



Standing Instruction Mandate

To,  
The Branch Manager  
Citibank N.A.  
\_\_\_\_\_ Branch  
\_\_\_\_\_.

I / We hereby authorize you to debit my below mentioned savings / current account for the following payments to be made towards my / our Personal Loan account :

(i) Customer Name : \_\_\_\_\_

(ii) Loan Account Details :

Loan Number (a) : 

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Loan Amount : Rs. \_\_\_\_\_ /-

Tenor : \_\_\_\_\_ months

EMI Amount : Rs. \_\_\_\_\_ /-

Start Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (in dd / mm / yy format)

End Date (b) : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (in dd / mm / yy format)

(iii) Particulars of Citibank account from which this Standing Instruction is issued :

Account Number : 

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I / We hereby also declare that I / We are the signatories to the account and our signatures are as below.

I / We understand that, Citibank shall in no way be responsible for non-execution of Standing Instruction either on account of incomplete or inaccurate information or non availability of sufficient funds in my account or for any other reason beyond its control.

Kindly refer Instructions overleaf while filling up the mandate.

Customer Signature (c) : \_\_\_\_\_ Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_



INSTRUCTIONS FOR FILLING UP FORMS

Standing Instruction Mandate

- (a) Loan number to be filled in by Bank post disbursement of Loan
- (b) End date is current end date for the balance term of the loan over which the installments are payable from Start date. The End date is likely to change in the event of any change in repayment schedule of your loan
- (c) Signature on this mandate to match with the Signature as per Bank account from which this repayment is issued



NOTE : BELOW FORMAT IS FOR PROVIDING GUIDANCE ON HOW TO FILL UP THE SI FORM. FOR SUBMISSION TO THE BANK, PLEASE USE THE ABOVE BLANK FORM.

### Standing Instruction Mandate

To,  
The Branch Manager  
Citibank N.A.  
\_\_\_\_\_ Branch  
\_\_\_\_\_.

Respective location of the Branch where you hold your Citibank account.

Respective City where you hold your Citibank account.

I / We hereby authorize you to debit my below mentioned savings / current account for the following payments to be made towards my / our Personal Loan account :

(i) Customer Name : \_\_\_\_\_

Your Name (To match with Citibank records)

(ii) Loan Account Details :

Loan Number (a) : 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Loan Amount : Rs. \_\_\_\_\_ /-

Tenor : \_\_\_\_\_ months

EMI Amount : Rs. \_\_\_\_\_ /-

Start Date : \_\_\_ / \_\_\_ / \_\_\_ (in dd / mm / yy format)

End Date (b) : \_\_\_ / \_\_\_ / \_\_\_ (in dd / mm / yy format)

Loan Amount  
Tenor  
EMI as in Loan  
Sanction Letter

Your Citibank Loan account number

As per Loan repayment Schedule. In case of Swap it'll be the 1st of the next month from which revised instruction should be active

(iii) Particulars of Citibank account from which this Standing Instruction is issued :

Your Bank Account Number

Account Number : 

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I / We hereby also declare that I / We are the signatories to the account and our signatures are as below.

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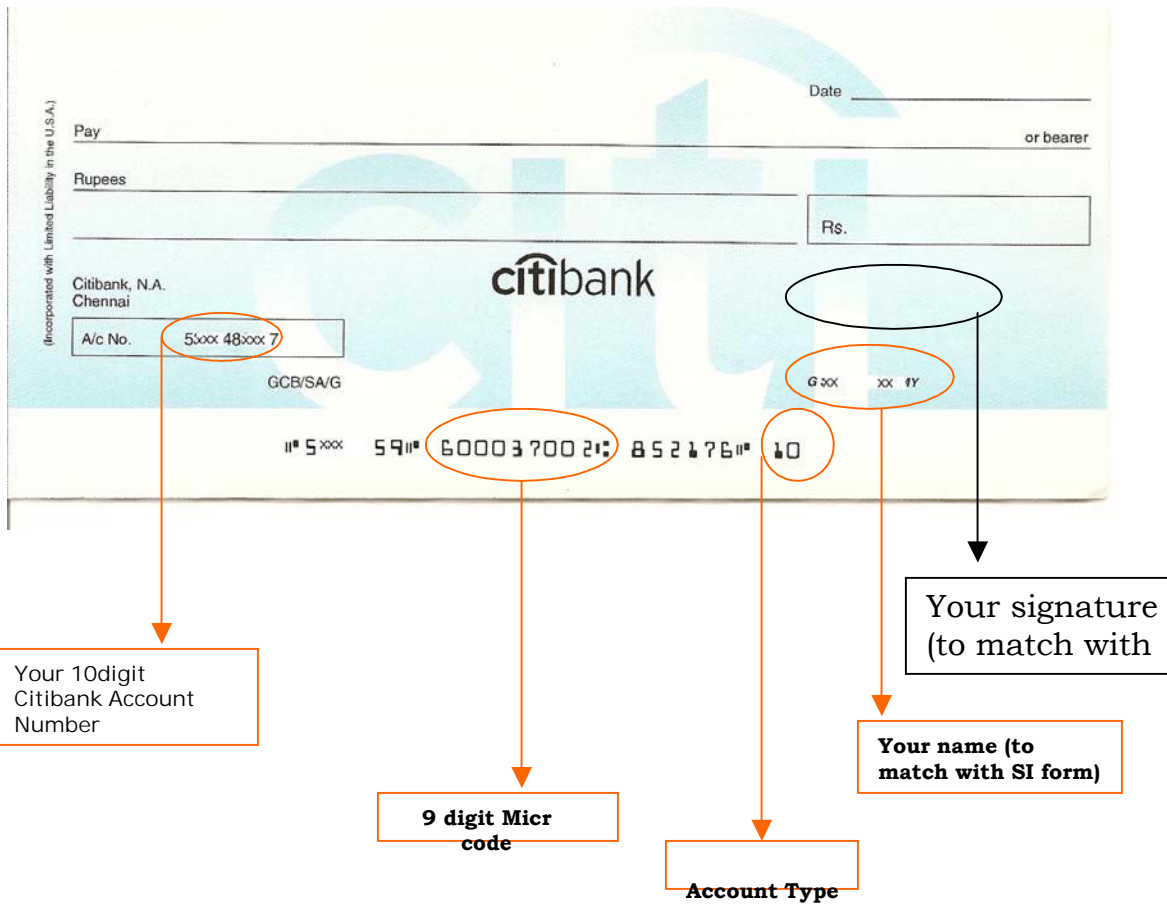
Customer Signature (c) : \_\_\_\_\_ Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Your signature  
(To match with  
Citibank records)

### INSTRUCTIONS FOR FILLING UP FORMS

#### Standing Instruction Mandate

- (a) Loan number to be filled in by Bank post disbursement of Loan
- (b) End date is current end date for the balance term of the loan over which the installments are payable from Start date. The End date is likely to change in the event of any change in repayment schedule of your loan
- (c) Signature on this mandate to match with the Signature as per Bank account from which this repayment is issued



**Note for SI debit instruction form**

- The instruction can be submitted to the nearest Billing office. Alternatively, you can send it by registered post to the following address "Citibank N.A. Mail Room, Acropolis, 9th Floor, New Door No. 148 (Old No. 68), Dr. Radhakrishnan Salai, Mylapore, Chennai – 600 004" with the heading "Enclosed: Repayment instruction".
- EMI Payment falls due on 1st of each month of repayment.