

ICICI Bank: Minimum requirement for Payment Transaction Flow

- All our branches are equipped to cater to your transactions requirement's. You can place any kind of service / transaction requests at your nearest branches
- Where ever the cheque book not delivered yet, you may ask the branch to issue you lose cheque leaves
- To process any financial transaction, we need request letter with proper details, a cheque for the amount of transaction, and account details, where the funds have to move
- The limit set up at block level accounts is a process of 48 hours, post we receive the request, hence, need your cooperation in ensuring that the same is done before the transaction request actually comes. The format of the letter should have few basic details.

Format for Letter Issuance

Sr.No	Block Name	Account No.	Limit set up (in lakhs)

- As per the discussion held on 22.10.16 and as discussed with Admin Officer, CFO and suggested by the CEO, the first three letter of narration under 3 accounting heads shall be as follows

1. Incentive as INC

2. IEC and Capacity building as IEC

3. Administrative charges as ADM

- To identify the nature of transaction in the account, please mention the following code in the letter, stating "This payment is for the purpose of Please book this transaction in the specified Code only"
- We have created a dedicated helpline id for SBM / LSY for you. The helpline mail id is SBMGSUPPORT@ICICIBANK.COM which will be live by next week (By 4th of Nov' 2016. You may refer all your queries to this id, with copy to your branch managers. The same shall be addressed on top priority.