



Date : \_\_\_\_ / \_\_\_\_ / 200\_\_

To,  
**Laxmi Bank Limited**

**Subject : Introduction of Account**

Dear Sir,

I am pleased to introduce Mr./ Mrs/ Ms/Messers .....  
who is interested in opening an account in your Bank.

The aforementioned individual / Company is well known to me / us and recommend him / her / them to your Bank for opening an account.

Should you have any queries regarding the individual / party, please write / contact me in my following address.

Thanking you,

Yours faithfully,

\_\_\_\_\_  
Authorized Signature

Name : \_\_\_\_\_

Account Number : 

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Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone : \_\_\_\_\_

Email : \_\_\_\_\_

## Terms & Conditions Governing the Conduct of Account

### 1. Minimum Balance Requirement

A customer is always required to maintain a minimum balance prescribed by the Bank. Please make an enquiry at our Reception Desk in order to find out current minimum balance requirement.

### 2. Ledger Fee

If balance falls below the prescribed minimum balance requirement, a monthly ledger fee shall be levied to customer account. For current applicable fee, please contact at our Reception Desk.

### 3. Interest Payment

Interest for Saving Bank account shall be accrued on actual by actual basis on monthly minimum balance and applied to customer account on semiannual basis i.e., June and December end. No interest shall be paid for failing to maintain balance below the minimum requirement. Interest for term deposit is paid at maturity only and premature withdrawal is subject to Bank's discretion.

Interest payment is subject to withholding tax at prevailing rate.

### 4. Cheque Book

Cheque Book for saving and current account shall be provided upon request. Customers are recommended to read the notices given on the inside pages of front and back covers of the cheque book for cheque issuance and safe keeping.

### 5. Cash

Bank shall be grateful for one day prior notice of large cash withdrawal. It is recommended that customer must count cash withdrawals at the Bank's counters. The Bank shall not be held responsible for any shortfall discovered later.

### 6. Confidentiality

Unless required or requested by law or any governmental body, information pertaining to customer account will be kept confidential. The customer may, however, instruct the Bank to release such information to third parties in writing.

### 7. Customer Instruction

- The Bank shall have no liability or responsibility for failure to give effect to instructions prior to receipt by the Bank or for any loss or damage incurred or suffered by the customer in the event of any failure, interruption or delay in performance of any instructions resulting from breakdown, failure or malfunction of any telecommunications or computer service or system or from any other event or circumstance whatsoever not reasonably within the Bank's control.
- The Bank shall not be liable for any losses whatsoever resulting from or in connection with the customer countermanding any outstanding instruction which has already given rise to binding rights or obligations.
- No facsimile / email instruction will be entertained unless the customer has signed "Fax / Email Indemnity" in respect of fax / email instruction.
- The Bank shall make payment of cheque, bills of exchange, promissory notes, standing orders, direct debits, issue of draft, mail and telegraphic transfer, purchase and sell of foreign currency and any other instruction by debiting the account(s) whether in credit or otherwise.
- The account(s) will be subject to applicable charges as per the bank's schedule of charges as revised from time to time. The bank shall always be entitled without notice to recover by debiting my/our account for any charges, expenses, fees, commission, mark up, penalties, withholding taxes levied by Government Department or authorities. The bank is also entitled to reverse entries made in error.
- I/ we understand that I/ we may close account by giving prior notice to the bank. The bank may however either at its own instance or, at the instance of any court or administrative order, or otherwise close, freeze or suspend dealing in any of the account without prior notice to me/ us.

### 8. Money Laundering

I / We hereby declare that account at Laxmi Bank Ltd is opened with the monies, which have been derived from legal means, all transactions into the account shall remain legal and the account shall not be used for the purpose of money laundering. If the Bank knows or suspects that an account is being used to process the proceeds of crime, the Bank is obliged to report the fact and nature of its knowledge or suspicions to the concerned authority.

### 9. Governing Law

The law governing the account is that of Nepal. In the event of a dispute in relation to the account, it will be governed and construed in accordance with Nepali law.

The Bank reserves the right to alter any and / or all the terms & conditions specified above without prior notice. I / We have read, understood and accept the terms & conditions stipulated above.

\_\_\_\_\_  
Authorized Signature

Date : \_\_\_\_ / \_\_\_\_ / 20\_\_

Full Name : \_\_\_\_\_

## Specimen Signature Card

Account Title : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Full Name	Specimen Signature

The account shall be operated:

Singly

Jointly

Other (Specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The bank is authorised to honour and charge to the account cheques/ bills of exchange/ promissory notes/ requests, agreement forms for Letters of Credit, guarantees, counter guarantees, foreign exchange contracts, extensions and amendments thereto signed by the above signatory(ies).

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Authorised Signature