



श्री इन्वेस्टमेन्ट एण्ड फाइनान्स कं. लि.
Shree Investment and Finance Co. Ltd.
(नेपाल राष्ट्र बैकबाट 'ग' वर्गको इजाजत पत्र प्राप्त वित्तीय संस्था)

CORPORATE PAY AND USER ENROLLMENT FORM

Date:

Corporate Name: Corporate Code (if already exists):

Corporate SIFC Account (Mention bank account that corporate wish to enroll/link in "Corporate PAY").

Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Branch Name	<input type="text"/>													
Permanent Account Number-PAN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile/Landline Number	<input type="text"/>													
Address:	<input type="text"/>													

Request to Add Modify/Change "Corporate PAY" Users as Detailed below:

(If already registered user only user name can be provided along with Group/Hierarchy and user Role)

Corporate User Name	Citizenship No.	Mobile Number	Email Address	Transaction Role
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Initiator <input type="checkbox"/> Approver <input type="checkbox"/> Primary Contact

** For individuals who are not account holders (non-signatories), please complete the Know Your Customer (KYC) process as required by the bank's regulations. **

Transaction Limits (As per Board Resolution)

Channel	Per Transaction Amount (Currency)	Daily Limit		Monthly Limit	
		Count/Frequency	Amount (Currency)	Count/Frequency	Amount (Currency)
Connect IPS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NCHL IPS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount wise Transaction Approving Details:

(Mention the approver user(s) combination required for approving transactions based on the transaction amount. Only once the corporate approver user from 1st Hierarchy approves the transaction as per the slab, approver from subsequent Hierarchy in same slab can approve the transaction.)

Amount From	Amount To	No. of approvers required for given transaction range (1 or 2 or 3 etc.)	List of user having authority to approve transaction (Enter corporate user name/s with Approver transaction Role)	Hierarchy (1 or 2 or 3 etc)

You can define flexible approval workflows with multiple transaction amount ranges and approval hierarchies, allowing for single or multi-level approvals depending on the transaction value.

(Example: In the above example, if transaction up to 5 lakh have to be processed, either Sr. Accountant or Accountant will have to approve the transaction 1st then any one Signatory from higher level authority can approve the transaction to be processed. Hence, Hierarchy 1 should be assigned to Sr. Accountant and Accountant and Hierarchy 2 for rest of the corporate users for transaction up to 5 lakh. Similarly Number of approver required for another transaction slab and Hierarchy can be added as illustrated in the above table.)

* Use Additional Sheet in case of additional account numbers/users/approval matrix have to be added. Check here to mark additional details are included.

Required Services

- Fund Transfer
- Fund Transfer Bulk
- Salary Payments
- Vendor Payments
- Government Payments
- Creditor/Merchant Payment

Terms and Conditions

Corporate confirms and agrees to the following terms and conditions for use of Corporate PAY:

1. The Customer warrants the accuracy of all information provided for enrollment and linking SIFC accounts, including mobile number, email ID, and other details.
2. We hereby authorize SIFC to leverage its existing records, encompassing both the information contained within this form and any additional details currently held by SIFC, for the purpose of enrolling our company in Corporate PAY .
3. User changes: The Company shall promptly notify SIFC of any alterations to the designated users for Corporate PAY, including additions, deletions, or modifications to Admin Users, Transaction Initiators, and Approvers.
4. The Company confirms that all authorized users have been duly informed of their obligation to safeguard their Corporate PAY credentials, encompassing usernames, passwords, second-factor authentication (2FA) or one-time passwords (OTPs), and any additional access data.
5. SIFC and the National Clearing House Limited (NCHL) shall not be held accountable for any fraudulent transactions arising from:
 - The intentional or unintentional compromise of user credentials by Company personnel.
 - Any delay by the Company in revoking user access.
6. We hereby authorize all designated Corporate PAY users, upon issuance of their unique user-name and password, to access and utilize the platform to conduct transactions on behalf of the company.

7. We grant the Finance authority to act on electronic instructions received through Corporate PAY and debit the designated corporate account for the transaction amount and any associated fees charged by SIFC for using Corporate PAY.
8. We acknowledge the responsibility to ensure sufficient funds in the designated account before initiating transactions through Corporate PAY and affirm the legality and compliance of all transactions with AML/CFT regulations.
9. We agree and acknowledge that SIFC reserves the right to suspend, reject, or withhold any transaction they deem in violation of their policies, regulations, or exceeding the permitted limit.
10. The Company assumes full responsibility for verifying all beneficiary (e.g., Account name, branch, account number, name) and transaction details (amount, reference) before submitting them through Corporate PAY. The Company understands that neither SIFC nor NCHL is responsible for verifying transaction accuracy and shall not be held liable for any disputes arising from inaccurate information provided by the Company.
11. The same Transaction Approver should be assigned for same transaction amount limit, hierarchy and payment type
12. The Customer is responsible for maintaining and integrating the security standards and controls prescribed by SIFC and/or NCHL within its application to ensure a robust level of security for their website in protecting exchanged information
13. SIFC and NCHL reserve the right to suspend Corporate PAY transactions based on concerns of potential loss or indemnification needs, and the Customer waives any right to claim against them regarding the Corporate PAY/National Payments Interface system.
14. The Customer recognizes that SIFC and/or NCHL are not liable for any delays in receiving instructions, information, or communication due to the telecommunication network.
15. The Customer agrees not to hold SIFC/NCHL liable for any damage, claim, or issue arising from or related to Corporate PAY, and shall resolve any disputes or grievances directly with the payee.
16. The Customer can access Corporate PAY/National Payments Interface through a web URL or API module using their username, password, and any OTP generated by the prescribed authenticator, and can manage their username, password, and initiate specific payment instructions including returns/reversals within the system.
17. The Customer acknowledges that Corporate PAY/National Payments Interface services are provided in accordance with NCHL's Operating Procedures, which are subject to change and will be communicated through their website.
18. The Customer acknowledges that NCHL and/or SIFC retain all ownership rights, including copyright, patents, trademarks, and trade secrets, associated with Corporate PAY/National Payments Interface and its operations. The Customer receives no ownership rights beyond accessing the service as per these terms and cannot claim any such ownership.
19. SIFC is not obligated to fulfill any payment instruction submitted through the application until it is explicitly accepted by SIFC.
20. Transaction records accessible online in Corporate PAY/National Payments Interface and account statements. Customer responsible for checking them for reconciliation purposes.
21. In providing the Corporate PAY/National Payments Interface system to the Customer, SIFC will comply with the current Operating Procedures set forth by the Nepal Rastra Bank (NRB) and the Nepal Clearing House Limited (NCHL), along with any subsequent revisions or updates.
22. SIFC reserves the right to modify or add to these terms and conditions at any time, including any revisions made by the Nepal Rastra Bank (NRB) or the Nepal Clearing House Limited (NCHL). SIFC will attempt to provide advance notice whenever possible, with updates published on its website or in a newspaper. These posted notices will be considered as effective as individual notifications to each Customer.
23. Any term in this agreement that conflicts with the Operating Procedures or law will be deemed invalid to the extent of the conflict, but the remaining terms and other provisions will still be enforceable.
24. SIFC, regardless of any existing or future liens or charges on the Customer's account(s), reserves the right to offset and lien any outstanding debts arising from the use of the Corporate PAY/National Payments Interface service, using existing funds in the account(s) to settle these debts.
25. SIFC retains the right to terminate the service outlined in this agreement at any time, with or without prior notice to the Customer

Self-Declaration by Authorized Signatories

1. I/We are authorized by a Board Resolution (or equivalent) dated on _____ to approve users to manage the accounts listed in the application form
2. I/We certify that all information in and attached to the application form is accurate, and the provided email and mobile number are official.
3. I/We hereby acknowledge having read and agree to comply with the Terms & Conditions governing **Corporate PAY**.
4. I/We request SIFC to activate the "Corporate PAY" service on our account, allowing transactions through mobile/cell number/email of authorized officials and granting consent to receive information on those provided contact details. We also agree to provide any additional information SIFC may require regarding this service.
5. I/We will promptly notify SIFC of any changes, including user additions/deletions and updates to application details, to avoid potential financial losses arising from delayed communication.
6. I/We acknowledge SIFC's one-time issuance fee for enrollment in **Corporate PAY**.
7. I/We have reviewed, understood, and agree to the terms and conditions governing "Corporate PAY" at SIFC. All information provided in this application is accurate and truthful. I/We acknowledge and accept our obligation to comply with all present and future rules, terms, and conditions set forth by SIFC regarding "Corporate PAY." In the event of any violation of these terms, we understand that we will be held responsible for any resulting damages or penalties.

Authorized Signatory

Name:

Designation:

Authorized Signatory

Name:

Designation:

Authorized Signatory

Name:

Designation:

Authorized Signatory

Name:

Designation:

Official Stamp:

Date:

(To be signed by Authorized Signatory and Stamped in each Page)

For Bank's Use Only

Corporate PAY Documentation Checklist:

- | | |
|---|-----|
| Original Verified Copy of Board Resolution authorizing subscription to "Corporate PAY" and granting mandate to operate. | [] |
| Original Verified Copy of Board Resolution establishing transaction limit/threshold/ceiling. | [] |
| Original Verified Copy of Board Resolution detailing authorized users' access to Corporate PAY. | [] |
| Original Verified Copy of Know Your Customer (KYC) documentation and relevant documents for authorized Corporate PAY users. | [] |

I hereby confirm that the mode of operation of the account(s) and signature(s) of the client are verified and limits assigned to each user for doing transactions through Corporate PAY are in conformity with the Board Resolution for operating the account (s).

Created By:

Name (with sign):

Staff ID and Designation:

Date:

Verified By:

Name (with sign):

Staff ID and Designation:

Date: