

Payment Receipt

For Ledger Maintenance

Receipt No: _____

Date: _____

Ledger Reference: _____

Account: _____

Received From: _____

Address: _____

Payment Details

Description	Amount
Maintenance Fee	_____
Other Charges	_____
Total	_____

Payment Mode: Cash Cheque/DD Online

Transaction Reference No.: _____

Received By _____

Signature & Date _____

Authorized Signatory _____

Signature & Date _____

Important Notes:

- This receipt should be retained as proof of payment for ledger reconciliation.
- Ensure all fields are accurately filled before issuing the receipt.
- No alterations on the receipt will be accepted after issuance.
- Contact the accounting department for any discrepancies.