

Instruction Letter on Company Letterhead

<Date of Instruction>

To,

The Managerbank
The Hongkong and Shanghai Banking Corporation Limited,
Mumbai

Dear Sir,

Re: Letter to Claim money transferred to the Depositor Education and Awareness Fund (DEAF) for Accounts in the name of M/s. _____

We _____ (*complete legal name of the company*) hereby request The Hongkong and Shanghai Banking Corporation Limited, India (HSBC) to claim the monies that were transferred to DEAF given that our account/ accounts had gone into unclaimed status as per RBI regulation (The Depositor Education and Awareness Fund Scheme, 2014 - Section 26A of Banking Regulation Act, 1949 dated March 21, 2014) for the following accounts.

We request you to debit and credit INR 1 from our below mentioned account, as required, in order activate it from unclaimed status.

The details pertaining to the accounts are mentioned below.

S No	Accounts number	Account Name
1		
2		

We confirm being duly authorized on behalf of M/s.....to issue this instruction. We understand that claim will be settled post due diligence and authentication of documents and is subject to HSBC's process & policy. We undertake to submit any document or authorizations as may be necessary for HSBC to process the claim.

Look forward to your continued assistance in this regard.

Authorized Signatory

Authorized Signatory

Signature
Name
Date

Signature
Name
Date