

Dear Vendor,

Vendors' payment is under process. This payment process is having two steps:-

1. Accounts Reconciliation:- For reconciliation of outstanding dues it is requested to send :-
 - Copy of Ledger as on date with full detail of invoice numbers and brief narration of transactions.
 - Copy Payment proof for deposit of any amount with the SIL along with receipt given by SIL.
 - Contact detail like Mobile Number and e-mail ID of authorized nodal person dealing reconciliation in case of any mismatch.

2. Payment Process: - After reconciliation of ledger, payment process will be started. For this you will be required to submit:
 - No Dues Certificate against final settlement of all outstanding dues. Copy attached.
 - Ledger with detail of Invoices and narration of transactions.
 - Bank Account detail for payment (Copy of cancelled Cheque).
 - PAN Card
 - GST Registration No.:

Considering the nature of transaction or mismatch with records, some additional information along with the proof of supporting documents may also be required to submit on case to case basis. For further detail or clarification you may also contact to:-

Shri Raj Shekhar Tiwari – Consultant Finance
Mobile: 63915 00854 (Timing: 11:00AM to 03:00PM)
E-Mail: marketingscootersindia@gmail.com

(LETTER HEAD)

To whomsoever it may concern

NO DUES CERTIFICATE

To,
M/s Scooters India Limited
23, Sarojini Nagar
Lucknow – 226008 (UP)

Sub: **No Dues Certificate against final settlement of all outstanding dues.**

Dear Sir / Madam,

It is hereby certified that an amount of Rs.:...../- (amount in words Rupees:.....Only) towards Full and final settlement of all my/our dues for the supplies of material/services by me/us is outstanding for payment as on date.

I/We have no other outstanding demand against M/s Scooters India Limited, having its office at Sarojini Nagar, Lucknow – 226008 and declare that I/we have no further claim/Demand for whatsoever against M/s Scooters India Limited.

Dated: _____

(Authorized Person Signature)

Name:
Designation:

(Seal)

Encl.: Certified copy of:-

1. Ledger with detail of Invoices and narration of transactions
2. Bank Account detail for Payment (Copy of cancelled Cheque)
3. PAN Card
4. GST Registration No.: