

To

ALL PDA CUSTOMERS (DOING PAYMENTS THROUGH AAICLAS SBI ACCOUNT (37046868039) ONLY

DO'S

- 1) ALL PAYMENTS TO BE DONE THROUGH YOUR AUTHORISED BANKS ONLY
- 2) **COMPANY NAME OR PDA CODE (IMPORT/EXPORT) TO BE MENTIONED IN THE REMARKS COLUMN WHILE DOING PAYMENTS THROUGH NEFT / IMPS AND OTHER ALLOWED MODE OF TRANSACTIONS.**
- 3) FINANCE DEPARTMENT SHOULD BE INFORMED WITHIN TWO WORKING DAYS ONCE THE PDA CREDIT IS GIVEN THROUGH YOUR RESPECTIVE COMPANY PORTAL.
- 4) IT IS SUGGESTED PARTIES HAVING MAJOR TRANSACTIONS TO SHIFT TO INDUSIND BANK FOR AVAILING AUTO CREDIT FACILITY.

BY DOING SO, THERE IS NO NEED OF ANY COMPANY OFFICIAL/REPRESENTATIVE TO VISIT FINANCE DEPARTMENT FOR ANY CHECKING OR VERIFICATION.

- 5) CASES WHERE CREDIT REQUEST IS GIVEN FROM YOUR END AND CREDIT NOT RECEIVED, KINDLY CONTACT FINANCE DEPARTMENT BY NEXT WORKING DAY.
 - 6) **CASES WHERE PDA CREDIT REQUEST IS MISSED OUT AND NOT GIVEN FROM YOUR END FOR CURRENT YEAR AND PREVIOUS YEARS, KINDLY CONTACT FINANCE DEPARTMENT ON OR BEFORE 31ST JANUARY 2023.**
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DON'T'S

- 1) KINDLY AVOID TYPING SPECIAL CHARACTERS
(/,@,!,&,*,(,),SPACE,etc;),WHILE DOING ICMS PORTAL CREDIT REQUEST.
 - 2) KINDLY DO NOT TRANSFER MONEY AND RAISE PDA REQUEST ON
BEHALF OF OTHER COMPANIES/SERVICE PROVIDERS
 - 3) PLEASE RECHECK TWICE AND PROVIDE CORRECT (1) UTR REFERENCE
NUMBER (2) DATE OF PAYMENT (3) AMOUNT.
 - 4) BELOW MINIMUM AMOUNT OF RS.5,000/- SHOULD NOT BE
TRANSFERRED FOR SBI ACCOUNT.
 - 5) AVOID GIVING DUPLICATE REQUEST.
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Thanks & Regards

ICMS Team
Chennai