

Instruction to fill Form B (Mandate provided by NPCI)

- **Date** - DD/MM/YYYY format
- **To Debit** - Tick on the Bank Account type (SB/CA/SBNRO/SBNRE/other)
- **Bank a/c number** - Customer's bank account number (Maximum length – 35 Alpha Numeric Characters)
- **With Bank** - Name of Bank
- **IFSC/MICR** - code of customer's bank (Maximum Length – 11 Alpha numeric characters for IFSC & 9 numeric for MICR Code)
- **An amount of Rupees** - Maximum amount per transaction that could be processed in words*. Amount in Figures, similar to amount mentioned in words*

*Please fill in the maximum amount per transaction that can be processed (this field is mandatory).

In the event of your Amount payable is less than the maximum amount provided in Form B; **one debit** request will be sent to your bank. Following is the illustration to depict this:

Maximum amount provided in Form B : ₹20,000
Amount payable : ₹15,000
Amount debited to Customer's bank account : ₹15,000

In the event of your Amount payable is more than the maximum amount provided in Form B; **multiple debit** requests will be sent to your bank. Following is the illustration to depict this:

Maximum amount provided in Form B : ₹20,000
Amount payable : ₹75,000
Amounts debited to Customer's bank account : ₹20,000 + ₹20,000 + ₹20,000 + ₹15,000 (4 Debits)

It is suggested to provide the maximum amount keeping your spending pattern in mind. A smaller maximum amount, may lead to multiple debits to your Bank account along with multiple SMS from the bank.

- **Phone No.** - Telephone no. with STD code or 10 digit mobile number of customer
- **Email ID** of the customer
- **Period** – Please provide start date
- Name of customer (as appearing on bank records) and signatures, Company Seal (where required) (Maximum length of Name – 40 Characters)

Please attach a cancelled copy of cheque along with the duly filled form.

Please note CC bank accounts are not supported.

Please note that the Frequency, Debit Type & Period (ending) fields on Form B have been pre-filled in accordance with the associated terms and conditions related to the card product under which you are required to pay your credit card outstanding. In case you choose to, you may pay your credit card outstanding through alternate payment channels as available on <https://business.americanexpress.com/in/cm/customer-service>

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