

Salary Payment Instructions

Date:

Effective Date:

We hereby request and authorize Indochina Bank to debit our account as per the details and amount in plus all other charges incurred to effect salary payment for our employee base on the details contained in the SIF (Salary Information File) that we have prepared and sent to the Bank by e-mail and original hand over along with signature. (Enclosed with this request).

Employer Name:

Debit our Account No:

Account Name:

Total Salary Amount:

No. of Staff Records in Salary File:

Salary Month:Year:

Authorized e-mail Address:

Terms & Conditions

We agree and confirm that:

- We will send the salaries list via e-mail and original such data & information to Indochina Bank LTD
- The soft file and hard file should be matched such as total Salary Amount, Number of Staff list and Salaries effective Date.
- Indochina Bank LTD will process the salaries payment as per instructions
- Indochina Bank LTD will reject this application if ANY of the in formations are not met, and will notify us through the authorized e-mail mentioned above in case of discrepancy or inability to process the instructions

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Authorized Signature(s) and Rubber Stamp