



**B. Request/Acknowledgment for Statement/Duplicate Paper Statement**

**Paper Statement Request**

I/We received paper statement of my/our account ..... for the period from ..... to .....

**Duplicate Paper Statement Request**

I/We requested & received duplicate paper statement of my/our account .....for the period from .....to ..... I/We confirm that this is the receipt of duplicate statement of the account and the period mentioned above.

Signature (Authority Holder/Agent)

Sign here: Only in case of authority holder and Agent only

**STANDING ORDER CANCELLATION**

Please cancel Standing Order for \_\_\_\_\_ currency \_\_\_\_\_ Amount \_\_\_\_\_ due on \_\_\_\_\_ dd-mm-yy

favouring \_\_\_\_\_ Account No. \_\_\_\_\_

**STOP PAYMENT REQUEST**

Cheque(s) No. (from) \_\_\_\_\_ to \_\_\_\_\_ favouring \_\_\_\_\_

Date of cheque(s): \_\_\_\_\_ Amount \_\_\_\_\_ Amount \_\_\_\_\_

(In figure)

(In words)

Reason:  Lost  Stolen  Other

**Terms and Conditions related to Stop Payment Request**

I understand that:

- Any instructions given by an account holder (called hereinafter "Customer") of Standard Chartered Bank Nepal Limited (called hereinafter "Bank") to the Bank to stop payment of any cheque(s), bearing the details provided overleaf, issued under the signature of the Customer and presented to the Bank for encashment (the "instructions") shall be subject to the terms and conditions set out hereunder.
- The Bank, its successors, assigns, officers and employees, shall not be in any manner responsible for any actions, suits, proceedings, damages, costs, claims, demands, expenses, losses and liabilities whatsoever suffered, incurred or sustained by the Customer at any point in time by result of or in respect of or as a result of the Bank acting in accordance with the Instructions.
- The Customer hereby confirms that the cheque(s) bearing the details mentioned overleaf (the "Cheques(s) have been stolen from the Customer or have been lost and or misplaced by the Customer.
- In the event that the Cheques(s) are encashed by the Bank on presentation thereof despite receiving the instructions from the Customer through inadvertence or oversight, the Bank will not be held responsible in any manner by the Customer for any consequences whatsoever arising there from, provided the Bank has acted in good faith and has followed the Bank's usual procedures for handling the instructions.
- The Customer undertakes to immediately deliver to the Bank the Cheques(s) that have been reported as stolen, Lost and/or misplaced by the Customer to the Bank, in event that such Cheque(s), are subsequently found by or come into the possession of the Customer. If such Cheque(s) are subsequently found by the Customer or come into the possession of the Customer, the Customer confirms that (i) no claims will be made by the payees of the Cheque(s) on the Bank (ii) that the Cheque(s) cannot and will not be used by the Customer and (iii) that the Cheque(s) were not received by or endorsed by any third party.
- The Bank may at its sole discretion, debit the account of the Customer with the amount(s) of the Cheque(s) reported as stolen, lost or misplaced by the Customer, and hold such amount(s) in any suspense of other account for such period as it may deem fit. The Bank may also apply such amount(s) forthwith in any manner, it deems fit without any notice to the Customer.
- The Customer confirms that the Instructions are given by the Customer in good faith and not in any attempt to deny or defeat any lawful obligation or debt of the Customer to the Bank.
- The Bank is authorised to charge a fee as per the Bank's schedule of charges, as revised from time, for the services performed by the Bank pursuant to the Instructions.

**AUTHORISATION**

I/We authorise the above instructions for change/update. I/We have read and understood the Terms and Conditions pertaining to the operation of account and also the Terms and Conditions stated above. I/We agree to be bound by the same. I/We further agree to abide by any amendments to the Terms and Conditions made by the Bank from time to time.

\_\_\_\_\_  
Sole/Primary Applicant

\_\_\_\_\_  
Secondary Applicant (B)

\_\_\_\_\_  
Secondary Applicant (C)

**BANK USE ONLY**

**Receipt** (To be completed after receipt of Stop Payment Request)

Date and time received : \_\_\_\_\_ a.m/p.m. Cheque previously paid:  YES  NO

Signature verified  Standing Order No.: \_\_\_\_\_

\_\_\_\_\_  
Input by

\_\_\_\_\_  
Approved by