

**Q.6 Attempt the following:**

**1) Write a letter to bank for opening a current account**

**Ans:**

**NEW STAR COMPANY LTD.**

Registered office: 24 / B, Ready money Terrace, Vidyanagar Road,  
Worli Naka, Mumbai 400 018.

CIN: L40408MH2001PLC246065

Tel no. (022) 6662 6379

Fax no. (022) 4264 8274

Ref no .N/BK/14/19-20

Website: [www.newstarltd.com](http://www.newstarltd.com)

E-mail: [newstar07@gmail.com](mailto:newstar07@gmail.com)

Date: 30th June, 2019

The bank manager,  
Bank of India,  
42, Dr.E.Moses road, Worli naka,  
Mumbai – 400 018

**Sub : Request to open a current account:**

Dear Sir.

The Board of Directors of this Company at its meeting held on 20th June, 2019, passed a resolution to open a Current Account in the name of the Company in your bank.

In accordance with the rules for opening a Current Account in your bank, we enclose herewith the following documents:

- (1) The prescribed Current Account opening application form duly filled in, signed and dated.
- (2) Certified copy of Certificate of Incorporation of the Company.
- (3) Certified copies of the Memorandum and the Articles of Association of the Company.
- (4) Certified copy of the list of the present Directors of the Company.
- (5) Specimen signature cards containing signatures of two Directors: Mr. Yuvraj and Ms. Archana and the Company Secretary: Mr. Ashok officially authorised to operate the Account.
- (6) A certified copy of the Board's Resolution dated 20th June 2019, authorising the Company to open a Current Account with your bank.
- (7) Duly filled up Pay-in-slip along with Rs 5,000 (Rupees Five Thousand Only) cash



being the initial deposit.

(8) Copies of PAN and TAN cards.

We undertake to abide by the rules and regulations of your bank in respect of opening and operating the bank account.

You are, therefore, requested to open a current account in the name of our company. I.e. New Star Company Ltd. and oblige us.

Thanking you,  
Yours faithfully,  
For New star company Ltd.  
Sd. /  
Company secretary

---

**2) Write a letter to bank to stop payment of cheque.**

**Ans:**

ATLAS INDIA CO.LTD.  
Registration office: 24, Atlas house, MIDC Colony ,Mirjore,  
Ratnagiri,  
CIN: L34378MH2004PLCI56725

Tel no. (022) 2498 2516  
Fax no. (022) 484 42163  
Ref no. A/SP/15/19-20  
Website: [www.atlasindialimited.com](http://www.atlasindialimited.com)  
Email: [atlas06@gmail.com](mailto:atlas06@gmail.com)  
Date: 30th June 2019

The branch manager,  
The bank of India,  
MIDC Colony, Mirjore branch,  
Ratnagri – 415 612

**Sub: Stop payment of cheque no 010181 Dated 20th June 2019- current A/C No 2307**



Dear Sir.

This is to confirm our telephonic instructions to you this morning regarding the withholding of the payment of one cheque issued by us.

We have been informed by one of our suppliers Messrs. Sal Auto Services, Sawantwadi, Sindhudurg, that our Cheque No. 010181 Current No. 2307 dated 20th June 2019 for 1'25.000, drawn on your bank in favour of M/s Sal Auto Services, Sawantwadi, Sindhudurg has not reached them till 30th June, 2019. The said cheque seems to have been lost in transit. The cheque was sent to their Sawantwadi address under Certificate of Posting on 22nd June, 2019. We have issued a fresh cheque to them today itself. In the meantime, as a precautionary measure, we request you to stop the payment of the said

Cheque No. 010181 Current NC No. 2307 dated 20th June. 2019. If presented to you for payment. Kindly acknowledge receipt of this letter and comply.

Thanking you  
Your faithfully,  
For **Atlas India Co.Ltd**  
Sd./  
Company secretary

---

3) Write a letter requesting the bank to issue letter of credit .

**Ans:**

**M/ S USHA ELECTRONIC INDIA CO. LTD.**  
Registered Office: 45 1, Usha House, MG. Road,  
Nashik: 422 002.  
CIN: L212208MH2001PL0129644

Tel. No. (022) 2422 2848  
Fax No. (022) 4613 0202  
Ref. No. UEI /421 /15 /18-19  
Website: **www.ushalimited.com**  
Email: **ushaelectronic@gmail.com**  
Date: 1st July 2019

The Bank Manager,  
The Union Bank of India,  
M.G. Road Branch,  
Nashik 422 002.



**Sub: Issue of letter of credit**

Dear Sir.

We are pleased to inform you that we have secured an import license from the Central Government for the import of a variety of electronic goods from the United States. After going through the quotations received from six leading exporters of the U.S. we have decided to place an order with M.K. Electronics, New York for the supply of different electronic goods worth 20,000 US dollars. We have been asked by them to send a Letter of Credit for the said amount.

We therefore, request you to issue a Letter of Credit in favour of M.K. Electronics. New York for 20,000 US dollars. The said amount may be debited to our Current Account No. 4450 in your bank.

Thanking you,

Your faithfully,

For M/ **S USHA ELECTRONIC INDIA CO. LTD.**

Sd. /

Company secretary

---

4) Write a letter requesting the bank for granting overdraft facility :

**Ans:**

**SURAJ STAR COMPANY LIMITED**

Registered Office: 2 1, Sea View, Marine Drive,  
Mumbai - 400 020.

CIN: L20209MH2011PLC234186

Tel. No. (022) 259 6950

Fax No. (022) 259 7002

Ref. No. SSC / 248 / R / 19-20

Website: **www.Surajstarltd.com**

Email: surstltd07@gmailcom

Date: 1st July, 2019

The Bank Manager,  
The Bank of India,  
Marine Drive Branch,  
Mumbai 400 020.



**Sub: Overdraft facility against our current account no. 3764**

Dear Sir.

As you are aware, our Company has a current account in your bank for the last ten years (Current A/c No. 3764). The Board of Directors in its Board meeting held on 25th June, 2019 has decided to request you to grant us an overdraft facility of ₹ 3 lakh for a period of three months from August to October 2019. This facility is required for meeting the financial needs of the Company during the ensuing Diwali festival season.

As you know, we are the manufacturers of plastic goods and toys. Our experience in this field for the last ten years tells us that the festival season creates a heavy demand for the products of our Company. In view of this, we have started placing orders for the supply of raw materials required for the production of plastic goods and toys.

As the suppliers in this line generally do not extend fairly long-term credit facilities, we have to request you to grant us an overdraft facility as stated above. We offer stock in trade worth Rs 4 lakh and personal guarantee of two directors as security for the proposed overdraft. We shall complete other formalities after hearing from you.

An early reply will be appreciated.

Thanking you

Your faithfully,

For **SURAJ STAR COMPANY LIMITED.**

Sd./

Company secretary