

DD / MC Application Form

(Application form to be accompany cheque only. In case of issuance against Cash, MC / DD / NEFT the amount would not exceed Rs.49,999/-)



Date : _____

Branch :- _____

Please Issue (Tick as Applicable)

☐ Managers Cheque

☐ Demand Draft payable at _____

Favoring _____

For amount Rs. _____ (in figures) _____

_____ (In words)

Mode of Payment :- Cash / Cheque / Debit to Account No. _____

Purchaser Name: _____

Please deliver the Demand Draft / Managers Cheque to Mr / Ms. _____ Whose signature is appended below

Bearers Signature

Customers signature
(Purchaser)

I acknowledge Receipt of the DD / MC as requested

Customers Name
(Purchaser)

Signature of Recipient

- I / We enclose Cheque No. _____ drawn on my / our above account.
- I / We Authorize you to Debit my / our above account towards issuance of the above DD / MC.
- I / We further authorize you to debit the aforesaid account for the service charges / tax, as applicable.
- I / We acknowledge that in case I / we have issued single cheque / instruction for debit to my / our account for issuing more than one Demand Draft / Managers Cheque, then the same will effect as multiple debit entries in my / our account

For bank Use only

Processed by (Emp code and sign)	Authorized by (Emp code and sign)
DD / MC / UTR No	Ref No
Charges Recovered Rs (applicable only for Non Customer):	Day end Checked by
Transaction Authorized by (2 nd Level) (for amount > 5 lacs).	
KYC documentation done by (only for Non-HDFC Bank Customers)	

Terms and conditions: 1) I / We hereby authorize HDFC Bank Ltd to carry out the RTGS / NEFT transaction as per the details mentioned above (Tick the appropriate field). 2) I / We hereby agree that the aforesaid details including the IFSC code and the beneficiary account are correct. 3) I / We further acknowledge that HDFC bank accepts no liability for any consequences arising out of erroneous details provided by me / us. 4) I / We agree that the credit will be affected solely on the beneficiary account number information and beneficiary name particulars will not be used for the same. 5) I / we authorize the bank to debit my / our account with the charges plus Taxes as applicable for this transaction. 6) I / We agree that requests submitted after the cut off time will be sent in next batch or next working day as applicable. 7) I / We hereby agree and understand that the remitting bank shall not be liable for any loss of damage arising or resulting from delay in transmission delivery or non-delivery of Electronic message or any mistake, omission, or error in transmission or delivery thereof or in deciphering the message from any cause whatsoever or from its misinterpretation received or the action of the destination Bank or any act or beyond control. 8) I / We agree that in case of NEFT transaction if we do not have an account with the bank, we will produce Original identification proof while giving the request. In case I / We submit form 60, we will also submit the address proof. 9) In case the RTGS and NEFT option is not ticked by us, I / We authorize the transaction less than Rupees Two Lacs through NEFT and greater than or equal to Rupees Two Lacs through RTGS and debit charges as applicable.

Customers Copy

(To be produced by customer while collecting DD/MC from bank)

DD/ MC for Rs. _____ Drawn on _____

Chq No: _____

Customer Name: _____

Customers A/c number _____

Request for MC / DD / RTGS and NEFT can also be placed using Netbanking



For HDFC Bank

