

Bulk Payment Instruction Format

Company/Account Details

Company Name	[Insert Company Name]
Account Number	[Insert Account Number]
Bank Name	[Insert Bank Name]
Batch Reference No.	[Insert Reference Number]
Date	[DD/MM/YYYY]

Payment Instructions

S/N	Beneficiary Name	Bank Name	Account Number	IFSC/SWIFT Code	Amount	Remarks
1	[Recipient Name 1]	[Recipient Bank 1]	[Account Number 1]	[IFSC/SWIFT 1]	[Amount 1]	[Remarks 1]
2	[Recipient Name 2]	[Recipient Bank 2]	[Account Number 2]	[IFSC/SWIFT 2]	[Amount 2]	[Remarks 2]

Authorized Signatory

Name	[Signatory Name]
Designation	[Designation]
Signature	_____
Date	[DD/MM/YYYY]

Important Notes:

- Ensure accuracy of beneficiary account details to avoid transfer failures or misdirection of funds.
- This document should be authorized and signed by an approved signatory of the company.
- Retain a copy of this instruction and the transfer confirmation for record-keeping and audit purposes.
- Make sure all necessary regulatory and legal compliance are met for bulk payments.
- Contact your bank representative immediately if you identify any discrepancies or errors.