

< On the letter head of the institution >

The Director,  
Directorate of Banking Services,  
Central Bank of Bahrain,  
P.O.Box No.27,  
Manama,  
Kingdom of Bahrain

Dated: dd/mm/yyyy

Dear Sir,

**Standing Instruction for Start of Day Transfer of BD Deposit for Use as IDC  
Collateral**

1. We request that an amount of BHD..... only/ .....% of the available balance / full available balance in the BD Deposit Account No....., opened by us with the Directorate of Banking Services, be transferred to the RTGS System at the Start of Day for use as collateral for grant of Intra-Day Credit during the RTGS Business Day.
2. We further request that, on reversal/repayment of IDC by us, the above amount of BHD be transferred back to the afore-said BD Deposit Account No..... before the RTGS End of Day.
3. In case of need of Intra-Day Credit, we offer the BD Deposit/Securities as our first choice for use as collateral and Securities/BD Deposit as our second choice for use as collateral.

Signature of authorized signatory(ies)  
for the Clearing Account with company seal

Note : This format may be used for advising the Central Bank of Bahrain for the Sweep-in and Sweep-back of the amount of USD Deposit also.