

**To be submitted in original on Letterhead of transferor**

**Annexure-1A**

Ref No:

The Sr Branch Manager-  
Byproducts  
Rashtriya Ispat Nigam Limited  
Visakhapatnam Steel Plant  
Visakhapatnam 530032

Dear Sirs,

Sub: Request for transfer of amount

We have a receivable of Rs xxxxxx/- (Rupees xxxxxxxxx) from RINL against supply of ----- and our vendor code is ----- . We hereby confirm having requested RINL for transferring the above amount to the a/c of M/s ----- . (Customer code -xxxxxxx with you).

We also confirm that RINL is free to credit the proceeds to the said M/s xxxxxxxxxxxxxxxx and we shall have no claim whatsoever against RINL in so dealing with the said amount.

The above transfer is meant for supply of materials and not for processing refund from your branch office.

Thanking you,

Yours faithfully,

For xxxxxxxxxxxxxxxxxxxx

Authorized Signatory)  
(Director or Company Secretary only)

Name and Designation to be indicated

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To be submitted in original on Letterhead to whom the amount is to be credited

**Annexure-2A**

**Ref No:**

**The Sr. Branch Manager Byproducts  
Rashtriya Ispat Nigam Limited  
Visakhapatnam Steel plant  
Visakhapatnam**

**Dear Sir,**

We enclose herewith the letter given by M/s ..... confirming adjustment transfer of Rs ----- (Rupees ----- ) from their vendor account (Vendor Code xxxxx ) to credit to our account with customer code xxxxxx.

We further undertake to take full responsibility for any dispute that may arise on account of the above mentioned transaction and indemnify RINL against any loss or damage suffered by RINL, if any.

We request you to credit the above proceeds to our Account and issue necessary Money Receipt.

**Yours faithfully,  
For xxxxxxxxxx**

**Authorized Signatory (Director or Company Secretary only)**

**Name and Designation to be indicated**