

INTERNAL USE ONLY

Our Ref:

Ext: xxxx

8 July, 2014

SVP (Finance)

thru AVP

CANCELLATION & RE-ISSUANCE OF CHEQUE
ACCIDENT INVOLVING SBS _____ & _____
ALONG _____ ON _____

We refer to the above matter.

We request to cancel the following cheque: -

Bank & Chq No	Chq Date	Amount	Payee

Please reissue a cheque as follows: -

Amount	Payee

Administrative Charges deducted from cheque amount :

Reason for cancellation/ re-issuance: -

[Relate Facts]

Officer
for AVP (Claims Department)