

Precautions to take while writing cheques

- Always use your own pen to write cheques, don't use pen offered by other person to write cheques.
- Issue account payee cheques rather than bearer cheques
- Cross the text line after writing the name of beneficiary of the cheque
- Cross the amount line after writing amount in words
- write amount in figures in a way that there's no space left for adding anything before or after the amount written by you
- Do not issue cheques to unknown persons, fraudsters often try to get a genuine cheque by offering cash or "too good to be true" offers, they can then manipulate the cheque to change the amount or copy signatures from the cheque
- Always keep your cheques books secure and don't leave cheque book in open areas from where it can be stolen