# Guidelines on How to Filled New Enet / CBX Application Form

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**Client Information:** *Tick Yes if Existing Setup and Mentioned Setup Details (i.e. Domain / Group ID)}*

| 1. CLIENT INFORMATION | | Existing ENet Setup ?: ☐ Yes \| Domain / Group ID _____ ☐ No |
|---|---|---|
| Date of Application | : | D D M M Y Y Y Y |
| Company Name | : | _____ |
| Company Address | : | _____ |
| *Contact person details* | | |
| Full Name | : | _____ |
| Telephone/Mobile No. | : | |
| E-mail ID | : | |

Date of Application  : Application date should not be prior to Franking Date.
Name of Company  : for whom access needs to be given over E Net
Address  : as per Bank account or registered office address
Contact details  : Contact person at client's office
Email ID  : Multiple email id of Contact/official added for Transaction Advice and correspondence.

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**Accounts Mapping Information:**

Bank accounts which are needs to be mapped under Setup (i.e.14 digit account No & name) as per bank records.

Accounts can be mapped of different entities. For facilitating the same, we seek NOC for such companies to be mapped along with Terms & conditions franked & signed separately for such entities.

IF MOPs/ Signatory matrix are different entities which are mapped. Such signatories must to be added as user to facilitate the transactions.

| 2. ACCOUNTS MAPPING INFORMATION | |
|---|---|
| **Bank Account Number** | **Account Name as per Bank's record** |
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**ayment Module:** *Business Product / Purpose of payments*

**Vendor:** Payments towards purchase or delivered or services received. Customers to update in Special Instructions whether they required Single / Consolidate entry in Account Statement of Vendor Product.

**Salary:** Payments towards employee/labourer wages or salary. Client to provide the instructions for required Single or consolidated entry in Account Statements.

**Tax:** Compulsory financial charge or some other type of levy imposed upon a taxpayer (an individual or legal entity) by a government organization in order to fund various expenditures. **Reimbursements:** Repayment of payment for expenses already incurred by employee such as travel expenses, hotel bills, food expenses, etc **Redemption:** means any payment on account of the purchase, redemption, retirement or acquisition (including merger consideration) of (i) any group member's capital stock (ii) any option, warrant or other right to acquire any group member's capital stock. **Loan Disbursement:** means the payment of money from a fund or accounts. **OAT:** means Own Account Transfer within the Primary or Group Company ( I.e. A2A or RTGS/NEFT/IMPS transactions payment mode)

| 3. PAYMENT MODULE | | ☐ On Screen | | | ☐ Bulk Upload | | |
|---|---|---|---|---|---|---|---|
| Business Product / Purpose | | | | | Payment Product | | |
| | | RTGS | NEFT | A2A | IMPS | Cheque | DD | ECMS |
| Vendor | ☐ | | | | | | | |
| Salary | ☐ | | | | | | | |
| Tax | ☐ | | | | | | | |
| Reimbursements | ☐ | | | | | | | |
| Redemption | ☐ | | | | | | | |
| Loan Disbursement | ☐ | | | | | | | |
| OAT | ☐ | | | | | | | |
| Special Instructions (If any) | | | | | | | | |
| Access Required | | Mobile App ☐ | | Trade on Net ☐ | | Trade on Mobile ☐ | | |
| Expiry Days _____ | | Beneficiary Validation | | On Screen ☐ | | Bulk ☐ | | |

- Tick on ''Onscreen'' or ''Bulk upload'' to get access as per requirement.
- Choose from the purpose of payment i.e. Business product, as per requirement.
- Purpose of payment will define accounting entry in the remitter account. For example – Selecting ''Salary'' will give consolidated debit entry whereas ''Vendor'' will give unconsolidated debit entries.
- Choose the payment product to be mapped with each business product / purpose. For example – In ''Salary'' you require RTGS, NEFT & A2A (within Bank Funds Transfer) only then tick mark on those boxes only.
- **Access Required** - To get Enet access on mobile tick on the options available. **(Mobile app is under production, not to be opted as of now.)**
- **Expiry days -** is the number of days calculated from the date of initiation. Authoriser can authorise the transaction till the expiry date or value date whichever is higher. Write the number of days you require the transaction to stay in system for authoriser to authorise the transaction.
- **Beneficiary Validation -** will enable payments only to the beneficiaries mapped. If beneficiary validation is not opted then user will get adhoc bene mapping option.

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User Full Name & Email ID - write in Capital Letters, if any corrections should attested with stamp & sign.
User Role – mentioned short form of User Role mentioned below
User Mobile No – For Every Users to be provide the Mobile No separately.

| 4. USER INFORMATION | | | |
|---|---|---|---|
| User Full Name | * User Role | User Email ID | Mobile Number |
| | PLEASE ATTACH AS SEPARATE ANNEXURE (if applicable) | | |
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\* I = Inputter I A = Authoriser I V = Verifire I W = Only View

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User Access Rights Information:

User Full Name – Provide user full name.
Account no. for access – Provide account no. to be mapped with the respective user. (as mentioned on your cheque book). These are the accounts that you would like to use for viewing & payments (Mapped for Debit ).
Business product Array – Choose the purpose of payment (business product) to be mapped with the respective user and account.
Access required – On Screen = O / Bulk = B , Please mention O or B or O/B in front of each user name. All payment products as opted in payment module will be enabled to all the users mentioned in this section.

| 5 USER ACCESS RIGHTS INFORMATION | | Business Products Array (Please TICK to enable below options for each user) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| User Full Name | Account No for access | Only View | Vendor | Salary | Tax | Reimbur-sement | Investment | Redemption | Loan Disbursement | OAT | Others Please Specify |
| | | PLEASE ATTACH AS SEPARATE ANNEXURE (if applicable) | | | | | | | | | |
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\*\* On Screen = O / Bulk = B, Please mention either O or B or O/B infront of each name
\*\* All Payment products as defined in section 3 will be enable to all the users mentioned above

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Beneficiary Information for Mapping: To be filled in case Company wants to map Beneficiary

Beneficiary Code – Unique ID required for each beneficiary to be registered. Single bene ID can be assigned to beneficiary having 3 HDFC / ECMS accounts and 3 outside HDFC Bank accounts.
Payment product mapping – All payment product as defined in payment module section will be enable to the beneficiary mentioned in this section.

| 6 BENEFICIRY INFORMATION FOR MAPPING | | | | |
|---|---|---|---|---|
| Beneficiary Code | Beneficiary Name | Beneficiary A/C No | IFSC Code | E-mail ID |
| | PLEASE ATTACH AS SEPARATE ANNEXURE (if applicable) | | | |
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\*\* All Payment products as defined in section 3 will be enable to the beneficiaries mentioned above

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PAN /TAN No. Registration – provide PAN / TAN no. of respective accounts to avail TAX payment facility. Provide full address for registration.

**7 BULK TAX REGISTRATION FORMAT FOR DIRECT TAXES (CBDT)**

| Pan / Tan No | Full Name (Client) | Name of Premises / Building | Flat / Door / Block No | Road / Street / Lane | Area / Locality | state | Pin Code |
|---|---|---|---|---|---|---|---|
| | | PLEASE ATTACH AS SEPARATE ANNEXURE (if applicable) | | | | | |
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- Application form along with respective Annexures are to be duly stamped & signed by the authorized Signatory/ies on all the pages.
- Franking to be done for every entity for Rs.600/-
- Mention - IMPS features required for Payment & Bulk Upload Option for activate in Setup.
- In case multiple accounts (of Group Entities) are to be added in a Single Domain, ensure to add Page 3 to 6 of each entity signed as Mode of operation with stamp of company. Also the page 3 of each entity has to be franked.
- NOCs in case two or more entities are mapped in a common domain.
- Special BR in case authorisers are not listed as signatories in bank records or their authorisation limit is not in line with the MOP matrix in bank records
- Annexures, if any, are attached should be duly Stamped & Signed by Authorized Signatory/ies and a soft copy to mail to regional WBO Enet Setup Team.
- For New Enet Setup, Soft Token Application form mandatory to submit along-with the Enet Form

**Note:**
- Terms and conditions to be executed with Rs 600/- franking.
- All pages of the application form and terms and conditions to be duly signed by the authorised signatories along with the company stamp.
- Bulk Tax registration details ( Refer Section 7 above) to be enclosed as separate annexures , duly signed by the authorised signatories along with the company stamp.

We have read and understood the terms and conditions ( as stated overleaf and copy of which along with the said set-up is in our possession) relating to Enet facility. We accept and agree to be bound by the said terms and conditions and any changes made to it from time to time.

Signature(s) of authorised signatory / ies along with the company stamp

For Bank use only :

RM Name & Emp Code :

Signature :

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