

Branch Manager \_\_\_\_\_

Date \_\_\_\_\_

Eastern Bank PLC. \_\_\_\_\_ Branch

Please issue Pay Order(s) as per following details.

To Be Filled By The Customer			For Bank Use Only			
Sl No.	Beneficiary's Name & Address	Amount	Comm.	VAT	PO Leaf No.	Ref.No.

**Total:**
**In words:**

 Pay order amount including commission & Vat Please Debit My/Our A/C No. 

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Account Title : ..... Phone No : .....

Purpose of the Pay Order .....

Supporting document (if applicable):

 The Pay Order(s) will be collected by  me /  Authorized Representative

**Authorization to collect requested items by the authorized person (if applicable):**

I/ We hereby authorize Mr./ Ms. \_\_\_\_\_

Mobile \_\_\_\_\_ to collect the above mentioned requested item(s) whose signature is attested below. In this connection, I/we indemnify the Bank from any risk and responsibilities that may arise due to handing over the item/s to the authorized person.

 \_\_\_\_\_  
 Signature of the Representative

 \_\_\_\_\_  
 Attested By The Customer/s

 \_\_\_\_\_  
 Customer's Signature

 \_\_\_\_\_  
 Signature of Joint Signatory

 \_\_\_\_\_  
 S.V. (full signature with ID)

**FOR BANK'S INTERNAL USE ONLY**

Cheque No. (if applicable) \_\_\_\_\_

 Dr. .... Tk.....  
 (CASA/P.O Suspense A/C)

Cr. Payment order issued GL ..... Tk.....

Cr. Commission on P.O GL ..... Tk.....

Cr. VAT on P.O commission GL ..... Tk.....

 Received Cash Tk.....  
 & Credited to A/C.....(P.O Suspense A/C).

Amount in words :

**Cashier's Stamp**

 \_\_\_\_\_  
 Maker

 \_\_\_\_\_  
 Authorizer

 \_\_\_\_\_  
 Teller Cash

 \_\_\_\_\_  
 Authorizer