



ZARAI TARAQIATI BANK LIMITED

HEAD OFFICE, 1-FAISAL AVENUE, ISLAMABAD

OPERATIONS DIVISION

(BUSINESS PROCESS & SERVICES MANAGEMENT DEPARTMENT)

Circular Letter No. OD/09/2022 / 727

Dated: 02-09-2022

All Zonal Chiefs/ Branch Managers
Zarai Taraqiati Bank Limited.

SUBJECT:- BALOCHISTAN'S FLOOD RELIEF AND REHABILITATION FUND

This is with reference to Finance Department, SBP Circular Letter No. 04 of 2022 dated 05-08-2022 communicating that Govt. of Balochistan has established a relief Fund namely "Balochistan's Flood Relief and Rehabilitation Fund -2022" for providing relief and assistance to the people of Balochistan affected by the rains and flash flood in many parts of the country.

The Fund shall accept donations from domestic and International sources. Following procedures/methodology is required to be adopted to enhance transparency in receiving the payments and facilitations to the donors.

1. A collection account with the title "Balochistan's Flood Relief and Rehabilitation Fund-2022" has been opened at Head Office Branch Islamabad code 24402. A/C: 24402012021004 and IBAN: PK15ZTBL0024402012021004.
2. Donations and contribution can be made in the form of pay order, demand draft, Cash Deposit, cheque duly crossed in Fund's favor and transfer of funds through ATMs; Fund account shall be displayed at the respective ZTBL ATMs.
3. Branch will issue a receipt to customer for payment order, demand draft, cash, cheque deposited at its counter on the format Annex-A.
4. The aforesaid receipt shall be made in duplicate, the original of which will duly be signed by the authorized branch officials and shall be delivered to donors/contributors whereas its copy will be retained at the branch for reference and record.
5. The receipt will carry the title of Fund and account number already printed on it.
6. Customers can also deposit their cheques in Drop boxes kept at the respective branches, duly crossed in Funds' favor; customer to be guided for enclosing the given receipt format or at least provide its name and CNIC at the back of the cheque.
7. Branches will directly post the transaction through online in the respective fund account before issuing the cash receipt except Head Office Branch; however, in case of cheque, receipt will be handed over after realization of funds and crediting in the fund account.
8. In case of other bank's cheques, demand draft and payment orders drawn favor of fund, deposited in ZTBL (over the counter or through drop box facility), same will be sent in clearing and after fate realization such amounts will be credited in the funds account through on-line.
9. All branches to promptly post the transaction in the Fund Account so that same could be submitted to SBP on same day in a timely manner.
10. Branch will submit a statement for the contribution made by its customer on the Excel sheet to Head Office Branch Islamabad after confirming and tallying the totals with the funds deposited in the collection account through online. Format attached.
11. Donation and contribution can also be made in form of Wire Transfer, Money Service and through Exchange House (for overseas) in the Funds' account.
12. ZTBL Head Office Branch Islamabad shall transmit the consolidated amount of donation received in the said account with SBP on a daily basis via RTGS (Real Time Gross Settlement), within the SBI' cut-off timings for RTGS through ZTBL Treasury.
13. A notice in this regard should be displayed at the prominent place of the branches for customers' information and awareness, template Annex - B.



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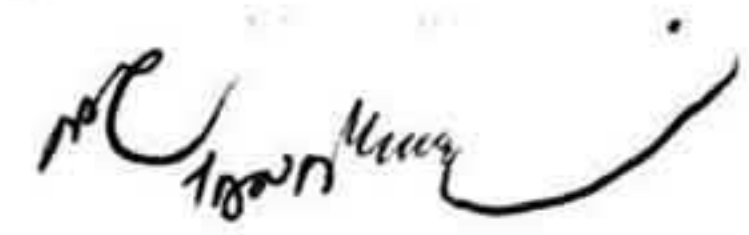
14. Branches will submit a statement to Head Office Branch, Islamabad for the funds deposited by their customers through excel sheet on the format attached, template Annex-C.
15. Head Office Branch, Islamabad will consolidate and reconcile the funds and prepare a consolidated statement (Annex -C) on a daily basis and maintain record to this effect.

All branches to ensure that above mentioned instruction are meticulously complied. Zonal chiefs are advised to ensure that donors are facilitated by their branches in a courteous manner for it being a noble cause.


(QASIM MEHMOOD CHISHTY)
EVP/Head Operations

Copy to:

1. PS to President, ZTBL, Head Office, Islamabad.
2. Group Head/CFO/CIA/CCO/Company Secretary, ZTBL, Head Office, Islamabad.
3. All Divisional/Departmental Heads, ZTBL, Head Office, Islamabad.
4. Treasurer, Treasury Division, ZTBL, Karachi.
5. Training & Development Division, ZTBL Staff College, Islamabad.
6. All Regional General Managers/ Area Chief, ZTBL in the field.
7. All In-charges, Audit Zones/Head Office Units in the field.
- ✓ 8. Web Unit, DCED, DBD, ZTBL HO, Islamabad for uploading on ENB.
9. File NO. BP&SMD/AML/3(78)/2020/
10. HRPD/50(2)/2020/


(MEHBOOB-UR-REHMAN)
SVP/Head (HR Policy)

Annexure A

Receipt for Donations/ Contributions to Balochistan's Flood Relief and Rehabilitation Fund-2022

Bank: ZTBL Taraqiati Bank Limited

Date: _____

Branch: _____

Customer copy:

Account No. 24402012021004

IBAN # PK15ZTBL0024402012021004

Name of Donor	CNIC	Address	Mode of Payment	Amount in PKR

Total Amounts in Words: _____

Depositor Signatures

Signature of Authorized Officer

Receipt for Donations/ Contributions to Balochistan Flood Relief and Rehabilitation Fund-2022

Bank: ZTBL Taraqiati Bank Limited

Date: _____

Branch: _____

Bank Copy:

Account No. 24402012021004

IBAN # PK15ZTBL0024402012021004

Name of Donor	CNIC	Address	Mode of Payment	Amount in PKR

Total Amounts in Words: _____

Depositor Signatures

Signature of Authorized Officer

Dear Customers

**“Donations/contributions to the Balochistan’s
Flood Relief and Rehabilitation Fund -2022 are
accepted here”**

**For Donations you can deposit cash, cheques,
payment orders and demand draft in the
name of the Fund, transfer funds through
ATMs, Overseas donors can donate funds
through wire transfer, transfer through money
service bureaus , money transfer operators
and exchange houses.**

Account Number: 24402012021004

IBAN Number: PK15ZTBL0024402012021004

**For further details, please contact Branch
Manager**