

Specimen of filled up CNB Application for guidance

(Please tick as applicable)

Annexure -3

Private/Public Limited

CIF DETAILS :

C I F No.									CIF Title / Name
1	3	7	5	8	7	0	9	4	ABC & COMPANY PVT. LTD.

Per day transaction limit required : Rs. 2,00,000 (Rupees Two lakhs Only)

Account Details:

S.No.	Account Type (SB/CA/OD/OCC, etc.)	Account No.								
1	CA - Payments	7	1	1	1	1	1	1	1	1
2	CA - Collections	7	2	2	2	2	2	2	2	2
3	OD	7	3	3	3	3	3	3	3	3
4	CA - General	7	4	4	4	4	4	4	4	4
5	SB – Staff Welfare	7	5	5	5	5	5	5	5	5

(Please use separate sheet if more details are to be given)

1. Details of Role / Designation and their hierarchies as well as their limits:

S. No	Designation / Role	Hierarchy / level (Pl. note that 1 denotes highest, 2 the next highest and so on)	Passing limit without approvers (In Rupees)	Levels of approvers required above the passing limit					Total*
				1	2	3	4	5	
1.	VICE PRESIDENT	1	2,00,000						0
2.	AREA MANAGER	2	1,00,000	1					1
3.	ACCOUNTS OFFICER	3	50,000		1				1
4.	CLERK	4	0		1	1			2
5.		5							

* In this column, mention the total no. of approvers

A Corporate can have different Role levels of the users upto a maximum of 7 levels, categorized as under:

Lower Level 7, 6, 5, 4
Middle Level 3, 2
Top Level 1

(Description of the levels is only indicative)

Under every role, corporate can have multiple users depending on their requirements.

A Corporate can fix the transaction limits to each user **upto which** the user can initiate and complete the transaction without any other user's approval.

When an user initiates a txn above the limit fixed for him, the corporate has to decide the No. of approvers required and their role levels. Indicative examples are given below:

1. transactions made by roles, 7 – 2 approvers required - one from 6 and one from 5
2. transactions made by roles, 6 – 2 approvers required - one from 5 and one from 4
3. transactions made by roles, 5 – 2 approvers required – from role 4
4. transactions made by roles, 4 – 1 approver required - from 3
5. transactions made by roles, 3 – 1 approver required - from 2

When two approvals are decided by the corporate, the txn exceeding the limit of the initiating user, will have to be approved **FIRST** by the lower level approver and **THEN** by the higher level approver. In example 1 above, the txn has to be first approved by level 6 and then to be approved by level 5

However, when both the approvers are in same level (example 3 above), any one can first approve. Second approval can be done by other user in same level.

There is no hard and fast rule that the approver's role should be higher than the role of initiating user. Approvers can be defined within the same role also. E.g., A txn initiated by an user in role 3 exceeding his limit, can be approved by an user in the same 3 level provided there are multiple users in the same role.

2. Account Mapping:

Name of the User	Designation / Role	Account Nos. to provide access	\$ Transaction Facility Required (Yes/No)	User's Signature
Rajesh Kumar	Vice President	711111111	YES	
		722222222	YES	
		733333333	YES	
		744444444	YES	
		755555555	YES	
Gopalan	Area Manager	711111111	NO	
		733333333	YES	
		744444444	YES	
		755555555	YES	
Baskar	Accounts Officer	711111111	NO	
		733333333	NO	
		744444444	YES	
		755555555	YES	
Prakash	Accounts Officer	711111111	YES	
		733333333	YES	
		744444444	NO	
		755555555	NO	
Lalitha	Clerk	711111111	YES	
		733333333	YES	
		755555555	YES	
Rupesh	Clerk	711111111	NO	
		722222222	NO	
		733333333	YES	
		744444444	YES	
		755555555	NO	

\$ Mark YES/NO in the appropriate column.

* Wherever transaction facility is not required (ie. Wherever NO has been marked in the 4th column) the User will have only VIEW Facility on those accounts and will be permitted to view the balance, account transactions and generate statement of accounts. No funds transfer instructions can be initiated by these Users. In the above example, the users under the ROLE - "Vice President" has powers to view and initiate funds transfer transactions on all the accounts. Other users will have powers to view all the accounts mapped to them and can make funds transfer transactions only on those accounts where Transaction Facility marked as "YES".

Details of Company Official who will act as an * Account Administrator: (MANDATORY)

Name : **RAKESH KUMAR**

Designation: **VICE PRESIDENT**

Contact No: **(044) 12345678**

Mobile No. : **919876543210**

E Mail : **admin@abccompany.com**

Signature:

* Every Corporate has to appoint an Account Administrator and convey the same to the Bank along with a copy of the mandate containing such authorization. The Account Administrator will be facilitating to enable/disable Corporate Users, set time restrictions for the Users, initiate Bulk Upload Transactions etc.. However, based on the requirement of the Corporate the Account Administrator can be provided with Transaction Facility also or may be restricted to View facility only as the case may be.