

Corporate Bulk Admin Uploads (RTGS + NEFT + TPT + CHQ + DD) Setup Sheet

Name of the Company* (As Maintained in FCR)*:

Group Name (If already Set) :

Company Address* :

Landmark :

Country :

City :

Account Number held with Yes Bank Ltd* :

Customer Id* :

Contact Name :

Telephone Number :

Relationship Manager Name* :

Product Sales Manager Name* :

Product Head* (TBG) Name* :

Email ID (Mandatory for Email H2H) :

Checklist for Product Functionalities

Checklist - for Bulk <input type="checkbox"/> YBL A2A <input type="checkbox"/> RTGS/NEFT <input type="checkbox"/> MDSC Options through Net Banking		
Transaction Authorization	<input type="checkbox"/> Transaction Level	<input type="checkbox"/> File Level <input type="checkbox"/> Max Amt in File
Bulk File format type	<input type="checkbox"/> Excel	<input type="checkbox"/> Text
Bulk File upload functionality (RTGS/NEFT/TPT)	<input type="checkbox"/> Auto Split	<input type="checkbox"/> Indicator Based
Advice file required	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Beneficiary master data sent	<input type="checkbox"/> YES	<input type="checkbox"/> NO
File Encryption + Digital Signature	<input type="checkbox"/> YBL	<input type="checkbox"/> PKI
Host To Host	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Email H2H	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Authorization Type	<input type="checkbox"/> AUTO	<input type="checkbox"/> CORP
Debit type in Account	<input type="checkbox"/> SINGLE	<input type="checkbox"/> MULTIPLE (Transaction wise)
Checklist - for Cheque / DD Printing Options through Net Banking		
Transaction Level Authorization	<input type="checkbox"/> TLA	<input type="checkbox"/> FLA
Cheque Nos provided in the upload file	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Instrument date provided in the upload file	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Signature Printing	<input type="checkbox"/> Dynamic	<input type="checkbox"/> Static (Provided in file/ Not Provided)
Print Branch provided in the upload file	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Checklist - Dispatch Details for Cheque / DD Printing		
Remote Printing <input type="checkbox"/> YES <input type="checkbox"/> NO**	Print Branches: <input type="checkbox"/> Mumbai <input type="checkbox"/> Delhi <input type="checkbox"/> Kolkata <input type="checkbox"/> Chennai <input type="checkbox"/> Bangalore <input type="checkbox"/> Ahmedabad <input type="checkbox"/> Hyderabad <input type="checkbox"/> Coimbatore	
To Client Address by Courier	<input type="checkbox"/> YES	<input type="checkbox"/> NO
To Beneficiary Address by	<input type="checkbox"/> Courier	<input type="checkbox"/> Registered AD
Beneficiary address as per file details	<input type="checkbox"/> YES	<input type="checkbox"/> NO

** If Remote printing is ticked as NO; all cheques / DD's will be printed and dispatched from Mumbai

Relationship Manager	Product Sales Manager (TBG)	Product Head (TBG)
Date	Date	Date

Back Office Tracker (For Back office use only)

Set up sheet received on	
Group Name	
Client Code (for Chq / DD Printing)	
BTID Name	
Date Created	
Maker Signature - Date and Time Stamp	Checker Signature - Date and Time Stamp

* Indicates Mandatory Fields

Document Checklist (to be filled by PSM/RM and sent to OSD along with the above setup form)

Mandatory Documentation

1. **Bulk RTGS + NEFT + TPT**
 - Offer Letter
 - Bulk Upload Justification Form

2. **Bulk Chq + DD Printing**
 - Offer Letter
 - Terms & Conditions for Chq / DD Printing
 - Bulk Upload Justification Form

Document Checklist: (tick against relevant cell)

Document	PSM			Customer Setup Desk			OSD		
Setup Sheet									
Signed Offer Letter									
Copy of Board Resolution									
Request Letter for Bene Master setup									
Business Justification for Bulk Uploads									
TCS Assure Agent Documentation									
Cheque/DD Printing Terms & Conditions									
Sample Signatures of Authorized Signatories for Chq/ Printing									
Email Indemnity									

Deferrals Attached (to be entered by RM/PSM)

Document Deferred	Deferred by (Designation)	Deferral Rectification Date