

Ref. No.

# Business success.

Powered by Citi.

# Commercial Bank Account Opening Form

All information in "Entity Details" section is Mandatory. Please complete all sections in BLOCK LETTERS and tick boxes where applicable. Do not hand over cash at the time of Account opening. Kindly enclose only an account payee cheque drawn in favour of the Entity/Firm at the time of Account opening.

Type of Account you would like to open:  Current Account  Savings Account \*

\* Permitted only for Non-Individual Entities subject to stipulations as specified by RBI

## Entity Details

Entity Name:

Date of Incorporation:  DD  MM  YY  YY  YY  YY Date of Birth (for sole proprietorship):  DD  MM  YY  YY  YY  YY

Regd. Address:

City:  PIN:

Telephone: 1         2

Fax:  Mobile:

E-mail:

Mailing Address:

City:  PIN:

Telephone:  Fax:

E-mail:  Mobile:

## Entity Details

Government issued ID:  Issued By:  (IT/Sales Tax etc.)

Last year's turnover: Rs.  Crores

Type of Entity  Public Limited  Sole Proprietor  HUF  Society/Assoc.  
 Private Limited  Partnership  Trust  Limited Liability Partnership  
 Other (Pls. specify):

Nature of Business/Activity (Mandatory):

## Initial Deposit Details

Initial Deposit Amount:

Cheque No.:

Drawn on:  Branch:

## Income Tax Details: Form No. 60 See third proviso to rule 114B Form of declaration to be filed/filled by a person who does not have either a permanent account number or General Index Register Number and who makes payment in cash in respect of transaction specified in clauses (a) to (iv) of rule 118 (Mandatory)

PAN / GIR Number:

Full Name and Address of the entity/firm:

Are you assessed to Tax?  Yes  No If yes,

(i) Details of Ward/Circle/Range where the last return of income was filed:

(ii) Reason for not having PAN/GIR number:

Verification: I/We, \_\_\_\_\_, do hereby declare that what is stated above is true to the best of my/our Knowledge and belief. Verified today, the \_\_\_\_\_

day of \_\_\_\_\_ Date \_\_\_\_\_

Place \_\_\_\_\_ Signatory \_\_\_\_\_

## Photograph

First Signatory

Please paste your colour photograph here. (Mandatory even if you have not applied for a PhotoCard) Do not use pins, staples, tape to affix the photograph.

Name:

Second Signatory

Please paste your colour photograph here. (Mandatory even if you have not applied for a PhotoCard) Do not use pins, staples, tape to affix the photograph.

Name:

Third Signatory

Please paste your colour photograph here. (Mandatory even if you have not applied for a PhotoCard) Do not use pins, staples, tape to affix the photograph.

Name:

Fourth Signatory

Please paste your colour photograph here. (Mandatory even if you have not applied for a PhotoCard) Do not use pins, staples, tape to affix the photograph.

Name:



**Mandate** (For Sole Proprietor)

Do you wish to have a mandate on your Account?  Yes  No

(Please fill mandate form)

**Internet Banking Facility**

Do you wish to have Internet Banking facility?  Yes  No

**Nomination Form (Form DA 1) ( Only for Sole Proprietor)**

**Mandatory even if you do not nominate**

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(l) 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 death the amount of the deposit/in the account maybe returned by Citibank, N.A.

**Nominee**  
Name & Address :

Grid for 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)

Grid for minor appointment Name & Address

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

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

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 account and/or the passbook issued to you?  Yes  No

**Name/Address/Signature of witness(es)**

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

Witness signature box

Depositor signature box

\* 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.

**Senior Public Figure Declaration**

Does any individual or their immediate family member who own 25% or more stake in the entity currently hold/have held/are being considered for a position as a senior public figure? E.g. Heads of States or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations and important political party officials. (Refer to the Senior Public Figure Declaration).

Yes  No

Senior Public Figure Declaration: I/We declare that I/we have read the Terms and Conditions governing Public Figure and declare that I/we, am/are not Senior Public Figure(s) which is defined as a senior official in the executive, legislative, administrative, military or judicial branches of a government, whether or not elected, a senior official of a major political party, or a senior executive of a government-owned or government-funded corporation, institution or charity. A "Senior Public Figure" also includes any entity that has been formed by or on behalf of a Senior Public Figure, in which the Senior Public Figure is a beneficial owner of at least twenty-five per cent of the entity. In addition, a "Senior Public Figure" includes the immediate family of a Senior Public Figure and any close associate or relative of a Senior Public Figure. A close associate is a person who is widely and publicly known to maintain an unusually close relationship with and able to conduct financial transactions on behalf of a Senior Public Figure.

**Declaration : Other Bank Account**

To, The Manager  
Citibank, N.A.

Account in the name of:

No, I/we do not have any credit facility with any other Bank

Yes, I/we have a credit facility with the following Banks:

Name of Bank: Account Number

Type of Facility  Fund-based  Non-Fund-based Value

Address grid

**Declaration**

Name of Bank:  Account Number

Type of Facility  Fund-based  Non-Fund-based Value

Address:

Place:  Date:

**Transactions you expect to Perform (Please check for both amount and number of transactions for deposits and withdrawals)**

Withdrawals					Deposits				
Transaction Type	Total amount of expected Withdrawals Per Month (INR)				Transaction Type	Total amount of expected Deposits Per Month (INR)			
	0-450,000	450,001-1,000,000	1,000,001-5,000,000	5,000,001-6,000,000		0-450,000	450,001-1,000,000	1,000,001-5,000,000	5,000,001-6,000,000
Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheques/Drafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cheques/Drafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funds Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Funds Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Expected Number of Withdrawals Per Month					Expected Number of Deposits Per Month			
	0 - 10	11 - 25	26 - 50	51 - 180		0 - 10	11 - 25	26 - 50	51 - 180
Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheques/Drafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cheques/Drafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funds Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Funds Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Agreement & Signatures**

I/We hereby apply for the Citibank Current/Savings account ("Account") and declare that the information contained in this application is true and correct. I/We accept that Citibank, N.A. ("Citibank") is entitled in its absolute discretion to accept or reject this application without assigning any reason whatsoever. I/We hereby agree and undertake that I/we have obtained, read, understood and agree to be bound by the Account Terms and Conditions available on [www.citibank.co.in](http://www.citibank.co.in) and at the bank (as may be in force from time to time)." My/Our use of the Account and/or CitiCard/Debit Card shall be deemed to be my/our express and unconditional acceptance of the Account Terms and Conditions and such Terms and Conditions and stipulations as laid down by Citibank for use of Citicard/Debit Card. I/We agree that Citibank may debit my/our Account for service charges as applicable from time to time. I/We agree that the attached photographs are the present true identity of myself/ourselves, I/We accept full responsibility and agree not to make any claim against Citibank in respect thereto. I/We agree to abide by the Foreign Exchange Management Act, 1999 ("FEMA") and rules/regulations thereunder, rules/regulations of the Reserve Bank of India ("RBI") and any and all other applicable laws in force from time to time in their entirety. I/We shall indemnify and hold harmless Citibank from any and all actions, claims, demands, proceedings, losses, damages, costs, charges and expenses whatsoever which Citibank may anytime incur, sustain, suffer or be put to as a consequence of or by reason of or by arising out of I/we not abiding with FEMA, the Exchange Control Regulations of the RBI and/or any and all other applicable laws and regulations in force from time to time. I/We hereby undertake to keep Citibank informed and authorise Citibank to update any change in my/our e-mail ID, telephone number, mobile number and address that Citibank may be informed of or be available with Citibank and/or any of its subsidiaries/affiliates/associates and/or all the companies/entities/subsidiaries/affiliates thereof under Citigroup and hereby authorise Citibank to contact me/us, by post, fax, telephone, e-mail, SMS/text messaging. I/We agree to indemnify Citibank against any loss or damage suffered by me/us due to my/our part such as not protecting that I/we are not a U.S. person for purposes of U.S. Federal income tax and that I/we are not acting for, or on behalf of a U.S. person. A false statement or misrepresentation of tax status by a U.S. person could lead to penalties under U.S. law. If my/our tax status changes or I/we become a U.S. citizen or a resident, I/we shall notify Citibank within 30 days. I/We understand that, in the event of my/our death, the Bank shall not levy any penal interest for premature withdrawal of Deposit (as defined in the Account Terms and Conditions) maintained by me/us.

Name:  First Signatory with Seal & Stamp

Date:

Name:  Second Signatory with Seal & Stamp

Date:

Name:  Third Signatory with Seal & Stamp

Date:

Name:  Fourth Signatory with Seal & Stamp

Date:

# Citibank EEFC Account

Do you want to open an Citibank EEFC Account?  Yes  No

Currency in which account is to be held \_\_\_\_\_

## Signature Requirement

Single  Joint  Either/or  Other (Pls. specify): \_\_\_\_\_ Total number of signatories

Name: _____	First Signatory: _____
Name: _____	Second Signatory: _____
Name: _____	Third Signatory: _____
Name: _____	Fourth Signatory: _____

## Agreement (refer To The Citibank Terms & Conditions)

I/We have read and understood the Account Terms & Conditions. I/We accept and agree to be bound by the said Terms and Conditions including those excluding/limiting your liability. I undertake to abide by the rules governing the EEFC or any other applicable scheme laid down by the Reserve Bank of India from time to time. I also understand and agree that all Terms and Conditions governing this account may be altered from time to time without notice to me.

Name: _____	First Signatory: _____
Name: _____	Second Signatory: _____
Name: _____	Third Signatory: _____
Name: _____	Fourth Signatory: _____

(Please ensure all the applicants have signed above)

(Please attach copy of the resolution)

Entity's Stamp

Date

## For Bank use only

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account No.	Signature verified by	Date:	Approved by	Date:

## Standing Instructions

Dated:  
The Manager  
CITIBANK, N.A.  
Chennai  
Re : Standing Instructions for Enhancement in my EEFC Account No \_\_\_\_\_  
In the name of \_\_\_\_\_  
Sir,

You are requested to treat this letter as my standing instruction to transfer 25% / 50 % / 75% / 100 % other \_\_\_\_\_ of all my foreign remittances received by you to my above mentioned EEFC account.

This is to confirm that I/we have read and understood the Account Terms & Conditions. I/We undertake to abide by the rules governing the EEFC or any other applicable scheme laid down by the Reserve Bank of India from time to time. I/We also understand and agree that all Terms & Conditions governing this account may be altered from time to time without notice to me.

I/We clearly agree that the bank needs to receive clear and written instructions from me/us to induce the bank to effect fund transfer activities on behalf of me/us. I/We agree to indemnify the bank against any improper/fraudulent fund transfer instruction purported to be received from me/us. The bank shall not be obliged to accept from me/us any oral or facsimile instructions. In order to, however, induce the bank to act upon communications and instructions transmitted by manual procedures ( Facsimile, Mail, Messenger, Telephone in case of Citiphone Banking only) I/we hereby irrevocably agree that, absent the bank(s) gross negligence, bad faith or willful misconduct, as long as the bank acts in compliance with this authorisation/instruction, the bank shall be indemnified for any nature ( direct or indirect) resulting from any act of omission (or any delay) in response to instructions to the bank to transfer funds or purchase, sell or otherwise dispose of commodities or securities, together with any and all attendant costs and expenses including the bank(s) reasonable legal fees and expenses , collectively referred to as losses. I/We also acknowledge that the security and control procedures provided by the bank or designed to verify the source of communication and not to detect errors in transmission or content including discrepancies between name and account numbers and that the bank, or any intermediary, may execute an instruction by reference to account number only, even if the name on the account is also provided. Nothing contained herein shall require the bank to violate any applicable laws, rules or regulations on the transfer of funds or data transmission. I/we also agree that as long as the bank acts in accordance with the manual procedures/ instructions the bank shall have no further duty to verify the content of any instruction or communication or the identity of the sender to confirm thereof , if any, and I/we expressly agree to be bound by any instructions and communications, whether or not authorised, sent in its name and accepted by the bank.

I/We understand that the above mentioned Terms & Conditions would be applicable to all subsequent enhancements also.

Sincerely yours,

(Authorised Signatory)  
Name \_\_\_\_\_  
Telephone No : \_\_\_\_\_

\*Please ensure all applicants have signed above.

\*\* In case of Non-Individual account please affix rubber stamp along with signatures.

## Declaration (Please indicate your type of Entity)

### Sole Proprietor

Citibank, N.A.

Dear Sirs,

I hereby affirm that I am the Sole Proprietor of the business now conducted and/or to be conducted under the name and style of: M/s. \_\_\_\_\_ and I do hereby acknowledge that I duly shall continue to be personally and fully responsible for all business conducted by me or by anyone else duly authorized by me to the same extent as if said business has been operated and conducted under my own name; you are hereby authorised to debit such account whether it be credit or overdrawn with all cheques or other orders purporting to be drawn thereon provided they are signed by me or my authorised attorney as indicated on your specimen signature card.

I declare myself liable on all such cheques or other orders which may be drawn on the said Account and agree to comply with and to be bound by the Bank's rules for the conduct of Business Accounts. I agree that any or all funds standing to the credit of the Account are payable only at your said branch on demand only in such local currency as may then be in local circulation.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Company Seal:

Date: \_\_\_\_\_

### Partnership

Citibank, N.A.

Dear Sirs,

- 1) I/we the undersigned hereby declare that we are partners or members of the Firm carrying on business in the name and style of \_\_\_\_\_ at \_\_\_\_\_.
- 2) Being desirous of opening an Account with the Bank in the name of the Firm, we hereby request and authorise you until anyone of us shall give you notice in writing to the contrary, to honour the signature of the following partners:
  - a)
  - b)
  - c)

On behalf of the Firm and to honour all cheques, guarantees or other orders, which may be drawn or bills accepted or notes or negotiable instruments passed on the Firm's behalf or receipts for money owed by you to the Firm signed by anyone of the above-mentioned partners or signing officers on behalf of the Firm, and to debit such cheques, guarantees, orders, bills or negotiable instruments to the Firm's account or accounts with you whether such account or accounts be for the time being in credit or overdrawn or may become overdrawn in consequence of such behalf, in consideration of which we agree to be jointly and severally responsible for payment for any such overdraft and interest.

- 3) I/we hereby undertake to get ourselves registered under the Indian Partnership Act (IPA) 1932.  
\_\_\_\_\_
- 4) I/we do hereby declare that we have been registered as a firm under the Indian Partnership Act (IPA), 1932 and a certified copy of the Certificate of Registration is enclosed.  
\_\_\_\_\_
- 5) We hereby undertake that the Firm, its Partners and/or its successors shall be jointly and severally liable and responsible from time to time and at all times hereinafter to the bank in connection with our existing and future transactions and dealings with the Bank.
- 6) Our undertaking and liability as aforesaid shall continue notwithstanding:
  - a) any change in the constitution or membership of the Firm and/or its successors and assignees by any cause whatsoever or dissolutions thereof; or
  - b) that we or any of us cease to be partners or members or to have any interest in the Firm, in any of which events the liability (in addition to that provided by law) of us or such of us respectively, as the case may be, shall cease to be partners or members, or to have any interest in the firm and/or its successors as assignees as aforesaid shall extend to or continue in respect of all transactions and dealings existing prior to or at the date of receipt by you of written notice from us of such events respectively.
- 7) We hereby undertake that in case of change of constitution or in case of dissolution of the Firm, we shall give such sufficient notice to the Bank of such change in the constitution or dissolution, as the case may be, and the same shall be supported by proper documentation wherever necessary.
- 8) We further unconditionally and irrevocably authorise Citibank to debit our account with an amount equivalent to the fees and charges applicable for the services enjoyed by us.
- 9) We agree that all the information disclosed above is valid, correct and agree to inform you of any change in the information provided in this form or in related documents.

10) We confirm having read the rules and regulations, Terms and Conditions of the Bank regarding the conduct of the account and we accept and agree to comply with the same and/or any modifications that may be in force from time to time.

11) We agree to indemnify and hold the Bank harmless in case of any losses, expenses, damages that are suffered by the Bank, its customers or a third party or any claim or action brought by a third party which is in any way the result of availing of services by us under the above account.

Name of the Partner: \_\_\_\_\_

First Signatory: \_\_\_\_\_

Name of the Partner: \_\_\_\_\_

Second Signatory: \_\_\_\_\_

Name of the Partner: \_\_\_\_\_

Third Signatory: \_\_\_\_\_

Name of the Partner: \_\_\_\_\_

Fourth Signatory: \_\_\_\_\_

(Note: each partner has to sign in his/her individual capacity without affixing any seal/rubber stamp)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

### Societies

Citibank, N.A.

Dear Sirs,

- 1) We the undersigned hereby declare that we are office bearers of \_\_\_\_\_ registered under \_\_\_\_\_ as per copy of Society by laws attached.
- 2) We hereby undertake in consideration of existing and future transactions and dealings between the Bank and ourselves as the office bearers of the Society we agree; Societies and/or our successors and assignees, to be jointly and severally liable and responsible from time to time and (subject as below) at all times to the Bank (including any office or branch of the Bank whether within or outside India) for all debts and liabilities of the Societies or purported to have incurred on behalf of the Society by anyone of us including any guarantee assuring the liability or obligation of any person, firm or company.
- 3) Our undertaking and liability as aforesaid shall continue notwithstanding:
  - a) Any change in the constitution of the Society by any cause whatsoever or if the Society ceases to be in existence for any reason whatsoever.
  - b) That we or any of us cease to be office bearers in which the liability (in addition to that provided by law) of us or such of us respectively, as the case may be shall cease to be office bearers, or to have any interest in the trust as aforesaid shall extend to or continue in respect of all transactions and dealings existing prior to or at the receipt by you of written notice from us of such events respectively.
- 4) Further, being desirous of opening an Account with the Bank in the name of the Society, we hereby request and authorise you, until anyone of us shall give you notice in writing to the contrary, to honour the signatures of the following office bearers: \_\_\_\_\_

on behalf of the Society and to honour all cheques, guarantees or other orders which may be drawn or bills accepted or notes or negotiable instruments passed on the Society's behalf or receipts for money owing by you to the Society signed by anyone of the above-mentioned office bearers on behalf of the Society and to debit such cheques, guarantees, orders, bills, notes or negotiable instruments to the Society's account or accounts with you whether such account or accounts be for the time being in credit or may be overdrawn in consequence of such debit, in consideration of which we agree:

- a) To be jointly and severally responsible for payments of any such overdraft and interest;
  - b) That each one of us shall be responsible for the actions of himself and the other office bearers;
  - c) That we irrevocably indemnify you for any loss, damage or expense suffered by the actions of anyone or more of us.
- 5) If any change is required to be made in the names of the operators of the account, it will be effected by the minutes of the meeting of the managing Office Bearers/Committee and you will be informed accordingly in writing by all the office bearers and you will allow such persons to operate upon the account.

Each office bearer has to sign alongside his/her individual name without any rubber stamp:

Name: \_\_\_\_\_

First Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Second Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Third Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Fourth Signatory \_\_\_\_\_

Each signatory (ref. para 4) to enter full name and official signature on behalf of the Firm affixing company stamp:

Name: \_\_\_\_\_

First Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Second Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Third Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Fourth Signatory \_\_\_\_\_

**To be filled in by Citibank**

RM Name & Employee No.: \_\_\_\_\_

PAM Code: \_\_\_\_\_

BM Name & Employee No.: \_\_\_\_\_

ASM Code and ASM Name: \_\_\_\_\_

Acquisition Code: \_\_\_\_\_

RM Sign: \_\_\_\_\_

BM Sign: \_\_\_\_\_

ASM Sign: \_\_\_\_\_

Flag as CitiGold Business  CitiBusiness

Default flag is CitiBusiness.

**Joint Hindu Family (HUF)**

Citibank, N.A.

Dear Sirs,

1) I, \_\_\_\_\_, the Karta of the Joint Hindu Family of \_\_\_\_\_ (hereinafter called Joint Family) and we \_\_\_\_\_ the adult co-partners of the said family and we \_\_\_\_\_ the guardians of \_\_\_\_\_ the minor co-partners \_\_\_\_\_ respectively for the Joint Family hereby declare that we carry on the Joint Family Business in the name and style of joint name of \_\_\_\_\_ at \_\_\_\_\_ and other places in India.

2) In consideration of existing and future transactions and dealings between the bank and the Joint Family in respect of the said business, the Joint Family and the co-partners of the said Joint Family and we as such adult Co-partners and guardians as aforesaid, and also in our individual capacities shall be jointly and severally liable and responsible from time to time hereafter to the Bank (including any office or branch of the Bank whether within or outside India) for all debts or liabilities jointly and/or severally incurred by the Joint Family or any co-partners of the Joint Family and its successors and assigns purported to have been incurred and/or by the Karta for the time being or from time to time of the Joint Family purporting to act on behalf of the Joint Family (whether authorized or not) in connection with any guarantee assuring the liability or obligation of any person, firm or company.

3) The liability of the Joint Family and our undertaking and liability as aforesaid shall continue notwithstanding:

a) any change in the membership of the Joint Family and/or its successors and assigns by any cause whatsoever or

b) we or any of us or any co-partner of the Joint Family shall cease to be co-partners or co-partner of the Joint Family for any reason whatsoever.

4) Further, being desirous of opening an Account with the Bank in the name of the Joint Family for the purpose of the business carried on by the Joint Family, I and the said \_\_\_\_\_ the Karta of the Joint Family hereby request and authorise you and we \_\_\_\_\_ the guardians of the minor co-partners are as aforesaid hereby concur in the request of the said and authorise the Bank to honour the signature of the said \_\_\_\_\_ the Karta of the Joint Family on behalf of the Joint Family and to honour all cheques, guarantees or other orders which may be drawn or bills by the said \_\_\_\_\_ and to debit all such cheques, guarantees, orders, bills, notes or negotiable instruments to the account or accounts at the time, being in credit or overdrawn or may become overdrawn in consequence of such debit in consideration where we affix names and signatures as given below.

Names and signature of adult co-partners and guardians of minor co-partners of the Joint Family:

Name: \_\_\_\_\_

First Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Second Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Third Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Fourth Signatory \_\_\_\_\_

Place: \_\_\_\_\_

Company Seal:



**Trusts**

Date: \_\_\_\_\_

Citibank, N.A.

Dear Sirs,

1) We the undersigned hereby declare that we are Trustees of \_\_\_\_\_ registered under \_\_\_\_\_ as per copy of Trust Deed attached.

2) We hereby undertake in consideration of existing and future transactions and dealings between the Bank and ourselves as the Trustees of the agreed Trust and/or our successors and assignees, to be jointly and severally liable and responsible from time to time and (subject as below) at all times to the Bank (including any office or branch of the Bank whether within or outside India) for all debts and liabilities of the Trust or purported to have incurred on behalf of the Trust by anyone of us including any guarantee assuring the liability or obligation of any person, firm or company.

3) Our undertaking and liability as aforesaid shall continue notwithstanding:

a) Any change in the constitution of the Trust by any cause whatsoever or if the Trust ceases to be in existence for any reason whatsoever.

b) That we or any of us cease to be Trustees in which the liability (in addition to that provided by law) of us or such of us respectively, as the case may be as shall cease to be Trustees, or to have any interest in the Trust as aforesaid shall extend to or continue in respect of all transactions and dealings existing prior to or at the receipt by you of written notice from us of such events respectively.

4) Further, being desirous of opening an Account with the Bank in the name of the Trust, we hereby request and authorise you, until anyone of us shall give you notice in writing to the contrary, to honour the signatures of the following trustees: \_\_\_\_\_

\_\_\_\_\_ on behalf of the Trust and to honour all cheques, guarantees or other orders which may be drawn or bills accepted or notes or negotiable instruments passed on the Trust's behalf or receipts for money owed by you to the Trust signed by anyone of the above-mentioned Trustees on behalf of the Trust and to debit such cheques, guarantees, orders, bills, notes or negotiable instruments to the Trust's account or accounts with you whether such account or accounts be for the time being in credit or may be overdrawn in consequence of such debit, in consideration of which we agree:

a) To be jointly and severally responsible for payments of any such overdraft and interest;

b) That each one of us shall be responsible for the actions of himself and the other Trustees;

c) That we irrevocably indemnify you for any loss, damage or expense suffered by the actions of anyone or more of us.

5) If any change is required to be made in the names of the operators of the account, it will be effected by the minutes of the meeting of the managing Trustees/Committee and you will be informed accordingly in writing by all the Trustees and you will allow such persons to operate upon the account.

Each Trustee to sign alongside his/her individual name without any rubber stamp:

Name: \_\_\_\_\_

First Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Second Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Third Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Fourth Signatory \_\_\_\_\_

**Unregistered Trust/Family Trust**

Dear Sirs,

1. We the undersigned hereby declare that we are Trustees of \_\_\_\_\_ Trust which is unregistered as per copy of the Trust Deed dated \_\_\_\_\_ attached herewith.
2. We hereby undertake in consideration of existing and future transactions and dealings between the Bank and ourselves as the Trustees of the agreed Trust and/or our successors and assignees, to be jointly and severally liable and responsible from time to time and (subject to below) at all times to the Bank (including any office or branch of the Bank whether within or outside India) for all debts and liabilities of the Trust or purported to have incurred on behalf of the Trust by any one of us including any liability or obligation of any person, firm or Entity.
3. Our undertaking and liability as aforesaid shall continue notwithstanding:
  - a) Any change in the constitution of the Trust by any cause whatsoever or if the Trust ceases to be in existence for any reason whatsoever.
  - b) That we or any of us cease to be Trustees in which the liability (in addition to that provided by law) of us or such of us respectively or the case may be as shall cease to be Trustees, or to have any interest in the Trust as aforesaid shall extend to or continue in respect of all transactions and dealings existing prior to or at the receipt by you of written notice from us of such events respectively.
  - c) That the Trust Deed is not registered and/or registered subsequently.
  - d) Any dispute between the Trustees or beneficiaries of the Trust.
  - e) That we all have been duly appointed Trustees and are entitled to act as such Trustees of the said Trust.
  - f) That all deposits into and withdrawals from the said account shall be in due course of the administration of the said Trust and for the purpose of the Trust and that the account shall relate solely to the affairs of the Trust, and that the said Bank will not be concerned to look to the propriety of any withdrawal or to the actual application thereof and that every withdrawal shall for the purpose of these presents be deemed to be withdrawal by us.
  - g) Bank will be duly notified of any and every change in the Trustees of Trust, whether by retirement, death, appointment of a new Trustee or otherwise.
  - h) That we and each one of us jointly and severally, so as to bind our respective selves personally and our respective heirs, executors and administrators and our personal estates and effects, will keep the Bank, its successors and assignees safe, saved, harmless and indemnified against all proceedings, actions, claims, demands, losses, damages, cost, charges and expenses (the legal costs being as between attorney and client) commenced or made against the Bank or paid, sustained, suffered or incurred by the Bank in consequence of any operation of the said account on any ground whatsoever to the intent that the Bank shall in all respects be in the same position in which it would be if the account were an ordinary deposit account without the Bank being affected with notice of the said Trust.
4. Further, being desirous of opening an account with the Bank in the name of the Trust, we hereby request and authorise you, until anyone of us shall give you notice in writing to the contrary, to honour the signatures of the following Trustees:

On behalf of the Trust and to honour all cheques, guarantees or other orders which may be drawn or bills or notes or negotiable instruments passed on the Trust's behalf or receipts for any money owed by you to the Trust signed by anyone of the abovementioned Trustees on behalf of the Trust and to debit such cheques, guarantees, orders, bills, notes or negotiable instruments to the Trust's account or accounts with you whether such account or accounts be for the time being in credit or may be overdrawn in consequence of such debit, in consideration of which we agree:

- a) To be jointly and severally responsible for payments of any such overdraft and interest;
  - b) That each one of us shall be responsible for the actions of himself and the other Trustees
  - c) That we irrevocably indemnify you for any loss, damage or expense suffered by the actions of any one or more of us.
5. If any change is required to be made in the names of the operators of the account, it will be effected by the minutes of the meeting of the Managing Trustees/Committee and you will be informed accordingly by all the Trustees and you will allow such persons to operate upon the account.
  6. Further we, \_\_\_\_\_ (names of non-operating Trustees) the Trustees who are not authorised to operate on the Trust's account as stated above, hereby expressly waive our right as Trustees for operating upon the Trust's account and agree and undertake not to do so nor to insist on exercising our rights as Trustees

for the purpose of operating on the above Trust account. We undertake to inform the Bank in writing of any change in Terms and Conditions of our Trust Deed and agree that till such intimation is given to the Bank, the Bank will not be bound to take any notice of such changes

Signature of all Trustees

Name: \_\_\_\_\_

First Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Second Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Third Signatory \_\_\_\_\_

Name: \_\_\_\_\_

Fourth Signatory \_\_\_\_\_

**Unregistered Association of Persons**

Dear Sirs,

1. We the undersigned hereby declare that we are persons associated together for the purpose of \_\_\_\_\_ (hereinafter referred to as "AOP") under a MOU/Deed/AOP dated \_\_\_\_\_ which is unregistered and the copy of the Deed is attached herewith.
2. We hereby undertake in consideration of existing and future transactions and dealings between the Bank and ourselves as the AOP and/or our successors and assignees, to be jointly and severally liable and responsible from time to time and (subject to below) at all times to the Bank (including any office or branch of the Bank whether within or outside India) for all debts and liabilities of the AOP or purported to have incurred on behalf of the AOP by anyone of us including any liability or obligation of any person, firm or Entity.
3. Our undertaking and liability as aforesaid shall continue notwithstanding:
  - a) Any change in the constitution of the AOP by any cause whatsoever or if the AOP ceases to be in existence for any reason whatsoever.
  - b) If any of us ceases to be member of AOP in which the liability (in addition to that provided by law) of us or such of us respectively or the case may be shall cease, or any interest in the AOP as aforesaid shall extend to or continue in respect of all transactions and dealings existing prior to or at the receipt by you of written notice from us of such events respectively.
  - c) That the AOP is not registered and/or registered subsequently.
  - d) Any dispute between any members of the AOP.
  - e) The fact that there is no byelaw, regulation, documents in respect of AOP
  - f) This continues to be part of the AOP
  - g) That all deposits into and withdrawals from the said account shall be in due course of the administration of the said AOP and for the purpose of the AOP and that the account shall relate solely to the affairs of the AOP, and that the said Bank will not be concerned to look to the propriety of any withdrawal or to the actual application thereof and that every withdrawal shall for the purpose of these presents be deemed to be withdrawal by us.
  - h) Bank will be duly notified of any and every change in the members of AOP, whether by retirement, death, appointment of a new member or otherwise.
  - i) That we and each one of us jointly and severally, so as to bind our respective selves personally and our respective heirs, executors and administrators and our personal estates and effects, will keep the Bank, its successors and assignees safe, saved, harmless and indemnified against all proceedings, actions, claims, demands, losses, damages, cost, charges and expenses (the legal costs being as between attorney and client) commenced or made against the Bank or paid, sustained, suffered or incurred by the Bank in consequence of any operation of the said account on any ground whatsoever to the intent that the Bank shall in all respects be in the same position in which it would be if the account were an ordinary deposit account without the Bank being affected with notice of the said AOP.
4. Further, being desirous of opening an account with the Bank in the name of the AOP, we hereby request and authorise you, until anyone of us shall give you notice in writing to the contrary, to honour the signatures of the following member of AOP:

On behalf of the AOP and to honour all cheques, guarantees or other orders which may be drawn or bills or notes or negotiable instruments passed on the AOP's behalf or receipts for any money owed by you to the AOP signed by anyone of the abovementioned member of AOP on behalf of the AOP and to debit such cheques, guarantees, orders, bills, notes or negotiable instruments to the AOP's account or accounts with you whether such account or accounts be for the time being in credit or may be overdrawn in consequence of such debit, in consideration of which we agree:

- a) To be jointly and severally responsible for payments of any such overdraft and interest;
  - b) That each one of us shall be responsible for the actions of himself and the other member of AOP
  - c) That we irrevocably indemnify you for any loss, damage or expense suffered by the actions of anyone or more of us.
5. If any change is required to be made in the names of the operators of the account, it will be effected by the minutes of the meeting of the AOP/Committee and you will be informed accordingly by all the members of AOP and you will allow such member of AOP to operate the account.
  6. Further we, \_\_\_\_\_ (names of non-operating members of AOP) the members of AOP who are not authorised to operate on the AOP's account as stated above, hereby expressly waive our right as members of AOP for operating upon the AOP's account and agree and undertake not to do so nor to insist on exercising our rights as members of AOP for the purpose of operating on the above AOP account. We undertake to inform the Bank in writing of any change in Terms and Conditions of our MOU/AOP/Deed and agree that till such intimation is given to the Bank, the Bank will not be bound to take any notice of such changes.

Name:

First Signatory:

Name:

Second Signatory:

Name:

Third Signatory:

Name:

Fourth Signatory:

**Limited Liability Partnership**

Citibank, N.A.  
\_\_\_\_\_

Dear Sirs,

- 1) We the undersigned hereby declare that we are partners or members of the Firm carrying on business in the name and style of \_\_\_\_\_ at \_\_\_\_\_.
- 2) Being desirous of opening an Account with the Bank in the name of the Firm, we hereby request and authorise you until anyone of us shall give you notice in writing to the contrary, to honour the signature of the following partners:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_

on behalf of the Firm and to honour all cheques, guarantees or other orders, which may be drawn or bills accepted or notes or negotiate instruments passed on the Firm's behalf or receipts for money owed by you to the Firm signed by anyone of the above-mentioned partners or signing officers on behalf of the Firm, and to debit such cheques, guarantees, orders, bills or negotiable instruments to the Firm's account or accounts with you whether such account or accounts be for the time being in credit or overdrawn or may become overdrawn in consequence of such behalf, in consideration of which we agree to be jointly and severally responsible for payment for any such overdraft and interest.

- 3) We hereby undertake that the Firm, its Partners and/or its successors shall be jointly and severally liable and responsible from time to time and at all times hereinafter to the bank in connection with our existing and future transactions and dealings with the Bank, to the extent applicable to each Partner / successor.  
We do hereby declare that we have been validly incorporated as a body corporate under the Limited Liability Partnership Act, 2008.
- 4) We hereby undertake that in case of change of constitution or in case of dissolution of the Firm, we shall give such sufficient notice of such change in the constitution or dissolution, as the case may be to the Bank and the same shall be supported by proper documentation wherever necessary.
- 5) We further unconditionally and irrevocably authorise Citibank to debit our account with an amount equivalent to the fees and charges payable for the services enjoyed by us.
- 6) We agree that all the information disclosed above is valid, correct and agree to inform you of any change in the information provided in this form or in related documents.
- 7) We confirm having read the Terms and Conditions of the Bank regarding the conduct of the account and we accept and agree to comply with the same and/or any modifications that may be in force from time to time.
- 8) We agree to indemnify and hold the Bank harmless in case of any losses, expenses, damages that are suffered by the Bank, its customers or a third party or any claim or action brought by a third party which is in any way the result of availing of services by us under the above account.

Name:

First Signatory:

Name:

Second Signatory:

Name:

Third Signatory:

Name:

Fourth Signatory:

(Note: each partner has to sign in his/her individual capacity without affixing any seal/rubber stamp)

Or Authorised Signatory on behalf of all Partners with support of proper Board Resolution

Name of the partner:

Signature:

With Firm's seal/rubber stamp

Place:

Date:

**Note**

As per RBI's 'Know Your Customer' circular dated November 29, 2004, we request you to kindly furnish identification proofs for all signatories and the firm/company. The proofs required are photo identification, signature proof and address proof. You can check with the Relationship Manager on the acceptable documents for identification.

This exercise enables us to meet the objectives of the Know Your Customer programme and further enables us to serve you better.

As per RBI's 'Know Your Customer' circular dated November 29, 2004 we request you to kindly furnish the following Ids: Photo ID + Address proof for opening your Citibank Account. This exercise enables us to meet the objectives of the 'Know Your Customer' programme and further enables us to serve you better.

## SCHEDULE OF CHARGES - Commercial Bank Account - Effective April 1, 2010

Average Monthly Relationship Value	Citigold Commercial Bank (₹ 15 Lakhs or more)			Commercial Bank (₹ 1 Lakhs or more)			Commercial Bank (Less than ₹ 1 Lakhs)		
	Citibank Online	CitiPhone	Branch	Citibank Online	CitiPhone	Branch	Citibank Online	CitiPhone	Branch
Demand Draft payable at Citibank Branch Locations	Free	Free	Free	Free up to ₹ 50 lakhs/month ₹ 1 per ₹ 1000, Subject to the max. of ₹ 750	Free up to ₹. 50 lakhs/month ₹ 150 per ₹ 1000, Subject to the max. of ₹. 750	Free up to ₹ 10 lakhs/month ₹ 2 per ₹ 1000, Subject to the max. of ₹ 750	Free up to ₹ 5 lakhs/month Re. 150 per ₹ 1000, Subject to the max. of ₹ 1500	₹ 2 per ₹ 1000, Subject to the max. of ₹ 1500	₹ 2.50 per ₹. 1000, Subject to the max. of ₹ 1500
Demand Draft payable at Non-Citibank Branch Locations	Free	Free	Free	Free up to Rs. 25 lakhs/month ₹ 1.50 per ₹ 1000, Subject to the max. of ₹ 750	Free up to ₹ 25 lakhs/month ₹ 2 per ₹ 1000, Subject to the max. of ₹ 750	Free up to ₹ 10 lakhs/month ₹. 2.50 per ₹ 1000, Subject to the max. of ₹ 750	₹ 2 per ₹ 1000, Subject to the max. of ₹ 1500	₹ 2.50 per ₹ 1000, Subject to the max. of ₹ 1500	₹ 3 per ₹ 1000, Subject to the max. of ₹ 1500
Stop Payment	Free	Free	Free	Free	₹ 30	₹ 60	₹ 50	₹ 60	₹ 120
Re-Order Chequebook	Free	Free	Free	Free	₹ 30	₹ 60	30 + ₹ 1 per leaf	30 + ₹ 1 per leaf	30 + ₹ 1 per leaf
Duplicate Account Statement	Free	Free	Free	Free	₹ 30	₹ 60	Free	₹ 60	₹ 120
<b>Other Charges</b>									
Foreign Currency TT	₹ 250			₹ 1000			₹ 1000		
Foreign Currency Draft	₹ 200			₹ 300			₹ 300		
Cheque return inward	₹ 275			₹ 275			₹ 275		
Cheque return outward	₹ 100 for more than 3 returns per month			₹ 100			₹ 100		
Outstation & Intercity Cheque return	₹ 250			₹ 250			₹ 250		
Outstation Cheque Collection	Cheque Value up to ₹ 1,00,000 - ₹ 50 flat Cheque Value of ₹ 1,00,001 and above - ₹ 100 flat			Cheque Value up to ₹ 1,00,000 - ₹ 50 flat Cheque Value of Rs. 10,001 to ₹ 1,00,000 - ₹ 100 flat ₹ 1,00,001 and above - ₹ 150 flat			Cheque Value up to ₹ 1,00,000 - ₹ 50 flat Cheque Value of ₹ 10,001 to ₹ 1,00,000 - ₹ 100 flat ₹ 1,00,001 and above - ₹ 150 flat		
RTGS	Free			Free			₹ 25 per instrument		
Cash Delivery	Free (Limit up to ₹ 5 lakh/day)			₹ 100 (Limit up to ₹ 2.5 lakh/day)			N.A.		
Foreign Currency Cheque Collection	0.1% of Cheque value			0.25% of Cheque value			0.50% of Cheque value		
Foreign Currency Cheque Return & Draft Collection	Free			₹ 500			₹ 500		
DD Cancellation Charge (for DD issued on non Citi Location) Extra charge applicable for specific locations.	Free			₹ 100			₹ 100		
Monthly Fee on CitiAlert	Free			Free			Free		
Monthly Charge for non maintenance of Rs. 1 lakh in Account Relationship*	₹ 600			₹ 600			₹ 600		
Electronic funds transfer	Free			Free			Free		
ECS Return Charges*	₹ 250			₹ 250			₹ 250		
FIRC Issuance Charges*	Free			Free			Free		
Foreign Currency Conversation charge for FCY sale/purchase	₹ 50+10.36% service tax			₹ 50+10.36% service tax			₹ 50+10.36% service tax		
<b>ATM Withdrawal Charges</b>									
Citibank ATM	Free			Free			Free		
Non Citibank ATM	Free			Free upto 5 cash withdrawals per month ₹ 17.80 for every cash withdrawal thereafter^			Free upto 5 cash withdrawals per month ₹ 17.80 for every cash withdrawal thereafter^		
International ATM usage	Free			US\$ 2.50/transaction			US\$ 2.50/transaction		

\*Minimum average monthly relationship value for Commercial Bank households in Aurangabad, Bhopal, Chandigarh, Cochin, Coimbatore, Indore, Jaipur, Jalandhar, Lucknow, Ludhiana, Nashik, Pondicherry is Rs. 50,000 and for Akola, Bhubaneswar, Nanded, Nandyal and Vapi is Rs. 25000

^As per RBI communication, cash limit of Rs. 10000/- per withdrawal will be permitted on Non Citibank ATMs.

\* These charges are levied only if the ECS instruction is not honoured due to inadequate funds in the account.

- Service Tax as applicable would be levied on all charges mentioned above.

### Glossary

1) DD - Demand Draft 2) TT - Telex Transfer 3) FIRC - Foreign Inward Remittance Certificate  
For normal Citibank ATM/Debit Card you earn 1 Reward Point on every Rs. 150/- spent (Effective from January 1, 2005).

### WORKING EXAMPLE OF AVERAGE MONTHLY RELATIONSHIP VALUE

Holdings	Rs.	Description
a) Current / Savings Account	25,000	Average for the month, calculated based on Total of daily end of day balance / Total No. of Days
b) Fixed Deposit	25,000	Daily end of day balances of Principal Amount / Total No. of days
c) Mutual Funds	40,000	Daily end of day balances / Total No. of days
d) Loans against securities	25,000	Daily end of day balances / Total No. of days
e) Demat Holdings	100,000	25% of the demat average balance. Demat avg balance = Sum (non pledged shares*Market rate)
f) Insurance Premium	10,000	Sum of total premium paid
g) Mortgage/Home Loan	500,000	Outstanding Principal amount
<b>Monthly Net Relationship Value</b>	<b>650,000</b>	<b>a + b + c + d + 25%*e + f + g</b>

"IMPORTANT NOTICE: As per the Finance Act 2008 enacted by Govt of India, a Foreign Currency Conversion service offered by Banks are brought under the ambit of Service tax, with effect from May 16 2010. Service tax will be applicable on the explicit charges levied by Banks for such service or at 0.25 % of conversion amount in absence of specific charge. With effect from May 16th, 2008, Citibank proposes to levy a charge of ₹ 50/- for each FCY purchase/sale transaction and a Service tax of 10.3% on this charge which will be payable to the Government of India."

Relationship across all the accounts under a household will be considered. Household is defined as accounts linked together to form a single entity for the purpose of a Banking Relationship

**The minimum average monthly relationship requirement or charges/fees may be revised by the Bank, from time to time by giving prior notice to the Customer."**

Net Relationship Value (NRV) for a month is computed on the penultimate day of the month.

Authorised Signature (Seal & Sign)

