

INSTRUCTION MEMO - NOTICE U/S. 138 N.I.ACT

MEMBER'S COMPANY NAME:	
ADDRESS	
CONTACT NO:	
EMAIL ID	

DIRECTOR / PROPRIETOR / PARTNER NAME:	
NATURE OF BUSINESS:	

MEMBER'S BANK DETAILS:

BANK NAME:	
BRANCH:	
BRANCH ADDRESS:	
CURRENT A/C NUMBER:	

REPRESENTATIVE

REPRESENTATIVE NAME:	
OCCUPATION	
DESIGNATION	
RESIDENCE	
CONTACT NO	

DRAWER OF CHEQUE(BUYER)

NAME:	
ADDRESS:	
CONTACT NO:	
TIN:	
PAN:	

PROPRIETOR & SIGNATORY ON CHEQUE

NAME:	
CHEQUE DETAILS:	
BANK NAME:	
BANK ADDRESS:	

Sr. No.	Cheque Dated	Cheque No.	Amount	Date Of Presentation	Date Return Memo	Intimation Receipt Date	Reason For Dishonour
1							
2							
3							
4							
TOTAL							

OUTSTANDING BILLS

Sr. No.	Bill No.	Bill Date	Bill Amount	Payment Received	Balance O/S.	Due Date	Overdue	Interest Up To 31/03/2017
1								
2								
3								
4								
TOTAL								

ANY OTHER INSTRUCTION

INTEREST CALCULATED @ _____% P.A.

TOTAL OUTSTANDING : PRINCIPAL RS. _____ + INTEREST RS. _____ = RS. _____/-