

Policy for pre-funded instruments

1. As a general policy, all payments will be received through account payee's cheques only and no draft will be accepted.
2. However in case of extreme circumstances, the payments can be received from the clients through pre-funded instruments such as payorder, demand draft or banker cheque etc. but such instruments must be accompanied by a bank certificate certifying the name and number of the bank account which have been debited by the bank while issuing the draft etc. The said certificate may either be given on the letter head or by way of certification on the reversed side of the instruments.
3. Similarly, where funds are received through electronics transfers, the check should be made that the fund have been received from the respective account only. For this purpose the remitting bank account number should be matched with the bank details of the client appearing in the back-office software.