

MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI.

Indian Globe Chambers, 3rd floor, M.S.Marg, Fort, Mumbai – 1.

**ELECTRONIC CLEARING SERVICE (DEBIT CLEARING)
MANDATE FORM**

SUBSCCRIBER'S AUTHORISATION TO PAY TELEPHONE BILLS THROUGH
ELECTRONIC DEBIT CLEARING MECHANISM.

1. SUBSCRIBER'S NAME : _____

2. TELEPHONE NUMBER : _____
(If more Telephone Nos. attach separate list)

2.. a) C.A.No. _____
(Please enclose Telephone Bill copy)

3. PARTICULARS OF BANK ACCOUNT : _____

i) BANK NAME : _____

ii) Branch Name : _____

iii) 9-DIGIT CODE NUMBER OF THE BANK AND BRANCH
APPEARING ON THE MICR CHEQUE ISSUE BY THE BANK : _____
(PLEASE ATTACH THE PHOTOCOPY OF A CHEQUE LEAF)

iv) ACCOUNT TYPE (S.B. ACCOUNT/CURRENT ACCOUNT
OR CASH CREDIT) WITH CODE 10/11/13 : _____

v) LEDGER FOLIO NO. (IF APPEARING ON THE CHEQUE BOOK) : _____

vi) ACCOUNT NUMBER (AS APPEARING ON THE CHEQUE BOOK): _____

vii) NAME OF THE ACCOUNT HOLDER : _____

4. UPPER LIMIT Rs.

My/Our Account may not be debited, if the bill amount exceeds the above upper limit.

I/We being the subscriber(s) of above telephone number(s) hereby express my/our willingness to settle the payment of regular bi-monthly telephone bills of the telephone connections referred to above through participation in E.C.S. of National clearing Cell of Reserve Bank of India, Mumbai and hereby authorize Accounts Officer (ECS), MTNL, Mumbai to raise the debits on such regular bi-monthly telephone bills as referred to above through this scheme electronically for adjustment against Debit in my/our above account No.....

I/We have given today standing instructions to my/our Bank. (Copy enclosed).

.....
* (Signature of A/C. holder)

.....
* (Signature of Subscriber)

Name in Block Letters

Name in Block Letters

- In case name of Subscriber differs from that A/c. Holder.

ADDRESS FOR COMMUNICATION :-

MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI.

The Electronic Clearing Service (ECS) provides you an option of payment of your telephone bills through your bank account. If you opt for this scheme, MTNL will require a Mandate from you to debit your bank account. You will give the particulars of your account number, bank branch etc. in the prescribed Mandate form. Once you are enrolled in the scheme you no longer have to go to the Bank, Post Office or other counters of MTNL for paying your telephone bills.

The bimonthly telephone bills will continue to be sent to the customers as usual on the bill date with the message "ELECTRONIC CLEARING SYSTEM-BILL FOR INFORMATION ONLY". The bill will be debited normally on the 21st day of the bill date.

In order to participate in the new payment system of the telephone bills, you are requested to fill in the Mandate form available herewith and return the same to Accounts Officer (ECS), MTNL, 3rd Flr, Indian Globe Chambers, Fort, Mumbai – 400 001. (Near CST Station) (Tele. Nos. 2658554/2648554; FAX No 2631590.) The information supplied should be accurate and complete in all respect. Suitable instructions may also be issued to your banker to this effect.

You can specify the upper limit upto which the bank account can be debited based on an average of bills received as on date.

The information provided will be kept strictly confidential and will be utilised only for settlement of your telephone bills. In case you wish to withdraw from the scheme at any time you may do so by sending a letter to Accounts Officer (ECS), giving atleast 6 WEEKS NOTICE.

This new scheme is designed to provide convenience to the customers and you are requested to avail of this facility.

GUIDELINES TO ECS SUBSCRIBERS.

1. In case of shift or surrender of the phone, inform Accounts Officer (ECS)
2. In case of change in Tele. No. a letter to be sent to Accounts Officer (ECS) to avoid wrong deduction.
3. Bill will be debited on the 21st day or after due date of the bills, some times one or two days earlier as per the RBI's instructions.
4. In case of double payment, please send a letter to Accounts Officer (TR) of the area concerned along with the Xerox copy of passbook and original paid bill of 2nd payment.
5. In case of Bank or Branch change please send a fresh (Revised) Mandate form to Accounts Officer (ECS).
6. Any previous outstanding bill(s) or any payment not debited by Banks for a particular bill may be paid direct at the respective Area Office counters by obtaining duplicate bill(s). Only current bills will be cleared through ECS, after enrolment.
7. If the Debit Advice are returned by Bank for 2 times consequently unpaid for the reason "FUNDS INSUFFICIENT" THE Tele No. will be deleted from ECS automatically without informing the subscriber.
8. In case of excess Billing/meter reading complaints etc to the Area Account s Officer (TR) may be written for settlement.
9. The upper limit can be specified upto which the bank a/c can be debited.
10. In case the bill amount is more than the upper limit specified, the normal bill will be sent to the subscriber for payment through usual modes.