



## INSTRUCTIONS TO FILL MANDATE

1. UMRN is auto generated during mandate creation and is mandatory to be updated during amendment and cancellation of mandate (Maximum Length - 20 Alpha Numeric Characters). 2. Date is in DD/MM/YYYY format. 3. Utility code of the service provider. (Maximum length-18 Alpha Numeric Characters). 4. Tick on box to select type of action to be initiated. 5. Sponsor bank IFSC/MICR Code. Left padded with zeroes where necessary. (Maximum length-11 Alpha Numeric Characters) 6. Name of Service provider. 7. Tick on box to select type of account to be affected. 8. Customer's legal account number, (maximum length-35 Alpha Numeric Characters) 9. Name of Bank 10. IFSC/MICR code of Customer Bank. (Maximum Length-11 Alpha numeric Characters of IFSC & 9 Numeric of MICR Code) 11. Amount payable for service or maximum amount per transaction that could be processed in words. 12. Amount in Figures, similar to the amount mentioned in words. (maximum Length-13 digit Numeric in paise) 13. Service Provider generated consumer reference Number 14. Service Provider generated scheme/ Plan reference number 15. Tick on box to select frequency of transaction. 16. Validity of mandate with dates in DD/MM/YYYY format. 17. Name of Customer/s and Signature/s as well as seal of company (where required). (Maximum length of Name-40 Alpha Numeric Characters). 18. Undertaking by customer. 19. Telephone No. with STD code of customer/10 digit mobile number of customer.