

Checklist for NPS Form(s) – Please check before sending

If applying for Tier 1 and Tier 2 accounts

- Application form signed (please do not make any corrections in the application form)
- In Tier-I application form – Please note that the size of the photograph should be strictly 3.5 cm x 2.5 cm. Please paste it within the inner box, do not sign across the photograph.
- Please sign within the bounding box below the photograph in Tier I application form using **BLACK** ink
- Two copies of PAN Card (Self-attested)
- Two copies of address proof (Self- attested) (Acceptable address proofs below)
- Cancelled Cheque with your name pre-printed on the cheque leaf. If the cheque does not have your name, then additionally, we will need a recent bank account statement (self-attested) as well. (This is required for opening the NPS a/c)
- NPS Contribution Instruction Slip to be filled
- One cheque for the contribution amount in favour of “IL&FS SECURITIES SERVICES LIMITED COLLECTION ACCOUNT NPS TRUST”
- Cheque for Rs 250/- in favour of “Wealth India Financial Services Pvt Ltd”
- ECS form (if chosen) - You will have a consent letter and 3 copies of ECS mandate forms. Please approach your banker and submit [Bankers] copy for bank’s records. Obtain banker’s acknowledgement on the [ISSL] copy and send it to us along with the consent letter. Retain the [Customer] copy for your records.
- A cancelled cheque (if ECS payment option selected)

Accepted Address proof documents: Any of these– Latest any landline telephone bill, Latest Electricity bill, Latest bank account statement (from last 3 months only), Voter identity card, Driver license, Ration card copy, Latest Demat account statement card

Please courier the forms to the following address marking “Kind Attention: Mr. R Shridhar / Mr. Krishna Chaitanya” to the address mentioned below: Wealth India Financial Services Pvt. Ltd., H M Centre, Second Floor, # 29, Nungambakkam High Road, Chennai - 600 034. Mobile: +91-9952099112.

State / Union Territory

Grid for State / Union Territory

Country

Grid for Country

Pin Code

Grid for Pin Code

9. Phone No.

Grid for STD Code

Grid for Phone No.

STD Code

Phone No.

10. Mobile No.

Grid for Mobile No.

11. Email ID

Grid for Email ID

12. Do you want to subscribe to SMS Alerts (To be made available later, on a chargeable basis):

Yes No

13. Subscribers Bank Details: (OPTIONAL - please refer to Sr. No. 7 of the instructions)

Savings A/c Current A/c

Bank A/c Number

Grid for Bank A/c Number

Bank Name

Grid for Bank Name

Bank Branch

Grid for Bank Branch

Bank Address

Grid for Bank Address

Pin Code

Grid for Pin Code

Bank MICR Code*

Grid for Bank MICR Code*

IFS code (Wherever applicable)

Grid for IFS code

Section B - Subscriber's Nomination Details (OPTIONAL - please refer to Sr. No 8 & 9 of the instructions)

1. Name of the Nominee:

1st Nominee

2nd Nominee

3rd Nominee

Table for Nominee Name details with columns for 1st, 2nd, and 3rd nominees, including First Name, Middle Name, and Last Name.

2. Date of Birth (In case of a minor)*:

Grid for Date of Birth for 1st, 2nd, and 3rd nominees.

3. Relationship with the Nominee:

Grid for Relationship with the Nominee for 1st, 2nd, and 3rd nominees.

4. Percentage Share:

Grid for Percentage Share for 1st, 2nd, and 3rd nominees.

5. Nominee's Guardian Details (in case of a minor):

1st Nominee's Guardian Details

2nd Nominee's Guardian Details

3rd Nominee's Guardian Details

Table for Guardian Details with columns for 1st, 2nd, and 3rd nominees, including First Name, Middle Name, and Last Name.

Section C - Subscriber Scheme Preference (Please refer the instructions on Page No. 7 for further details):**(i). PFM Selection for Active and Auto Choice (Select only one PFM)**

<u>PFM Name (in alphabetical order)</u>	<u>Please tick only one</u>
HDFC Pension Management Company Limited	<input type="checkbox"/>
ICICI Prudential Pension Funds Management Company Limited	<input type="checkbox"/>
Kotak Mahindra Pension Fund Limited	<input type="checkbox"/>
LIC Pension Fund Ltd	<input type="checkbox"/>
Reliance Capital Pension Fund Limited	<input type="checkbox"/>
SBI Pension Funds Private Limited	<input type="checkbox"/>
UTI Retirement Solutions Limited	<input type="checkbox"/>

(Selection of PFM is mandatory both in Active and Auto Choice. In case you do not indicate a choice of PFM, your application form shall be summarily rejected).

(ii). Investment Option

Active Choice Auto Choice (For details on Auto Choice, please refer to the Offer Document)

Note:-

1. In case you do not indicate any investment option, your funds will be invested in Auto Choice
2. In case you have opted for Auto Choice, DO NOT fill up section (iii) below relating to Asset Allocation. In case you do, the Asset Allocation instructions will be ignored and investment made as per Auto Choice.

(iii). Asset Allocation (to be filled up only in case you have selected the 'Active Choice' investment option)

Asset Class	E (Cannot exceed 50%)	C	G	Total
% share				100%

Note:-

1. The allocation across E, C and G asset classes must equal 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected by the POP.

TIER II DETAILS

I hereby submit the following details for activation of Tier – II account under NPS.

1. Subscribers Bank Details: (MANDATORY - please refer to Sr. No. 7 of the instructions)

If same as Tier I, Please Tick else, Savings A/c Current A/c

Bank A/c Number*

Bank Name*

Bank Branch*

Bank Address*

Pin Code*

Bank MICR Code*

IFS code (Wherever applicable)

2. Subscriber's Nomination Details (OPTIONAL - please refer to Sr. No. 8 & 9 of the instructions)

If same as Tier I, Please Tick else,

Name of the Nominee:

1st Nominee

2nd Nominee

3rd Nominee

First Name*	First Name *	First Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Name	Middle Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	Last Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth (In case of a minor)*:

1st Nominee <input type="text"/>	2nd Nominee <input type="text"/>	3 rd Nominee <input type="text"/>
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Relationship with the Nominee:

1st Nominee	2nd Nominee	3 rd Nominee
<input type="text"/>	<input type="text"/>	<input type="text"/>

Percentage Share:

1st Nominee <input type="text"/> %	2nd Nominee <input type="text"/> %	3rd Nominee <input type="text"/> %
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Nominee's Guardian Details (in case of a minor):

1st Nominee's Guardian Details

2nd Nominee's Guardian Details

3rd Nominee's Guardian Details

First Name*	First Name *	First Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Name	Middle Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	Last Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Subscriber Scheme Preference (Please refer the instructions on Page No. 7 for further details):

If same as Tier I, Please Tick else,

(i). PFM Selection for Active and Auto Choice (Select only one PFM)

PFM Name (in alphabetical order)	Please tick only one
HDFC Pension Management Company Limited	<input type="checkbox"/>

PFM Name (in alphabetical order)	Please tick only one
ICICI Prudential Pension Funds Management Company Limited	<input type="checkbox"/>
Kotak Mahindra Pension Fund Limited	<input type="checkbox"/>
LIC Pension Fund Ltd	<input type="checkbox"/>
Reliance Capital Pension Fund Limited	<input type="checkbox"/>
SBI Pension Funds Private Limited	<input type="checkbox"/>
UTI Retirement Solutions Limited	<input type="checkbox"/>

(Selection of PFM is mandatory both in Active and Auto Choice. In case you do not indicate a choice of PFM, your application form shall be summarily rejected).

(ii). Investment Option

Active Choice **Auto Choice** (For details on Auto Choice, please refer to the Offer Document)

Note:-

1. In case you do not indicate any investment option, your funds will be invested in Auto Choice
2. In case you have opted for Auto Choice, DO NOT fill up section (iii) below relating to Asset Allocation. In case you do, the Asset Allocation instructions will be ignored and investment made as per Auto Choice.

(iii). Asset Allocation (to be filled up only in case you have selected the 'Active Choice' investment option)

Asset Class	E (Cannot exceed 50%)	C	G	Total
% share				100%

Note:-

1. The allocation across E, C and G asset classes must equal 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected by the POP.

Section D – Declaration & Authorization

I hereby declare and agree that (a) I have read and understood the Offer Document, terms & conditions or the same was interpreted to me, and the answers entered in the application are mine. (b) I am a Citizen of India. (c) I have not been found or declared to be of an unsound mind under any law for the time being in force. (d) I am not an undischarged insolvent. (e) I do not hold any pre-existing account under NPS.

I understand that there would be PFRDA approved *Terms and Conditions* for subscribers on the CRA website *governing I-pin (to access CRA/NPSCAN and view details) & T-pin*. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

Declaration under the Prevention of Money Laundering Act, 2002

I hereby declare that:

1. The contribution paid has been derived from legally declared and assessed sources of income.
2. I understand that the PFRDA/NPS Trust has the right to peruse my financial profile and also agree that the PFRDA/NPS Trust has the right to close the NPS account in case I am found guilty of violating the provisions of any Law, directly or indirectly, by any Competent Court of Law, having relation to the laws governing prevention of money laundering in the country.

I _____, the applicant, do hereby declare that the information provided above is true to the best of my knowledge & belief.

Date : (DD/MM/YYYY)

Signature/Thumb
Impression* of Subscriber

INSTRUCTIONS FOR FILLING THE FORM

- a) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only. Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by cancelling and re-writing and such corrections should be countersigned by the applicant.
- b) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- c) The subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)
- d) Signature /Thumb impression (**LTI in case of males and RTI in case of females**) should only be within the box provided in the form. **The subscriber should not sign across the photograph.** If there is any mark on the photograph such that it hinders the clear visibility of the face of the subscriber, the application shall not be accepted.
- e) Applications incomplete in any respect and/or not accompanied by required documents are liable to be rejected. The application is liable to be rejected if mandatory fields are left blank or the application form is printed back to back.
- f) **The subscriber's thumb impression should be verified by the designated officer of the POP- SP accepting the form.**
- g) **Subscribers are advised to retain the acknowledgement slip signed/ stamped by the POP-SP where they submit the application.**

Sr. No.	Item No.	Item Details	Guidelines for Filling the Form	
Subscriber's Personal Details - Section A of Tier I and Point No.1 of Tier II				
1.	1	Full Name	Please state your name as mentioned in the Proof of Identity failing which the application is liable to be rejected. If the Proof of identity has a name by which the applicant has been known differently in the past, than the one provided in this application form, then requisite proof should be provided e.g. marriage certificate, or gazetted copy of name change.	
2.	3	Date of Birth	Please ensure that this matches with the Date of Birth as indicated in the document provided in support.	
3.	4	PAN	IF you are having PAN, please provide copy of the same. Copy of PAN card is mandatory in case of cash contribution of Rs. 50,000 and above.	
4.	5	Category	An NRI subscriber would need to furnish an Indian address for communication and bank details within India. Fund transfers by NRIs would be subject to regulatory requirements as prescribed by RBI from time to time and FEMA requirements.	
5.	7	Present Address	All future communications will be sent to present address.	
6.	9, 10, 11	Phone No., Mobile No, & Email ID	It is advisable to mention either "Telephone number" or "Mobile number" or "Email ID" so that Subscriber can be contacted in future for any discrepancy.	
7.	13 of Tier I Point No.1 of Tier II	Bank Details Tier I	For Tier I, bank details are optional, however, if a subscriber mentions any of the bank details (except MICR code), all the bank details shall become mandatory.	
		Bank Details Tier II	For activation of Tier II, bank details are mandatory. The subscribers shall provide a cancelled cheque , the details of which should match the bank details provided for Tier II.	
Subscriber's Nomination Details - Section B of Tier I and Point No.2 of Tier II				
8.		Percentage Share	1) Subscriber can nominate a maximum of three nominees. 2) Subscriber cannot fill the same nominee details more than once. 3) Percentage share value for all the nominees must be integer. Decimals/Fractional values shall not be accepted in the nomination(s). 4) Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.	
9.		Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details shall be mandatory.	
Illustrative list of documents acceptable as proof of identity and address				
No.	Proof of Identity (Copy of any one)		No.	Proof of Address (Copy of any one)
1	School Leaving Certificate		1	Electricity bill [^]
2	Matriculation Certificate		2	Telephone bill [^]
3	Degree of Recognized Educational Institution		3	Depository Account Statement [^]
4	Depository Account Statement		4	Credit Card Statement [^]
5	Bank Account Statement / Passbook		5	Bank Account Statement / Passbook [^]
6	Credit Card		6	Employer Certificate [^]
7	Water Bill		7	Rent Receipt [^]
8	Ration Card		8	Ration Card
9	Property Tax Assessment Order		9	Property Tax Assessment Order
10	Passport		10	Passport
11	Voter's Identity Card		11	Voter's Identity Card
12	Driving License		12	Driving License
13	PAN Card		13	Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.
14	Certificate of identity signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.			
	Note: 1) Proof of Address mentioned in Sr. No. 1 to 7 (^) should not be more than six months old on the date of application. 2) You are required to bring original documents & two self-attested photocopies (Originals will be returned over-the-counter after verification)			

Subscriber Scheme Preference - Section C of Tier I and Point No.3 of Tier II**Active choice**

1. **PFM selection is mandatory. The form shall be rejected if a PFM is not opted for.**
2. Allocation under Equity (E) cannot exceed 50%
3. A subscriber opting for active choice may select the available asset classes ("E", "G", & "C"). However, the sum of percentage allocation across all the selected asset classes must equal 100. If the sum of percentage allocations is not equal to 100%, or the asset allocation table at Sr. No. C (iii) and 3 (iii) respectively is left blank, the application shall be rejected

Auto choice

4. **A subscriber opting for Auto Choice must also select a PFM. The application shall be rejected if the subscriber does not indicate his/her choice of PFM**

In case both investment option and the asset allocation at Sr. No. (ii) and Sr. No. (iii) are left blank, the subscriber's funds will be invested as per Auto Choice

For more details on investment options and asset classes, please refer to the Offer Document.

GENERAL INFORMATION FOR SUBSCRIBERS

- a) The Subscriber can obtain the status of his/her application from the CRA website or through the respective POP-SP.
- b) For more information
Visit us at <http://www.npscra.nsdl.co.in>
Call us at 022-24994200
e-mail us at info.cra@nsdl.co.in
Write to: Central Recordkeeping Agency, NSDL e-Governance Infrastructure Limited, 1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

Details for printing PRAN card in Hindi (please provide the details in Devnagri script):

Please note that the manner in which the names are provided in this annexure will be displayed on the PRAN card. However, date of birth will be printed in English only.

Subscriber's Full Name:

First Name * : _____

Middle Name : _____

Last Name : _____

Father's Full Name:

First Name * : _____

Middle Name : _____

Last Name : _____

(* indicates Mandatory Field)

Signature/Thumb Impression* of Subscriber

Name of the Subscriber: _____

New Pension System (NPS)**NPS Contribution Instruction Slip (NCIS)** - All fields marked with * are mandatory.**Subscriber Details:**Subscriber's PRAN*: / New Application

Name of the Subscriber* : _____

Are you a Govt. Employee with date of joining pre-1-1-2004 (See instructions at Sr. No 1 & 2) Yes No

Phone No/ Mobile No.: _____

Payment Details*:

Cheque/DD/Cash	Cheque/DD No.	Bank Name, Branch & City (mandatory in case of Cheque/DD)	Amount to be invested in Tier 1	Amount to be invested in Tier 2	Total Amount to be invested

Amount to be invested :

Amount (in words): _____

Instructions:

1. Post 01.01.2004 Govt. employees can contribute only for Tier 2 vide this NCIS.
2. Pre 1st Jan, 2004 Govt. employees, can contribute for both Tier 1 and Tier 2 vide this NCIS
3. Please quote your 12 digit PRAN allotted by Central Recordkeeping Agency (CRA) also on the reverse of the cheque/DD. In case of new application, please mentioned "New Application" on the reverse of the cheque/DD.
4. Cheque/DD should be drawn in favor of "POP (Name of the POP) Collection Account - NPS Trust" and crossed A/c payee only. Please ensure sufficient balance is available in the bank account, before submitting the Cheque.
5. Copy of PAN should be enclosed in case of cash contribution of Rs. 50,000 and above.
6. Each contribution i.e. contribution under Tier I and Tier II will be treated as a separate transaction and will be charged separately. **For details of the charge structure, please refer to the PFRDA offer document at www.pfrda.org.**

Signature/Left Thumb Impression
of Subscriber**(To be filled by POP/POP-SP)**

Received by: _____ POP-SP Registration Number: _____

Received at: _____ Date: _____ Time Stamp: _____

Receipt Number
(To be provided by POP-SP) **(Perforation) - NCIS Acknowledgement to the Subscriber**

(To be filled by POP/POP-SP)

POP-SP Registration Number: _____ PRAN:

Name of the Subscriber: _____ Date: __/__/____ Time Stamp: _____

Cheque/DD Number: _____ Cheque/DD date: _____ Drawn on: _____

Receipt Number
(To be provided by POP-SP) 1. Amount received Tier I: Rs.2. Amount received Tier II: Rs.3. POP Registration Charges (one time): Rs.4. POP Transaction Charges: Rs.5. Service Tax (as applicable) : Rs.6. Amount invested:
[(1+2)-(3+4+5)] Rs.

Signature/Stamp of POP/POP-SP/Place

Each contribution i.e. contribution under Tier I and Tier II will be treated as a separate transaction and will be charged separately. **For details of the charge structure, please refer to the PFRDA offer document at www.pfrda.org.**

Date : ____ / ____ / ____ *

To,
The Manager,
IL&FS Securities Services Ltd
IL&FS House, Plot no.14,
Raheja Vihar, Chandivli,
Andheri (East),
Mumbai 400 072

Sub : **CONSENT LETTER FOR ECS FACILITY**

Dear Sir,

With reference to the below mentioned NPS Permanent Retirement Account Number (PRAN), I / We hereby provide the consent to kindly register myself / ourselves under ECS payment mode. As required, please find the ECS mandate form duly filled and enclosed

(To be filled by client)

NPS PRAN *	
Name of the Subscriber	
POP SP ID	60_____
Email Id *	

X

(Signature of Subscriber)

Note: * Mandatory to be filled

**ELECTRONIC CLEARING SERVICE (DEBIT CLEARING) FORM
(ISSL COPY)**

The Manager,

I hereby authorize you to debit my account for making payment to IL&FS Securities Services Ltd as per the details given as under:

Name of the Subscriber	
NPS PRAN	

9-Digit Code Number of the bank and branch									
---	--	--	--	--	--	--	--	--	--

(Appearing on the MICR cheque issued by the bank. Please attach the photocopy / blank cancelled cheques for verifying the accuracy for the code numbers)

ACCOUNT TYPE	<input type="checkbox"/> Saving Bank <input type="checkbox"/> Current <input type="checkbox"/> Others
LEDGER AND LEDGER FOLIO NUMBER	
ACCOUNT NUMBER (as appearing on the cheque book)	

Name of the Scheme	Date effect / of debit	Periodicity (Monthly / Quarterly)	Amt (Rs)	ECS Date	Start Date	ECS End Date
TIER I	07 th of Month					
TIER II	07 th of Month					
TOTAL AMT						

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

To be signed by the Bank Account Holder

Date : ____ / ____ / ____

X

X

X

(Signature of 1st Holder)

(Signature of 2nd Holder)

(Signature of 3rd Holder)

Certified that the particulars furnished above are correct as per our records.	
_____ <i>Bank's Stamp</i>	_____ <i>Signature of the authorized official of the bank</i>

**ELECTRONIC CLEARING SERVICE (DEBIT CLEARING) FORM
(BANKERS COPY)**

The Manager,

I hereby authorize you to debit my account for making payment to IL&FS Securities Services Ltd as per the details given as under:

Name of the Subscriber	
NPS PRAN	

9-Digit Code Number of the bank and branch									
---	--	--	--	--	--	--	--	--	--

(Appearing on the MICR cheque issued by the bank. Please attach the photocopy / blank cancelled cheques for verifying the accuracy for the code numbers)

ACCOUNT TYPE	<input type="checkbox"/> Saving Bank <input type="checkbox"/> Current <input type="checkbox"/> Others
LEDGER AND LEDGER FOLIO NUMBER	
ACCOUNT NUMBER (as appearing on the cheque book)	

Name of the Scheme	Date effect / of debit	Periodicity (Monthly / Quarterly)	Amt (Rs)	ECS Date	Start Date	ECS End Date
TIER I	07 th of Month					
TIER II	07 th of Month					
TOTAL AMT						

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

To be signed by the Bank Account Holder

Date : ____ / ____ / ____

X

X

X

(Signature of 1st Holder)

(Signature of 2nd Holder)

(Signature of 3rd Holder)

Certified that the particulars furnished above are correct as per our records.	
_____	_____
<i>Bank's Stamp</i>	<i>Signature of the authorized official of the bank</i>

**ELECTRONIC CLEARING SERVICE (DEBIT CLEARING) FORM
(CUSTOMER COPY)**

The Manager,

I hereby authorize you to debit my account for making payment to IL&FS Securities Services Ltd as per the details given as under:

Name of the Subscriber	
NPS PRAN	

9-Digit Code Number of the bank and branch									
---	--	--	--	--	--	--	--	--	--

(Appearing on the MICR cheque issued by the bank. Please attach the photocopy / blank cancelled cheques for verifying the accuracy for the code numbers)

ACCOUNT TYPE	<input type="checkbox"/> Saving Bank <input type="checkbox"/> Current <input type="checkbox"/> Others
LEDGER AND LEDGER FOLIO NUMBER	
ACCOUNT NUMBER (as appearing on the cheque book)	

Name of the Scheme	Date effect of debit /	Periodicity (Monthly / Quarterly)	Amt (Rs.)	ECS Date	Start Date	ECS End Date
TIER I	07 th of Month					
TIER II	07 th of Month					
TOTAL AMT						

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

To be signed by the Bank Account Holder

Date : ____ / ____ / ____

X

X

X

(Signature of 1st Holder)

(Signature of 2nd Holder)

(Signature of 3rd Holder)

Certified that the particulars furnished above are correct as per our records.	
_____ <i>Bank's Stamp</i>	_____ <i>Signature of the authorized official of the bank</i>