

NPCI/2018-19/NACH/Circular/24

September 07, 2018

To,

All NACH Member Banks

**Process for enabling the user in ACH system**

It has been decided that banks who are not using their ACH user ID for more than 45 days will automatically get disabled. Banks seeking to enable their ACH user ID should submit enabling of User ID form as per the format provided in annexure I.

Further process to be followed are as outlined below:

- Request along with copy of form to be submitted for enabling the ACH user ID duly signed by competent authority (AGM or equivalent) on letter head
- Scanned copy of the request form should be raised through CRM tracker
- NPCI will decide on enabling the ACH User ID on validating the request submitted
- In case response is not received within the stipulated time, bank should reach out to the NPCI officials for confirmation on enabling the IDs.

The new process shall be implemented with effect from September 14, 2018.

For any further clarifications, please raise the same in CRM tracker.

With Warm Regards,



Giridhar GM

(SVP – NACH & CTS Operations)

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**Annexure I**

**Application for enabling the User ID in NACH system**

<b>Particulars</b>	<b>Details</b>	
Bank name		
No of Users to be enabled		
<b>User Name</b>	<b>User ID</b>	<b>Signature</b>
Reason for not using ACH ID more than 45 days		
Steps taken to avoid such instances in future		
Any additional information		

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Signature & Seal (Manager)

Name:

Designation:

Contact number:

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Signature & Seal (AGM or equivalent)

Name:

Designation:

Contact number:

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