

Appendix 1 - Covering letter & Application forms (Centralised Payment Systems)

Covering letter for Membership to Centralised Payment Systems

<On the letter head of the institution>

The Chief General Manager
Department of Payment & Settlement Systems
Reserve Bank of India
Central Office
14th Floor, Central Office Building
Shaheed Bhagat Singh Marg
Mumbai- 400 001

Dear Sir/Madam,

Application for membership to Centralised Payment Systems (CPS)

We hereby submit an application for in terms of RBI Master Direction No.
dated..... for following:
(please tick the applicable)

- a. membership to the Centralised Payment Systems namely RTGS, NEFT
- b. current account with Banking Department, RBI,Regional Office
- c. SGL & IDL-SGL account with RBI
- d. NDS-OM & NDS-CALL membership with RBI
- e. INFINET membership

2. The required information and documents have been furnished as mandated in the Master Direction under reference.

3. We declare that the information furnished are true/current and complete to the best of our knowledge and belief.

Yours faithfully

Signature:

Name:

Designation:

Company Seal:

Date:

Place:

Encls:

Part-A: General Information

1. Name of the applicant desirous of membership to CPS:
2. Constitution of the applicant: Bank/Financial Institution/Primary Dealer/ other entity:
3. Statute under which the applicant is incorporated/established (For other entities):
4. Status (For banks only):
 - a. Licensed/Unlicensed:
 - b. Scheduled/Non-scheduled:
5. Registered Office Address:
6. Date of incorporation
Note: Certificate of Incorporation – certified true copy to be provided.
7. Date of commencement of business:
Note: Memorandum of Association and Article of Association to be provided
8. Name of the concerned Regulatory/Supervisory Department of RBI or other regulator Insurance Regulatory and Development Authority (IRDA) / Securities and Exchange Board of India (SEBI), etc., as the case may be:
9. Payment system/s for which membership/s is/are desired:
 - a. Real Time Gross Settlement System (RTGS)
 - b. National Electronic Fund Transfer System (NEFT)
10. Type of RTGS membership sought (Regular/Restricted/Clearing House):
Note: please refer to RTGS System Regulations 2013 for membership type
11. Purpose of seeking membership (details may be given in a separate Annex for each payment system):
12. No. of branches having connectivity all over India and likely to participate in the CPS (payment system wise):
13. Expected transaction volume/value (payment system wise):
14. Payment system/s in which the applicant is currently participating:
15. Whether the applicant is seeking membership to payment system/s only or seeking membership to payment system/s as well as opening of current account, SGL, IDL-SGL and/or CSGL[#] account, NDS-OM /CALL membership, INFINET membership:
16. Status of availability of Current Account with Banking Department, RBI: Yes/No
 - a. If yes, details of the Current Account may be provided
 - b. If no, then please apply for the same in specified format (Annex I)
17. Status of availability of SGL IDL-SGL with PDO Mumbai: Yes/No
 - a. If yes, details of the SGL / IDL-SGL account may be provided
 - b. If no, then please apply for the same in specified format (Annex II)
18. Whether entity is having NDS-OM & NDS-CALL membership: Yes/No
 - a. If yes, details of the NDS-OM membership?
 - b. If yes, details of the NDS-CALL membership?
 - c. If no, then please apply for the same in specified format (Annex III)
19. Whether the applicant is a member of INFINET: Yes/No
 - a. If yes, certificate of INFINET membership may be provided
 - b. If no, then please apply for the same in specified format (Annex IV)

Note: SGL and IDL-SGL account is mandatory for RTGS/NEFT.

Part-B: Financial and Risk Management aspects

1. Financial indicators:

| Financial Parameter | As per last audited balance sheet |
|-------------------------------|--|
| CRAR | |
| Net NPA | |
| Net-Worth | |
| Profit/loss in last two years | |

Note: Attach the audited balance sheet and profit and loss statement for the last two years. For entities for which the financial indicators are not available and/or applicable, they may indicate so.

2. The applicant has also to comply with the necessary technical/infrastructural requirements of the individual CPS which have been covered in Part-C.

3. Risk management practices in place or being planned to be in place for participating in the payment systems: Please elaborate in a separate Annex.

4. Risk management practices in place or being planned to be in place for operating SGL and/or CSGL account: Please elaborate in a separate Annex.

**Part-C: Individual application forms for CPS, Current Account, SGL, IDL-SGL, CSG
Account, NDS-OM and NDS-CALL membership and INFINET membership**

- I. Annex-I: Application form for opening Current Account with RBI Regional Office
- II. Annex-II: Application form for opening SGL & IDL-SGL account with RBI, Mumbai
- III. Annex-III: Application form for NDS-OM & NDS-CALL membership
- IV. Annex-IV: Application form for INFINET membership
- V. Annex-V: Application form for RTGS membership
- VI. Annex-VI: Application form for NEFT membership