# Debit Instruction and Authorisation Letter

بيت التمويل الكويتي
Kuwait Finance House
Bahrain B.S.C.(c) البحرين ش.م.ب (م)

To: Operations Department
Kuwait Finance House – Bahrain B.S.C.(c)
P.O. Box 2066, Manama, Kingdom of Bahrain

Date: / / dd/mm/yy

Dear Sir,

**Debit Instruction and Authorisation Letter**

☐ Salary of / mm/yy
☐ Transfer of / mm/yy
☐ Other Transfer

We, _____ , (the **Customer**) hereby request and instruct Kuwait Finance House (Bahrain) (the **Bank**) to debit the Customer's saving/current account with the Bank, details of which are given below (the **Account**), and to make payments from the Account of the Total Amount on the Payment Date (as defined below) to the [employees][beneficiaries] of the Customer listed in Annex 1 only (the **Beneficiaries**) at the corresponding bank account details listed therein for such Beneficiaries, for [salaries] / [transfers] / [other payments] (altogether, the **Request**).

Customer Account details are as follows:

| | |
|---|---|
| Customer Name (in full) | |
| Customer IBAN No. for [saving/current account] | |
| Payment Date | / / dd/mm/yy |
| Total Amount (Figure) | |
| Total Amount (Words) | |

By signing of this Debit Instruction and Authorisation Letter, we hereby confirm the contents and information provided in the hard and soft version and irrevocably agree to the completion of the Request by the Bank.

Regards,

Authorized Signatures

Sign: _____ Sign: _____

Name: _____ Name: _____

Designation: _____ Designation: _____

Should you require any clarification or wish to communicate about this Request, please contact the persons detailed below.

| | | | |
|---|---|---|---|
| Name: | | | |
| Tel. No (landline): | | Designation: | |
| Email: | | Mobile No: | |

We confirm that enclosed with this Debit Instruction and Authorisation Letter are:

1. A file comprising the list of Beneficiaries in non-rewriteable CD; and
2. A hard copy print-out of the same file with the Customer's stamp and authorized signature.