

**NEFT AND RTGS MANDATE FORM**



**Application Form for Funds transfer through  
National Electronic Funds Transfer (NEFT)/Real Time Gross Settlement (RTGS)**

Name of the Post Office	Date	
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You are requested to remit the proceeds as per details below through NEFT  RTGS  (Tick the appropriate box)

Beneficiary Details	
Beneficiary Name	
Beneficiary Account Number	
Confirm Beneficiary Account number	
Beneficiary Address	
Beneficiary Bank Name and Branch	
Beneficiary Bank IFS Code (IFSC)	
Amount (in figures) to be credited	
Amount (in words) to be credited	
Remitter/s Details	
Remitter Name	
Remitter Account Number	
Remitter Mobile number	
Remarks- if any	

**Terms and Conditions**

1. I/We hereby authorize India Post to carry out the NEFT/RTGS transactions as per the details mentioned above.
2. I/We hereby agree that the aforesaid details including the IFSC and the beneficiary account are correct.
3. I/We further acknowledge that India Post accepts no liability for any consequences arising out of erroneous details provided by me/us.
4. I/We agree that the credit will be affected solely on the beneficiary account number information and beneficiary name particulars will not be used for the same.
5. I/We authorize the bank to debit my/our account with the charges plus taxes as applicable for this transaction.
6. I/We hereby agree & understand that the RTGS/NEFT request is subject to the RBI regulations and guidelines governing the same.
7. I/We also understand that the remitting Bank shall not be liable for any loss of damage arising or resulting from delay in transmission delivery or non-delivery of electronic message or any mistake, omission or error in transmission or delivery thereof or in deciphering the message from any cause whatsoever or from its misinterpretation received or the action of the destination Bank or any act or even beyond control.
8. In case the NEFT/RTGS option is not ticked by us, I/We authorize you to execute the transaction less than Rupees Two Lakh through NEFT and greater than or equal to Rupees Two Lakh through RTGS and debit the charges as applicable.

Signature of the Authorised Signatory	1 <sup>st</sup> Signatory	2 <sup>nd</sup> Signatory
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For Post Office Use Only		
Payment order ID		Date Stamp
Transaction entered by		
Transaction Authorized by		
UTR Number		

Customer Acknowledgement (to be filled by Post Office)	
Received an application for NEFT <input type="checkbox"/> /RTGS <input type="checkbox"/>	for an amount of Rs _____ (Rupees _____) vide SB Account number _____ and to be credited to Account number _____ of _____ bank with IFSC Code _____.
India Post will hold no liability for any consequences arising out of erroneous details provided by the Customer.	
Date : _____	Signature and Date Stamp: _____