

Circular No. 205(a)

Date: 10.09.2005

Sub: Bank Charges

We are 'Preferred' customers at HDFC Bank. Accordingly, HDFC Bank has agreed to not to levy any bank charges on any of our accounts. In case bank charges are levied, accountants may please send a representation to HDFC Bank as per the enclosed draft. Draft is available in draft folders on the server.

Accounts in other bank which are not being used, must be closed on or before 17/09/05 Draft letter is enclosed.

Managing Director

Date:

From,

\_\_\_\_\_  
5-4-187/3&4,  
M.G. Road,  
Secunderabad – 500 003.

To,  
Mr. \_\_\_\_\_  
Personal Relationship Manager,  
HDFC Bank Ltd.,  
S.D. Road Branch,  
Secunderabad – 500 003.

Subject:- Reversal of bank charges, charged to our account.

Reference:- Our current / saving account no. \_\_\_\_\_ in the name of \_\_\_\_\_

Dear Sir,

The accounts of our group of companies and individuals have been designated as ‘preferred Accounts’ by your bank. Your bank has agreed not to levy any bank charges for these accounts.

However, the following charges have been charged to our account.

| Date | Description | Amount |
|------|-------------|--------|
|      |             |        |

We request you to reverse these charges at the earliest.

Thank You.

Yours Sincerely,  
For \_\_\_\_\_

Accountant.

Date:

From,

\_\_\_\_\_  
5-4-187/3&4,  
M.G. Road,  
Secunderabad – 500 003.

To,  
The Branch Manager,  
\_\_\_\_ Branch,  
\_\_\_\_\_

Subject:- Closure of bank account

Reference:- Our current / saving account no. \_\_\_\_ in the name of \_\_\_\_

Dear Sir / Madam,

With reference to the above, please note that the above referred account is not being used by us in a regular basis, as a matter of abundant caution and in order to avoid any fraud or misused of our account, we request you to close the account.

As per our records the balance available in our account is Rs. \_\_\_\_\_. We request you to issue a pay-order for the same (or as per the balance in your records) in our favour.

Please find enclosed the unused cheque nos.

Thank You.

Yours Sincerely,  
For \_\_\_\_\_

Accountant.