



### Standing Instruction Mandate

To,  
The Branch Manager  
Citibank N.A.  
\_\_\_\_\_ Branch  
\_\_\_\_\_.

I / We hereby authorize you to debit my below mentioned savings / current account for the following payments to be made towards my / our Personal Loan account :

(i) Customer Name : \_\_\_\_\_

(ii) Loan Account Details :

Loan Number <sup>(a)</sup> : 

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Loan Amount : Rs. \_\_\_\_\_/-

Tenor : \_\_\_\_\_ months

EMI Amount : Rs. \_\_\_\_\_/-

Start Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (in dd / mm / yy format)

End Date <sup>(b)</sup> : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (in dd / mm / yy format)

(iii) Particulars of Citibank account from which this Standing Instruction is issued :

Account Number : 

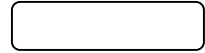
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I / We hereby also declare that I / We are the signatories to the account and our signatures are as below.

I / We understand that, Citibank shall in no way be responsible for non-execution of Standing Instruction either on account of incomplete or inaccurate information or non availability of sufficient funds in my account or for any other reason beyond its control.

Kindly refer Instructions overleaf while filling up the mandate.

Customer Signature <sup>(c)</sup> : \_\_\_\_\_ Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## INSTRUCTIONS FOR FILLING UP FORMS

### **Standing Instruction Mandate**

- (a) Loan number to be filled in by Bank post disbursement of Loan
- (b) End date is current end date for the balance term of the loan over which the installments are payable from Start date. The End date is likely to change in the event of any change in repayment schedule of your loan
- (c) Signature on this mandate to match with the Signature as per Bank account from which this repayment is issued





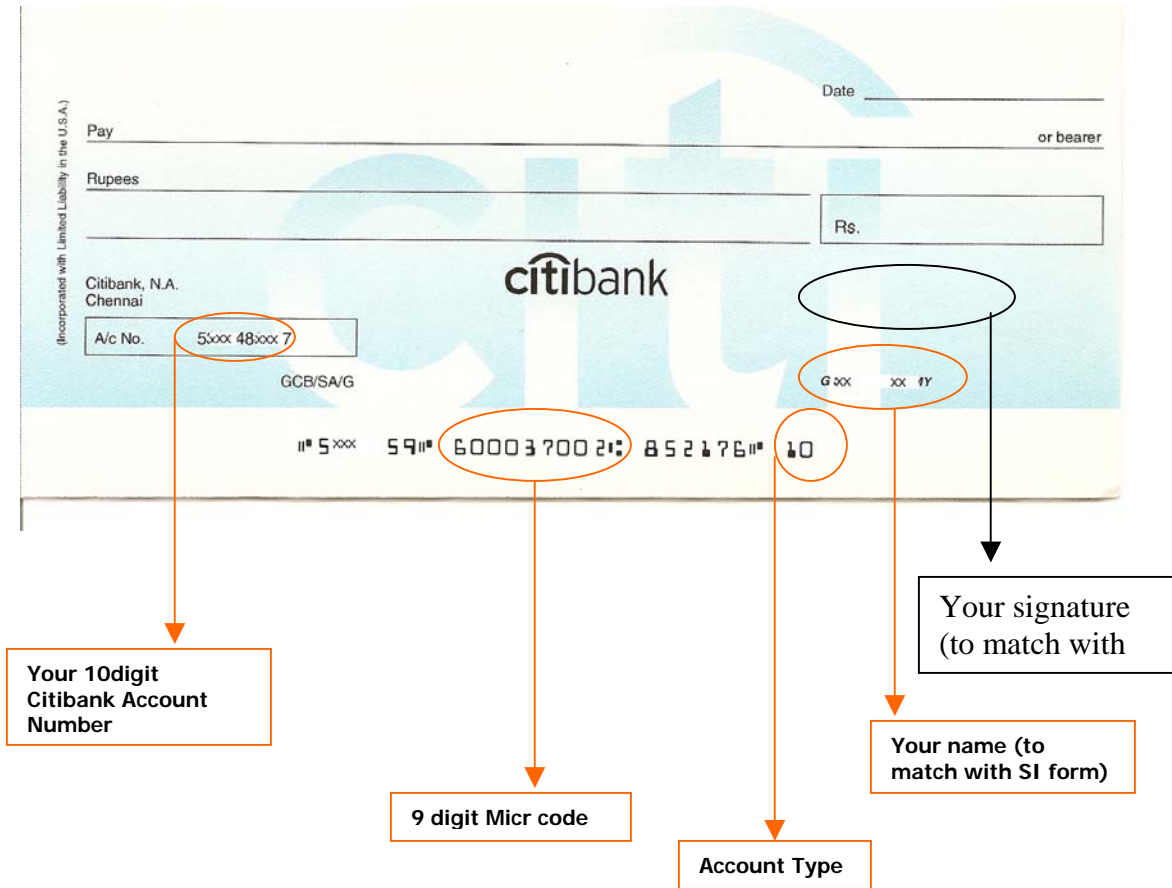
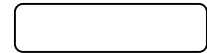
Customer Signature (c) : \_\_\_\_\_ Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Your signature  
(To match with  
Citibank records)

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**NOTE :**

- Two undated security cheques are required to be given along with the instruction. Amount of each cheque will be equivalent to total of three EMI (i.e. 3 x EMI). (For example if the EMI is Rs.3000 then the amount on cheque would be Rs.9000. Hence, give two cheques of 9000 without any date.
- The instruction can be submitted to the nearest **Billing office**. Alternatively, you can send it by registered post to the following address "**Citibank Mail Room, #2, Club House Road, Chennai - 600 002**" with the heading "Enclosed: Repayment instruction".
- EMI Payment falls due on 1<sup>st</sup> of each month of repayment.