

**APPENDIX VII**  
**SPECIMEN OF THE LETTER TO BE ADDRESSED TO THE BANK AND THE INDEMNITY BOND IN THE EVENT OF LOSS OF A CHEQUE**

**(a) SPECIMEN OF THE LETTER TO BE ADDRESSED TO THE BANK,  
(By registered post acknowledgement due)**

To  
The manager  
Reserve Bank of India  
The Agent  
State bank of India  
Subject: INTIMATION OF CHEQUE LOST.

Sir,  
I have the honour to state that DEFFENCE SERVOCES CHEQUE NO..... DATED..... FOR Rs..... drawn on your bank in favour of ..... is reported to have been lost. I would request you to ensure that no payment is made if it is presented thereafter.  
Kindly confirm that this 'STOP ORDER' has been noted and recorded.  
Yours faithfully,

**(b) INDEMNITY BOND.**

This deed of indemnity made of the .....day of ..... Between .....son of ..... resident of ..... etc. carrying .....at ..... registered office at.....(hereinafter called the indemnifier which expression shall unless excluded by or repugnant to the context be deemed to include his heirs, administrator, legal representative, successors and permitted assigns) of the ONE PART AND THE president of India (Hereinafter called "The Government" which expression shall unless excluded by of repugnant to the context be deemed to include his successor or assign) of the OTHER PART.

Whereas ON THE .....DAY OF .....cheque No:..... dated .....on (name of the bank) for Rs ..... was drawn by .....in favour of the Indemnifier.

AND WHEREAS the indemnifier has represented to the Government that the said cheque has been lost by him/during transmission by post to him.

AND WHEREAS at the request the indemnifier the Government has agreed to issue a second cheque for Rs ..... being the amount of the said previous cheque no..... dated .....upon the indemnifier giving such indemnity as hereinafter contained.

NOW IT SI HEREBY AGREED by and between the parties thereto as follows:

- (1) In consideration of the said premises and of the agreement on part of the Government in issuing in favour of the indemnifier a second cheque for Rs .....being the amount of the previous cheque

no.....dated.....being presented to and paid by the bankers and to indemnify the Government and keep the Government harmless and indemnifier from and against all expenses which may be incurred by the Government in relation thereto or in connection therewith.

(2) The Government agree to bear the stamp duty, if any, chargeable on these presents.

In WITNESS WHEREOF the parties hereto have set and subscribed their respective hands hereunto on the .....day and years first above written.

Signed by the said indemnifier in the presence of.

- 1.
- 2.

Signed for and on behalf on the president of India by shri .....(named and designation) in the presence of:

- 1.
- 2.

#### Note for the readers

The indemnity bond is to be executed by the party requesting for issue of fresh cheque on stamp paper.

The value of stamp duty will depend on the amount for which indemnification is required and could be ascertained from DGC (Civil) as the tariff may diff may state to state.