

	Payee (Bank's Customer Receiving Payment in Outward Clearing)	Drawee (Bank's Customer paying funds in Inward Clearing)
Rights	<ol style="list-style-type: none"> 1. Lodgment of cheque through respective clearing without unnecessary delay. 2. To receive stamped and signed counter foil / carbonized copy of deposit slip along with the date on which proceeds will be credited in the account. 3. To be informed by the Branch in case of any discrepancy found in the instrument for required action accordingly. 4. To be informed in a timely manner in case instrument is returned by the drawee Bank along with the return memo showing the reason of return. 5. To withdraw funds upon clearance of proceeds received from NIFT 	<ol style="list-style-type: none"> 1. Funds transferred to payee's Bank as and when instrument is received in clearing and if found otherwise strictly in order. 2. Upon query get informed with the details of instrument presented in the account. 3. Bank's statement shall be updated with the proceeds debited with proper narration.
Responsibilities	<ol style="list-style-type: none"> 1. Clearly mention following information on Deposit slip; <ol style="list-style-type: none"> a. Complete & Correct Title of Account b. Complete & Correct Account Number c. Branch Name where account exists d. Cheque(s) number with Drawee Bank & Branch name e. Amount in words & Figure 2. Complete signature shall be affixed in "Deposited by" column. 3. Any cutting and over writing in Deposit slip shall be authenticated with complete signature of account holder. 4. Similarly any cutting and over writing in the instrument shall be authenticated by the drawee of the instrument. 5. Stale, postdated and/or instrument(s) with incorrect / incomplete date shall not be deposited. 6. Copy of CNIC shall be attached, in case of third party. 7. Provide justifiable evidence for the proceeds to be credited if required by the Bank 	<ol style="list-style-type: none"> 1. Ensure availability of funds for all instruments expected to be presented in clearing. 2. Any cutting and over writing on the instrument shall be authenticated with complete signature. 3. Avoid to issue Stale, post dated and / or with incorrect / incomplete date. 4. In case of joint operations, Account holders' signatures shall be affixed on the cheque accordingly. 5. In company account rubber stamps shall be affixed. 6. Ensure the status of account shall be "Normal" 7. Photo Account Customers shall not issue cheques to third party. 8. Customer shall respond confirmatory call if received from the Branch regarding the cheques presented in clearing.
Liabilities	<ol style="list-style-type: none"> 1. Liable to pay Bank charges as per Bank's prevailing Schedule of Charges. 2. Liable to complete account activation procedure as per Bank's Policy before withdrawing funds in case funds are received in Dormant Account. 3. Liable to collect cheque from Bank in a timely manner if found returned by the NIFT 4. Liable to provide information regarding their account if required by the Bank. 	<ol style="list-style-type: none"> 1. Liable to pay Bank charges as per Bank's prevailing Schedule of Charges.