



## STANDING ORDER ESTABLISHMENT/AMENDMENT FORM

DATE...../...../.....

NEW  AMENDMENT  DELETION   
 (FIRST) (MIDDLE) (SURNAME)

ACCOUNT NAME \_\_\_\_\_

ACCOUNT NUMBER:-

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

P.O BOX: \_\_\_\_\_ CODE \_\_\_\_\_ TOWN: \_\_\_\_\_ MOBILE: \_\_\_\_\_

Kindly Establish / Amend / delete a standing order on my account with effect from \_\_\_\_/\_\_\_\_/\_\_\_\_ as follows: (tick appropriately)

Daily     Weekly     Monthly     Quarterly     Half Yearly     Yearly

Until on the \_\_\_\_\_  Until full amount of ..... is paid  Further notice in writing

|                          | FROM: (Fill for NEW, AMENDMENTS AND DELETION) | TO: (Fill for AMENDMENTS ONLY) |
|--------------------------|---|--------------------------------|
| Amount                   |   |                                |
| Due date                 |   |                                |
| Frequency                |   |                                |
| Narration / Ref. details |   |                                |

BENEFICIARY NAME: \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_ (SURNAME)

BENEFICIARY ACCOUNT: \_\_\_\_\_

BENEFICIARY BANK: \_\_\_\_\_

1. Customer Name: .....
- Customer Signature: .....
2. Customer Name: .....
- Customer Signature: .....
3. Customer Name: .....
- Customer Signature: .....

**OFFICIAL USE ONLY**

Received & Verified by:

Name: .....

Signature & Stamp: .....

Date: .....

**Authorised by:**

Name: .....

Signature: .....Date.....

TERMS & CONDITIONS:

1. The customer is responsible for ensuring that funds are available on the due date.
2. In case the 'due date' falls on a **SATURDAY, SUNDAY** or **PUBLIC HOLIDAY**, then the standing order will run on immediate following business day **AFTER** the due date.
3. Please note that the standing order will be deleted if unpaid for three consecutive periods.