



**INTENTIONALLY LEFT BLANK**

#### **Instructions to fill Mandate**

- UMRN is auto generated during mandate creation and is mandatory to be updated during amendment and cancellation of mandate (Maximum Length - 20 Alpha Numeric Characters)
- Date is in DD/MM/YYYY format
- Sponsor bank IFSC/MICR code. left padded with zeroes where necessary. (Maximum length - 11 Alpha Numeric Characters)
- Utility Code of the Service Provider.(Maximum length - 18 Alpha Numeric Characters)
- Name of Service Provider
- Tick on box to select type of action to be initiated
- Tick on box to select type of account to be affected
- Customer's legal account number, (Maximum length - 35 Alpha Numeric Characters)
- Name of Bank
- IFSC/MICR code of customer bank. (Maximum Length - 11 Alpha numeric Characters for IFSC & 9 Numeric for MICR code)
- Amount payable for service or maximum amount per transaction that could be processed in words
- Amount in figures, similar to the amount mentioned in words. (maximum Length - 13 digit Numeric in paise)
- Services Provider generated consumer reference number
- Services Provider generated consumer reference Service Provider generated Scheme/ Plan reference number
- Tick on box to select frequency of transaction
- Validity of mandate with dates in DD/MM/YYYY format
- Name of Customer/s and signature/s as well as seal of company (where required).(Maximum length of Name - 40 Alpha Numeric Characters)
- Undertaking by customer
- Permanent ID of customer e.g. PAN/Aadhaar No.
- Telephone no. with STD code of customer
- 10 digit mobile number of customer
- Mail ID of customer