



**BHILAI STEEL PLANT
BANK MANDATE FORM**

Mandate for getting payment through Electronic Mode i.e. EFT / RTGS / NEFT

1. Vendor Code : 10000-_____ **(Mandatory)**
2. Vendor Name : M/s _____
3. Address : _____
: _____
: _____ Pin _____
4. Tel No/ Mob No : _____
5. E-Mail ID : _____
6. PAN No : _____
7. GST No. : _____
8. Name As Per Pan Card : _____
- 9. Particulars of Bank Account:**
- A. Bank Name : _____
- B. Branch Name : _____
- C. Branch Address : _____
: _____
- D. Whether Branch is NEFT Enabled? Yes/ No :
- E. Whether Branch is RTGS Enabled? Yes/ No :
- F. IFSC Code : _____
- G. Account No. : _____
- H. Single /Joint Holder : _____
- I. Account holders(s) Name : _____

(As per Bank Record / should be Company Name)

We hereby declare that the particulars furnished above are correct and complete. If any transaction has been delayed or not credited to our account due to incomplete / incorrect information / any other technical reasons, SAIL Bhilai Steel Plant, will not be held responsible. We also agree to bear the transaction charges, If any, related to the E-Payment.

Name of the Company : M/s _____

(Signature and name of authorized signatory with seal)

Bank Certification:

Certified that, **the Bank Particulars furnished above**, are correct as per our record.

Date:

(Bank Manager's Sign & Seal)



BHILAI STEEL PLANT

Terms & condition for creation / change / Updation of Bank Details:

1. Vendor to submit Bank mandate form in company's letter head duly sealed & signed by Proprietor / Partners / Director / Company secretary / Head of company in original.
2. Relevant bank details shall be certified by bank official in original.
3. Mandate shall be duly sealed & signed with rubber stamps clearly visible.
4. Bank Mandate date should not be more than 3 months old.
5. If mandate is continued in more than one page, all the pages should be signed and sealed of Proprietor / Partners / Director / Company secretary / Head of company.
6. Vendor Code, PAN & GST number must be mentioned in the mandate.
7. Cancelled cheque should be with pre-printed Name, Account No & IFSC.
8. Incomplete form or form received without required documents will be rejected without any further correspondence.

9. Documents Required :

(A) Request for New / First time Bank Update / Change of Account No. on same bank:

1. Original Bank Mandate Form.
2. Cancelled cheque copy in line with bank mandate.
3. Self-attested Copies of PAN card & GST certificate.

(B) Request for change in Bank & Account No. :

1. Original Bank Mandate Form.
2. Cancelled cheque copy in line with bank mandate.
3. NOC of previous bank in original duly sealed & signed.
4. Self-attested Copies of PAN card & GST certificate.

(C) Request for Bank change due to merger of Banks:

1. Original Bank Mandate Form.
2. Cancelled cheque copy in line with bank mandate.
3. Bank letter / Supporting Documents confirming Merger of Banks.
4. Self-attested Copies of PAN card & GST certificate.

(D) Request for Bank / Name change due to merger / acquisitions etc. of company:

1. Original Bank Mandate Form.
2. Cancelled cheque copy in line with bank mandate.
3. Certificate from Registrar of companies confirming change in the name of company.
4. Self-attested Copies of PAN card & GST certificate.

For E-payment enablement, Original mandate along with documents as mentioned above must be sent to following address:

DGM (MPRD, VDC & QGA).
Vendor Development Cell (MM)
Room No. 512-C, 5th Floor,
Ispat Bhawan,
Bhilai Steel Plant,
Bhilai-490001 (CG).