

CAUTION

1. Start the amount and figures as far to the left as possible leaving no space for more words or figures to be added and fill in all blank spaces with a line.
2. Never sign a blank Cheque.
3. Confirm any alteration with your full signature.
4. When crossing a Cheque, draw two parallel lines in the top left hand corner as shown.
5. Always complete Cheque with a pen or ball point pen using immediate permanent link. Do not use a type of link which permits erasure and alteration that will not be apparent.
6. If cheque lost by any cause, according to Co-operative rules extra charges will be cost for a new one.

ध्यान दिनुपर्ने कुराहरु

१. अंक र अक्षरहरु लेख्दा जति सक्यो त्यति बायाँतिरबाट अरु अक्षर र अंक थप्नको लागि ठाउँ नहुने गरी शुरु गर्नुहोस् र खाली ठाउँमा धर्सो तान्नुहोस् ।
२. खाली चेकमा कहिले पनि सही गर्ने नगर्नुहोस् ।
३. कतै कुनै अदलबदल भएमा भएको ठाउँमा पुरा सही गर्नुहोस् ।
४. क्रस चेक बनाउँदा माथि भै बाँया मास्तिर कुनामा बराबरको दुईवटा धर्सो तान्नुहोस् ।
५. चेकहरु सँधै पेन वा बलप्याइन्टले वा पाको मसीले लेख्ने गर्नुहोस् । हत्पत्ति नदेखिने गरी मेट्न वा अदलबदल गर्न सकिने किसिमको मसी भएको कलमको प्रयोग नगर्नुहोस् ।
६. चेक हराई नयाँ लिन परेमा संस्थाको नियमानुसार शुल्क लाग्नेछ ।



Request for Cheque Book

Date : _____

Account Holder Name : _____

Account No.: _____

Please supply _____ pieces of new Cheque Book to me/us or _____ being my/our agent whose specimen signature appears below.

(Specimen Signature of Account Holder's Agent)

Received with thanks a payment slip containing _____ slip

from No. _____ to No. _____

Counted, Checked and found correct.

(Account Holder's Signature)