

**Format of letter of mandate for debiting an external account  
(On the letterhead of External Account holder)**

Date \_\_\_\_\_

National Commercial Bank Jamaica Limited

\_\_\_\_\_ **Branch**

Dear Sir/Madam,

**Authority in favour of National Commercial Bank Jamaica Limited**

**to debit my/our account with National Commercial Bank Jamaica Limited (hereinafter called "NCB") for the**

**credit of ( \_\_\_\_\_ )**

(NCB Business Online Customer Name)

I/we \_\_\_\_\_ have a business relationship with \_\_\_\_\_ and have agreed to make regular payments to the said company.

I/we hereby request and authorize NCB to link my/our account number \_\_\_\_\_ maintained at \_\_\_\_\_ branch to the account of \_\_\_\_\_ number \_\_\_\_\_ maintained at \_\_\_\_\_ branch under the NCB Business Online Banking facility.

I/we further request and authorize you to debit my/our above account in the amount of

\$ \_\_\_\_\_

weekly/fortnightly/monthly on the instructions of \_\_\_\_\_ using the NCB Business Online Banking facility commencing \_\_\_\_\_. These instructions are to remain in force **until cancelled by me/us in writing.**

I/we undertake to indemnify the Bank in respect of any actions, proceedings, claims, damages, costs and expenses whatsoever arising in respect of all withdrawals from my/our account number \_\_\_\_\_ made pursuant to this letter of authorization and accordingly I/we shall hold NCB harmless and indemnified and its interest protected as a result of acting on my/our above instructions.

\_\_\_\_\_ **Signature**  
(External Account Holder)

\_\_\_\_\_ **Signature**  
(External Account Holder)

(NCB Business Online Customer Stamp/Seal)