

## **Instructions to fill NACH Form and Terms and Conditions**

Following fields need to be filled mandatorily:-

- Date: In format DD/MM/YYYY
- Bank A/C Type: Tick the relevant box
- Bank A/C Number: Fill Bank Account Number
- Bank Name: Fill Name of Bank
- IFSC/MICR code: Fill respective code
- Mandate Amount: Mention amount of mandate in word and figure
- Frequency of mandate - As and when presented
- Debit Type has been preselected as 'Maximum value' for your convenience
- Reference 1: Mention Business Partner Number
- Reference 2: -----
- Telephone Number (Optional)
- Email ID : (Optional)
- Period: 'Until Cancelled' has been preselected for your convenience
- Signature as per bank account
- Account Holder Name: Mention Account Holder Name as per Bank Record
- In case of Joint account, all a/c holder's have to sign the form.
- Bank verification is not required

The following applications will be considered as incomplete and are liable to be Rejected:

- In case multiple frequencies are selected or not Tick.
- In case multiple Debit types are selected or not Tick.
- In case both From and to period and until cancelled has been opted or not mention.
- In case Account Holder Name not mention on mandate.
- In case Business Partner Number not mention on mandate.
- In case details not filled in proper place.
- In case there is cutting / overwriting on form.