



ECS FORMAT

To,

Citibank N.A.

Dear Sir,

RE: AUTHORISATION TO PAY CITIBANK N.A MONTHLY REPAYMENT THROUGH THE ELECTRONIC DEBIT CLEARING MECHANISM

a) Name: _____

b) Loan Account No: _____

Particulars of Bank Account:

c) Name of account holder: _____

d) Bank Name: _____

e) Branch Name: _____

f) 9 digit code number of the bank and: _____
branch appearing on the MICR Cheque
issued by the bank _____

(Please enclose a photocopy of blank, cancelled cheque issued by your bank for verifying the accuracy of the code number)

g) Account Type: _____
(i.e. Savings / Current / CC Account)

h) Ledger Folio Number: _____
(if appearing in the cheque book)

i) Account Number: _____
(if appearing in the cheque book)

Date: _____

Customer Signature



ECS FORMAT (page 2 of 4)

Date:

The Branch manager

Citibank NA

Sub: Savings / Current Account Number:

Dear sir,

This is with reference to the above account held by me at your branch.

I have availed a loan from CITIBANK N.A and would like to avail of the Electronic Debit Facility offered by the Reserve Bank of India towards settlement of my monthly dues, presently to the tune of Rs._____.

However, I/We acknowledge that on account of interest rate fluctuations the said amount may vary, provided that the said amount shall not exceed Rs. _____ and hereby unconditionally and irrevocably authorise Citibank N.A to raise debits of such amounts. This is aimed at our mutual convenience in reducing the paper work

This is to irrevocable and unconditionally instruct you to accept the debit raised by CITIBANK N.A through electronic clearing regularly every month and the debit the same to my above savings / current account. I confirm that these instructed to act in accordance herewith.

Please acknowledge receipt and confirmation of this instruction.

Sincerely yours,

Customer Signature



ECS FORMAT (page 3 of 4)

I _____ S/o _____

being the beneficiary of a loan vide loan agreement dated _____ unconditionally and

irrevocably authorize you to raise a demand on _____ (Name of the bank).

I being the borrower of CITIBANK N.A hereby express my unconditional consent to debit payment of my installment referred to above through participation in ECS of the National Clearing Cell of the Reserve Bank of India, and hereby unconditionally and irrevocably authorize Citibank N.A to raise debit on such regular installments, till such time all dues to CITIBANK N.A as referred to above are cleared through this

scheme by debits against my bank account number _____ with

_____ bank

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons to incomplete or incorrect information, I would not hold CITIBANK N.A responsible.

This mandate does not prejudice the absolute right to CITIBANK N.A at any time hereafter, to discontinue this arrangement and opt to revert to insisting on my submitting post-dated cheques to CITIBANK N.A

ADDRESS:

Signature of borrower

Name



ECS FORMAT (page 4 of 4)

SCHEDULE OF EMI MAINTENANCE

CUSTOMER NAME : _____
Loan Amount : _____
Rate of Interest : _____
Tenor : _____

Monthly Instalments

Number of Interest Payments : _____
(As per Schedule given below)

Number of EMI Payments : _____

EMI Amount	EMI Start Date	EMI End Date

SCHEDULE FOR INTEREST PAYMENTS

S.No	Date (DD / MM/ YYYY)	Interest Amount Rs.

I understand that –

Interest payments are allowed only for under-construction properties during the construction period for a maximum period of 30 months

For all other cases, interest option is allowed only for the 1st month succeeding the first disbursal, if the disbursal date is on or after 24th of a month.

In the event of the monthly installment varying in accordance with the loan agreement, the Bank may debit an amount different from the above, which could be higher or lower than the amount mentioned, but shall not exceed Rs._____.

Date:_____

Customer Signature



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

ECS FORMAT

To,
Citibank N.A.

Dear Sir,

RE: AUTHORISATION TO PAY CITIBANK N.A MONTHLY REPAYMENT THROUGH THE ELECTRONIC DEBIT CLEARING MECHANISM

a) Name: → **Your Name (as per loan sanction letter)**

b) Loan Account No: → **Your Citibank Loan Number (as per loan sanction letter)**

Particulars of Bank Account:

c) Name of account holder: → **Your Name (as per Bank passbook / bank statement where you hold the account)**

d) Bank Name: → **Name of the bank where you hold the account.**

e) Branch Name: → **Name of the branch where account is held**

f) 9 digit code number of the bank and: → **9 digit MICR code as mentioned in cheque leaf**
branch appearing on the MICR Cheque issued by the bank

(Please enclose a photocopy of blank, cancelled cheque issued by your bank for verifying the accuracy of the code number)

Account type as mentioned in the cheque leaf.



g) Account Type: _____
(i.e. Savings / Current / CC Account)

h) Ledger Folio Number: _____
(if appearing in the cheque book)

i) Account Number: _____
(if appearing in the cheque book)

**Ledger folio
number as per
bank records**

**Bank account number
of the customer as
appearing in Cheque
leaf / pass book/ bank**

Date: _____

Customer Signature

**Signature of the
customer (to match with
the signature as per the
bank records from
which ECS is provided
by the customer)**



ECS FORMAT (page 2 of 4)

Date:

The Branch manager

Citibank N.A

Sub: Savings / Current Account Number:

**Monthly EMI
amount of the
Citibank loan**

Dear sir,

**To be filled in
- Post liaison
with the
Citibank**

This is with reference to the above account held by me at your branch.

I have availed a loan from CITIBANK N.A and would like to avail of the Electronic Debit Facility offered by the Reserve Bank of India towards settlement of my monthly dues, presently to the tune of Rs._____.

However, I/We acknowledge that on account of interest rate fluctuations the said amount may vary, provided that the said amount shall not exceed Rs. _____ and hereby unconditionally and irrevocably authorise Citibank N.A to raise debits of such amounts. This is aimed at our mutual convenience in reducing the paper work

This is to irrevocable and unconditionally instruct you to accept the debit raised by CITIBANK N.A through electronic clearing regularly every month and the debit the same to my above savings / current account. I confirm that these instructed to act in accordance herewith.

Please acknowledge receipt and confirmation of this instruction.

Sincerely yours,

**Signature of
the customer**

Customer Signature



ECS FORMAT (page 3 of 4)

I _____ S/o _____
being the beneficiary of a loan vide loan agreement dated _____ unconditionally and
irrevocably authorize you to raise a demand on _____ (Name of the bank).

I being the borrower of CITIBANK N.A hereby express my unconditional consent to debit payment of my
installment referred to above through participation in ECS of the National Clearing Cell of the Reserve
Bank of India, and hereby unconditionally and irrevocably authorize Citibank N.A to raise debit on such
regular installments, till such time all dues to CITIBANK N.A as referred to above are cleared through this
scheme by debits against my bank account number _____ with
_____ bank

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or
not effected at all for reasons to incomplete or incorrect information, I would not hold CITIBANK N.A
responsible.

This mandate does not prejudice the absolute right to CITIBANK N.A at any time hereafter, to discontinue
this arrangement and opt to revert to insisting on my submitting post-dated cheques to CITIBANK N.A

ADDRESS:

Signature of borrower

Name

**Name of the bank
where account is
held**

**Signature of
the borrower**

**Name of the
Borrower**

**Bank account number of
the customer as
appearing in Cheque leaf
/ pass book/ bank**



ECS FORMAT (page 4 of 4)

SCHEDULE OF EMI MAINTENANCE

CUSTOMER NAME : _____
 Loan Amount : _____
 Rate of Interest : _____
 Tenor : _____

Monthly Instalments

Number of Interest Payments : _____
 (As per Schedule given below)

Number of EMI Payments : _____

EMI Amount	EMI Start Date	EMI End Date

SCHEDULE FOR INTEREST PAYMENTS

S.No	Date (DD / MM/ YYYY)	Interest Amount Rs.

Monthly EMI amount as mentioned in loan sanction letter / interest rate revision letter)

Repayment (EMI) end date

Repayment (EMI) start date

I understand that –

Interest payments are allowed only for under-construction properties during the construction period for a maximum period of 30 months

For all other cases, interest option is allowed only for the 1st month succeeding the first disbursement, if the disbursement date is on or after 24th of a month.

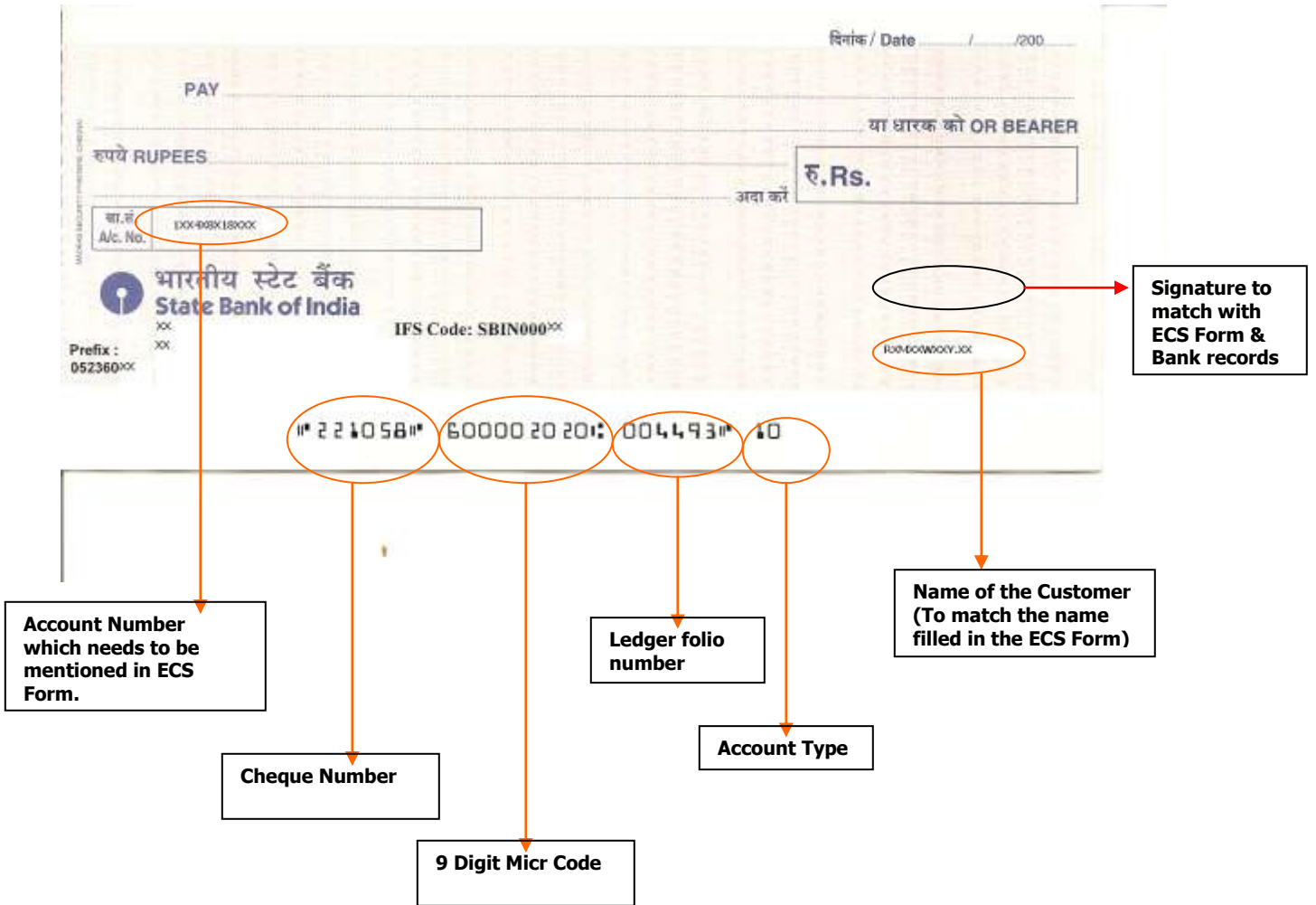
In the event of the monthly installment varying in accordance with the loan agreement, the Bank may debit an amount different from the above, which could be higher or lower than the amount mentioned, but shall not exceed Rs. _____.

Interest repayment schedule (for under construction property)

Signature of the customer

Date: _____

Customer Signature



Note: In case of Joint accounts where the mode of operation states that the account should be jointly operated by the account holders, the ECS mandate form too will have to be signed by all the joint holders.