

Electronic Payment Mandate Form

MANDATE FOR RECEIVING PAYMENTS THROUGH RTGS/ NEFT

1 Employee/Ex-employee Name

2 Employee No.

3 Permanent Account Number

4 Particulars of Bank Account : (In case you wish to continue the same saving account located at HO, New Delhi Where salary is/was disbursed, you need not provide the further details just mention the name of the bank and account details & attach copy of cheque of the account ELSE provide the full detail of SBI Account)

a Name of the Bank Corporation Bank, BCP/Vijaya Bank, BCP/SBT, BCP/Bank of Baroda, BCP/State Bank of India (Tick one whichever is applicable)

b. Name of the branch

c. Branch location & Address :

d. Branch Telephone No. : STD Code:

e. 9 Digit MICR Code :

(Where MICR is starting with "0", please take correct code from your bank for proper identification of city, band, branch)

f. Saving Bank Account number

(as appearing on the cheque book.)

RTGS CODE :	
NEFT CODE :	

5 e-mail of the employee/ex-employee :

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the company responsible.

(_____)
Signature of the employee/ex-employee

Note : In case of change of any of the details given above Company should be immediately informed through the fresh mandate form as given above for regularizing the payment. It may also be noted that in case of non-information of any change in the above details/ closure of the account company shall not be liable for non-payment/ delayed payment.

If one does not have account in any of the four banks located at Bhikaiji Cama Place, New Delhi viz. Bank of Baroda, State Bank of Travancore, Corporation Bank & Vijaya Bank OR wishes to receive payment at other location, they must provide the details of their saving account with any branch of the State Bank of India anywhere in India where the payment will be released through ECS

ENCL: COPY OF THE CHEQUE OF THE ABOVE ACCOUNT