

- What is Standing Instructions?
  - A standing instruction is an instruction a bank account holder gives to his or her bank to pay a set amount at regular intervals to another's ("the beneficiary's") account.
- Why Standing Instructions?
  - It is hassle free and easy to setup.
  - Automatic contribution - the amount gets debited automatically every month without you having to remember.
- How do I start it?
  - Download the attached form.
  - Please fill the form and inform:
    - Mr. Niloy Sarkhel Mobile 9867058410
  - In case you need any clarification please contact Niloy. A sample filled form is also attached for guidance. You need not write anything in columns Reference 1 and Reference 2.
  - On a space provided below the form please fill details. Also if you wish to avail Tax benefit under IT section 80G. Please attach a Xerox or Scanned copy of your PAN.
- How it will work
  - Our man will pick up the form and deposit in HDFC bank.
  - HDFC bank after due approval will send the information to your bank.
  - Depending upon your standing instructions the amount will be credited in our account on intervals which you have indicated in your form.
  - An 80G receipt will be issued if required for donations of Rs. 1,000 in one instalment.