VENDOR / CONTRACTOR/AGENCY
DETAILS & ADDRESS ON LETTER HEAD

Ref. No. _____
Date _____

To,
The Director
CCMB(CSIR),
Habsiguda, Uppal Road,
Hyderabad-500007

Dear Sirs,

The following is a confirmation / updation of my bank account details and I hereby affirm my / our choice to opt for payment of amounts due to me under various purchase orders / contracts through electronic mode. I understand that SERC also reserve the right send the payment due to me by a Cheque/Demand Draft/electronic mode or through a banker.

A. SUPPLIER DETAILS

1. **Supplier Name** :
2. **Address (including pin Code)** :

3. **Fax No.** :
   E-mail ID :

4. **PAN No.** :

5. **Mobile No.** :

B. PARTICULARS OF BANK ACCOUNT

1	**Bank Name**	
2	**Branch Name / Branch Code**	
3	**Branch Address (including Pin Code)**	
4	**9 Digit MICR No. of bank & branch (as appearing on the Cheque)**	
5	**Account type (Saving / Cash credit / Current)**	
6	**Account Number (as appearing on Cheque book)**	
7	**IFCS code of the Branch (for RTGS)**	
8	**IFCS code of the Branch (for NEFT)**	

I hereby confirm that the particulars given above are correct and complete and also undertake to promptly advise any changes to the above details to SERC. If the transaction is delayed or not effected for reason of incomplete or incorrect information or banking delays, I shall not hold SERC responsible. The online banking charges will be borne by us.

Name (in Capitals) of Supplier
Authorised Signatory
Official Rubber Stamp

NOTE:

1. Bank details to be confirmed by the bankers. Such confirmation shall be duly signed by the bankers.

2. Please enclose cancelled / photocopy of a Cheque.