

CorporatePAY and User Enrollment Form

Date:

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Corporate Name: _____

Corporate Code (If already exists): _____

Corporate Bank Account

(Mention bank account that corporate with to enroll/link in corporatePAY. Nick Name can be Alternative name to identity account for ease)

Account Number

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Account Name: _____ Branch: _____

Key Contact person: _____ Mobile Number: _____

Request to ☐ Add ☐ Modify/Change corporatePAY Users as Detailed below:

(If already registered user only name can be provided along with Group/Hierarchy and user Role)

Corporate User Name & Designation	Citizenship No.	Email ID	Mobile Number	Service Mode	Transaction Role	Signature
				<input type="checkbox"/> connectIPS <input type="checkbox"/> NCHL IPS <input type="checkbox"/> RTGS	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact	
				<input type="checkbox"/> connectIPS <input type="checkbox"/> NCHL IPS <input type="checkbox"/> RTGS	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact	
				<input type="checkbox"/> connectIPS <input type="checkbox"/> NCHL IPS <input type="checkbox"/> RTGS	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact	
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				<input type="checkbox"/> connectIPS <input type="checkbox"/> NCHL IPS <input type="checkbox"/> RTGS	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact	
				<input type="checkbox"/> connectIPS <input type="checkbox"/> NCHL IPS <input type="checkbox"/> RTGS	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact	

* Primary contact is an Admin User. If a User is to be assigned different Role for different Service Mode, please mention in multiple rows.

Transaction Limits (To be declared through Board Resolution)

Service Mode	Max. Limit per Transaction	Max. Limit per Day	Max. Limit per Month
connectIPS			
NCHL IPS			
connectRTGS			

Amount wise Transaction Approving Details

(Mention the approver user combination required for approving transactions based on the transaction amount. Only once the corporate approver user from 1st hierarchy approves the transaction as per the slab, approver from subsequent hierarchy is same slab can approve the transaction.)

Service Mode	Amount From	Amount To	No. of approvers required for given transaction range (1, 2 or 3)	List of user having authority to approve transaction (Enter corporate user name/s with Approver Transaction Role)	Assigned Hierarchy (1, 2 or 3)
connectIPS					
NCHL IPS					
connectRTGS					

Multiple slabs of transaction amount for approval can be requested. Multiple hierarchies for same slab can also be requested. By default, hierarchy 1 will be made. Additional hierarchy can be requested for different level of approval sequence process.

(For example, if transaction up to 5 Lakh has to be processed, either Sr. Account or Account will have to approve the transaction first, then any one signatory from higher level authority can approve the transaction to be processed. Hence, hierarchy 1 should be assigned to Sr. Accountant or Accountant and hierarchy 2 for rest of the corporate users for transaction up to 5 Lakh. Similarly, number of approver/s required for another transaction slab and hierarchy can be added as per requirement.)

Terms and Conditions:

Corporate confirms and agrees to the following terms and conditions for use of corporatePAY:

1. The user information provided including Mobile number, Email ID, and other details for enrolment and linking of bank account/s is correct.
2. Authorize the bank to use the existing details with the bank and the signatories as provided in this form and/or already available with the bank for enrolment for corporatePAY.
3. Any changes in the information including addition/deletion/changes required in Admin User, Transaction Initiator and Approver Users have to be timely notified to the bank for necessary changes for using the corporatePAY. Confirm that all users are well aware about

securing their username, password, second factor authentication/OTP and other credentials of corporatePAY. Confirm that the bank and/or NCHL shall not be held liable in any case of fraudulent transactions due to any sort of compromise of credentials by the corporate users intentionally or unintentionally and due to delay of user revocation by the corporate.

4. Authorize the corporate user who has been issued user name and password to use corporatePAY and to act on behalf of the corporate.
5. Authorize the bank to function based upon electronic instructions received via corporatePAY and provide authority to debit the corporate account mentioned in the form maintained with the bank for the purpose of processing the transaction through corporatePAY and for the applicable fees and charges as advised by the bank for use of corporatePAY.
6. The bank shall not be liable for any computer/cybercrimes such as hacking, phishing or viruses and shall not be liable for any unauthorized transactions and/or transactions carried out by using illegal and fraudulent methods.
7. Ensure availability of funds in the bank account before the transaction is being processed and confirm for the validity and the legality of the transactions initiated through corporatePAY including compliance to the prevailing AML and CFT regulations. Corporate understands and agrees that the bank has right to suspend/reject and/or withhold any transactions that it deems as violating any such policy/ regulations and the transaction requested beyond the allowed transaction limit threshold.
8. Confirm accuracy of the beneficiary identifier and/or beneficiary details including bank name, branch name, account number, account name (where required) apart from the transaction amount, transaction reference, etc. have been duly verified in a transaction and processed through corporatePAY and confirm that the bank and/or NCHL shall not be liable to verify and validate the accuracy of the transactions and shall not be held liable in case of any dispute in transactions due to any sort of deviation in beneficiary and transaction details furnished.

Self-Declaration:

I/We hereby declare that the information and documents furnished to the bank are true and complete and also confirm and agree to the terms and conditions laid down for usage of corporatePAY.

Authorized Signatory/ies

Name:

Designation:

Official Stamp:

Date:

(To be signed by Authorized Signatory and Stamped in each page)

Required Documents

- 1) Company Registration Certificate
- 2) PAN or VAT
- 3) Company Resolution for availing corporatePAY service, transaction limit, authorized users and mandate for operation
- 4) KYC and Identity documents of users if they are different persons other than authorized signatories of the account
- 5) Memorandum of Association and Articles of Association
- 6) Latest Share Holding Pattern Registered in Company Registrar Office

FOR BANK'S USE ONLY

CBS Code of Corporate _____

All Required Supporting Documents Obtained:

☐ Yes ☐ No

Complete KYC Documents Obtained of Users Requested:

☐ Yes ☐ No

Corporate Profile: _____

Verified By

Name:

Date:

Approved By

Name:

Date: