

Cheque Bounce — S. 138 N.I. Act Checklist

General checklist for organising a cheque-dishonour matter.

Important: This checklist is for general legal information only. It is not a substitute for advice on the facts of a particular matter. Applicable law and requirements may change.

1. Transaction record

- Underlying transaction/agreement or invoice
- Cheque details and date
- Bank return memo / dishonour information

2. Statutory timeline

- Record the date of information of dishonour
- Record the date of statutory demand notice
- Track the date of receipt of notice and the statutory response period

3. Documents

- Original cheque or reliable record of the cheque
- Return memo
- Demand notice and proof of dispatch/service
- Invoices, agreements, ledger or other supporting records

4. Defence / response issues

- Check the underlying liability and documents
- Review payment history and communications
- Identify any disputed facts or signatures/authority issues

Prepared as an informational resource for Vashistha Associates. Verify the current statutory position and applicable rules before relying on any checklist.