



CARD CENTRE

**No. 69, I Floor, 9th Main Road
3rd Block, Jayanagar**

BANGALORE – 560 011 (India)

e-mail: cardcentre@syndicatebank.co.in

Phones: 080 – 2663 9961 080-2663 9963 Fax: 2663 9970

GUIDELINES TO OPT FOR PAYMENT OF SYNDICATE BANK GLOBAL CREDIT CARDS THROUGH ECS

1. Please fill in the ECS mandate form in triplicate. These forms are available on our Website @ www.syndicatebank.in under “**Downloads→ DebitCredit Card related forms**”
2. While filling in the form:
 - a. Please ensure that 9 digit code numbers of the bank and branch as appearing on the MICR cheque is mentioned clearly.
 - b. Please select your Payment Option i.e. Total Payment Due or Minimum Payment Due, as per your monthly Billing Statement.
3. Present the ECS mandate form to your bank, from where you wish the amount is to be debited to your Savings Bank/ Current/ Overdraft/ Cash Credit account for credit of you SyndicateBank Global Credit Card account every month.
4. Obtain the signature of authorised official of your bank on ECS mandate form on all the 3 copies. One copy will be retained by that Bank.
5. Submit 2 (Two) copies of completed ECS mandate form to

Syndicate Bank,
Corporate Office, Card Centre
**No. 69, I Floor, 9th Main Road
3rd Block, Jayanagar
BANGALORE – 560 011 (India)**

6. The amount, as per your payment option, will be debited every month on due dates to the account authorised by you and it will appear in your next credit card statement.
7. Kindly ensure that sufficient balance is available in your account on the due dates for debiting through ECS.

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