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**HO: Information Technology Department**

**APPLICATION FORM FOR INSTALLATION OF POINT OF SALE (POS) TERMINAL**

<b>MERCHANT OFFICE DETAILS</b>			
Branch through which applied		Regional Office	
Name of the Establishment			
Name of the Owner/Proprietor/Partners			
Authorized Signatory of Company / Trust / Others (Mandate If any for Proprietor / Partners)			
Merchant Trading Name (To be printed in Charge Slip)			
Address and contact information of Premises where merchant services are to be provided	Street 1		
	Street 2		
	Locality		
	City		District :
	State		Pincode :
	Landline		Mobile
	E-Mail ID		
Type of Establishment (Tick the appropriate box)	Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd.Co. <input type="checkbox"/> Public Ltd Co <input type="checkbox"/> Trust <input type="checkbox"/> LLP <input type="checkbox"/> CLUB <input type="checkbox"/> NGO <input type="checkbox"/> Other (Please Specify) _____		
Year of Establishment: .....	Shop & Estt. No:		
Sales Tax No.	TIN	PAN	
Aadhaar No of the Authorized Signatory			
Office Premises Status (Tick Where applicable)	Self-Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	Lease <input type="checkbox"/>
No of Years at Current Location _____			
<b>MERCHANT RESIDENCE DETAILS</b>			
Residential address and contact information of authorised signatory	Street 1		
	Street 2		
	Locality		
	City		District:
	State		Pincode :
	Landline		Mobile
	E-Mail ID		
	Website(If any)		
	Fax		
Residence Premises Status (Tick Where applicable)	Self-Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	Lease <input type="checkbox"/>
No of Years at Current Location _____			
<b>MERCHANT BUSINESS INFORMATION</b>			
<b>NATURE OF BUSINESS* (DEALS IN)</b> (Describe major items sold/line of Business)		_____	
Turnover during previous FY (mandatory):		<input type="checkbox"/> Less than Rs.20 lakhs <input type="checkbox"/> Greater than Rs.20 lakhs	

Financial Year						
Turn Over (Rs. in Lacs)						
Expected Card Business (in Rs) Per Month						
If Petro Merchant, specify	OMC Dealer Name*					
	OMC Dealer Code*					
<b>ACCOUNT DETAILS</b>						
Account Number						
Alternate Account Number for rent collection *Sufficient balance to be maintained in the account						
Account Type						
Branch name						
CBS / IFSC Code						
<b>BANK CHARGES</b>						
<b>MDR (in %)</b>	<b>Debit Card</b>			<b>Credit Card</b>		
	<b>RuPay Debit card* – Nil MDR</b>					
	<b>Visa/Master Debit Card*</b>					
*Debit Card charges may vary from time to time as per RBI guidelines	Small merchants with turnover upto Rs.20 lakhs during last FY	Other merchants with turnover above Rs.20 lakhs during last FY	Standard Card	Premium Card	Super Premium Card	
	0.40% (MDR cap Rs. 200/-) + GST	0.90% (MDR cap Rs. 1000/-) + GST	1.60 % + GST	2.20 % + GST	2.40 % + GST	
Monthly Rent per terminal under Rental Model	<b>GPRS PoS machine (Paytivo 7210)</b>		<b>Android PoS machine (Antera 9210)</b>			
	Rs.584/-* + GST for all terminals * Inclusive of data connectivity charges, regular terminal servicing, paper rolls		Rs.650/-* + GST for all terminals * Inclusive of data connectivity charges, regular terminal servicing, paper rolls			
Security Deposit for Rental model	Refundable security deposit of Rs.2,500/- to be paid		Refundable security deposit of Rs.2,500/- to be paid			
One-time Cost model	Rs. 8,000/- + GST per terminal and Rs.150/- + GST monthly charges per terminal per month		Rs. 10,000/- + GST per terminal and Rs.150/- + GST monthly charges per terminal per month			
Security Deposit for One-time cost model	Refundable security deposit of Rs.500/- to be paid		Refundable security deposit of Rs.500/- to be paid			
<b>POS Terminal Details</b>						
Select type of PoS	GPRS PoS <input type="checkbox"/>		Android PoS <input type="checkbox"/>			
Select rental model	One-time Cost Model <input type="checkbox"/>		Rental Model <input type="checkbox"/>			
If One-time, provide GSTIN (mandatory)						
No. of PoS Terminals Required						
<b>Description</b>						
GPRS PoS	Terminal with keypad and printer. Works with GPRS Connectivity along with battery backup					
Android PoS	Terminal having Android Smartphone functionality with full touch, printer and inbuilt camera. Works with GPRS/WiFi Connectivity along with battery backup					
<b>Select value added services to be enabled:</b>						
Cash @ POS (Supplementary agreement to be submitted) <input type="checkbox"/>	EMI @ POS <input type="checkbox"/>	M-SIP <input type="checkbox"/>	International Card Acceptance (Supplementary agreement to be submitted) <input type="checkbox"/>	UPI QR on POS <input type="checkbox"/>	Amazon Pay <input type="checkbox"/>	Sodexo <input type="checkbox"/>

<b>Cash @ POS</b>	<ul style="list-style-type: none"> <li>➤ Facility to withdraw cash in POS terminal using Debit and Prepaid cards</li> <li>➤ Rs. 1,000/- per day for Tier 1 &amp; 2 centres (Metro &amp; Urban)</li> <li>➤ Rs. 2,000/- per day for Tier 3 to 6 centres (Semi Urban &amp; Rural)</li> </ul>
<b>EMI @ POS</b>	Facility that offers credit card holder to purchase high valued goods/ services and convert into EMI option in the Saptagiri Grameena Bank POS terminal
<b>M-SIP</b>	A wireless solution providing comprehensive billing integration with Merchant system (PC).
<b>IC Acceptance</b>	International Cards can also be accepted in the PoS terminal.
<b>UPI QR on POS</b>	Facility to generate dynamic QR in POS machine to enable payment through any UPI App
<b>Amazon Pay</b>	Facility to accept payment through Amazon Pay
<b>Sodexo</b>	Acceptance of Sodexo Cards in POS (applicable only for MCC related to Food)

**MERCHANT ESTABLISHMENT DECLARATION**

I/We hereby confirm and give my / our consent to have an arrangement for holding the POS terminal with SAPTAGIRI GRAMEENA BANK. I/We agree to pay rental charges applicable from time to time. I/We shall abide by the terms and conditions of SAPTAGIRI GRAMEENA BANK stipulated from time to time. I/We also agree to return the POS terminal/reimburse Rs.10,000/- (if terminal is lost in case of Rental model) to SAPTAGIRI GRAMEENA BANK in case the agreement is terminated mutually or otherwise. I/We agree to maintain sufficient balance in the Account for deduction of monthly rent. In case of Sodexo Card acceptance, we understand that the settlement of funds will be directly done by Sodexo and Bank is in no way responsible for Sodexo related transactions, dispute/settlement.

Yours faithfully,

Place:

Date: ..... / ..... / 20.....

(Proprietor/Partner/Director/Authorised Signatory)

**KYC / Other Documents to be obtained from ME (Self Attested xerox copies)**

<b>PAN Card</b>
<b>Passport / Driving License / Voter ID / Job Card issued by NREGA / Letter issued by UIDAI</b>
<b>Partnership or Trust Deed</b>
<b>Proof for Sales Tax Registration / TIN No.</b>
<b>Shop Establishment Registration Certificate / Trade License</b>
<b>Memorandum and Article of Association &amp; Board Resolution (in case of a company)</b>
<b>Past three years Balance Sheet and Profit &amp; Loss Account and/or ITR</b>
<b>Photo of Establishment (Interior) along with Sign Board and Photo of the Owner/Partner</b>
<b>Telephone / Mobile Bill; Electricity Bill; Rental Agreement</b>

**For Official use**

We certify that

1. The merchant has been classified as Low Risk Customer based on CIBIL report.
2. The Branch has visited the merchant establishment where POS terminal(s) is/are to be deployed and obtained necessary KYC documents from the merchant and kept with the Branch.
3. The datasheet and agreement has been executed and copies are enclosed with the application

We recommend for Enrolment and Installation of \_\_\_\_ No. of POS terminals at the business location of the above ME M/s. \_\_\_\_\_

Place:

Date: ..... / ..... / 20.....

(Bank Seal)

(Signature of the visiting official / Branch Manager)

**Regional Office Recommendations**

Recommended for sanction of \_\_\_\_ No. of POS terminals to the above ME M/s. \_\_\_\_\_.

**Regional Office:**

Date : ..... / ..... / 20.....

(Seal)

(Signature) Regional Manager / SIC

## **General Terms & Conditions**

1. If merchant opts for One-time cost model, the charges are to be recovered from merchant and sent through c2c to HO-IT Dept.(CBS Code-50001).
2. Rent/Monthly charges is payable by the merchant on or before 10<sup>th</sup> of the subsequent month.
3. Rent/Monthly charges will be deducted from Merchant's account/ out of Settlement proceeds as applicable.
4. Rental charges are payable by the merchant up to the date of receipt of deactivation request at Head Office.
5. In case the terminal is non-transacting for more than one month and/or rent is due for one month or more, terminal will be auto-deactivated without any prior intimation.
6. In case of deactivation, the terminal should be handed over to the branch within one week of deactivation. Otherwise Rs. 10,000/- should be recovered towards lost terminal charges from the merchant and sent through c2c to 50001.
7. Security Deposit may be sent through c2c to 50001.