

**APPLICATION FORM FOR OPENING OF CREDIT ACCOUNT WITH
KENDRIYA BHANDAR**

The Accounts Officer (Credit Sale)
Kendriya Bhandar (Sty. Div.)
West Block-VIII, Wing-III,
Ground Floor, R. K. Puram,
New Delhi – 110 066

Sub:- Opening of Credit Account for purchase of items of office requirement

Dear Sir,

We are interested in making purchases of items of our office requirement from Kendriya Bhandar on credit basis. We do not have any credit account with Kendriya Bhandar presently. Our monthly requirement will amount to approximately Rs. _____.

We undertake to make the payments within the stipulated period of 30 days. Otherwise we undertake to pay interest @ 18% p.a.

The name, designation and specimen signature of the officers authorized to place indents with the officials stamps are as below:-

Yours faithfully,

Signature of indenting officer with seal

Signature of the head of Deptt. with seal

Name _____
Desig. _____
Name of office _____

Name _____
Desig. _____
Name of office _____

Address _____

Address _____

Telephone _____

Telephone _____

(for use in Kendriya Bhandar)

It is verified that particulars and address of the above mentioned office has been found to be correct.

Signature _____
Name _____

Signature of Accounts Officer