

# ADDITION OF MANDATE FORM FOR SOLE PROPRIETOR



Please fill in Black Ink and in CAPITAL LETTERS  
All fields marked " \*" are MANDATORY

Date

## ACCOUNT DETAILS (in which mandate to be added)

\*Customer ID

\*Account Number

\*Firm name

\*Name of the Proprietor

## MANDATE HOLDER DETAILS

Kindly add the following person as a mandate holder in my/our above mentioned account.

If Existing IDFC FIRST Bank Customer

Customer ID of Mandate Holder\*

In case you have no relationship with IDFC FIRST Bank Limited kindly fill below details

Title  Mr.  Ms.  Mrs.  Other

Name

Gender  Male  Female  Third Gender Date of Birth

\*Father's Name

Relationship with Proprietor

Mother's Maiden Name

Place of Birth

Country of Birth

Country of Tax Residence

Foreign Tax Identification No.

TIN Issuing Country

Mobile No. (+91)

Landline No.

STD Code



## PLEASE HELP US WITH DETAILS OF ONE OR MORE DOCUMENTS BELOW

Aadhaar

PAN

DIN

\*Nationality

Resident  Foreign National - Resident  
 Non-Resident  Foreign National - Non-Resident

Driving License

Passport

Voter ID

Email ID

Mandate End Date

Maximum Transaction Amount

\*Only in case he/she holds account with IDFC FIRST Bank Limited

## ADDRESS FOR COMMUNICATION (No proof required)

This is my  Residence  Work

Line 1

Line 2

Line 3

Landmark

City

State

Country

PIN CODE

## PLEASE COMPLETE YOUR ADDRESS AS MENTIONED IN YOUR OFFICIALLY VALID DOCUMENT

Valid Passport with Address page  Aadhar card  Voter ID Card  Driving License  Others \_\_\_\_\_

Line 1

Line 2

Line 3

Landmark

City

State

Country

PIN CODE

### DECLARATION & SIGNATURE(S)

1. I/We hereby authorise the Mandate Holder
  - a) To draw cheques on the said account and agree to ratify the actions undertaken by the Mandate Holder in terms hereof.
  - b) To deposit and/or discount cheques and other instruments in the said account and for this purpose to endorse on my/our behalf cheques, drafts, pay orders and other instruments payable to me/us.
  - c) To make deposits from balances available in the account in my/our names and renew such deposits for such periods as may be given in writing by the mandate holder.
  - d) To certify balance confirmation statement of account issued by the Bank in respect of the said account.
  - e) To give instructions in writing involving debits of the said account, transfers therefrom etc.
  - f) To make withdrawals for investments in India wherever necessary permission from RBI has been obtained by me/us.
2. I/We hereby undertake that I/We and my/our mandate holder shall comply with the Provisions of the Exchange Control guidelines issued by the RBI and the Foreign Exchange Management Act 1999 and all regulations there of including the Foreign Exchange Management (Deposit) Regulations, 2000.
3. This authority shall continue in force until I/We have expressly revoked it by a notice in writing delivered to IDFC FIRST Bank Limited.
4. I/We, the undersigned, have read, understood and agree to absolutely and unconditionally abide by and be bound by the Terms and Conditions displayed on www.idfcfirstbank.com as revised from time to time by IDFC FIRST Bank Limited, in relation to all of my/our accounts, for present and future, maintained/opened/to be maintained/to be opened with IDFC FIRST Bank Limited.
5. I understand, acknowledge and authorize that as per the provisions of Income Tax Act, Rules made thereunder and the guidelines issued by the Government/RBI in the matter, depending upon the residential status and/or other criteria stipulated therein, the Bank may have to report the details in respect of my account(s) as per the prescribed format to the Central Board of Direct Taxes (CBDT) or other Government Agencies to comply with the obligations as per the Inter-Governmental Agreements (IGA) in respect of Foreign Accounts Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) and / or any other similar arrangements.
6. I undertake the responsibility to declare, disclose and recertify within 30 days any changes that may take place in the information provided in the account opening form and signed by me as well as in the documentary evidence provided by me or if any certification become incorrect.
7. I also agree that our failure to disclose any material fact known to me now or in future, may invalidate my application and IDFC FIRST Bank would be within its right to put restrictions in the operations of my account or take appropriate action permissible under the Indian regulations for the purpose or take any other action as may deemed appropriate if the deficiency is not updated/rectified by me within the stipulated period.
8. I agree to furnish any particulars/information that is called upon me by IDFC FIRST Bank on account of any change in law either in India or abroad in the subject matter herein.
9. In the event there is any tax demand (including interest(if any)) raised due to nondisclosure/inaccurate disclosure of information/documents on my/our part, I undertake to pay the demand forthwith and provide the bank with all information/documents that may be necessary for any proceeding before GOI/RBI/Income Tax Authorities.

Signature

Name of Mandate Holder

**All Account Holders to sign**

Signature for First Account Holder/  
Authorised Signatory

Signature for Second Account Holder/  
Authorised Signatory

Signature for Third Account Holder/  
Authorised Signatory

Name of First Account Holder/  
Authorised Signatory

Name of Second Account Holder/  
Authorised Signatory

Name of Third Account Holder/  
Authorised Signatory

### BANK USE SECTION

Account Branch Code \_\_\_\_\_ Account Branch Name \_\_\_\_\_

Profit centre \_\_\_\_\_ Service Request No \_\_\_\_\_

**Banker Certification**

I have met the Customer at:  Residence  Place of Work  Other \_\_\_\_\_

I have seen and verified the Original KYC documents. Copy/Photo taken for record

The customer has Signed in my presence

Name \_\_\_\_\_

Certification Date

D	D	M	M	Y	Y	Y	Y

Employee ID \_\_\_\_\_

**Signature of the Branch Official**