

## CitiBusiness Account Opening Form

**Only for Current Account holders**

The form should be signed after all details are completely filled.

All information in the "Entity Details" section is Mandatory. Please complete all sections in BLOCK LETTERS and tick boxes where applicable. Do not hand over the 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.

INR Account     
  FCY Account\*     
  EEFC Account\*     
 IEC Code : \_\_\_\_\_

\*Opening of INR current a/c is mandatory

### Entity Details

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

Doing Business As (Name) : \_\_\_\_\_

Date of Incorporation: | D | D | M | M | Y | Y | Y | Y |      Permanent Account Number : \_\_\_\_\_

Place of Incorporation: \_\_\_\_\_

Registered Address : \_\_\_\_\_

City: \_\_\_\_\_ State : \_\_\_\_\_ Country : \_\_\_\_\_ PIN \_\_\_\_\_

Telephone: 1 \_\_\_\_\_ 2 \_\_\_\_\_ Fax : \_\_\_\_\_

Mobile : \_\_\_\_\_

Email : \_\_\_\_\_

Correspondence Address :  Please tick, if Correspondence address should be maintained same as the Registered address

City: \_\_\_\_\_ State : \_\_\_\_\_ Country : \_\_\_\_\_ PIN \_\_\_\_\_

Telephone: 1 \_\_\_\_\_ 2 \_\_\_\_\_ Fax : \_\_\_\_\_

Mobile : \_\_\_\_\_

Email : \_\_\_\_\_

### Entity Details

Are you covered under the MSME segment:  Yes  No      Are you listed in any Stock Exchange in India :  Yes  No

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

Last year's turnover: ₹ \_\_\_\_\_ 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) \_\_\_\_\_

If engaged in the Financial Service Business; please tick

<input type="checkbox"/> Restricted Money Changer	<input type="checkbox"/> NBFC	<input type="checkbox"/> Full Fledged Money Changer
<input type="checkbox"/> Stock Broker	<input type="checkbox"/> Micro Finance Institution	<input type="checkbox"/> Private Equity/Venture Funding
<input type="checkbox"/> Other (Pls. specify): _____		

Are your Primary locations/trade areas, customer/supplier domiciled in any of the below mentioned list of U.S. Sanctioned Countries ?  Yes  No

Comprehensive U.S. Sanctions countries:  Iran     Syria     Cuba     North Korea     Crimea Region

(Please tick as applicable)

### Initial Deposit Details

Initial Deposit Amount: \_\_\_\_\_ Cheque No.: \_\_\_\_\_

Drawn on : | D | D | M | M | Y | Y | Y | Y |      Bank & Branch: \_\_\_\_\_

I/We, hereby declare that the stated above is true to the best of my/our knowledge and belief.

\_\_\_\_\_

First Signatory

Second Signatory

Third Signatory

**Account Operation Instructions**

Single       Joint       As per Board Resolution  
 Other (Pls. specify): \_\_\_\_\_ Total number of signatories

**Form 60** :     Yes     No      (If yes, please fill & attach the Form 60 separately) Mandatory if PAN Number not mentioned

**Nomination** :     Yes     No      (If yes, please fill & attach the Nomination form separately)    Signature : \_\_\_\_\_

(Applicable only for sole proprietor)

**Channel Facilities**

**Statement on email:**     Yes     No      (If yes, physical copy of the account statement will be sent only annually)

**ATM / Debit Card :**     Yes     No      (If yes, please fill the below section for debit card application. Debit application form attached)

**CitiBusiness Debit Card Request Form**

**Name:** (as to be embossed on card) \_\_\_\_\_

Do you want foreign currency transactions to be enabled on your card?     YES     NO

**Please note:** The limit for foreign currency transactions will be USD 25,000 per financial year. Foreign currency transactions are enabled across merchants from Travel and Entertainment category only.

**Existing Banking Relationship**

**Account with Citibank :**     Yes     No      If Yes, Account No. & type : \_\_\_\_\_

**Accounts with other Banks :**     Yes     No

Bank	Branch & Address	Account Type	Availing Credit Facility (Yes/No)	Credit Facility Amount

I/We declare that we do not enjoy credit facilities with any bank/banks

**Internet Banking Channel Access Form**

**Online Bulk Payment**     Yes     No      (If Yes, Hardware Token will be issued to signatory for online bulk payment facility)

If Yes, mention per day transfer limit: ₹ \_\_\_\_\_

**For Issuance of Net Banking access card to authorized signatories:**

Signatory Name	DOB	Email Id	Mobile no

**Signature rule to be maintained for online banking:**

Signature Rule No	Signatory Name	Per txn approving limit	No of Signatures Required
Rule 1			
Rule 2			
Rule 3			

**Details of Signatories**

(1) Mr./Ms./Mrs./Mx. \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City : \_\_\_\_\_ PIN: \_\_\_\_\_

State : \_\_\_\_\_ Country : \_\_\_\_\_

Date of Birth : |D| |D| |M| |M| |Y| |Y| |Y| |Y| Gender :  Male  Female  Third Gender

PAN: \_\_\_\_\_

Nationality : \_\_\_\_\_ Occupation / Designation : \_\_\_\_\_

Mobile Number : \_\_\_\_\_ E-Mail ID : \_\_\_\_\_

KYC ID Document : # \_\_\_\_\_ KYC Address proof : # \_\_\_\_\_

Paste Color Photograph

(2) Mr./Ms./Mrs./Mx. \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City : \_\_\_\_\_ PIN: \_\_\_\_\_

State : \_\_\_\_\_ Country : \_\_\_\_\_

Date of Birth : |D| |D| |M| |M| |Y| |Y| |Y| |Y| Gender :  Male  Female  Third Gender

PAN: \_\_\_\_\_

Nationality : \_\_\_\_\_ Occupation / Designation : \_\_\_\_\_

Mobile Number : \_\_\_\_\_ E-Mail ID : \_\_\_\_\_

KYC ID Document : # \_\_\_\_\_ KYC Address proof : # \_\_\_\_\_

Paste Color Photograph

(3) Mr./Ms./Mrs./Mx. \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City : \_\_\_\_\_ PIN: \_\_\_\_\_

State : \_\_\_\_\_ Country : \_\_\_\_\_

Date of Birth : |D| |D| |M| |M| |Y| |Y| |Y| |Y| Gender :  Male  Female  Third Gender

PAN: \_\_\_\_\_

Nationality : \_\_\_\_\_ Occupation / Designation : \_\_\_\_\_

Mobile Number : \_\_\_\_\_ E-Mail ID : \_\_\_\_\_

KYC ID Document : # \_\_\_\_\_ KYC Address proof : # \_\_\_\_\_

Paste Color Photograph

\*To be submitted as per the list of Officially Valid Documents, as updated by the RBI from time to time.

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

## Senior Public Figure Declaration

Does any individual or their immediate family member who own 10% 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).  No  Yes (If yes, please tick below)

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 ten 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.

## 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"/>

## Cross Sell

I/We hereby voluntarily require, accept and expressly authorize Citibank, N.A. and/or all the companies/entities/subsidiaries/affiliates thereof under Citigroup and their agents to exchange, share, disclose or use in any manner whatsoever, the information voluntarily provided by me/us herein, to offer and/or market and/or sell to me/us any of the products or services or any enhancements/upgradation/revisions thereof offered from time to time by Citibank, N.A. and/or all/any of the companies/entities/subsidiaries/affiliates thereof under Citigroup.  Yes  No

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

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

## Citibank FCY & EEFC Account

I/We would like to open the below mentioned FCY Account :

Export Earners Foreign Currency a/c (EEFC)  Tour & Travel Agents A/c\*  Account for Special Economic Zone (SEZ) Unit\*  Ship Manning / Crew Manning\*

\* Applicable declarations to be signed separately

Currency in which the account is to be opened : EEFC: \_\_\_\_\_ FCY: \_\_\_\_\_

\*Legal Entity identifier No (20 digit unique code). \_\_\_\_\_

(Required for all foreign currency derivatives transactions and non-derivative forex markets (transactions that settle on or before the spot date) transactions involving an amount equivalent to or exceeding USD one million or equivalent thereof in other currencies as RBI Circular Legal Entity Identifier Code for participation in non-derivative markets dated FMRD.FMID.No.10.11.01.007/2018-19

I/we undertake to abide by the rules governing the EEFC/FCY accounts (as selected above) or any other schemes laid down by the Reserve Bank of India for the same from time to time. I/we also understand and agree that all terms and conditions governing the accounts may be altered from time to time without notice to me.

## Agreement & Signatures

I/We hereby apply for the Citibank Current 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 understand that current accounts INR/EEFC account/FCY account are non-interest bearing accounts and are to be operated only as per permissible debits / credits as per RBI guidelines for these respective accounts. 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 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 at 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 authorize Citibank to update any change in my/our Email 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. For accounts with signature rule "either or survivor", I/we hereby confirm that premature withdrawals of Fixed/Term & Multi deposits placed and/or proposed to be placed shall be paid by Citibank under the operation rule of "either or survivor".

I/We hereby understand that Citi may ask for our business name, street address, tax identification number or other government issued identification number, as applicable to help prevent money laundering and terrorist financing, the law of many jurisdictions, as well as Citi policy, require Citi to obtain, verify and record information that identifies each business entity that opens an account or establishes a relationship

I/We hereby authorize Mr./Ms. \_\_\_\_\_, Officer of Citibank N.A. India to assist me in completing my application form and related documents, prior to my signing the Application Form. It is my responsibility to read, understand and satisfy myself that the contents mentioned on the Application form are filled as per my instructions as to the correctness and completeness in all respects, prior to signing and it is binding on me/us.

By submitting a copy of my/our Proof of Possession of Aadhaar Number, containing Aadhaar number, I/We confirm and agree that the Bank has duly explained to me/us that submission of Proof of Possession of Aadhaar number is no longer mandatory and I/We have the option to submit any one of the documents as per the list of Officially Valid Documents (updated by the RBI from time to time) towards submission of KYC/proof of address documents. If I/We provide such Proof of Possession of Aadhaar number containing my/our Aadhaar number, I/We note that (i) I am/We are providing the same as an officially valid document voluntarily in accordance with extant rules and regulations; (ii) I am/We are required to redact/blacken out the first eight digits of Aadhaar number such that only the last four digits of the Aadhaar number are visible; and (iii) in case I/We do not redact/blacken out the first eight digits of Aadhaar number, it shall be deemed that I/We have authorized Citibank to redact/blacken out the same on my/our behalf.

**I/We understand and agree to below terms and conditions governing the authorized signatory electronic channel access service.**

- In the case of Joint Account/Corporate and Business Accounts, the Bank has introduced the Authorized Signatory/Joint Holder Electronic Channel Access Facility. To avail of this facility
1. I/We understand that the Bank will issue a CitiPhone /Citibank Online Internet Banking Access Card (also called the Entitlement Card), a TPIN, Internet Password (IPIN) and a Hardware Token (HT) to each Joint Account Holder/Authorized Signatory.
  2. The CitiPhone/Citibank Online Internet Banking Access Card will contain a unique 16-digit number which will be different and distinct for each Joint Account Holder/Authorized Signatory for each account and shall be used while availing the telephone banking facility.
  3. On receipt of instruction from the Maker and the Authorizer(s), the Bank shall not have any responsibility except to verify the Entitlement Card Number and match the same with the individual TPIN(s) respectively. In the event of any mismatch or unclear instructions the Bank shall not be obliged to act upon the instructions. Authorized Signatory/ Joint Holder shall be responsible to safekeep the Entitlement Card, TPIN, IPIN, Hardware token issued by the Bank and the Bank shall not be responsible or liable for any transaction executed through any unauthorized use of the Entitlement Card, TPIN, IPIN and /or hardware token. I/We acknowledge, accept and undertake to keep the Bank indemnified against any loss, harm, liability arising out of unauthorized use of by any third party to issue instructions for any transaction.
  4. We are fully aware that the 16-digit number on the CitiPhone/Citibank Online Internet Banking Access Card, TPIN, IPIN and the Hardware Token are all unique and distinct for each Account. Any change/removal or suspension of any Authorized Signatory/Joint Account Holder will require written instructions from the customer and shall be effective 36 hours after receipt of such written instructions by the Bank, subject to holidays and normal banking working hour's norms.
  5. Account Holder/Authorized Signatory TPINs, IPINs and Hardware Token are of a confidential nature. Each of us confirm, that we shall not disclose/share my/our Citi Phone/Citibank Online Internet Banking Access Card number, TPIN/ IPIN /Hardware Token to any other person or to the other Joint Holders/Authorized Signatories of the account. Each of us confirm that we will exercise due caution in giving this facility to any of the Authorized Signatory/Joint Account Holders. We also understand that any loss, or theft of the Hardware Token will have to be reported in writing immediately to the Bank alongwith a request for deactivation or cancellation of such lost / misplaced TPIN, IPIN, Hardware Token, as applicable and the Bank shall not be responsible or liable for any loss arising out of transactions done prior to reporting of such loss/ theft to the Bank. Upon receipt of such request for deactivation of such lost/misplaced TPIN, IPIN, Hardware Token, as applicable and further request by the Customer for re-issue of the same in lieu of the lost /misplaced TPIN, IPIN, Hardware Token, as applicable, the Bank will issue a fresh TPIN, IPIN, Hardware Token as applicable, in consonance with the applicable process of the Bank.

**I/We have read and agreed to the terms and conditions governing the operations of the Citi card as part of the general terms and conditions governing my account.**

- 'Citi card' shall mean a MasterCard/Visa Card or any Co-branded or Affinity Card issue by Citibank to its Card members and includes any Agency Card issued by Citibank for and on behalf of any banking or financial services entity.
- The bank at any point of time may, at its sole discretion, discontinue international usage of the card linked to this account with prior intimation.
- The issue and use of Citi card will be subject to RBI regulations in force from time to time.
- The limit of foreign currency transaction will be USD 25,000 per financial year.
- The customer and the holder(s) are aware that non-compliance with foreign exchange regulations will make the Holder and/or the customer liable for penal action under Foreign Exchange Management Act, 1999. The holder and the customer shall compensate / reimburse and hold harmless the Bank from any and all consequences arising from non-compliance of the Exchange Control Regulations of the RBI.
- The holder and the customer undertake to not execute any import transaction by direct/indirect payment or through Online Payment Gateway Service Providers (OPGSPs) by using the Citi card.
- In case, a Citi card is cancelled, whether on account or non-compliance with Exchange Control Regulations or otherwise, the Bank will not be responsible for any attempted usage if the Citi card, whether in India or abroad.
- The customer hereby declares that any transaction involving foreign exchange hereunder will not involve, and will not be designed for the purpose of any contravention or evasion of the provisions of the Foreign Exchange Management Act, 1999 or any rule, regulation, notification, direction or order made thereunder.
- RBI, vide their FED mail box clarification dated August 10, 2018 have drawn reference to Advance Remittance made by Tour Operators/Travel Agents. Under the same, Authorized Dealers (ADs) need to obtain traveler wise details including PAN details from the tour operators/travel agents and report the same on a daily basis under LRS. In the view of this requirement, all tour operators/travel agents are required to restrict the usage of this debit card to travel and entertainment of their employees only.

Name: <input style="width: 90%;" type="text"/> Date: <input style="width: 100%;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/> <b>First Signatory with Stamp</b>
Name: <input style="width: 90%;" type="text"/> Date: <input style="width: 100%;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/> <b>Second Signatory with Stamp</b>
Name: <input style="width: 90%;" type="text"/> Date: <input style="width: 100%;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/> <b>Third Signatory with Stamp</b>

**Note**  
 As per RBI's latest "Know Your Customer" circular, 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 service you better.

Citigroup Inc., including its branches, subsidiaries and managed affiliates, including Citibank, N.A., (collectively, "Citi") is committed to conducting business in compliance with all applicable U.S. laws and regulations, as well as those of each jurisdiction where Citi has operations. Among these laws and regulations, Citi is required to follow applicable sanctions laws and regulations in each jurisdiction where it conducts business, including, without limitation, applicable sanctions programs administered by the U.S. Department of the Treasury's Office of Foreign Assets Control ("OFAC"), competent authorities of the European Union (E.U.) Member States and competent authorities of United Nations (U.N.) Member States that implement U.N. Sanctions (collectively "local sanctions"). Local Sanctions programs are usually implemented through measures such as the blocking or freezing of assets of, and the imposition of certain trade, commercial and financial restrictions on, designated sanctions targets. Under this local sanctions compliance, Citi has the right to refuse processing of any specific document / transaction, if the trade is done with / facilitated by any entity facing sanctions under U.S, U.N., E.U. and/or Indian Laws.

**For Bank use only**

Type of Account : <input type="checkbox"/> CitiBusiness <input type="checkbox"/> Citigold <input type="checkbox"/> Citi Priority <input type="checkbox"/> CitiBusiness OneWorld (MNC Subs) <input type="checkbox"/> CitiBusiness Leap (Startup)	
Sourcing Channel : _____	Date : _____ Account Product Code: _____
Name of the ASM : _____	Employee No. : _____
Acquisition Code : _____ ASM Sign : _____	Account to be opened under PAM Code : _____
RM Name : _____	Employee No. : _____ RM Sign : _____
BM Name : _____	Employee No. : _____ BM Sign : _____
Branch : _____	Sub Branch : _____ Account No. : _____
Referral ID : _____	
Signature Verified by : _____ Date : _____	Approved by : _____ Date : _____

## CitiBusiness Schedule of Charges - Applicable to all current accounts

Average Monthly Relationship Value	₹ 15 Lakhs or more			Minimum Monthly Relationship Value-up to ₹ 15 Lakhs^^			Less than Minimum Monthly Relationship Value^^		
Monthly charge for non Maintenance of Minimum Average Monthly Relationship Value	N.A.			N.A.			Tier 1 Location <sup>§</sup> - ₹ 1500 Tier 2 Location <sup>§§</sup> - ₹ 1000		
	Citibank Online	Citi Phone	Branch	Citibank Online	Citi Phone	Branch	Citibank Online	Citi Phone	Branch
Demand Draft payable at Citibank branch locations	Free	Free	Free	Free up to ₹ 50 Lakhs/month; ₹ 1 per ₹ 1000; Subject to the maximum of ₹ 750.	Free up to ₹ 50 Lakhs/month; ₹ 1.5 per ₹ 1000 Subject to the maximum of ₹ 750.	Free up to ₹ 10 Lakhs/month; ₹ 2 per ₹ 1000 Subject to the maximum of ₹ 750.	Free up to ₹ 5 Lakhs/month; ₹ 1.5 per ₹ 1000 Subject to the maximum of ₹ 1500.	₹ 2 per ₹ 1000; Subject to the maximum of ₹ 1500.	₹ 2.5 per ₹ 1000; Subject to the maximum of ₹ 1500.
Demand Draft payable at non-Citibank branch locations	Free	Free	Free	Free up to ₹ 25 Lakhs/month; ₹ 1.5 per ₹ 1000; Subject to the maximum of ₹ 750.	Free up to ₹ 25 Lakhs/month; ₹ 2 per ₹ 1000 Subject to the maximum of ₹ 750.	Free up to ₹ 10 Lakhs/month; ₹ 2.5 per ₹ 1000 Subject to the maximum of ₹ 750.	₹ 2 per ₹ 1000; Subject to the maximum of ₹ 1500.	₹ 2.5 per ₹ 1000; Subject to the maximum of ₹ 1500.	₹ 3 per ₹ 1000; Subject to the maximum of ₹ 1500.
Stop Payment	Free	Free	Free	Free	₹ 30	₹ 60	₹ 50	₹ 60	₹ 120
Re-Order Cheque Book	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
Foreign Currency TT	₹ 250			₹ 1000			₹ 1000		
Foreign Currency Draft	₹ 200			₹ 300			₹ 300		
Cheque Return Inward	₹ 375			₹ 375			₹ 375		
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 ₹ 10,000 - ₹ 50 flat. Value of ₹ 10,001 & above - ₹ 100 flat			Cheque Value up to ₹ 10,000 - ₹ 50 flat. Value of ₹ 10,001 to ₹ 1 Lakh - ₹ 100 flat, ₹ 1,00,001 and above - ₹ 150 flat			Cheque Value up to ₹ 10,000 - ₹ 50 flat. Value of ₹ 10,001 to ₹ 1 Lakh - ₹ 100 flat, ₹ 1,00,001 and above - ₹ 150 flat		
RTGS	Free			Free			Free		
Foreign Currency Cheque Return & Foreign Currency 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		
NEFT	Free			Free			Free		
ECS return Charges*	₹ 375			₹ 375			₹ 375		
Cash Delivery	On per Delivery basis ₹ 250 or On a Monthly basis ₹ 2500			On per Delivery basis ₹ 350 or On a Monthly basis ₹ 3500			On per Delivery basis ₹ 350 or On a Monthly basis ₹ 3500		
Cash Pickup**	On per Pickup basis ₹ 250 or On a Monthly basis ₹ 2500			On per pickup basis ₹ 350 or On a Monthly basis ₹ 3500			On per pickup basis ₹ 350 or On a Monthly basis ₹ 3500		
Cash Deposit**	Free up to ₹ 50 Lakhs per month, above which ₹ 3 per ₹ 1000. Minimum charge ₹ 50 per month.			Free up to ₹ 10 Lakhs per month, above which ₹ 3 per ₹ 1000. Minimum charge ₹ 50 per month.			Free up to ₹ 1 Lakh per month, above which ₹ 3 per ₹ 1000; Minimum charge ₹ 50 per month.		
Cheque Pickup Charges	Free			Free			₹ 500 per month		
Foreign Currency Cheque Collection	0.1% of Cheque Value. Subject to the max. of ₹ 2500 per cheque.			0.25% of Cheque Value. Subject to the max. of ₹ 2500 per cheque.			0.50% of Cheque Value. Subject to the max. of ₹ 2500 per cheque.		
FIRC Issuance Charges	First time issuance : ₹ 150 Duplicate issuance : ₹ 300			First time issuance : ₹ 150 Duplicate issuance : ₹ 300			First time issuance : ₹ 150 Duplicate issuance : ₹ 300		
Foreign Currency Conversion charge for FCY sale/purchase	Nil + GST as applicable, in accordance with GST provisions as per Government of India latest notifications on Foreign Currency Conversion for FCY sales/purchase.								
<b>ATM Withdrawal Charges</b>									
Citibank ATM	Free			Free			Free		
Non Citibank ATM	Free			Free up to 5 cash withdrawals per month ₹ 17.80 for every cash withdrawal thereafter^			Free up to 5 cash withdrawals per month ₹ 17.80 for every cash withdrawal thereafter^		
* Clients opting for Cash pickup will be levied both Cash Deposit charge and Pickup charge.				<b>Glossary</b> 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 ₹ 150/- spent					
^ As per RBI communication, cash limit of ₹ 10000/- per withdrawal will be permitted in Non Citibank ATMs.									
*These charges are levied only if the ECS instruction is not honored due to inadequate funds in the account.									
*GST as applicable would be levied on all charges mentioned above.									
§ Tier 1 Locations	Mumbai, Delhi, Noida, Gurgaon, Faridabad, Kolkata, Chennai, Bangalore, Pune, Hyderabad, Ahmedabad and Thane						^^Minimum Relationship Value ₹ 5 Lakhs		
§§ Tier 2 Locations	Aurangabad, Chandigarh, Cochin, Coimbatore, Jaipur, Lucknow, Nagpur, Nashik, Baroda and Surat						^^Minimum Relationship Value ₹ 3 Lakhs		

Net Relationship Value (NRV) is across all accounts under a Household and is calculated by aggregating average monthly balances across Savings Account, Current Account, Deposits, Mutual Funds and Insurance Premium paid.

### Working Example of Average Monthly Relationship Value

Holdings	Amount (₹)	Description
a) Current / Savings Account	25000	Average for the month, Calculated based on Total of daily end of day balance / Total Number of Days Daily end of day balances of Principal Amount / Total number of days Daily end of day balances / Total number of days Sum of total Insurance paid
b) Fixed Deposit	25000	
c) Mutual Funds	40000	
d) Insurance Premium	10000	
Average Monthly Relationship Value	100000	a+b+c+d

- 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
- For CitiBusiness Leap accounts, no charges for non-maintenance of Minimum Average Monthly Relationship Value, for 12 months from the date of account opening

Signatory with Stamp

# Declarations (as applicable for 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 authorized 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 authorized 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.

I further confirm that I am currently holding resident status in India.

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

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

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

Date :

Firm Seal : \_\_\_\_\_

## 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 authorize 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) 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 authorize 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: \_\_\_\_\_ Name of the Partner: \_\_\_\_\_ Name of the Partner: \_\_\_\_\_

First Signatory : \_\_\_\_\_ Second Signatory : \_\_\_\_\_ Third Signatory : \_\_\_\_\_

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

Place : \_\_\_\_\_ Firm Seal : \_\_\_\_\_ Date :

## 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 coparceners of the said family ) and we \_\_\_\_\_ the guardians of \_\_\_\_\_ the minor coparceners 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 coparceners of the said Joint Family and we as such adult Coparceners 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 coparceners 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 coparcener of the Joint Family shall cease to be coparceners or coparcener 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 authorize you and we \_\_\_\_\_ the guardians of the minor coparceners are as aforesaid hereby concur in the request of the said and authorize 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 coparceners and guardians of minor coparceners of the Joint Family:**

1<sup>st</sup> Coparcener Name : \_\_\_\_\_ 2<sup>nd</sup> Coparcener Name: \_\_\_\_\_ 3<sup>rd</sup> Coparcener Name: \_\_\_\_\_

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

Karta Seal & Sign : \_\_\_\_\_ Place : \_\_\_\_\_ Date :