

Dated:

To,

**M/s Indian Oil Corporation Ltd.
Southern Regional Office
Chennai - 600034**

Dear Sir,

With reference to your advise, we hereby agree to accept the payment of our bills through "RTGS/NEFT/Electronic Mode" alongwith the details sought by you for updating my company details in your IOCL Vendor Master.

The desired bank account & Vendor details are given below:

1.	IOCL SAP Vendor Code	
2.	Name of Beneficiary (i.e. IOCL Vendor)	
3.	Complete Address with Pin Code	
4.	Name of the Beneficiary's Bank	
5.	Address of the Beneficiary's Bank Branch	
6.	Contact details of Branch with STD Code	
7.	Beneficiary's Bank Account No. (as per cheque copy, enclose Original cancelled cheque leaf)	
8.	Beneficiary's Account Type (SB/CC/CA)	
9.	Beneficiary's Bank IFSC Code (11 Digit)	
10.	Mobile No of Beneficiary (One Number only)	
11.	Landline No. (with STD Code)	
12.	E-Mail ID of Beneficiary (One Mail Id only)	
13.	PAN Card Number (Please enclose copy of PAN Card)	

I/We hereby declare that the above details given by me/us are correct and complete. I agree to receive SMS / E-Mail Alerts with regard to my payments and any other information related to my transactions with IOCL.

(Signature of Account Holder)

**** We hereby confirm that the above bank account details of beneficiary are correct in all respects and the account of Beneficiary (IOCL vendor) is maintained at our bank branch.

**(Name of Bank & Branch)
Authorized Signatory**

**** Verification required only in case vendors name is not printed on the cancelled cheque leaf being submitted to IOCL office

