

Annexure  
On the letter head of beneficiary

Ref :

Date :    /    /201

To,  
MITCON Consultancy & Engineering Services Ltd.,  
1<sup>st</sup> Floor, Kubera Chambers,  
Dr. Rajendra Prasad Path,  
Shivaji Nagar,  
Pune – 411 005.

Dear Sir,

The following is a confirmation / updation of our bank account details and we hereby affirm our choice to opt for payment of amounts due to us under various contracts through electronic mode. I understand that MITCON Consultancy Services Ltd. also reserves the right to send the payments due to us by cheque /demand draft / electronic mode or through a banker. Our details are as under:

**A) Supplier / Contractor Details :**

- 1) Supplier / Contractor Name : \_\_\_\_\_
- 2) Address (Including Pin Code) : \_\_\_\_\_  
\_\_\_\_\_
- 3) PAN Card No. : \_\_\_\_\_
- 4) Service Tax Registration No. : \_\_\_\_\_
- 5) VAT Registration No. : \_\_\_\_\_
- 6) Contact person : \_\_\_\_\_
- 7) Contact Nos. Tel / Mobile : \_\_\_\_\_
- 8) Email ID for communication : \_\_\_\_\_

**B) Particulars of Bank account :**

- 1) Bank Name : \_\_\_\_\_
- 2) Branch Name / Branch Code : \_\_\_\_\_
- 3) Branch Address : \_\_\_\_\_
- 4) Digit MICR No. of bank & Branch : \_\_\_\_\_
- 5) Account Type : \_\_\_\_\_
- 6) Account Number : \_\_\_\_\_
- 7) IFSC Code of the Branch (for RTGS) : \_\_\_\_\_
- 8) IFSC Code of the Branch (for NEFT) : \_\_\_\_\_
- 9) Bankers Attestation (Sign & Seal) : \_\_\_\_\_

We here by confirm that the particulars given above are correct and complete and also undertake to promptly advise any changes to the above details to MITCON. If the transaction is delayed or not effected for reasons of incomplete or incorrect information or banking delays. We shall not hold MITCON Consultancy Services Ltd. responsible. We also agree for printing of the bank details on the cheque or DD if the payment is effected by Cheque / DD.

For -----

(Name of the Authorized Person)

Signature

Date :

Place:

**Note:**

- 1) Bank details to be confirmed by the bankers. Such confirmation shall be duly signed & stamped by the bankers.
- 2) Enclose Photocopy of a cheque.
- 3) Xerox copy of PAN duly signed by authorized person.
- 4) Xerox copy of Service Tax Registration duly signed by authorized person
- 5) Xerox copy of VAT Registration duly signed by authorized person.
- 6) Shop Act Copy
- 7) If Registered under Companies Act -1956 as company, copy of Certificate of Incorporation & Certificate of Commencement of Business.
- 8) For individual please provide latest residential proof (Electricity bill, Driving License, Ration card or any other proof)