

# DEPOSIT BOOKING / LIQUIDATION FORM

To Citibank, N.A. \_\_\_\_\_ Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name \_\_\_\_\_ Account No.

--	--	--	--	--	--	--	--	--	--

## BOOKING FORM

Please open my Fixed Deposit Account as per the details below.

**FIXED DEPOSIT DETAILS:** Select the Deposit Type, Amount, Interest, Maturity Instructions and Duration.

Type of Deposits	Amount	Interest		Quarterly Compounding	Maturity Instruction*		Duration*			Rate of Interest (p.a)
		Simple Interest (Simple Interest would be credited to the aforementioned Bank Account No.)			Auto Renewal	Credit to aforementioned Bank Account No.	Days	Months	Years	
		Monthly <sup>#</sup>	Quarterly							
Vanilla Fixed Deposit <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Multi Deposit <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Senior Citizen <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Tax Savings <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>TOTAL</b>		In words _____								

\*Monthly interest can be availed only in case the deposit is booked for more than 3 months.

### RECURRING DEPOSIT

Standing Instruction amount ₹ \_\_\_\_\_ (in words) \_\_\_\_\_ every month.

- Period.....months. Start Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 End Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---
- Standing Instruction date ..... of every month.
- Kindly debit my account..... for the same. PAN No.

On maturity, credit to my account.

I / We hereby undertake to abide by the Terms and Conditions on the reverse of this form and as detailed in the General Terms and Conditions as communicated at the time of account opening.

Signature

Holder 1  Holder 2  Holder 3

## LIQUIDATION FORM

**VANILLA / MULTI / SENIOR CITIZEN / TAX SAVER**

Please liquidate my/our Deposit No. \_\_\_\_\_ with principal amount ₹ \_\_\_\_\_ (in words) \_\_\_\_\_ maturing on \_\_\_\_\_ as per instruction below.

**LIQUIDATION INSTRUCTIONS** (Please select one of the two options)

- Liquidate Complete Deposit     Liquidate a part of the Deposit for an Amount of Rs. \_\_\_\_\_ (in words) \_\_\_\_\_

**CLOSURE INSTRUCTIONS** (Please select one of the two options)

- Close deposits on 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 as premature closure     Close deposits on maturity of actual deposits

### RECURRING DEPOSIT

Please liquidate the Recurring Deposit base no. \_\_\_\_\_ with maturity amount ₹ \_\_\_\_\_ (in words) \_\_\_\_\_ maturing on \_\_\_\_\_ and credit to aforementioned Bank Account No.

I / We hereby undertake to abide by the Terms and Conditions on the reverse of this form and as detailed in the General Terms and Conditions as communicated at the time of account opening.

Signature

Holder 1  Holder 2  Holder 3

## NOMINATION FORM (FORM DA 1)

- Yes, I want to nominate the following person     No, I do not want to nominate anyone on my behalf

Nomination under Section 45ZA of the Banking Regulation Act, 1949 and Rule 2(1) of the Banking Companies (Nomination) Rules, 1985 in respect of bank deposits.

I/We nominate the following person to whom in the event of my/our/minor's death the amount of the deposit/in the account may be returned by Citibank, N.A.

Nominee Name & Address: \_\_\_\_\_

Relationship with Depositor, if any: \_\_\_\_\_ Age: \_\_\_\_\_ years    Date of Birth: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

^As the nominee is a minor on this date, I/we appoint (Name, Address & Age) \_\_\_\_\_

to receive the amount of the deposit/in the account on behalf of the nominee in the event of my/our/minor's death during the minority of the nominee.

In case you have specified a nominee above, please indicate if you wish to make mention of the nominee name on the statement issued in respect of your deposit/account and/or the passbook and/or Fixed Deposit Receipt issued to you?  Yes  No

I/we do hereby declare that what is stated above is true to the best of my/our knowledge and belief.

Name/Address/Signature of witness(es)

\*\*Place/Date/Signature of Depositor(s)



^Strike out if nominee is not a minor.

\*\*Where deposit is made/account is held in the name of the minor the nomination should be signed by a person lawfully entitled to act on behalf of the minor.

Ver05/Deposit Booking Form/03-12



\* Requirement for investment in term deposits by branch/project/offices in India of foreign firms/companies. Temporary surplus funds lying in Current Accounts (non-interest banking account) may be invested in term deposits for a period not exceeding 6 months subject to an undertaking being provided by the foreign company confirming that. (a) That the term deposit is being made from temporary surplus funds. (b) That the maturity proceeds of the term deposit will be utilised for their business in India within 3 months of maturity.

## Terms and Conditions for Citibank Deposit Variants

### General Terms and Conditions:

- For Deposits maturing on a Sunday/bank holiday or where the interest payout date is a Sunday/bank holiday, the deposit will mature or the interest will be paid out, as the case may be, on the next business day. Interest on these deposits will continue to accrue till the maturity/interest pay-out on the next business day
- In the event of part withdrawal, a deposit shall break in units of ₹ 1000
- In the event that you make a premature partial withdrawal of the deposit, your original deposit will be treated as two deposits, one equal to the amount withdrawn prematurely, and the other equal to the remaining undrawn amount under the deposit. The interest rate applicable on the withdrawn amount shall be either the original interest rate or the interest rate corresponding to the period for which the withdrawn amount has been maintained, whichever is lower, less a penal rate of 1%. The interest rate that will apply to the amount remaining as the deposit shall be equal to the interest rate that would apply to a deposit of such amount and tenor as was prevailing at the time that the original booking was made. In the event that you wish to make a premature withdrawal, the 'Liquidation Form' given hereinabove needs to be duly completed and submitted to the branch
- In the event you choose to opt for the automatic renewal of your deposit and then decide to prematurely close the same or renew it for a period shorter than the remaining period of the deposit, a penal rate of 1% will be charged. The interest rate applicable at the time of renewing your deposit will be as per the daily interest rate grid for the corresponding tenor at the time of renewal
- In the event of the death of the depositor/holder of the depositor, a premature withdrawal made by the claimants would not attract any penal charge
- Auto renewal of your term deposit can only be for the same duration as the original deposit
- Upon completion of the term of the auto renewal of your deposit and in the absence of specific instructions thereafter, interest will be paid at the applicable savings bank rate
- In case you seek to make a renewal of your deposit after it has matured in accordance with applicable terms, a fresh deposit booking instruction is required to be submitted to the branch. The deposit when rebooked shall be treated as a new deposit and will be subject to the then prevailing applicable terms and such interest rate as may apply depending on the tenor and amount of the deposit
- For deposits by customers holding a domestic account with us, the number of days for interest calculation shall be 365 days (even in the case of a leap year)
- Interest calculation for all deposits booked for a period greater than three (3) months shall be on a quarterly basis. For deposits booked for a period of less than three months, interest shall be paid on the number of days for which deposit was booked, in case of Monthly Simple Interest Deposits - interest shall be paid out on a monthly basis at a discounted interest rate
- Interest on deposits shall be rounded off to the nearest rupee; fraction of 50 paise and above shall be rounded off to the next higher rupee and fraction of less than 50 paise shall be ignored
- No deposit for an amount equal to or more than ₹ 50,000 shall be booked if the PAN No. is not provided. In the absence of a PAN, Form 60 will be required to be submitted. Deposits booked on the basis of a Form 60 shall be credited to your linked bank account upon maturity and no automatic renewals shall be permitted for such cases
- All bank deposits are insured up to maximum of ₹ 1,00,000 (Rupees One Lakh Only) subject to Terms & Conditions specified by DICGC. For more details, please log on to [www.dicgc.org.in](http://www.dicgc.org.in)

### Illustration on interest calculations:

- Assume a deposit for ₹ 10,000 booked for 91 days at 8% on 1st April 2007, the interest credit on maturity will be ₹ 199  $(10,000 * 8\% * 91/365)$
- Assume a deposit for ₹ 10,000 booked for 6 months at 9% on 1st April, 2007 deposits maturity date will be 1st October, 2007 the interest credit on maturity will be ₹ 456  $(10,000 * 9\% * 91/365 + 10224 * 9\% * 92/365)$  this is the compounding interest, for simple interest credit to account will be ₹ 224  $(10,000 * 9\% * 91/365)$  on 1st July, 2007 and ₹ 227 on maturity  $(10,000 * 9\% * 92/365)$
- TDS shall be applied on every interest application whenever the total interest applied year to date is equal or greater than ₹ 10,000. For purposes of TDS the interest earned on all deposits cumulatively shall be considered.
- TDS once applied shall not be reversed or adjusted on any pre-closure/part closure of deposits or on submission of Form 15 / reduced TDS rate instruction. The application of reduced TDS rate or Form 15 will be applicable from next interest application date post submission and updation of the special TDS instruction with Citibank N.A.
- In case of cumulative interest deposits, the interest reinvested is post TDS recovery & hence the maturity amount for re-investment deposits would vary to the extent of tax and compounding effect on tax for the period subsequent of deduction till maturity.
- In cases where the interest amount is not sufficient to recover TDS, the same is recovered from the principal of the deposit.
- TDS Certificate in Form 16A, for TDS deducted during a calendar quarter will be issued in the next month of the respective quarter.

For customer's interest and benefit, PAN No. should be provided to the Bank for deposits.

In the absence of PAN, following are the implications for customers:

- TDS will be recovered at 20% (as against 10%)
- NO TDS refund from the Income Tax department
- NO TDS certificate will be issued (As per CBDT circular no:03/11)
- Form 15G/H and other exemption certificates will be invalid and penal TDS will apply

Principal (Post Interest Compounding)	Interest Application Date	Tenure	Interest	Interest Post round - off	Total Interest on Maturity
10,000	1st June, 2007	91.00	224.38	224	
10,224	1st October, 2007	92.00	231.93	232	456

- Assume the above 6 months deposit is pre-closed on 1st September. The interest rate applicable for 153 days on the deposits booking date which is 1st April, 2007. Assume interest rate of 7% (post 1% penalty) for 153 days on 1st April 2007. The interest credit on pre-closer will be ₹ 296  $(10,000 * 7\% * 91/365)$ . This is for compounding interest. For simple interest, the interest credit to account will be ₹ 224  $(10,000 * 9\% * 91/365)$  on 1st July, 2007 and Rs. 70 on pre-closure date  $(10,000 * 7\% * 91/365 + 10,000 * 7\% * 62/365) - 224$

Principal (Post Interest Compounding)	Interest Application Date	Tenure	Interest	Interest Post round - off	Total Interest on Maturity
10,000	1st June, 2007	91.00	174.52	175	
10,175	1st September, 2007	62.00	120.98	121	296

In addition to the Terms and Conditions mentioned above, the Terms and Conditions specifically applicable to the variant requested for are applicable below.

### MultiDeposit:

- In the event the balance in a customer's banking account is not sufficient to meet the requirement of a debit instruction received by the bank, the Multi Deposit shall automatically be liquidated in units of ₹ 1000. This is treated as a premature withdrawal and treated in the manner as specified above. Penal Interest of 1% is applicable as specified above
- In case a customer has more than one Multi Deposit, the Multi Deposit that breaks automatically in case of insufficient funds in the linked banking account will be the one where interest loss to the customer is minimum as per the bank's policies
- The nominee on the Multi Deposit will be the same as that on the linked banking account
- Multi Deposits can only be booked for an amount lesser than ₹ 15 lakh

### Senior Citizens Deposit:

- Senior Citizens will earn higher interest rate on Vanilla Deposits (Fresh or Renewals) linked to Savings account for amounts lower than ₹ 15 lakh only. Interest rates applicable will be as per the daily deposit grid published by the Bank
- TDS will not be deducted if Form 15G/H is submitted for the financial year at the time of booking the deposit subject to applicable tax exemption limits and subject to the PAN having been provided to the Bank

### Recurring Deposit:

- The interest rate applicable shall be the rate prevailing as on the date of booking of the first installment. The said rate will apply for each installment during the tenor of the Recurring Deposit
- There will be no TDS applicable on the interest earned on a Recurring Deposit
- Part-withdrawal is not allowed for a Recurring Deposit
- Tenure: The Tenure for a Recurring Deposit can range between 12 months to 24 months
- Monthly Installment Amount: The minimum monthly installment amount in a Recurring Deposit is ₹ 1000 per month and the maximum is ₹ 20,000 per month. If the standing execution date falls on a Sunday/bank holiday, the instruction would be executed on the next business day on the interest rates applicable as on that date
- On maturity, the Recurring Deposit proceeds will be credited to your account. You can however choose to place a new deposit from among the deposit products available at that time, using the maturity proceeds. A fresh form would need to be filled in to place the new deposit

### Tax Saver Deposit:

- The maximum amount that can be booked in a Tax Saver Deposit in a financial year (April 1st to March 31st) is ₹ 1,00,000
- The tenure of a Tax Saver Deposit will be 5 years
- Part-withdrawal of a Tax Saver Deposit is not permissible
- Pre-closure is permissible ONLY in the event of death of the primary account holder. No penal rate shall be charged for such withdrawal
- The tax benefit under section 80C shall be available only to the first holder of the deposit
- The Tax Saver Deposit cannot be pledged to secure a loan or as security to any other asset

### IMPORTANT INFORMATION FOR DEPOSITORS

- If you are a tax resident in India and wish to avail non-deduction of tax at source from interest on fixed deposits subject to eligibility under Section 197A (IA) of the Income Tax Act, you can visit any of our nearest branch and submit declaration in Form 15G.
- Senior Citizen customers (65 years and above), in order to avail Higher TDS exemption Limit can submit declaration in Form 15H, subject to eligibility under Section 197A (IC) of the Income Tax Act, for non-deduction of TDS from interest on term deposits.
- Depositors are also requested to note that - a) A separate declaration in Form 15G/15H is required to be submitted at the start of each financial year if the interest income exceeds the prescribed limit during the financial year (presently it is ₹ 10,000) - b) If your interest income (paid or accrued) on fixed deposits exceeds maximum exemption limit\*, the TDS shall be deducted even if you have submitted Form 15G. Please also note that it is mandatory for the Bank to mention the Permanent Account Number (PAN) of the customer on the TDS certificate and in TDS returns filed by it. In order to avail proper credit for the TDS while filing your income tax returns, you are requested to contact your branch and provide your PAN details immediately.

\*These exemption limits are as specified in the relevant provisions of the Income Tax Rules & Regulations. Please consult your tax advisor for more details.