



Customer Instruction Form

Date:

Day		Month		Year	

Account Name: _____

Account No:

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 E-mail Address: _____

Mobile No: _____ Originating Branch: _____
Branch where instruction is submitted for processing

Standing Order

Standing Order Amount:

Account to Debit:

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Please note that the applicable standing order charge will be debited to the above account

Frequency: Daily Weekly Monthly Quarterly Account to Credit:

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Start Date:

Day		Month		Year	

 End Date:

Day		Month		Year	

Stop Payment Order

Order Type: Stop Cheque Unstop Cheque Cheque No./Range:

Date on cheque:

Day		Month		Year	

 Amount:

Account to Debit:

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 Payee: _____
Please note that the applicable stop payment order charge will be debited to the above account

Reason: _____

Declaration

- a) I/We agree to indemnify SunTrust Bank Nigeria Ltd for any loss arising from the non-payment of the said instruments
- b) SunTrust Bank Nigeria Ltd will not be responsible if any instrument is paid through the ambiguity or error in the details given in the Stop Payment Order section above
- c) I/Will shall notify SunTrust Bank Nigeria Ltd promptly in writing if for any reason this stop payment is cancelled.

Statement Request

Request Type: Statement by E-mail Statement Print Out

Frequency: Daily Weekly Monthly Quarterly Others (state required period): _____

Tick relevant Account: Savings Current Domiciliary Dollar MasterCard Verve Card

Account to Debit:

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 Please note that the applicable charge for 'Statement Print Out' will be debited to the account number provided

Card/Cheque Book related Instruction

Option: Verve Card Dollar MasterCard Naira MasterCard Cheque Book

Request Type: Link Card/De-link Card Hot List Card Transfer Card Transfer Cheque _____
Destination

Expiry Date on Card:

Month		Year			

 Last Four Digits on Card:

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Account to Link: Savings Current Account De-link Savings Current

Reason for Hotlist: Lost Stolen Damaged Suspected Fraud

Authorized Signatory

For Official Use

CSO: _____ OPS Head: _____
Name/Signature/Date Name/Signature/Date