



UMRN 



 Date

Utility Code 



 Create  Modify  Cancel

Sponsor Bank Code 



 I / We Authorize

To Debit (Tick 



 Bank A/c Number

With Bank 



 IFSC / MICR

An Amount of Rupees 



 ₹

Debit Type  Fixed Amount  Maximum Amount Frequency  Monthly  Quarterly  Half Yearly  Yearly  As & When Presented

Reference 1 



 Reference 2

1. I Agree for the debit of mandate processing charges by the bank whom I am authorizing to debit my Account as per latest schedule of charges of the bank. 2. This is to confirm that the declaration has been carefully read, understood & made by me/us. I am authorizing the user entity/ Corporate to debit my account, based on the instructions as agreed and signed by me.  
3. I have understood that I am authorized to cancel/amend this mandate by appropriately communicating the cancellation/amendment request to the user entity/corporate or the bank where I have authorized the debit.

From

To

Or  Until Cancelled 



 Signature of Primary A/c Holder \_\_\_\_\_ Signature of Account Holder \_\_\_\_\_ Signature of Account Holder \_\_\_\_\_

Phone No.

1. Name as in Bank Records \_\_\_\_\_ 2. Name as in Bank Records \_\_\_\_\_ 3. Name as in Bank Records \_\_\_\_\_

**Instructions for Filling the Mandate:**

- 1) Kindly do not write anything in UMRN column
- 2) Enter the date in DD MM YYYY format
- 3) Tick the nature of Bank account
- 4) Enter the bank account number
- 5) With Bank => Name of the Bank (**Branch name not required**)
- 6) IFSC => Enter the Bank 11 digit IFSC code
- 7) Amount of Rupees => 12 month amount in the value of nearest 100's.  
For example: If your montly rent amount is Rs. 388/- kindly enter the value as Rs. 4800/-  
Amount of Rupees in words and number to be entered seperately
- 8) **Do not enter or tick in "Debit Type" and "Frequency" since the same is already filled by us**
- 9) Reference 1: BILLING ACCOUNT NUMBER as available in invoice  
For landline/broadband/FTTH - Enter the 10 digit billing account number starting with "9"  
For ES Parent - Enter the 10 digit parent account number starting with "9"  
For Post paid mobile cases - Enter the 9 digit account number starting with "5" or "6"
- 10) **Reference 2: to be kept as blank**
- 11) Enter the from date as 1st of following month
- 12) **Do not enter "To date"**
- 13) **Signature:**
  - a. In case of Individuals, kindly sign as per the signature given in bank account
  - b. In case of Non-Individuals, "For Seal" to be affixed along with signatures of authorised signatories is required

The physical mandate is required which can be given manually (or) by post/courier to the below address:

Accounts Officer ECS Section  
6th Floor, Anna Road Telephone Exchange,  
No. 10, Dams Road,  
Chennai - 600002  
Ph: 044-23711930