

Please fill this form in **ENGLISH** and in **BLOCK LETTERS**

Customer ID _____

1. Name of the Entity														
2. Date of Incorporation	D	D	/	M	M	/	Y	Y	Y	Y	3. Country of Incorporation			
4. City of Incorporation														
5. Registration No. (e.g CIN)						6. PAN								
7. Status (Please tick ✓ the appropriate):														
<input type="checkbox"/> Public Ltd Co.	<input type="checkbox"/> Pvt Ltd	<input type="checkbox"/> HUF	<input type="checkbox"/> LLP	<input type="checkbox"/> Charitable Trust	<input type="checkbox"/> Religious Trust	<input type="checkbox"/> Section 8 Company	<input type="checkbox"/> AOP	<input type="checkbox"/> Co-op Society						
<input type="checkbox"/> Partnership Firm	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Statutory Boards	<input type="checkbox"/> Local Authority	<input type="checkbox"/> Banks & Financial Institutions	<input type="checkbox"/> Others (Specify)									

Address										
City							Pin Code			
State					Country					

CONTACT DETAILS:

Tel. (1)										
Tel. (2)							Mobile			
Email										

AUTHORIZED SIGNATORIES:

1.	Cust. No:							PAN			
	Name:										
	Designation:					AADHAAR					
2.	Cust. No:							PAN			
	Name:										
	Designation:					AADHAAR					
3.	Cust. No:							PAN			
	Name:										
	Designation:					AADHAAR					
4.	Cust. No:							PAN			
	Name:										
	Designation:					AADHAAR					
5.	Cust. No:							PAN			
	Name:										
	Designation:					AADHAAR					

FATCA & CRS DECLARATION (Please consult your professional tax advisor for further guidance on FATCA CRS declaration)

Please tick ✓ the applicable tax resident declaration

<input type="checkbox"/> The entity is tax resident of India only		
<input type="checkbox"/> The entity is tax resident of India and the following countries		
Country	Tax Identification Number (TIN)%	Identification Type (TIN or others% please specify)

% In case Tax identification number is not available, kindly provide functional equivalent.

In case the Entity's country of Incorporation/Tax residence is U.S but Entity is not a specified U.S person, mention Entity's exemption code here : _____
(Refer 3 (viii) of part D)

PART A (to be filled by financial institutions or direct reporting NFEs)

We are a : <input type="checkbox"/> Financial institution (Refer 1 of Part D) <input type="checkbox"/> Direct Reporting NFE (Refer 3(vii) of Part D) (please tick ✓ as appropriate)	GIIN: _____ Note: IF you do not have a GIIN but you are a sponsored by another entity, please provide your sponsor's GIIN above and indicate your sponsor's name below : Name of the sponsoring entity: _____ _____	GIIN not available (please tick ✓ as applicable) <input type="checkbox"/> Applied for Following options are available only for Financial institutions: <input type="checkbox"/> Not required to apply for (Please specify sub category. Refer 1A of Part D) <input type="checkbox"/> Not obtained - Non Participating FI
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PART B (to be filled by NFEs other than direct reporting NFEs – Please fill any 1 as appropriate)

1.	Is the entity a publicly traded company (i.e. a company whose shares are regularly traded on an established securities market) (Refer 2A of Part D)	<input type="checkbox"/> Yes (if Yes, please specify any one stock exchange on which the stock is regularly traded) Name of the Stock Exchange: _____
2.	Is the entity a related entity of a publicly traded company (a company whose shares are regularly traded on an established securities market) (Refer 2B of Part D)	<input type="checkbox"/> Yes (if Yes, please specify name of the listed company and one stock exchange on which the stock is regularly traded) Name of Listed Co.: _____ Nature of Relation: <input type="checkbox"/> Subsidiary of the listed company <input type="checkbox"/> Controlled by a listed company Name of the Stock Exchange: _____
3.	Is the entity an active NFE (Refer 2C of Part D)	<input type="checkbox"/> Yes Name of Business: _____ Please specify the sub-category of active NFE <input type="text"/> (Mention code – Refer 2C of Part D)
4.	Is the entity an passive NFE (Refer 3(ii) of Part D)	<input type="checkbox"/> Yes Name of Business: _____

PART C (to be filled only by Passive NFEs, specified US persons or owner documented FFI)

Please list below the details of each controlling person(s) confirming all countries of tax residency / permanent residency / citizenship and all tax identification numbers for EACH controlling persons. (Please attach additional sheets if necessary). Owner documented FFIs should provide FFI owner reporting statement and Auditors Letter with required details as mentioned in Form W8 BEN E (Refer 3(vi) of Part D)

Details	Controlling Person 1	Controlling Person 2	Controlling Person 3	Controlling Person 4	Controlling Person 5
Name					
Existing Cust. ID					
Controlling Person Type Code (Refer 3 (iv) A of Part D)					
Country of Tax Residency *					
TIN **					
Identification Type (TIN or other, please specify)					
PAN / AADHAR#					
Address					
	PIN :	PIN :	PIN :	PIN :	PIN :
	State:	State:	State:	State:	State:
	Country:	Country:	Country:	Country:	Country:
Mobile No.					
City of Birth					
Country of Birth					
Nationality					
Date of Birth					
Gender					
Father's Name					
Occupation Type	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____
% of beneficial interest					

*To include US where controlling person is a US Citizen or Green Card Holder.

**In case TIN is not available, kindly provide functional equivalent.

Valid ID proof must be attached.

FATCA & CRS – TERMS AND CONDITIONS:

The Central Board of Direct Taxes has notified Rules 114F to 114H as part of the Income Tax Rules, 1962, which require Indian Financial Institutions to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our depositors. In relevant cases, information will have to be reported to tax authorities / appointed agencies. Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto.

Should there be any change in any information provided by you, please ensure you advise us promptly i.e within 30 days. If you have any questions about your tax residency, please contact your tax advisor. If any controlling person of the entity is a US citizen/ resident / Green Card Holder, please include United States in the foreign country information field alongwith the US Tax Identification Number.

It is mandatory to supply a TIN or functional equivalent if the country in which you are a tax resident issues such Identifiers. If no TIN is yet available or has not yet been issued, please provide an explanation and attach to this form.

CERTIFICATIONS:

I / We have read and understood the information requirements and the terms and conditions mentioned in this form (read alongwith the FATCA and CRS Instructions and Definitions under Part D) and hereby confirm that the information provide by me / us on this form is true, correct and complete.

I/We hereby agree and confirm to inform HDFC Limited for any modification to this information promptly.

I/We also confirm that I have read and understood the FATCA & CRS – Terms and Conditions above and hereby accept the same.

Name: Signature:

Designation:

Name: Signature:

Designation:

Name: Signature:

Designation:

Date: _____ Place: _____

Attestation/For Office Use Only

Customer No.	Branch	KYC Verified by (Employee Name)	Employee code	Date	Signature

PART D: FATCA & CRS – INSTRUCTIONS AND DEFINITIONS:**1. Financial Institution (FI)**

The term FI means any financial institution that is a Depository Institution, Custodial Institution, Investment Entity or Specified Insurance company, as defined.

- Depository institution: is an entity that accepts deposits in the ordinary course of banking or similar business.
- Custodial institution: is an entity that holds as a substantial portion of its business, holds financial assets for the account of others and where it's income attributable to holding financial assets and related financial services equals or exceeds 20 percent of the entity's gross income during the shorter of -
 - (i) The three financial years preceding the year in which determination is made; or
 - (ii) The period during which the entity has been in existence, whichever is less.
- Investment entity is any entity:

✓ That primarily conducts a business or operates for or on behalf of a customer for any of the following activities or operations for or on behalf of a customer

- (i) Trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading; or
- (ii) Individual and collective portfolio management; or
- (iii) Investing, administering or managing funds, money or financial asset or money on behalf of other persons;

or

✓ The gross income of which is primarily attributable to investing, reinvesting, or trading in financial assets, if the entity is managed by another entity that is a depository institution, a custodial institution, a specified insurance company, or an investment entity described above.

An entity is treated as primarily conducting as a business one or more of the 3 activities described above, or an entity's gross income is primarily attributable to investing, reinvesting, or trading in financial assets of the entity's gross income attributable to the relevant activities equals or exceeds 50 percent of the entity's gross income during the shorter of :

- (i) The three-year period ending on 31 March of the year preceding the year in which the determination is made; or
- (ii) The period during which the entity has been in existence.

The term "Investment Entity" does not include an entity that is an active non-financial entity as per codes 03, 04, 05 and 06 (refer point 2c.)

- Specified Insurance Company: Entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a Cash Value Insurance Contract or an Annuity Contract.

1A FI's not required to apply for GIIN:

Code	Sub-category
1	Governmental Entity, International Organization or Central Bank
2	Treaty Qualified Retirement Fund; a Broad Participation Retirement Fund; a Narrow Participation Retirement Fund; or a Pension Fund of a Governmental Entity, International Organization or Central Bank
3	Non-public fund of the armed forces, an employees' state insurance fund, a gratuity fund or a provident fund
4	Entity is an Indian FI solely because it is an investment entity

Code	Sub-category
5	Qualified credit card issuer
6	Investment Advisors, Investment Managers & Executing Brokers
7	Exempt collective investment vehicle
8	Indian Trust where the trustee is a reporting financial institution
9	FI with a local client base
10	Non-registering local banks
11	FFI with only Low-Value Accounts
12	Sponsored investment entity and controlled foreign corporation
13	Sponsored, Closely Held Investment Vehicle
14	Owner Documented FFI (Please provide FFI owner reporting statement and Auditors Letter with required details as mentioned in Form W8 BEN E)

2. Non-financial entity (NFE) - Entity that is not a financial institution

Types of NFEs that are regarded as excluded NFE are:

a. Publicly traded company (listed company)

A company is publicly traded if its stock are regularly traded on one or more established securities markets

(Established securities market means an exchange that is officially recognized and supervised by a governmental authority in which the securities market is located and that has a meaningful annual value of shares traded on the exchange)

b. Related entity of a publicly traded company

The NFE is a related entity of an entity whose shares are regularly traded on an established securities market;

c. Active NFE : (is any one of the following):

Code	Sub-category
1	Less than 50 percent of the NFE's gross income for the preceding financial year is passive income and less than 50 percent of the assets held by the NFE during the preceding financial year are assets that produce or are held for the production of passive income;
2	The NFE is a Governmental Entity, an International Organization, a Central Bank, or an entity wholly owned by one or more of the foregoing;
3	Substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an entity shall not qualify for this status if the entity functions as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes;
4	The NFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE shall not qualify for this exception after the date that is 24 months after the date of the initial organization of the NFE;
5	The NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganizing with the intent to continue or recommence operations in a business other than that of a Financial Institution;
6	The NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution;
7	<p>Any NFE that fulfills all of the following requirements:</p> <ul style="list-style-type: none"> It is established and operated in India exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in India and it is a professional organization, business league, chamber of commerce, labor organization, agricultural or horticultural organization, civic league or an organization operated exclusively for the promotion of social welfare; It is exempt from income tax in India; It has no shareholders or members who have a proprietary or beneficial interest in its income or assets; The applicable laws of the NFE's country or territory of residence or the NFE's formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFE has purchased; and The applicable laws of the NFE's country or territory of residence or the NFE's formation documents require that, upon the NFE's liquidation or dissolution, all of its assets be distributed to a governmental entity or other non-profit organization, or escheat to the government of the NFE's country or territory of residence or any political subdivision thereof. <p>Explanation.- For the purpose of this sub-clause, the following shall be treated as fulfilling the criteria provided in the said sub-clause, namely:-</p> <p>(I) an Investor Protection Fund referred to in clause (23EA);</p> <p>(II) a Credit Guarantee Fund Trust for Small Industries referred to in clause 23EB; and</p> <p>(III) an Investor Protection Fund referred to in clause (23EC), of section 10 of Income Tax Act, 1961.</p>

3. Other definitions:

(i) Related entity

An entity is a 'related entity' of another entity if either entity controls the other entity, or the two entities are under common control For this purpose, control includes direct or indirect ownership of more than 50% of the votes and value in an entity.

(ii) Passive NFE

The term passive NFE means

(1) any non-financial entity which is not an active non-financial entity including a publicly traded corporation or related entity of a publicly traded company; or

(2) an investment entity defined in clause (1) of these instructions

(3) a withholding foreign partnership or withholding foreign trust;

(Note: Foreign persons having controlling interest in a passive NFE are liable to be reported for tax information compliance purposes)

(iii) Passive income

The term passive income includes income by way of :

(1) Dividends,

- (2) Interest
- (3) Income equivalent to interest,
- (4) Rents and royalties, other than rents and royalties derived in the active conduct of a business conducted, at least in part, by employees of the NFE
- (5) Annuities
- (6) The excess of gains over losses from the sale or exchange of financial assets that gives rise to passive income
- (7) The excess of gains over losses from transactions (including futures, forwards, options and similar transactions) in any financial assets,
- (8) The excess of foreign currency gains over foreign currency losses
- (9) Net income from swaps
- (10) Amounts received under cash value insurance contracts

But passive income will not include, in case of a non-financial entity that regularly acts as a dealer in financial assets, any income from any transaction entered into in the ordinary course of such dealer's business as such a dealer.

(iv) Controlling persons

Controlling persons are natural persons who exercise control over an entity and includes a beneficial owner under sub-rule (3) of rule 9 of the Prevention of Money-Laundering (Maintenance of Records) Rules, 2005. In the case of a trust, the controlling person means the settlor, the trustees, the protector (if any), the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust. In the case of a legal arrangement other than a trust, controlling person means persons in equivalent or similar positions.

Pursuant to guidelines on identification of Beneficial Ownership issued vide the following circulars as amended from time to time, persons (other than Individuals) are required to provide details of Beneficial Owner(s) ('BO');

- i) DBOD.AML.BC. No. 71/14.01.001/2012-13, issued on the 18th January, 2013 by the Reserve Bank of India; or
- ii) CI/MIRSD/2/2013, issued on the 24th January, 2013 by the Securities and Exchange Board of India; or
- iii) IRDA/SDD/GDL/CIR/019/02/2013, issued on the 4th February, 2013 by the Insurance Regulatory and Development Authority.

Accordingly, the Beneficial Owner means 'Natural Person', who, whether acting alone or together, or through one or more juridical person, exercises control through ownership or who ultimately has a controlling ownership interest of / entitlements to:

- (1) More than 25% of shares or capital or profits of the juridical person, where the juridical person is a company;
- (2) More than 15% of the capital or profits of the juridical person, where the juridical person is a partnership; or
- (3) More than 15% of the property or capital or profits of the juridical person, where the juridical person is an unincorporated association or body of individuals.

Where the client is a trust, the financial institution shall identify the beneficial owners of the client and take reasonable measures to verify the identity of such persons, through the identity of the settlor of the trust, the trustee, the protector, the beneficiaries with 15% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

Where no natural person is identified the identity of the relevant natural person who holds the position of senior managing official.

(A) Controlling Person Type:

Code	Sub-category	Code	Sub-category
1	CP of legal person-ownership	8	CP of legal arrangement-trust-other
2	CP of legal person-other means	9	CP of legal arrangement-Other-settlor equivalent
3	CP of legal person-senior managing official	10	CP of legal arrangement-Other-trustee equivalent
4	CP of legal arrangement-trust-settlor	11	CP of legal arrangement-Other-protector equivalent
5	CP of legal arrangement-trust-trustee	12	CP of legal arrangement-Other-beneficiary equivalent
6	CP of legal arrangement-trust-protector	13	CP of legal arrangement-Other-other equivalent
7	CP of legal arrangement-trust-beneficiary	14	CP - unknown

(v) Specified U.S. person – A U.S. person other than the following:

- (1) a corporation the stock of which is regularly traded on one or more established securities markets;
- (2) any corporation that is a member of the same expanded affiliated group, as defined in section 1471(e)(2) of the U.S. Internal Revenue Code, as a corporation described in clause (i);
- (3) the United States or any wholly owned agency or instrumentality thereof;
- (4) any State of the United States, any U.S. Territory, any political subdivision of any of the foregoing, or any wholly owned agency or instrumentality of any one or more of the foregoing;
- (5) any organization exempt from taxation under section 501(a) of the U.S. Internal Revenue Code or an individual retirement plan as defined in section 7701(a)(37) of the U.S. Internal Revenue Code;
- (6) any bank as defined in section 581 of the U.S. Internal Revenue Code;
- (7) any real estate investment trust as defined in section 856 of the U.S. Internal Revenue Code;
- (8) any regulated investment company as defined in section 851 of the U.S. Internal Revenue Code or any entity registered with the U.S. Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. 80a-64);
- (9) any common trust fund as defined in section 584(a) of the U.S. Internal Revenue Code;
- (10) any trust that is exempt from tax under section 664(c) of the U.S. Internal Revenue Code or that is described in section 4947(a)(1) of the U.S. Internal Revenue Code;
- (11) a dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any State;
- (12) a broker as defined in section 6045(c) of the U.S. Internal Revenue Code; or
- (13) any tax-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code.

(vi) Owner documented FFI

An FFI meets the following requirements:

- (a) The FFI is an FFI solely because it is an investment entity;
- (b) The FFI is not owned by or related to any FFI that is a depository institution, custodial institution, or specified insurance company;

- (c) The FFI does not maintain a financial account for any non participating FFI;
- (d) The FFI provides the designated withholding agent with all of the documentation and agrees to notify the withholding agent if there is a change in circumstances; and
- (e) The designated withholding agent agrees to report to the IRS (or, in the case of a reporting Model 1 IGA, to the relevant foreign government or agency thereof) all of the information described in or (as appropriate) with respect to any specified U.S. persons and (2). Notwithstanding the previous sentence, the designated withholding agent is not required to report information with respect to an indirect owner of the FFI that holds its interest through a participating FFI, a deemed-compliant FFI (other than an owner-documented FFI), an entity that is a U.S. person, an exempt beneficial owner, or an excepted NFE.

(vii) Direct reporting NFE

A direct reporting NFE means a NFE that elects to report information about its direct or indirect substantial U.S. owners to the IRS.

(viii) Exemption code of U.S. persons:

Code	Sub-category
A	An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
B	The United States or any of its agencies or instrumentalities
C	A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
D	A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
E	A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
F	A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
G	A real estate investment trust
H	A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
I	A common trust fund as defined in section 584(a)
J	A bank as defined in section 581
K	A broker
L	A trust exempt from tax under section 664 or described in section 4947(a)(1)
M	A tax exempt trust under a section 403(b) plan or section 457(g) plan

LIST OF DOCUMENTS TO BE SUBMITTED BY VARIOUS CATEGORIES OF CUSTOMERS FOR KNOW YOUR CUSTOMER (KYC) COMPLIANCE

Categories	Documents
<p style="text-align: center;">Partnership Firms</p> <p>Detailed information about the following should be submitted :</p> <ul style="list-style-type: none"> - Legal Name used - Complete Address of firm - Names of all partners and their addresses - Telephone numbers of the firm and partners 	<p>Certified true copy of the following documents:</p> <p>(i) Certificate of Registration issued by Registrar of Firms (ii) Partnership Deed (iii) PAN Card (iv) Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf (v) Any officially valid document identifying the partners and persons holding the Power of Attorney and their addresses. (vi) Telephone bill in the name of firm/partners</p>
<p style="text-align: center;">Association of Persons</p> <p>Detailed information about the following should be submitted :</p> <ul style="list-style-type: none"> - Legal Name used - Complete Address of Association - Names and addresses of the founder, the directors/managers of the association - Telephone numbers 	<p>Certified true copy of the following documents:</p> <p>(i) Certificate of Registration if registered (ii) PAN Card (iii) Power of Attorney granted to transact business on its behalf (iv) Any officially valid document identifying the persons holding the Power of Attorney and their addresses. (v) Resolution of the managing body of the association (vi) Telephone bill in the name of association.</p>
<p style="text-align: center;">Co-operative Societies</p> <p>Detailed information about the following should be submitted :</p> <ul style="list-style-type: none"> - Legal Name used - Complete Address / Telephone Numbers of the Society - Name and addresses of the Chairman, Secretary, Treasurer and the members of the managing committee 	<p>Certified true copy of the following documents:</p> <p>(i) Certificate of Registration issued by Registrar of Co-operative Society (ii) PAN Card (iii) Resolution passed by the managing committee (iv) Telephone bill in the name of the society (v) Rules & Regulations/Bye Laws</p>
<p style="text-align: center;">Trusts & Foundations</p> <p>Detailed information about the following should be submitted :</p> <ul style="list-style-type: none"> - Names and addresses of the Trustees, Settlers, Beneficiaries and signatories - Names and addresses of the founder, directors / managers / beneficiaries of the trust - Telephone/fax numbers 	<p>Certified true copy of the following documents:</p> <p>(i) Certificate of Registration issued by the Charity Commissioner (ii) PAN Card (iii) Trust Deed (iv) Power of Attorney granted to transact business on its behalf (v) Resolution of the managing body of the Trust (vi) Telephone bill in the name of Trust (vii) Proof of Identity & Residence of Partners / Trustees / Settlers / Beneficiaries / Signatories.</p>
<p style="text-align: center;">Companies</p> <p>Detailed information about the following should be submitted :</p> <ul style="list-style-type: none"> - Name of the Company - Principal place of business - Mailing address of the company - Telephone/Fax numbers 	<p>Certified true copy of the following documents:</p> <p>(i) Certificate of Registration/Incorporation issued by the Registrar of Companies (ii) Memorandum & Articles of Association (iii) PAN allotment letter/card (iv) Resolution of the Board of Directors to open an account and identification of those who have authority to operate the account (v) Power of Attorney granted to its managers, officers or employees to transact business on its behalf (vi) Telephone Bill</p>