

## **Auto Debit from “The South Indian Bank Ltd” A/cs.**

- Submit the fees card at SIB Liluah Branch along with Auto Debit Mandate.
  - On the fees card, mention :
    - Regd number
    - Student Name
    - Class
    - Roll & Section
    - Auto Debit A/c Number
    - Contact number
  - **Fees Balance must be made available in the Auto debit A/c by 4<sup>th</sup> of Every Month, failing to which bank will not be responsible for non-payment of fees.**
  - All the fees will be auto-deducted from the account on or before the last working day prior to the fees due date as mentioned in the school diary.
  - Receipt of the fees paid through A/c transfer will be available in Fees Corner 24 x 7 ,( →visit school website) after 19<sup>th</sup> of every month. No receipt will be available at the branch.
  - **Do not pay the fees in online mode under any circumstances( except for the month of April). In such cases, bank & school will not be responsible for any mismatch of fees payment transactions.**
  - The fees debit from the accounts will take place from the succeeding months of submitting the Fees card & debit mandate at the branch and not from the current month(Month in which fees book is submitted).
- \*\* e g For fees cards submitted between 01.04.2018 – 30.04.2018, auto debit will commence from May-2018.*
- Please clear off all the dues before submitting the auto-debit forms at the branch.
  - Install “SIB Mirror” app on your internet enabled smartphone ,and using your registered number stay in touch with your accounts maintained with The South Indian Bank Ltd.

*For any assistance contact at 033-26553953 during working hours.*

*Have a nice day!!*