

Annexure-III

REF. NO.:-

Date:

To
Mr./Mrs./Miss-----

Dear Sir/Madam

**Ref:- Your application for engagement of DAILY DEPOSIT AGENT
Agent(DDA)for our Bank.**

With reference to your application dated ----- for appointment of DDA in
----- VILLAGE/PANCHAYAT/BLOCK of our ----- branch,
we are pleased to inform you that it has been decided to engage you as DAILY
DEPOSIT AGENT (DDA). We hereby advise you as follows.

1. Please contact Branch Manager of our ----- branch, who will apprise you about the formalities to be completed & further course of action.
2. The security deposit of Rs. 10,000/- to be deposited with ----- branch immediately should be deposited in same branch.
3. Your engagement as DDA will come into effect from date of execution of stamped (Rs.500/-) agreement in the Bank's prescribed format (copy enclosed) & will be governed by the terms & conditions mentioned therein.
4. Bank has the right to terminate your engagement at any time & without assigning the reasons.
5. Please acknowledge the acceptance of the Bank's terms by signing on the duplicate copy of this letter which is to be handed over to Branch Manager.

Wish you every success in your new assignment.

Yours faithfully

Branch Manager

Enc: - Copy of DDA Agreement(Annexure-IV)