**Standing Instruction / Authorisation to Transfer College Fees from my BNB account**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Manager

Bhutan National Bank

Branch:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Authorisation/Standing Instruction for transfer of College Fees

Dear Sir/Madam,

I hereby authorise your good office to kindly transfer a sum of Nu.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in words Nu.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) from my BNB Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to RTC’s BNB Account No.0000053172015 being the college fees for Fall Semester 2020 in respect of Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Enrol No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Progamme\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and phone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The above authorisation is valid only for transfer of College Fees for Fall Semester 2020 and is not valid for any other purpose.

Thanking you,

Sincerely,

(Authorised Signatory and Account Holder’s Name)

Contact No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email signed and color scanned/picture of this authorisation to your respective bank manager and copy to RTC Finance office email: fin@rtc.bt