

AUTHORIZATION

To,
The Deputy/Assistant Commissioner,
.....

Madam/Sir,

Subject: Authorisation for Refund/Rebate – reg.

I/We authorize payment/credit of sanctioned rebate/refund amount of Central Excise/Service Tax for all my rebate/refund claims filed at your office directly to my bank account through RTGS/NEFT after deduction of applicable RTGS/NEFT charges, as per RBI guidelines. In case of any remittance made by mistake or duplicate, I/we undertake to re-credit the same to the department. I hereby declare following details for the purpose.

1.	Name & Address	
2.	15 Digit CEX/ ST Registration No./IEC	
3.	Constitution of the business (Proprietorship/Partnership/LLP/Private Ltd/Public Ltd./Other)	
4.	DETAILS OF APPLICANT	
	Address	
	Telephone/Mobile No.	
	Email ID	
5.	BANK ACCOUNT DETAILS OF THE REGISTERED ASSESSEE/EXPORTER TO WHICH SANCTIONED REFUND AMOUNT IS TO BE DEPOSITED	
	Name of the Bank	
	Branch	
	Bank Account No.	
	IFS Code	
	Type of Bank Account: Saving A/c Current Account	

I/We fully understand that any information furnished in the application if found incorrect or false will render my/us liable for any penal/action or other consequences as may be prescribed in law or otherwise warranted.

Place:

Signature.....

Date:

Name_____

Designation

(Proprietor/Partner/Director/Authorized Signatory)

Enclosed: (1) Photocopy of a cancelled blank cheque.

BANK VERIFICATION

Certified that above details are tallied with bank record and found correct

Signature.....

Name_____

Seal of the Bank

Note

1. In case the authorisation is signed by authorised signatory, the Bank Manager shall verify and confirm that said authorised signatory is indeed authorised by the firm/company to transact with the Bank.
2. All information detailed above shall be mandatorily filled/provided.

OFFICE OF THE ASST./ DY. COMMISSIONER

C. No. _____

Dated _____

To
The Branch Manager,
.....Bank

Sir,

**Sub: Payment of refund claims amount directly to the assessee's/exporter's bank
account through RTGS/NEFT – Regarding.**

Please find enclosed herewith a Cheque No.dated.....for an amount of Rs. and a list of refund/rebate claims (in duplicate) sanctioned by the undersigned during the period from _____ to _____ in favour of the beneficiary(s), whose details are provided as under:-

Sl. No.	Beneficiary Name	Name of the Beneficiary Bank	Beneficiary Bank account No.	IFSC Code No.	Refund amount sanctioned	Remitter's account No.	Ref. no of the sanction order
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

- Please remit the amount mentioned in col. No. 6 of the table above through RTGS/NEFT by debiting our account no. mentioned above.
- You may recover RTGS/NEFT charges as per RBI guidelines, leviable on the said sanctioned amount and remit the balance amount to the bank account of the beneficiary.
- Essential details of the beneficiary have also been sent through my official e-mail account viz. _____ to your email account _____.
- It is requested to return the duplicate copy of Annexure B duly certified by the bank. In case of non-remittance, please provide reasons for the same with further advice, if any.

Yours faithfully,

Encl. Cheque No.dated.....for Rs.

Signature with date:

Name

Designation

Office Seal

Telephone no.

ANNEXURE-C

DIVISION, COMMISSIONERATE				
Cheque details for Month 2016				
Sr. No.	Cheque No.	Cheque Date	Amount	Remarks
		Week Ending		
(1)	(2)	(3)	(4)	(5)
1				RTGS/NEFT, Bank Branch
2				-do-
		TOTAL		
		Week Ending		
3				RTGS/NEFT, Bank Branch
4				-do-
5				-do-
6				-do-
7				-do-
		TOTAL		
		Week Ending		
8				RTGS/NEFT, Bank Branch
9				-do-
		TOTAL		
		Week Ending		
10				RTGS/NEFT, Bank Branch
11				-do-
12				-do-
13				-do-
		TOTAL		
	GRANT	TOTAL		

