

## Citibank Rupee Checking Account Mandate Application Form

### Assign Your Beneficiary in India to Operate Your Account

#### A. How to designate a beneficiary in India (Mandate) to operate your Account:

1. Complete the Mandate Application Form with your details
2. Fill the Mandate details
  - Choose one of the 2 options given on the withdrawal limits for your Mandate
  - Mention to extend the ATM/Debit Card facility to your Mandate
  - Mention your Account Number, which you will receive along with your ATM/Debit Card and Checkbook
  - Sign and send the form to your Mandate in India

#### B. Who can you designate as a Mandate?

- You may assign any close relative residing in India as a Mandate to your Account

#### C. What does the Mandate do?

1. Complete form & attach passport size photograph
2. Attach self-attested copies of photo ID and address proof of Mandate covering Name, Photograph, Mailing Address, Date of Birth, Relation with account holder & Signature.

##### Acceptable Documents

- Valid Passport
- Ration Card (Only for relationship proof)
- Valid Driver's License
- Voter's ID issued by Election Commission of India
- Proof of possession of Aadhaar number i.e. Aadhaar Card/e-Aadhaar
- Job card issued by NREGA duly signed by an officer of the State Government
- Letter issued by the National Population Register

Please note that Aadhaar is not a mandatorily required document and customers have the option to submit any one of the above documents. By submitting a copy of your Aadhaar Card to Citibank, you confirm and agree that the Bank has duly explained to you that submission of Aadhaar Card is no longer mandatory and you are providing your Aadhaar Card as an officially valid document proof to Citibank voluntarily. You hereby authorize Citibank to collect, store and use your Aadhaar as proof of address/KYC document in accordance with extant rules and regulations. In case you are submitting/uploading copy of your Aadhaar Card, please ensure before submitting/uploading to blacken out the Aadhaar number on the Aadhaar Card so that it is not visible.

3. The copies of the above documents of the Mandate needs to be verified in any one of the following ways:
  - Visiting a Citibank branch along with your original documents. A Citibank employee will assist in verifying the documents
  - Notarized by a Notary Public or Gazetted Officer or Lawyer or Employee of a Bank
4. The Mandate may submit the documents to Citibank by:
  - Visiting us at the nearest Branch with the application form & a self-attested copy of the identity document. Please visit the Customer Services page on [www.citinri.com](http://www.citinri.com) to find the most convenient location.

OR

  - By sending the application form & copy of self-attested identity documents to the address given below:  
**Citibank N.A., Mail Room, ACROPOLIS, 9<sup>th</sup> Floor, New Door No.148 (Old No.68), Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004.**
5. Please ensure the personal information covering Name, Photograph, Mailing Address, Date of Birth & Signature match with the identity documents provided, before you send your application form to Citibank, else we will not be able to process the same.

#### D. What happens next?

An ATM/Debit Card and/or Checkbook will be sent to the Mandates in India, along with a brochure containing information about how to use the Account.

##### The Mandates will be able to do the following transactions on the account:

- **Withdrawals** - The Mandates can issue Rupee Checks, can use ATM Card (only in India), issue Rupee Demand Drafts at Branches in India & via CitiPhone Toll Free Card (only in India)
- **Deposits** - The Mandates can deposit checks in the NRI account holder's name (via Branch/ Drop box)
- For NRO A/Cs the Mandates can deposit Rupee Checks & Rupee Cash (> INR 50,000 A/C holder's PAN Card is required)
- For NRE A/Cs the Mandates can deposit foreign currency checks
- Request for a statement of the account.

##### The Mandate is NOT enabled to do the following transactions on the account:

- Change Address of the accounts
- Deposit checks in the name of Mandates into the account
- Place standing instructions in the account
- Deposit or Withdraw Foreign Currency Cash/Drafts/Traveller's Checks
- Make a payment by the way of a gift to resident on behalf of the account holder
- Transfer funds to another NRE or NRO account

#### Important Note:

- The monthly limit, if any, for your Mandate on his/her ATM/Debit Card will NOT apply for checks issued from your account signed by the Mandate
- In future if you would like to extend the Checkbook and Telebanking Facility, the monthly limit will NOT apply to the Checkbook and Telebanking Facility

# Mandate Application Form

Account Holder's Name:

Account No.:

With reference to my/our above mentioned Account, I/we hereby request and authorize you to issue the Mandates facility to:

\*Name: Mr./Mrs./Ms./Mx.

**First Name**                      **Middle Name (Initial)**                      **Last Name**  
(Please leave one box space between names and underline the surname)

Date of Birth :

Document Type :  Document No.

Address :

City :  Pincode :

Telephone:  E-mail Address :

Relationship with Account Holder :

Are you a senior public figure or related to one\*\*\*?  Yes  No

You can choose **ONLY ONE** between Option A & Option B below :

A.  I/We would like the Mandates to access up to the Account Balance, and would like to issue the following facilities :

1. ATM/Debit Card    2. Checkbook    3. Telebanking Personal Identification Number (T-PIN) for Telebanking Facility

OR

B.  I/We would like to issue the Mandates ONLY an ATM/Debit Card with a monthly limit of : (in figures) INR \_\_\_\_\_

(in words) INR \_\_\_\_\_

## Declaration and Terms & Conditions

I/We, the Account Holder(s) and the Mandates (Holder of the Mandate Facility) have read and understood the Citibank, N.A. ("Citibank") Account Terms and Conditions in the Citibank Account Application Form as well as the Mandate Form ("Terms and Conditions").

I/We, the Account Holder(s) and the Mandates, agree to be bound by the Terms and Conditions and agree and accept that Citibank shall not be liable or responsible for actions or operations carried by the Mandate on the Account on the basis of the Mandate given hereunder by the Account Holder(s).

I/We, the Account Holder(s) also confirm that the Mandates can avail all facilities as provided/will be provided to me/us by Citibank and I/we authorize the Mandates to conduct all local transactions permitted as per FEMA and/or other applicable laws and regulations and to receive any and all information on my/our behalf in respect of the Account.

I/We, the Account Holder(s) accept that at my/our request you have agreed to provide the Mandates (details as provided by me/us above) the facility of carrying out banking transaction by giving telephonic Instructions (which will be accepted by you either manually or by an automated system) apart from any written Standing Instructions now given or that may hereafter be given to you.

The Mandates would be provided a Citibank Debit Card ("Citi Card") and a Telephone-Personal Identification Number (T-PIN) to access and transact on the Account on CitiPhone.

I/We agree that all communications for the Mandate shall be addressed and sent to the Mandate's mailing address as provided by me/us.

Please affix  
a **RECENT**  
passport  
size photograph  
of the  
Mandate

I/We agree and are aware that in connection with the facility for carrying out banking transactions through telephonic instructions, the Mandate is required to provide to you over the telephone, the Account Number/Citi Card Number details and T-PIN as advised by the Bank to the Mandates or as subsequently changed by oral instructions or otherwise. This telephonic facility shall cover and be applicable for the operations of the Account in accordance with the Terms and Conditions and the terms hereof.

I/We, the Account Holder(s) unconditionally agree that :

- (i) I/we shall not hold Citibank liable on account of Citibank acting on instructions from the Mandates;
- (ii) For instructions received, Citibank will be acting on the same on a best-efforts basis and I/we shall not hold Citibank liable on account of any delay or inability on the part of Citibank to act immediately or at all on any of the instructions received from the Mandates;
- (iii) Citibank may at its sole discretion, withdraw or suspend the Mandate facility wholly or in part at any time;
- (iv) In case of the Account being held jointly, Citibank may act on instructions from either/any of us/the Mandates;
- (v) Citibank may in its discretion decide not to carry out any instructions where Citibank has reasons to believe (which decision of Citibank I/we shall not question or dispute) that the instructions are not genuine or otherwise improper or unclear or raise a doubt;
- (vi) Citibank may in its discretion tape or record any instructions received from a Mandate and may rely on transcripts of such telephonic instructions in evidence in any proceedings;
- (vii) At either of our (Account Holder(s)/Mandate's) request, Citibank may send to me/us/Mandate by fax (at a fax number given by me/us), or in person, financial information(sought for by me/us/Mandates) regarding my/our Account(s) which may be of a private and confidential nature and I/we shall not hold Citibank liable in any manner should such information come to the knowledge of any third party.

In the event there is a discrepancy in the particulars or details of any transactions carried out by Citibank in any of my/our Account(s), I/we shall be obliged to intimate to you in writing any discrepancy in my/our Accounts within 10 days of receiving your advice or within 10 days from the date of receipt of my/our periodic statement of Account, whichever is earlier, failing which the transaction shall be deemed to be correct and as accepted by me/us.

In consideration of your providing the above said Mandate facility, I/we, i.e. each of the Account Holder/s agree to keep Citibank, fully saved, protected and harmless from and against all actions, claims, demands, proceedings and shall promptly defray to Citibank any losses, damages, costs, charges and expenses whatsoever which Citibank may at any time incur, sustain, suffer or be put to as a consequence of or by reason of or arising out of the use of said Mandate facility by me or the operation of the Account by the Mandates or by reason of Citibank in good faith taking or refusing to take or omitting to take action on my/our/the Mandates's instructions.

I/We further certify that the details in my/our/the Mandate's relationship record are correct. I/We, the Account Holder(s) understand that the co-branded Citi Card comes with the charges as mentioned.

I/We further understand and agree that our aforementioned Account be debited towards such charges.

I/We, the Account Holder(s) and the Mandates further understand that the usage of the Mandate's ATM/Debit Card, including co-branded Citi Card is restricted to India. Also the redemption of the Reward Points associated with the co-branded Citi Card can happen within India only.

I/We, the Account Holder(s) and Mandates understand and acknowledge that Citibank reserves the absolute right to accept or reject this application at its sole discretion without assigning any reason thereof.

I/We, the Account Holder(s) and Mandates understand and acknowledge in cases where the Account Holder is eligible to make investments in India, the Mandates may operate the Account to facilitate such investment.

The Mandates shall not be allowed to make payment by the way of gift to a resident on behalf of the Account Holder or to transfer funds from the Account to another NRO/NRE account.

### Terms & Conditions Governing Senior Public Figure\*\*\*

A Senior Public Figure is a senior official in the executive, legislative, administrative, military or judicial branches of a government ,whether or not elected ,a senior official of a major political party ,or a senior executive of a government-owned or government-funded corporation, institution or charity. A Senior Public Figure also includes any entity that has been formed by or on behalf of a Senior Public Figure, in which the Senior Public Figure is a beneficial owner of at least twenty-five percent of the entity. In addition, a Senior public Figure includes the immediate family of a Senior Public Figure and any close associate or relative of a Senior Public Figure. A close associate is a person who is widely and publicly known to maintain an unusually close relationship with and able to conduct financial transactions on behalf of a Senior Figure.

Please ensure that all the relevant details in the form, with the exception of the fields that are designated "For Bank Use Only", are duly completed (or struck out, if not applicable) prior to affixing your signature to this form.

X

Signature of Mandate

X

1st Joint Account Holder

X

2nd Joint Account Holder

(In case of Joint Account, signatures of all Joint Holders are required)

X

3rd Joint Account Holder