UJJIVAN
**UJJIVAN SMALL FINANCE BANK**
Better Banking. Better Living.

## APPLICATION FORM FOR BUSINESS NET BANKING

| Date | D D / M M / Y Y Y Y |
|---|---|
| **Branch ID** | |
| **Branch Name** | |

**Request Type (✓Tick on the applicable request)**

| | New BNB User/Account Addition | | Existing BNB User Modification/Block BNB User |
|---|---|---|---|

**Note: All the information to be provided in CAPITAL LETTERS only**

### 1. Details of Company

| Customer ID | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Company Name** | | | | | | | | | | | |
| **Corporate ID** <br> **(for existing user)** | | | | | | | | | | | |
| **\*Constitution** <br> **(✓Tick the applicable Constitution)** | | Partnership | | LLP | | One Person Company | | TASC | | | |
| | | Pvt. Ltd. Co. | | Public Ltd. Co. | | HUF | | Others Pl. Specify: <br> _____ | | | |
| **\*Office Address** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **\*City** | | | **\*State** | | | **\*Pin Code** | | | | | |

\*Mandatory information for new **BNB** User
LLP: Limited Liability Partnership
TASC: Trust, Association, Society and Clubs

### 2. Information for new BNB Users

| Name of User | Date of Birth (DD/MM/YY) | Mobile Number | Official E-mail ID | Department |
|---|---|---|---|---|
| | | +91 | | |
| | | +91 | | |
| | | +91 | | |
| | | +91 | | |
| | | +91 | | |
| | | +91 | | |

**User:** Company appointed individual who can operate Business Net Banking (**BNB**)on behalf of the company and perform activities as per the user role defined in the form (section 3,5,6,7)
Above mentioned Mobile Number and Email ID should be unique for each User. These will be used for OTP and Password set/reset
All the fields in the above table are **MANDATORY**

3. **User Profile**

| Name of User/ User ID | Role to be assigned (V,M,C,B) | Initiating Limit Per Transaction (In Rs.) | Authorising Limit Per Transaction (In Rs.) |
|---|---|---|---|
| | | **Fund Transfer:** | **Fund Transfer:** |
| | | **File Upload:** | **File Upload:** |
| | | **Fund Transfer:** | **Fund Transfer:** |
| | | **File Upload:** | **File Upload:** |
| | | **Fund Transfer:** | **Fund Transfer:** |
| | | **File Upload:** | **File Upload:** |
| | | **Fund Transfer:** | **Fund Transfer:** |
| | | **File Upload:** | **File Upload:** |
| | | **Fund Transfer:** | **Fund Transfer:** |
| | | **File Upload:** | **File Upload:** |
| | | **Fund Transfer:** | **Fund Transfer:** |
| | | **File Upload:** | **File Upload:** |
| (V) Viewer | : The user has ONLY view rights and cannot initiate/authorise transactions | | |
| (M) Initiator | : The user can view and initiate transactions, but cannot authorize them | | |
| (C) Authoriser | : The user can view and authorize transactions, but cannot initiate them | | |
| (B) Initiator and Authoriser | : The user can view, initiate and authorize transactions | | |

**Limits will be applicable for the below:**
**-Fund Transfer:**
- Own account/within Ujjivan/ Multiple and Single/recurring Fund Transfer/NEFT/IMPS/RTGS
- **Bill Payment and Recharge:** Electricity/DTH/Water/Broadband/Prepaid/Postpaid/Gas etc.

**-File Upload:** Per file (transaction) limit for Cumulative Amount in a File having bulk multiple beneficiary payments by Internal fund transfer/NEFT/RTGS that can be uploaded in Business Net Banking (**BNB**) for processing
**Initiating Limit per Transaction:** Max Sum of amount (INR) which can be Initiated by a user at once who can Initiate transactions (M/B)
**Authorising Limit per Transaction:** Max Sum of amount (INR) which can be Authorised by a user at once who can authorise transactions (C/B)

4. **User Updation/Blocking (for Existing Users):**

| Name of User | BNB User ID | Update Email ID | | Update Mobile Number | | Block User (Yes/No) |
|---|---|---|---|---|---|---|
| | | Old Email ID | New Email ID | Old Mobile Number | New Mobile Number | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| The above table is to be filled for blocking existing **BNB** user or updating the existing **BNB** user's Email ID and mobile number | | | | | | |
| Mobile number and Official Email ID will be used only for password/OTP generation purpose. | | | | | | |

5. **Account Mapping:**

| Name of User/ User ID | Accounts to be Linked | | | | |
|---|---|---|---|---|---|
| | Account No. 1 | Account No. 2 | Account No. 3 | Account No. 4 | All Accounts (✓ Tick for the User to have access to all accounts) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

If no account is linked to any user, then by default NO accounts will be accessible to the user.

Based on the role, the user can perform Transactions/action on the accounts

For Existing **BNB** Users, only assigned 'User ID' of the user to be provided **Mandatorily** for modifying the Accounts to be linked

6. **Transaction which requires Dual Authorisation**

(Please ✓tick mark the feature for which dual level authorisation is required)

| | 1.Fund Transfers | | 5.Recharges | | 9.Payee Maintenance |
|---|---|---|---|---|---|
| | 2.Multi-Fund Transfer | | 6.Bill Payments | | 10.Debit Card Services* |
| | 3.Edit Standing Instruction | | 7.Cheque Services | | |
| | 4.File Upload | | 8.DD Request | | |

*Debit Card services will be provided if the customer (account holder) is eligible for Debit Cards
Note: User will have access only to those accounts which are mapped to them. Services like View beneficiary, service request status enquiry, feedback, downloads certificates for linked accounts etc. doesn't require authorisation

**7. Workflow for Transactions:**

| (M) Initiator Name/ Department Name/ User ID | (C) 1st Level Authoriser Name/ User ID | (C) 2nd Level Authoriser Name/ User ID |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Workflow (Authoriser name or User ID) for Each 'Initiator'(M)/'Initiator and Authoriser'(B) defined in the section 3 needs to be defined in the above table

In the above table, 2nd Level Authoriser Name/User ID is **Mandatory** for each 'Initiator'(M)/'Initiator Authoriser' (B) defined in Section (3 ), if any of the transactions is selected for Dual Authorisation in Section (6). Same User (Authoriser) cannot be 1st Level and 2nd Level Authoriser for a particular 'Initiator' (M)/'Initiator and Authoriser' (B). If same Authoriser Name is in both the Authorising Groups at 1st and 2nd levels, then he/she can only authorise at any one of the two levels (1st or 2nd level)

For Existing  Users, only assigned 'User ID' of the user to be provided **Mandatorily** for defining dual authorisation transaction workflow

Users who is a 'Authorisers' in role defined in the form will only be valid for authorising 1st level/2nd level authorisation in dual authorisation transactions

| Applicable Supporting Documents | | | | | | | |
|---|---|---|---|---|---|---|---|
| Constitution Type | BNB Form | Power of Attorney(POA)/ Authorisation Letter | Board Resolution | LLP Resolution | HUF Letter | Trust Resolution | Society, Club and Association Resolution |
| Partnership | Y | Y* | | | | | |
| Public Ltd. Company | Y | | Y | | | | |
| Private Ltd. Company | Y | | Y | | | | |
| One Person Company | Y | | Y | | | | |
| Limited Liability Partnership (LLP) | Y | | | Y | | | |
| Hindu Undivided Family (HUF) | Y | | | | Y** | | |
| Trust | Y | | | | | Y | |
| Society, Club and Association | Y | | | | | | Y |
| | \*POA to be signed by all the partners in case of "Partnership" <br> ➢ If both Authorised Signatory and **BNB** User are Partners – Authorisation Letter <br> ➢ If Authorised Signatory is Partner but **BNB** User is not a Partner – Authorisation Letter along with PoA for **BNB** Users <br> ➢ If Authorised Signatory and **BNB** Users both are not Partners– PoA for both Authorised Signatory and **BNB** Users <br> \*\*HUF Letter to be signed by all the coparceners, excluding minors | | | | | | | |

**Declaration**

I / We hereby confirm that I am/ We are empowered by the Board Resolutions/Power of Attorney/ Authorisation/ Resolution/dated _____ to assign/allocate roles to the respective Users to operate accounts mentioned in the application form.

I / We have read, understood and hereby agree to abide by the terms and conditions as applicable to banking services selected by me / us for the operation of my / our accounts, as set forth in the website https://www.ujjivansfb.in and that I / We will adhere to all the terms and conditions applicable.

I / We declare, confirm and agree:

    I.     That all the particulars and information given in this application form (and all the documents referred or provided therewith) are true, correct, complete and up-to-date in all respects and I / We have not withheld any information. I / We understand that certain particulars given by me / us are required by the operational guidelines governing banking companies. I / We and undertake to provide any further information that Ujjivan Small Finance Bank Limited. May require.

    II.     That I / We have had no insolvency proceedings initiated against me / us nor have I / We ever been adjudicated insolvent.

I / We shall advise the Bank immediately in case of any change in the above details including the addition and deletion of user and the information given the application form.

**Note: Each page of the form to be signed by the authorised signatories with company stamp**

**COMPANY STAMP AND SIGNATURE OF AUTHORISED SIGNATORY***

Name: _____

Place: _____ Date:_____

Signature with Stamp

Name: _____

Place: _____ Date:_____

Signature with Stamp

Name: _____

Place: _____ Date:_____

Signature with Stamp

**\*Note: Each Page of the form to be signed by the Authorised Signatory along with Company Stamp**

**FOR BANK USE ONLY**

We hereby confirm that the signatures of the Authorised Signatories are verified and the roles and limits assigned to each User for accessing/transacting through Business Net Banking are in conformity with the Board Resolution/ Power of Attorney/ Authorisation/ Resolution   for availing Business Net Banking facility to the respective account(s) of the Customer. The information provided above is in accordance with the required formats, containing necessary information required for creating Business Net Banking access for the respective Users.

| Date | D D / M M / Y Y Y Y | | |
|---|---|---|---|
| Branch ID | | | |
| Branch Name | | | |
| SO/RO Name and Employee ID | | SO/RO Signature | |
| Branch Operation Officer Name and Employee ID | | Branch Operation Officer Signature | |
| Branch Manager Name and Employee ID | | Branch Manager Signature | |