



DEBIT INSTRUCTION AUTHORIZATION FORM FOR MTB eBank
Electronic Fund Transfer (EFT) & Intra Bank Fund Transfer (FT)

Manager

Mutual Trust Bank PLC (MTB)

Date: _____

Branch

- Multiple Authorization Setup requests may be provided through a list containing all the below mandatory fields duly signed by authorized signatories.
- The form has to be signed by the Debit Account Holder even if it is a MTB Account holder and to be verified by the authorized official of concerned bank branch.

Section-1

MTB Customer/Originator Account Information	
Account Title*	
UCIC No	
Branch Name	
Customer Credit Account No.*	
Contact Number	
E-mail	

Section-2

Information of Debit Account of Other Bank/MTB		
Debit Account Name*		
Debit Account Number*		
Bank Name*		
Bank Branch Name*		
Bank Routing Number*	<input type="checkbox"/> MTB Bank Routing No...	
Contact Number	Cell:	E-mail:

Transaction Information	
Amount (in Figures) *	
Amount (in words) *	
Effective Date*	
Valid Till*	
Remarks	
Frequency of Transaction	<input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> Half yearly <input type="checkbox"/> Yearly <input type="checkbox"/> As per request

I/We hereby authorize Mutual Trust Bank PLC (MTB) to initiate Electronic Fund Transfer (EFT)/FT Debit transactions to collect the fund/payment. I/We am/are fully aware that this/these EFT transaction(s) will be credited to the bank account mentioned in this form. I/We authorize my bank as mentioned above to provide the information in Section-2 of this form to MTB.	Debit Account Holder's Signature (s) Seal (in case of Company or Firm) & Date	
We confirm that the debit account holder is maintaining account with our bank branch and the information & signature of the Debit Account Holder mentioned above are correct and verified.	Authorized Bank Official (Debit Account Bank) Signature Bank Seal & Date	
I/We hereby authorize Mutual Trust Bank PLC (MTB) to manage our account for collecting fund/payments through EFT/FT Debit Instruction as per the details given above. I/We authorize the bank as mentioned above to use the information in Section-1 of this form.	Authorized Signature of Originator(s) Seal (in case of Company or Firm) & Date	

[This form cannot be processed without Signature(s) of the Debit Account Holder(s) in both sides of this form] [*=mandatory field]



**DEBIT INSTRUCTION AUTHORIZATION FORM FOR MTB eBank
 Electronic Fund Transfer (EFT) & Intra Bank Fund Transfer (FT)**

TERMS & CONDITIONS:

1. Transactions under this Authorization will be subject to the BEFTN Operating Rules of Bangladesh Bank & prevailing Rules & regulations of MTB as applicable from time to time. The laws of Bangladesh shall govern the following Terms and Conditions.
2. Definition:
 Originator: The Originator is the entity that agrees to initiate EFT entries into the network according to an arrangement with debit account holder
 Originating Bank: The originating bank is the bank which receives payment instructions from its client, the originator and forwards the entry to the BEFTN
3. This Authorization Form must be sent in original to MTB. Email or photocopies are not acceptable.
4. The Authorization is accepted subject to-
 - a. Matching of the bank account details with the bank's records
 - b. Verification of signature(s) of account holder(s) by its respective banks
5. This Authorization Form must reach MTB, Cash Management & Transaction Banking Division Corporate Head Office, MTB Center, 26 Gulshan Avenue, Dhaka 1212 at least thirty (30) days before the date on which it is to be activated, if the payment instruction date falls on a Weekend day or a Public Holiday, the same may be effective on the next Banking day.
6. This instruction shall remain in full force and effect until otherwise advised in writing by the Debit account holder and such advice should be communicated to MTB and received by Cash Management & Transaction Banking Division at least seven (7) working days before the next payment/transfer is due. Any such amendments/cancellations will not release the debit account holder from the liability to the Bank arising on account of the Bank having executed the instruction before receipt of such amendments/cancellations
7. Debit account holder should ensure that sufficient funds are available in the bank account at the time of debit date and this Authorization is not dishonored. Sometimes it is possible that due to some technical or other reason the amount is not debited on the debit date and is delayed by few days. Please ensure the availability of funds for at least seven (7) days after debit date to avoid dishonors. MTB will not be responsible for any dishonor raised by the receiving bank and any dispute regarding same should be taken up with debit account holder. In this scenario MTB account holder/account beneficiary will be liable to reimburse the said amount on same date.
8. Any queries, questions, comments etc. with regard to Originating Bank and payment amount will have to be raised to MTB and payments to the Bank with regard to the settlement of amounts paid in this regard are committed and not deferrable for any reason whatsoever. The transaction appearing on the account statement will be the proof of payment.
9. Under this instruction, the Debit account holder cannot dispute regarding the payment to Originating Bank (MTB) debited from his/her Bank account. If any excess or less than the instructed amount is debited, the debit account holder will have to contact Originating bank (MTB) for clarification.
10. At present no fees/charges will be realized for this facility. Bank Management may impose fees/charge in future.
11. Originating bank will not take any responsibility in case of any technical problem arising out of any ends (e.g Debit Account Holder's Bank or Bangladesh Bank & MTB).
12. Any dispute(s) relating to the terms and conditions or its performance shall be settled amicably between both Parties within 30 (thirty) Days' of receipt of written notice of such dispute. In the event of failure to settle, either Party may refer the matter to Bangladesh International Arbitration Centre (BIAC) for settlement through mediation in accordance with BIAC Mediation Rules as under Arbitration Act, 2001. If a settlement cannot be reached within sixty (60) days following the appointment of the Mediator(s), such dispute shall be referred to arbitration in accordance with the provisions of the Arbitration Act, 2001 of Bangladesh. Each Party shall appoint its own arbitrator and the arbitrator of the Parties so appointed shall appoint a third arbitrator who shall be the chairman of the Arbitral Tribunal. The place of the Arbitration shall be Dhaka. The decision of the Arbitration shall be final and binding on the Parties hereto.

I/We confirm having read and agreed to the terms and conditions as mentioned above. And also agree to be bound by such terms and conditions as may be amended from time to time.

 Signature of the Debit Account Holder(s)

 Signature of the Originator (MTB) Account Holder(s)

FOR BANK USE ONLY

_____ Originator Signature verified by	_____ Cash Management & Transaction Banking Division
---	---