receive the above rate of Interest.
2. No Interest will be paid if the withdrawal is made before 3 months from date of deposit.
3. In the instance of other premature withdrawals, normal savings Interest will be paid. This rate is subject to change without notice.
4. Subject to condition No 2, Interest will be paid for each completed month from date of deposit.
5. In the event of premature withdrawals where Interest has been paid monthly the Bank will deduct the Interest paid in excess from the Capital.
6. Account will be opened upon realization of the cheque.
7. 7 days' notice is required for premature withdrawals.
8. Unless the depositor/s take steps to renew/close the account, the existing interest rates are applicable on such accounts and the Bank will take steps to renew the account.
9. The Bank reserves the right to set off all monies in the deposit at any time against the amounts due/owning/payable to the bank by depositor/s.

**CERTIFIED**

We hereby agree to comply with and be bound by the conditions of deposit and relevant rules and regulations of the Bank for the time being, and which may come into effect from time to time.

Designation	Name in Full	NIC No	Signature
Chairman			
Secretary			
Directors			

**BANK USE ONLY**

Product Code

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FD Contract No. :

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Batch No. :

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Name

Signature

Date

Data Checked & Input by : .....

System Authorized by : .....

Branch Manager : .....



## Application For Fixed Deposits

(Clubs/Firms/Limited Companies or Other Organizations)

The Manager  
HDFC Bank

### For Office Use Only

CIF No. 1 : .....

CIF No. 2 : .....

Joint CIF No. : .....

A/C No. : .....

Date : .....

Name of Company (In Block Letters)											
Registered No											
Registered Address											
Contact No											
Income Tax File No. (For Income Tax Payers only)											
Deposit Amount (Rs.)				In words							
Deposit Period		<div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">3</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">6</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">12</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">24</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">36</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">48</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">60</div>		
		Month	Months	Months	Months	Months	Months	Months	Months		
Rate of Interest											
Mode of Deposit		<input type="checkbox"/> Cash									
		<input type="checkbox"/> A/C Transfer		A/C No <div style="border: 1px solid black; width: 100px; height: 15px;"></div>							
		<input type="checkbox"/> Cheque		Cheque No <div style="border: 1px solid black; width: 100px; height: 15px;"></div>				Bank Code <div style="border: 1px solid black; width: 50px; height: 15px;"></div>		Branch Code <div style="border: 1px solid black; width: 50px; height: 15px;"></div>	
Mode of Renewal		<input type="checkbox"/> With Interest		<input type="checkbox"/> Without Interest		<input type="checkbox"/> Monthly		(In case of without interest) <input type="checkbox"/> Maturity			

Instructions for interest / Principal transfer at maturity/ monthly	<input type="checkbox"/> Transfer to another HDFC A/C		<div style="border: 1px solid black; width: 100px; height: 15px;"></div>									
	<input type="checkbox"/> Cheque		Beneficiary Name				A/C No <div style="border: 1px solid black; width: 100px; height: 15px;"></div>					
	<input type="checkbox"/> SLIP		Bank				Branch					
	<input type="checkbox"/> CEFT		Bank Code				Branch Code					

### DOCUMENTS REQUIRED

- In Pursuance of this request hand over the following documents.
- i. \*Copy of Memorandum and Articles of Association certified by the Chairman & Secretary / Copy of the rules certified by the President & Secretary / Copy of Statute (if depositor is a statutory body) / Copy of the constitution certified by president & Secretary. ☐
  - ii. \*Copy of resolution of the Board of Directors / minutes of Committee Meeting in a connection with the opening of account, persons authorized to sign & operate accounts duly certified by Chairman & Secretary / President & Secretary etc. as required by the constitution or Articles. ☐
  - iii. \*Copy of the minutes of the meeting at which the office-bearers were elected for the current year giving names of proposers and seconders, duly certified by Chairman/Secretary ☐
  - iv. \*Certificate of Incorporation (for inspection and return) ☐
  - v. \*If it is a Public Company a Certificate from Registrar of Companies that the Company is entitled to commence business. (Trading Certificate) This is not necessary in the case of a Private Company. ☐
  - vi. \*Specimen signature/s of Directors/Persons authorized to sign, duly certified by Chairman and Secretary (as overleaf) with Identity Card Nos ☐
  - vii. List of directors duly certified by the Registrar of Companies (Form 20, Form 13 for change of address if required.) ☐
  - viii. For Partnerships, Certificate of Business Registration is required. ☐
- \* Delete whichever is inapplicable.

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Signature of Secretary & Name  
(Name of the Company /Club/Firm/ etc. & Seal)