



**Attention Valued Customers**  
**Guidelines about Writing the Cheques**  
**With standardized Cheque Layout effective June 30, 2014**

*Dear Valued Customer*

Starting June 30, 2014 cheque books with the standardized cheque layout will be issued to customers requesting for issuance of cheque books. Customers need to adopt a new method of writing these standardized cheques, important points of which are given below:

**a) Date on the Cheque:**

Date on the cheque will be written or printed on following format without any slashes or other symbols, for

example, 30 June 2014 will be written as follows:

[D ][D ][M][M][Y ][Y ][Y ][ Y ]  
3 0 0 6 2 0 1 4

**b) Amount in Words (Legal Amount):**

The amount in words may be printed or handwritten in the designated space identified by two parallel horizontal lines, for example, 335520 is written in words as under:

- **For PKR cheques**     **Rupees** Three hundred thirty five thousand five hundred twenty only  
**Rupees** will be pre-printed on cheque
  
- **For FCY Cheques**     **For the sum of** Three hundred thirty five thousand five hundred twenty  
US  
Dollars only  
**For the sum of** will be pre-printed on cheque

**c) Amount in Figures**

Amount in figure shall be written without using any type of alphabetic characters or any type of special characters like commas, decimals, and slashes, e.g.:

**For Pak Rupee cheques**

**PKR** 335520

**PKR** will be pre-printed on cheque

**For foreign currency cheques**

**US\$** 335520

**US\$** will be pre-printed on cheque