

## **CURRENT ACCOUNT**

The Manager,  
BANK OF BARODA

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

\_\_\_\_\_ 200

Re: \_\_\_\_\_ Company Limited.

(Registered  
office \_\_\_\_\_)

\_\_\_\_\_)

We request you to open an account of the above-mentioned Company and we hand you herewith:-

\*The certificate is  
not required when

1. Certificate of Incorporation (for inspection and return)

(a) The Company is a  
Private company.

2. Copy of the Memorandum and Articles of Association

(b) The Company was  
Registered before 1913  
and does not invite the  
Public to subscribe for shares.

3. Certificate of Registrar of Joint Stock companies that the company is  
entitled to commence business (for Inspection and return)

(c) The company is limited  
by guarantee and does not  
Have share capitals.

4. Certified copy of a resolution of the Board of Directors regulating the  
conduct of the account together with specimens of the signatures of  
The authorized signatories.

We agree to comply with the Bank's rule for the time being for the conduct of such accounts (a copy of which has been given to us) as also any amendments made thereto from time to time.

We agree to inform the Bank whenever any change occurs in the Articles of Association or in the office bearers of company.

Be good enough to furnish us with a book of \_\_\_\_\_ cheque forms for our use.

Yours faithfully

Business or } \_\_\_\_\_  
Profession } \_\_\_\_\_

Address \_\_\_\_\_

Chairman/Secretary/Managing Agents

\_\_\_\_\_

\_\_\_\_\_ Company Ltd.

Names	Signatures
Mr. _____	_____
Mr. _____	_____
Mr. _____	_____
Mr. _____	_____
Mr. _____	_____

INTRODUCE BY	Memo of deposit _____ Cheque forms supplied Nos. _____ _____
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The Resolution referred to in item 4 should be somewhat in the following terms

Insert _____ _____ and two of the directors and counter-signed by the Secretary of Managing Agents Messrs _____ _____ or otherwise as required.	We hereby certify that the following Resolution of the Board of Directors of the _____ Company Limited, was passed at a meeting of board held on the _____ and has been duly recorded in the-Minute Book of the said Company. “Resolved that a banking account for the Company be opened with the Bank of Baroda, and that the said Bank be and is hereby authorized to honour cheques, bills of exchange, and promissory notes drawn, accepted or made on behalf of the company _____ _____ _____ and to act on any instructions so given relating to the account whether the same be overdrawn or not or relating to the transaction of the company.
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\_\_\_\_\_  
Chairman  
\_\_\_\_\_  
Directors/Managing against

\_\_\_\_\_  
Secretary/Managing Agents

All alterations should be initialled.  
It is necessary that the authority given by this resolution shall be in accordance with the powers provided by the articles of Association of the Company.

The Chief Manager  
Bank of Baroda  
Gamdevi Branch  
Mumbai-7.

Dear Sir,

Re: **Current Account in the Name of: -**  
**To be newly opened with you.**

We Maintain Current Account No. \_\_\_\_\_ with your Branch Since \_\_\_\_\_

M/s \_\_\_\_\_ desiring to open a New Current Account with your Branch  
have approached us to introduce their account to you.

We know M/s \_\_\_\_\_ and their proprietor/partners 1. \_\_\_\_\_  
2. \_\_\_\_\_ 3. \_\_\_\_\_

Since \_\_\_\_\_.

We are aware that based on our introduction you would be allowing M/s \_\_\_\_\_  
To open a New Current Account with you.

Yours Faithfully,

**The Chief Manager  
Bank of Baroda  
Gamdevi Branch  
Mumbai-7.**

Dear Sir,

**Re: Opening of Current/Cash Credit Accounts.**

X.....X

with reference to the C/A which the Bank has opened in my/our name/s I/we hereby authorise you to make the Bank's usual Half yearly service charges and/or any other additional charges in any month during which the balance falls below Rs.5,000/- and/or inconvenient and/or is unremunerative.

I/We am/are aware of the provisions of the Bank's Current Account Rule No.1, 15,16,17, and in particular I have noted the part of Rule No. 18 reading as follows:-

A charge may be made on all accounts where the average balance does not compensate for the number of cheque forms and amount of stationary used and labour involved in keeping the accounts.

**It is also understood that the bank has the right to close the Account without assigning any reason.**

With regards to the above I/We declare as under: -

- a) That I/We am/are not enjoying any credit facility with any other Bank/Any other Branch of your Bank and I/We undertake to inform you in writing as soon as any credit facility as availed off by me/us from any other Bank / Any other Branch of your Bank.
- b) That I/We am/are enjoying credit facilities with other Bank/Other Branches of your Branch as per details given in the enclosed sheets.

Yours faithfully,

KAILAS

F.NO.6  
(To be without any stamps)

The Manager,  
**BANK OF BARODA**

Dear Sir,

**Ref: MY/OUR CURRENT ACCOUNT WITH YOU**

I/We hereby request you from time to time to pay and honour all cheques which may be drawn by Mr. \_\_\_\_\_ including cheques made out in his own favour, purporting to be drawn by him and on my/our account and to place the amount of all such cheques to the debit to my/our current account in your books, notwithstanding that payment of such cheques may create an overdraft or increase it to any extent. Any operation by Mr. \_\_\_\_\_ on my/our current account will be binding on me/us and you are, therefore, requested to act on instructions received from his In connections with the said current account.

Mr. \_\_\_\_\_ will also make, draw and endorse and accept or otherwise sing bills of exchange, promissory notes, or other negotiable instruments and discount the same with your Bank or otherwise, and will also pay monies, cheques, notes, drafts, orders and all other documents to the credit of my/our Current account and as and when needful endorse the same for me/us and will also certify the correctness of the balance of my/our current account, and will also acknowledge debt or debts due from me/us so as to bind me/us all and will also receive notices on my/our behalf.

He will also endorse, pledge, deposit, withdraw, sell Government and other securities, shares, bills of lading, railway receipts and such other instruments and open letters of credit on my/our behalf, and give, vary and revoke instructions regarding my/our accounts in respect of all transactions and acts which he may do

Upon the firm and the partners and perform, and all such acts shall be binding on me/us and my/our heirs executors and administrators thereof and the heirs, executors of any such partners, their and his successors and I/We shall always and at all times, allow, ratify and confirm all and whatever said Mr. \_\_\_\_\_ assigns and in the case of dissolution of our partnership, all acts done by the said

\_\_\_\_\_ shall do in relation to the said current account and/or under this mandate.

Mr. \_\_\_\_\_ shall be binding upon the firm and each and every one of us and all other persons claiming from under or in trust for us or any of us unless notice in writing of such dissolution is previously received by you and we shall always and at all times allow ratify and confirm all and whatever the said

**Mr. \_\_\_\_\_ shall do in relation to the said current account and /or under this mandate.**

This mandate if not revoked in my/our life time shall be binding upon my/our estate and effects and our legal representative until a written notice of my/our death is given to you.

This mandate shall continue in force until you receive a notice in writing from me/us to the contrary.

Specimen signature of

**Yours faithfully,**

Mr. \_\_\_\_\_  
\_\_\_\_\_

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\* The words above the line should be deleted if the authority is being given by an individual or individuals that are not partners. The words below the line should be deleted if a firm gives the authority.



NAME AND ADDRESS OF THE NOMINEE