

## MANDATE APPLICATION FORM - DOMESTIC ACCOUNTS

Date:

### ACCOUNT DETAILS

Account Holder's Name :

Account No. :  Branch :

### Mandate Details

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

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

Date of Birth :

Address\* :

City :  Pincode :

Contact No.:  E-mail Address (mandatory):

Relationship with Account Holder :

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

\*Mandate applicants are required to submit Identity proof and Address proof documents to support the information furnished herein

Please affix a  
RECENT passport size  
photograph of  
the Mandate  
Holder

### Terms and Conditions and Declaration

I/We declare that we have read and understood the Banking terms and conditions and accept that the terms and conditions given below are to be read in conjunction with the same.

I/We, the Account Holder(s) and the Mandate Holder (Holder of the Mandate Facility) have read, understood, agree and unconditionally accept that these Mandate Form terms and conditions ("Terms and Conditions") are to be read in conjunction with the Citibank, N.A. ("Citibank") Account Terms and Conditions and I agree to be bound by the same as well as these Terms and Conditions.

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

I/We hereby request and authorize you to honour all cheques and other orders which may be drawn on the account by the Mandate applicant whose signature is given at the end of this form, notwithstanding that such cheques or orders may create or increase an overdraft to any extent in my/our Account. I/we authorise the Mandate Holder on my/our behalf to make, draw, accept or otherwise sign any bills of exchange, promissory notes or other negotiable instruments and to discount the same with your Bank or otherwise, and also to endorse cheques or other negotiable instruments of any description, or receipts.

Furthermore, I/We agree and are aware that the assigned Mandate Holder shall not be enabled to do the following transactions on the account:

- Update customer information including but not limited to personal information and/or account maintenance/operation instructions
- Deposit cheques (or any other form of credit) in the name of Mandate Holder into the account
- Place standing instructions in the account
- Deposit or Withdraw Foreign Currency Cash / Drafts/ Traveller's Checks
- Repatriate outside India funds held in the said account under any circumstances, it being expressly understood that the mandate herein contained is restricted to local payments/transactions only

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

- I/we shall not hold Citibank liable on account of Citibank acting on instructions from the Mandate Holder;
- For instructions received from the Mandate Holder, Citibank will be acting on the same on a best-effort 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 Mandate Holder;

- (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 (in the case of "Either or Survivor" signature rule) or Both of us (in case of 'Joint' Signature rule) or the Mandate Holder;
- (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 Holder and may rely on transcripts of such telephonic instructions in evidence in any proceedings;
- (vii) At either of our (Account Holder(s)/Mandate Holder) written request, Citibank may send to me/us/Mandate Holder, or in person, financial information (sought for by me/us/Mandate Holder) 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 Citibank in writing any discrepancy in my/our Accounts within 10 days of receiving such 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 Citibank 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, losses, 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 Mandate Holder or by reason of Citibank in good faith taking or refusing to take or omitting to take action on my/our/the Mandate Holder's instructions.

I/We, the Account Holder(s) and Mandate Holder 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 Mandate Holder understand and acknowledge that the Mandate Holder may not operate the Account to facilitate any investment on behalf of a Domestic Account holder.

This authority shall continue in force until I/we have expressly revoked it by a notice in writing delivered to Citibank.

**\*\*\* Senior Public Figure**

I/We have read the Terms and Condition governing Public Figure and declare that I/we, am/are not Senior Public Figure(s) which is defined as a senior official in the executive, legislative, administrative, military or judicial branches of our government, whether or not elected, 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 informed by or on behalf of a senior public figure, in which the senior public figure is a beneficial owner of at least 25% of the entity. In addition, a "Senior Public Figure" includes the immediate family and any close associate or relative of a Senior Public Figure. 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 Public Figure.

Signature of Mandate Holder

Signature (1<sup>st</sup> Joint Account Holder)

Signature (2<sup>nd</sup> Joint Account Holder)

Signature (3<sup>rd</sup> Joint Account Holder)

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

**FOR BANK USE ONLY**

Instruction received by :  Mail/Representative  In Person

Complete set of originals received :  Yes  No

IDs sighted (details) : ID Type: \_\_\_\_\_ ID Number: \_\_\_\_\_

Customer met in person by : (1) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Emp. ID: \_\_\_\_\_  
 (2) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Emp. ID: \_\_\_\_\_

Signature verified by : Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Emp. ID: \_\_\_\_\_

Callback details (if applicable) : Person spoken with: \_\_\_\_\_  
 Date & Time : \_\_\_\_\_ Number called: \_\_\_\_\_