

**LETTER OF MANDATE**  
for NRI Account Holders

Place \_\_\_\_\_  
To,  
The Branch Manager  
HDFC Bank  
\_\_\_\_\_ Branch

Date \_\_\_\_\_

MANDATEES PHOTO DULY  
SIGNED ACROSS THE FACE

Dear Sir,

**Re: Mandate to operate NRI Savings/ Current account number** \_\_\_\_\_

I/ We refer to the above mentioned NRI savings/ current account no \_\_\_\_\_ at your bank in the name/s of \_\_\_\_\_, residing at \_\_\_\_\_

and I/ We hereby request you to take this letter as a standing instruction / mandate for:

- Honouring all cheques drawn on the said account and instruction for local disbursements only by \_\_\_\_\_ resident \_\_\_\_\_  
\_\_\_\_\_, with Contact No.: Resi No. \_\_\_\_\_, Mobile No. \_\_\_\_\_, Email Id \_\_\_\_\_, Date of Birth \_\_\_\_\_ not withstanding that such cheque may create an overdraft or increase it to any extent.
- Authorize Mr./ Ms. \_\_\_\_\_ ("the said person" ) on my/ our behalf to make, draw, endorse, accept or otherwise sign any bills of exchange, promissory notes or other negotiable instruments and to discount the same with your bank or otherwise and also to make, draw, endorse or sign cheques or any other negotiable instrument of any description for **investment in shares , debentures , fixed deposits , bonds , units and operate the account for making necessary investment** and grant viewing rights to my account through Net Banking. I/ we hereby ratify and bind myself / ourselves and confirm to all and whatever instructions the said person has given on my/our behalf.
- All local payments in Rupees including payments for eligible investments subject to compliance with relevant regulations made by the Reserve Bank; and
- The Letter of Mandate holder is not permitted to repatriate outside India funds held in the account other than to the non-resident individual account holder himself nor to make payment by way of gift to a resident on behalf of the non- resident account holder or transfer funds from the account to another NRO/NRE account..

**I hereby confirm that the purpose of adding a mandate holder is for operation of my account as I reside outside India. The mandatee shall however, while acting under this mandate ensure that he /she acts in accordance with the instructions and directions that may be issued from time to time by the Reserve Bank of India or the Government of India or any other body or authority.**

I / We agree to bear any losses, claims that may arise directly or indirectly on account of the Bank acting on this instruction/ mandate and the instruction given thereof by the said person.

This authority shall continue in force until I/We shall have expressly revoked it by a notice in writing delivered to you.

Yours Faithfully,

\*\* \_\_\_\_\_ (Specimen signature of the Mandate holder)

X. \_\_\_\_\_  
Above signature verified by account holder(s)

X. \_\_\_\_\_  
Above signature verified by account holder(s)

(\*\* - Signature of the Mandatee, X - Signature of the account holder)