Instructions regardingNACH Mandate Form

A) Instructions for filling NACH Mandate Form.

1) Use Original mandate form, zerox copy not allowed.
2) Separate mandate form for each policy.
3) UMRN (Unique Mandate Reference Number) field should be left blank.
4) Tick **Create** for all new NACH registrations of NB and Alterations from regular to NACH
5) Bank Account No., Bank name, IFSC or MICR code shall be of **account holder's** bank from which premium is to be deducted.
6) Bank Account no. should be a CBS number to be written clearly from the left most block in the space provided. Initial zeroes, if any, in the account no. are to be written
7) Amount to be entered is the maximum amount which will be calculated at the time of completion of proposal to take care of any future increase in taxes. Only invoiced amount will be deducted from customer's account.
8) Email ID and Mobile Number of the customer are **mandatory** fields.
9) Policy Number will be allotted at the time of completion and written at the Branch
10) **PERIOD FROM** should be the currentdate. (This date should be prior to the NACH debit date)
11) The fields which are pre ticked do not require any inputs from customer