

Form - (To be filled by Department to integrate with RPP)

Merchant On-boarding form for Online Funds Collection through RPP

Organization/Department Details

Name of Department / Organization				
Type	☐ Government ☐ Private ☐ Board Other (Please specify) _____			
GST Number (*)				
Address				
City		State		Pin Code
Official e-Mail Id				

Nodal Officer Details (For any type of Communication)

Name			
Designation			
Mobile Number		Phone Number	
Official e-Mail Id			

Subscription Details (To be filled by RPP)

Encryption Method (*)	☐ AES256 ☐ 3DES		
Checksum Method (*)	☐ MD5 ☐ SHA256 ☐ SHA512		
e-Mail alerts	☐ Yes ☐ No		
SMS alerts	☐ Yes ☐ No		

Integration Checklist:

Payment API (*)	Whether incorporated:	☐ Yes	☐ No
Status API (*)	Whether incorporated:	☐ Yes	☐ No
Refund API (*)	Whether incorporated:	☐ Yes	☐ No
Refund Status API (*)	Whether incorporated:	☐ Yes	☐ No
Payment Callback (*)	Whether incorporated:	☐ Yes	☐ No
Report API	Whether incorporated:	☐ Yes	☐ No

Department Policy URL's:

Cancellation policy URL (*)	
Refund policy URL (*)	
Chargeback policy URL (*)	

Annexures (Copy of Documents):

☐	Certificate of Incorporation
☐	Bank Account details (Where funds are to be Credited [duly sealed & signed by Bank])
☐	PAN / TAN Card of Organization/Department or Corporate Office
☐	GST Registration No of Organization/Department or Corporate Office
☐	ID Proof of Nodal Officer
☐	PAN Card of Nodal Officer
☐	_____ (Specify if anything else)

Signature and Seal of the HOD/ Project OIC

Date: _____

Note: - (*) marked fields are mandatory.

(To be issued on Entity Letterhead)

Date:

TO WHOMSOEVER IT MAY CONCERN

Sub: Remittance of Funds collected through Partner Bank / Institutions for _____ [Dept Name]

Dear Sir/ Madam,

In reference to subject mentioned, we confirm that the monies dues to us for all transactions routed through RPP be remitted to our account as per the details mentioned below:

Bank Account Details	
Entity Name	
PAN/TAN Number	
GST Number (*)	
Beneficiary Name	
Beneficiary Bank Name	
Branch Address	
A/c Number	
IFS Code	

Details of Nodal Officer for Reporting of Chargeback Cases and Fund Settlements	
Name of Person with Designation	
Email Id (Multiple if required)	
Mobile (Multiple if required)	

Payment Modes Required				
Internet Banking ☐	Credit Card ☐	Debit Card ☐	UPI ☐	QR ☐

Note: - In case of Credit/ Debit cards as a payment mode type, department is liable to follow international norms for chargeback cases against their accepted payments. It is sole responsibility of department to protect chargeback (by providing asked documents like service delivery proof, payment receipt) cases against their payment collected through RPP. RPP/RISL is not responsible for any types of debit against chargeback.

(*): - fields are mandatory compliances. Kindly attach required documents also.

Thanks & Regards

For _____ [Entity]

Name:

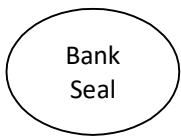
Designation:

Bank Certificate

This is to confirm that the above-mentioned Account details are correct. We certify that the signature agrees with the one on our records.

Date:

Place:


 Bank
Seal

Check List

Sl No	Particular	Yes/No
1	Completely Filled Annexure A	
3	Completely Filled Annexure B	
2	Annexure B verified by Bank	
3	Copy of PAN/TAN/Register of ULB	
4	Copy of PAN of Nodal Officer	
5	Copy of ID Proof of Nodal Officer i.e Aadhar	