

Annexure-A

1. For Direct Cheque Deposit Facility, the cheque must be crossed and made payable in favour of the payee. Payee may deposit the cheque received from the payer directly in any branch of the Paying/Drawee Bank, with a request to transfer funds in their account using online channels i.e. RTGS customer fund transfer - MT102, Over The Counter IBFT or Bank's internal online system (in case both payer & payee banks are the same).
2. Payee must provide their IBAN, Title of account, CNIC and mobile number on the back of the cheque.
3. After verification/validation of cheque instrument, the Paying/Drawee branch shall provide an acknowledgement of the received instrument.
4. The Paying/Drawee bank may exercise call back confirmation from the payer to ascertain the authenticity and genuineness of the instrument and identity of the payee.
5. The Paying/Drawee bank shall transfer funds through either RTGS MT102 or OTC IBFT after verification/authentication of their customers.
6. For Doorstep Cheque Collection Facility, customer(s) can request their banks, by either calling from their registered phone numbers or through their Bank's mobile Apps to collect cheques from their registered addresses.
 - 6.1. Customers shall cross the cheque and write the IBAN, CNIC and mobile number of the payee (in case of payment to an individual) without effecting any area of interest on the reverse side of cheque.
 - 6.2. The Bank's call centre shall inform the customer about the identification details of its courier staff either through call back, SMS, Mobile App or any other appropriate means. The details of courier shall include name of the person along with their CNIC Number.
 - 6.3. The courier staff upon reaching the address of the customer, shall identify themselves to the customer by showing their original CNIC and/or service ID.
 - 6.4. The courier staff may also carry an envelope in which the cheque shall be placed and envelope be sealed in front of the customer. The courier staff shall give an acknowledgement receipt to the customer.
 - 6.5. The courier will then deliver this envelope to the respective Bank /MFB of the customer at its designated office/branch.

7. For Drop box Cheque Collection Facility, banks are required to place envelopes along with deposit slips adjacent to the drop box.
 - 7.1. The deposit slips must contain IBAN, CNIC and Mobile No. of Payee along with purpose of payment. The instrument along with the deposit slip shall be placed in the envelope; the sealed envelope will then be dropped in the box.
 - 7.2. After collecting the envelopes from the drop box, the receiver shall receive the receipt of instruments after ensuring adequate safety measures.
8. In case the cheque collecting bank is the paying/drawee bank, the cheque will be processed and settled through RTGS or Over-the-Counter IBFT, where available.
9. In case the cheque collecting bank is the payee/beneficiary bank, the cheque will be cleared through the Clearing House (NIFT).
10. In case both the drawee and payee bank are the same, the cheque will be processed through online transfer.
