



Instructions to fill Mandate

1. UMRN is auto generated during mandate creation and is mandatory to be updated during amendment and cancellation of mandate. (Maximum length-20 Alpha Numeric Characters)
2. Date in DD/MM/YYYY format.
3. Sponsor Bank IFSC / MICR code, left padded with zeroes where necessary. (Maximum length 11 Alpha Numeric Characters)
4. Utility Code of the Service Provider. (Maximum length - 18 Alpha Numeric Characters)
5. Name of Service provider.
6. Tick on box to select type of action to be initiated.
7. Tick on box to select type of account to be affected.
8. Customer's legal account number, left padded with zeroes. (Maximum length - 35 Alpha Numeric Characters)
9. Name of Bank and Branch.
10. IFSC / MICR of customer bank. (Maximum length - 11 Alpha Numeric Characters)
11. Amount payable for service or maximum amount per transaction that could be processed in words.
12. Amount in figures, similar to the amount mentioned in words. (Maximum length - 13 Alpha Numeric Characters)
13. Service Provider generated consumer reference number.
14. Service Provider generated Scheme / Plan reference number.
15. Tick on box to select frequency of transaction.
16. Validity of mandate with dates in DD/MM/YYYY format.
17. Names of customer/s and signatures as well as seal of company (where required). (Maximum length of Name - 40 Alpha Numeric Characters)
18. Undertaking by customer.
19. Permanent ID of customer e.g. PAN / Aadhaar No.
20. Telephone no. with STD code, of customer.
21. 10 digit mobile number of customer.
22. E-Mail ID of customer.