

SOP FOR CHANGE IN BANK ACCOUNT/NAME OF THE BENEFICIARY

At the time of entering into an arrangement for supply of goods or services, the Agreement/Purchase Order/Award letter mentions the beneficiary name and bank account details.

Due certain reorganization of the business of such supplier, the party may require the bank account details to be changed. The following streamlined procedure will be followed with immediate effect for such change of beneficiary name or bank account :-

A. Change in Bank Account details without Change in Name of Beneficiary

1. The Supplier/vendor to send advance email intimating the requirement for change in bank account to MMD/User Department.
2. When a request for change in bank account is received by email, the email id must be checked carefully for inconsistencies like small spelling changes in the emails. Such fraudulent emails generally look the same but have a minor variation.
3. The Advance intimation shall be followed by submission on a duly signed and stamped letter on a letterhead of the supplier/vendor requesting for change in the bank account.
4. Such letter of the Supplier addressed to MMD/User Department, with advance copy to the Finance Department- Section dealing with such transactions, to have the following details :-
 - i. Existing bank account full details (Bank Account no, Swift Code, IBAN, IFSC etc)
 - ii. New bank account full details (Bank Account no, Swift Code, IBAN, IFSC etc)
 - iii. Reason in brief requiring the change in the bank account
 - iv. Date and month from which the New bank account details are required to be effective
5. MMD/User Department, shall advise to the Supplier/Vendor, under intimation to the Finance Department, the requested change in the beneficiary bank account through Amendment PO/Side letter/Award modification letter along-with the suppliers/vendors written request containing the desired details as noted at para 3 above.
6. The Amendment PO/Side letter/Award modification letter to contain advise to the Supplier/Vendor to mention in all the invoices, after the date of issuance of such Amendment letter, to contain the revised bank account details of the beneficiary.

7. Upon receipt of the aforesaid request, the Finance department would arrange for modifying/updating the SAP details in the Master record of the Supplier/vendor. However, before any change is effected in SAP a call would be made by the AI official, (who normally deals with such entity) to the Account representative of such Supplier/vendor for confirmation of any changes in bank details.
8. The revised bank details as per the certified invoice containing the revised bank account details based on the Amended PO/letter, would be effected from the next due periodic payment cycle for all such invoices.
9. There would, however, be no change in respect of the old outstanding invoices pending for payments, as these would be processed for payment, once funded, based on the old certified bank account details.

B. Change in Bank details in respect of a Loan/Lease repayment to a Bank

A verification call to the original authorized or designated signatory as mentioned in the agreement to be made to find out whether such a change was initiated and getting a written confirmation, (not by e mail) signed by the Company's authorized official, by Courier/Postal Mail for our record.

C. Change in Beneficiary name and the Bank Account details

1. For change in the beneficiary name, the Supplier/Vendor would have to provide all the required corporate/registration documents in support of evidencing the change in name.
2. Amendment PO/Agreement/Novation/Side letter would need to be executed for change in the name based on consultation with the AI legal department and as per the Agreement/PO/terms of tender and award.
3. All the steps and procedures as noted above for A. would need to be followed.

RFM/GM (Fin) should independently verify all of the above once again.

The changes in the name of beneficiary or bank details will be authorized by GM (Fin) in India and RFM abroad.
