



# Notice Of Authority

## Company /Partnership/Sole Proprietorship/Trusts/HUF

Title  Mr  Mrs  Ms  Other \_\_\_\_\_

Surname/Given name \_\_\_\_\_

### Identification details (Please complete the applicable Identification section)

Position \_\_\_\_\_

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_  
D | D | M | M | Y | Y | Y | Y

Identification documents (Please specify) ^ \_\_\_\_\_

Title  Mr  Mrs  Ms  Other \_\_\_\_\_

Surname/Given name \_\_\_\_\_

### Identification details (Please complete the applicable Identification section)

Position \_\_\_\_\_

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_  
D | D | M | M | Y | Y | Y | Y

Identification documents (Please specify) ^ \_\_\_\_\_

^ Acceptable documents as per the Reserve Bank of India guidelines enlisted in Annexure A

### To the bank:

Please tick the appropriate box

- Where the Account Holder is a company  
The legal representative authorises and confirms; or the Chairman of the relevant Board Meeting of the Account Holder certifies that at the meeting which was duly convened and held, at which a quorum was present and acting throughout, the following resolutions were passed and are now in full force and effect:
- Where the Account Holder is a sole proprietorship, partnership or estate. The sole proprietor, the partners who has requisite authority to bind the partnership or all the inheritors of the estate (as the case may be) authorize(s) and confirm(s) the following:
1. that the Bank is authorised and requested to open and maintain one or more accounts in the name of the Account Holder with the Bank from time to time (the "Account(s)")
  2. that subject to the applicable laws of India, the Bank is authorised and requested to comply with all instructions given by the person(s) named above (collectively the "Authorised Person(s)") in connection with the Account(s) including, without limitation, instructions relating to the following matters, provided that such instructions are signed by the Authorised Person(s) in the manner set out in the "Signing Arrangement" section in this form:
    - Sign, draw, make, accept, endorse or discount cheques, drafts, bills of exchange, promissory notes or other payment orders or instruments, or make withdrawals, whether the relevant Account(s) is in credit or is overdrawn or may become overdrawn provided that the amount overdrawn is within the limit permitted by the Bank, and notwithstanding that funds or payment will be transferred or made to or to the account of any Authorised Person or any director of the Account Holder.
    - Purchase negotiable or convertible certificates of deposit, or place money on term or other deposits with the Bank and renew, rollover or terminate such deposits.
    - Apply and arrange with the Bank for all or any type of credit facilities or accommodation to the Account Holder by way of credit, discount, negotiation, loan, overdraft, mortgage or otherwise or issue of letters of credit, guarantees or similar obligations by the Bank for the account of the Account Holder and, for that purpose, to sign or execute on behalf of the Account Holder in the manner set out in the "Signing Arrangement" section in this form any agreements, guarantees, indemnities, undertakings or other documents which the Bank may require insofar as they are not required to be executed under the stamp of the Account Holder (where applicable).
    - Enter into contracts with the Bank for the sale or purchase of foreign currencies, and to sign documents which evidence such contracts, and to renew, rollover or terminate such contracts.
    - Make arrangements with the Bank (including countermand or revocation of payment) regarding cheques, withdrawals, bill of exchange, bank cheques, night safes, periodical payments, debit authorisation, or other payment orders or instruments and electronic banking services.
    - Give all or any instructions to the Bank necessary for the operation of any of the Account(s).
    - Close all or any of the Account(s).
  3. that the specimen signature of each of the Authorised Person(s) and the specimen impression of the stamp of the Account Holder (if applicable) set out below are correct and genuine.
  4. that any change to the Authorised Person(s) or the Signing Arrangement shall not be binding on the Bank unless and until the Bank has received (where the Account Holder is a corporation) a written notice (in the form and content that is satisfactory to the Bank) authorising the change signed by the legal representative or a copy of the Board resolutions of the Account Holder authorising the change, certified as a true copy by the Chairman of the relevant Board Meeting or any director of the Account Holder who is an Authorised Person, or (where the Account Holder is a sole proprietorship, partnership or estate) a written notice (in the form and content that is satisfactory to the Bank) authorising the change signed by the sole proprietor or such partners or karta who have the requisite authority to bind the partnership or the estate.
  5. that in the absence of any instructions to the contrary from any director of the Account Holder who is an Authorised Person, any account(s) opened after the date of this Notice of Authority in the name of the Account Holder shall be operated and dealt with upon the terms set out in this Notice of Authority insofar as they are applicable.
  6. that the "NAB General Terms and Conditions" in force from time to time shall govern the Account(s). The Account Holder has received, read and understood the "NAB General Terms and Conditions" currently in force and agree to be bound by them.
  7. that the Bank may use and disclose all or any information (including any personal data) relating to the Account(s) and the Account Holder in accordance with NAB General Terms and Conditions and "Privacy Policy", copies of which have been provided to the Account Holder.
  8. that the account relationship between the Account Holder and the Bank and the Bank's obligations to pay any amount standing to the credit of any Account(s) shall be governed by the law of India. The Account Holder submits to the non-exclusive jurisdiction of the Courts of India, but such submission, for the benefit of the Bank only, does not prevent the Bank from taking proceedings in any other court of competent jurisdiction.
  9. that all information and particulars given to the Bank in connection with the Account(s) (including information relating to the Account Holder, the Authorised Person(s), the beneficial owner of the Account(s), or the directors, partners, principal shareholders or ultimate beneficial owners (as the case may be) of the Account Holder, whether given in an account opening form or otherwise, are to the best of the knowledge of the Account Holder true, correct and not misleading. The Account Holder undertakes to notify the Bank of any changes (in the form and content that is satisfactory to the Bank) in those particulars as soon as reasonably practicable after the change.

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## Signing arrangement

- Any one of the Authorised Person(s) to sign solely.  
 Any two of the Authorised Person(s) to sign jointly.

The stamp of the Account Holder shall form part of the Signing Arrangement:

- Yes – specimen impression of stamp of Account

Holder:

- No

The Account Holder must notify the Bank in writing of any change in the Authorised Person(s) and/or the Signing Arrangement in the manner prescribed in paragraph 4 above.

**Signature of this Notice of Authority** (complete by ticking in the appropriate box):

- For Companies – the legal representative or the Authorised Person must sign  
 For Partnerships – the partner(s) who has requisite authority to bind the partnership or the Authorised Person must sign  
 For Sole Proprietorships – the sole proprietor or the Authorised Person must sign  
 For HUF– Karta or the Authorised Person of HUF must sign

For and on behalf of the Account Holder (Draw a line through signature boxes if not utilised)

Name

\_\_\_\_\_

Capacity : Legal representative/Partner/Sole proprietor/ Authorised person

Name

\_\_\_\_\_

Capacity : Partner/Karta

Name

\_\_\_\_\_

Capacity : Partner/Karta

Date

Date

Date

**Specimen Signatures of Authorised Person(s)** (Draw a line through signature boxes if not utilised)

Specimen signature box

Name

\_\_\_\_\_

Specimen signature box

Name

\_\_\_\_\_

Specimen signature box

Name

\_\_\_\_\_

Specimen signature box

Name

\_\_\_\_\_

Specimen signature box

Name

\_\_\_\_\_

Specimen signature box

Name

\_\_\_\_\_

## Internal use only

Signature witnessed by

Information entered by

\_\_\_\_\_

All documentation scanned by

\_\_\_\_\_

Fax indemnity received  Yes  No

Name of bank officer

\_\_\_\_\_

Bank officer code

\_\_\_\_\_

Checked by

\_\_\_\_\_

Checked by

\_\_\_\_\_

Remarks

\_\_\_\_\_

# **Notice Of Authority**

## **Company /Partnership/Sole Proprietorship/Trusts/HUF**

### **Annexure A**

#### **Documents of proof for legal name and any other names used**

1. Passport
2. PAN card
3. Voter's Identity Card
4. Driving license
5. Job card issued by NREGA duly signed by an officer of the State Government.
6. The letter issued by UIDAI containing details of name, address and Aadhaar number
7. Identity card (subject to the bank's satisfaction)
8. Letter from a recognized public authority or public servant verifying the identity and residence of the customer to the satisfaction of bank.

#### **Documents of proof for correct permanent address (any one document which provides customer information to the satisfaction of the Bank will suffice).**

1. Telephone bill
2. Bank account statement
3. Letter from any recognized public authority
4. Electricity bill
5. Ration card
6. Letter from employer (subject to satisfaction of the bank)