



APPLICATION FOR CORPORATE NET BANKING

✓ Where ever Applicable
TO BE SUBMITTED IN DUPLICATE

I. Constitution:

Private/Public Ltd Co. Partnership Firm Society Trust. Others..... (Pl specify)

II. Authorised Persons: (in BLOCK LETTERS please)

1.RAMAN	2.KRISHNAN	3.GOVINDAN
4.RAGHAVAN	5.VENKAT	6.GOPI
7.SIVA	8.SANKAR	9.

III. Corporate ID: (contact Branch to know Corporate ID)

Corporate ID							Corporate Name / Title				
2	3	4	6	0	1	1	XYZ AND COMPANY				

IV List of Customer ID to be linked to the Above Corporate ID

SL. No	Customer ID	Customer Name *
1	123456	XYZ AND COMPANY
2	324556	XYZ AND COMPANY

VI. Per Day Aggregate Transaction Limit Required:

Rs 5,00,000 (in words rupees) Five Lakhs only

VII. Details of Role/Designation of Users and their hierarchies as well as their limits:

(Before filling up the details, please carefully read the guidelines given below the table)

Designation/Role	Hierarchy /Level	Transaction Limit	Approver(s) required when Txn exceeds the limit							Total *
			1	2	3	4	5	6	7	
CHAIRMAN	1	5,00,000								0
MANAGING DIRECTOR	2	3,00,000	1							1
EXECUTIVE DIRECTOR	3	2,00,000	1	1						2
GENERAL MANAGER	4	1,00,000		1	2					3
MANAGER	5	50,000		1	1					2
CLERK	6	20,000					1			1
AUDITOR	7	0								0

*In this column kindly mention the total number of approvers.

Under every role, corporate can have multiple users depending on their requirements.

A Corporate can fix the transaction limits to each user **up to which** the user can initiate and complete the transaction without any other user's approval.

When an user initiates transaction above the initiating limit fixed for him, the corporate has to decide the Number of approvers required to authorise the transaction and their role levels. Indicative examples are given below:

1. transactions made by roles, 6 – 1 approvers required - one from 5
2. transactions made by roles, 5 – 2 approvers required - one from 3 and one from 2
3. transactions made by roles, 4 – 3 approvers required – two from 3 and one from 2
4. transactions made by roles, 3 – 2 approver required – one from 2 and one from 1
5. transactions made by roles, 2 – 1 approver required - from 1
6. No transaction facility for Role 7, created for companies Auditor purpose.

When two approvals are decided by the corporate, the txn exceeding the limit of the initiating user, will have to be approved FIRST by the lower level approver and THEN by the higher level approver.

In example 2

Two approvers required. Transaction more than the initiating amount has to be first approved by level 3 and then to be approved by level 2 (The Maximum transaction Amount initiated by role 5 can be the upto the initiating amount of Role 2. Role 2 can approve a transaction maximum of Rs 300000/-)

However, when both the approvers are in same level (example 3 above), any one can first approve in role 3 and Second approval can be done by other user in same level and then by role 2.

VIII. Names of Authorised Users and Account Mapping:

Name of the user	Designation /Role	Hierarchy/Level	Account to which Transaction is to be given	User's Signature
RAMAN	Chairman	1	OD-326547, CA-12365 , CA-6534	
KRISHNAN	MD	2	OD-326547	
GOVINDAN	ED	3	CA-12365, CA-6534	
RAGHAVAN	ED	3	OD-326547	
GOPI	General Manager	4	CA-12365	
SIVA	Manager	5	OD-326547, CA-6534	
VENKAT	CLERK	6	OD-326547	
SANKAR	AUDITOR	7	NIL	

NOTES:

All Users will have VIEW Facility all accounts under the Corporate ID and will be permitted to view the balance, account transactions and generate statement of accounts.

No funds transfer instructions can be initiated by the Users who do not have transaction facility. In the above example, the users under the ROLE - "Chairman" has powers to view and initiate funds transfer transactions on all the accounts. Other users will have powers to view all the accounts under the corporate and can make funds transfer transactions only on those accounts mentioned against the users.

Bill payment can be done within the initiating amount by the user. User cannot do bill payment more than the initiating amount.

IX. Details of Company Official who will act as an Account Administrator #*:

Name:Raghavan..... **Designation:**ExecutiveDirector.....

Signature:

Every Corporate has to appoint an Account Administrator and convey the same to the Bank along with a copy of the mandate containing such authorization. The Account Administrator will be facilitating to enable/disable Corporate Users, set time restrictions for the Users, initiate Bulk Upload Transactions Account statement through Email etc.. However, based on the requirement of the Corporate the Account Administrator can be provided with Transaction Facility also or may be restricted to View facility only as the case may be.