



Indian Overseas Bank

Corporate E-See Banking – Funds Transfer Authorisation

Instruction for applicant:

1. This form is to be used by corporates for specifying the limits and the number of levels of approval needed for transferring funds through E-See Banking.
2. Ensure the login-id, user-id and other particulars are the same as given during online registration.
3. Please read the user manual available carefully before putting through transactions.
4. Submit the registration form in duplicate to the branch.

To Branch Name:		Branch Code:	Date:
From: Name of Corporate:			
We have registered for Internet Banking with the below stated login-id. Necessary documents have been submitted / annexed authorizing the users to operate the accounts including transferring funds from the said accounts. The users authorised to transfer funds from the accounts, their grades (hierarchies) and the hierarchy mapping for funds transfer are as follows:			
Corporate Login-id:			
Address (if different from the one in Bank's records)			
Door No:		Building Name:	
Street:		City:	
Country:		PIN/ZIP code:	

Persons Eligible to transfer funds from the accounts (**Read below note carefully before filling up**):

No	User Name	User-id*	Account type / No.*	Grade * JM/MM/SM/TM	Email-id

*Note:

User-id: The id of the user who has been authorised by the corporate entity to operate the account including the powers to debit the account. The user should have registered for Internet Banking.

Account-No: The account which the corporate has allowed the user to transfer funds from.

Grade: Each user can have one of the following three grades (hierarchies):

- JM – Lowest level
- MM – First Higher level
- SM – Second Higher Level
- TM – Highest level

For ref : TM>SM>MM>JM

(Signature and seal of company)



Indian Overseas Bank
Corporate E-See Banking – Funds Transfer Authorisation (contd)

Name of Corporate:	Login-id:
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User Grade (hierarchy) mapping for transfer of funds **(Read Below note carefully before filling the table):**

Sl. No	Acct. Type	Account No.	From Amt (Rs)	To Amt (Rs)	Enter by*	Verify by*	Authorise by*	Approve by*
					1 st level	2 nd level	3 rd Level	4 th Level
1			1.00					
2								
3								
4								

***Note:**

Specify the grades in the ‘Enter by’, ‘Verify by’, ‘Authorise by’ and ‘Approve by’ columns. The ‘Enter by’ column is mandatory. The ‘Verify by’, ‘Authorise by’ and ‘Approve by’ columns are optional. If only ‘Enter by’ column is used, then the transaction will be put through by a single person who is of the required grade or higher. If more than one person is required for putting through a transaction, then ‘Verify by’, ‘Authorise by’ and ‘Approve by’ columns can be used.

Example:

Sl. No	Acct. Type	Account No.	From Amt (Rs)	To Amt (Rs)	Enter by*	Verify by*	Authorise by*	Approve by*
					1 st level	2 nd level	3 rd Level	4 th Level
		For Example, If a single level of authorisation is required, then the entries can be as follows:						
1	CD	1111	1.00	1,00,000.00	TM	---	---	---
		If two levels of authorisation is required, then the entries can be as follows:						
1	CD	1111	1.00	1,00,000.00	SM	TM		---
		If three levels of authorisation is required, then the entries can be as follows:						
1	CD	1111	1.00	1,00,000.00	MM	SM	TM	
		If four levels of authorisation is required, then the entries can be as follows:						
1	CD	1111	1.00	1,00,000.00	JM	MM	SM	TM
		If different levels of authorisation based on amount is required, then the entries can be as follows:						
1	CD	1111	1.00	50,000	JM	---	---	---
2	CD	1111	50,001	75,000	JM	MM	---	---
3	CD	1111	75,001	1,00,000	JM	MM	SM	---
4	CD	1111	1,00,001	1,50,000	JM	MM	SM	TM

Declaration:

We have read, understood and hereby agree to the Terms and Conditions in respect of all products and channels. We understand that any changes in the Terms and Conditions applicable to this relationship will be available in the website of the Bank or would be made available to me on request at any IOB branches Please activate the Funds Transfer option for the above stated accounts.

(Signature and Seal of company)*

*To be signed by the authorised signatory of the company.

For Bank Use:

We confirm that the above account particulars furnished by the applicant is verified and found correct as per our records. We confirm that the above stated persons are eligible to operate the above account(s) and all documents (including board resolution extract / letter of authority) has been obtained from the corporate entity authorizing them to operate and transfer funds from the above stated accounts of the company. Necessary entries have been made in our system for operation.

For Indian Overseas Bank

Branch Manager