BANK OF BARODA

USER GUIDE- ONLINE NEFT/RTGS
FOR BARODA CONNECT USERS

FEATURES:
- Transfer funds to any other bank accounts in India
- Transfer money in a much simpler, faster, secured & easier way!
- Transferring money - a simple and convenient process:
- NEFT Payments are made on a batch settlement mode and RTGS Payments are made on a Realtime basis.

ADVANTAGES
- Simple and easy to operate – from home / office anytime, anywhere
- Funds Transfer to other Banks is faster
- Secure and safe
- Saving of time and energy
- Make Instant funds transfer for NEFT/RTGS
- RTGS/NEFT charges lesser than charges for conventional modes of remittance such as DD/MT

ELIGIBILITY
- Facility available for all existing Baroda Connect Users and new Baroda Connect users with transaction rights. USERS WITH TRANSACTION RIGHTS FOR ETAX ONLY ARE NOT ELIGIBLE

REQUIREMENTS FOR ONLINE NEFT/RTGS :
IFSC:
- IFSC stands for Indian Financial System Code and is a unique code used for NEFT and RTGS for identifying the sending bank branch and also the beneficiary bank branch.
- IFSC details can either be inputted if known. If not known, it can be searched through the link available wherein a list of branches within the city of the selected Bank will be displayed and user can choose the appropriate beneficiary branch where credit has to go. Both NEFT & RTGS IFSC will be displayed.

PROCESS FOR AVAILING FACILITY OF NEFT/RTGS
- Download and print application form available on the homepage of www.bobibanking and send duly filled form to the branch where account is maintained. Ensure correctness of mobile no. and email id.
- An email will be sent by Baroda Connect Operations Team after the facility is enabled for the user.
- The menu for Transfer to Other Bank – NEFT/RTGS is available under the tab 'TRANSFER'

STEPS REQUIRED FOR ONLINE NEFT/RTGS

BENEFICIARY REGISTRATION	→	BENEFICIARY CONFIRMATION	→	MAKE PAYMENT

1. **Beneficiary Registration (One time process for each beneficiary)**
   - Click on the link 'Register Beneficiary'
   - Input NEFT/RTGS IFSC of the beneficiary Bank, if known.
   - If NEFT/RTGS IFSC of the beneficiary Bank is not known, the IFSC can be searched from the link available
   - Input the Beneficiary name, IFSC, and other beneficiary details as mentioned in the beneficiary registration screen.
   - Ensure correctness of all data provided especially while choosing the beneficiary bank/branch and input the correct beneficiary account type and beneficiary account number in order to avoid any return/wrong credit from/by the beneficiary Bank
   - After ensuring the correctness of all data click on SEND FOR CONFIRMATION

2. **Beneficiary Confirmation (One time process for each beneficiary) :**
   - After the beneficiary details are entered and submitted, a tracker id will be received through SMS and email id registered at the time of availing this facility.
   - Click on the link Beneficiary Confirmation and input the tracker id received.
   - The details of the beneficiary will be displayed after keying in the tracker id.
   - Click on CONFIRM BENEFICIARY for confirming the beneficiary registration

3. **Make Payment**
   - Click on the link 'Make Payment' available on the Main page of 'Transfer to Other Banks-NEFT/RTGS'
   - Choose the registered beneficiary from dropdown.
   - Click on get details to get the details of beneficiary.
   - Input transaction amount.
   - Select the debit account from the dropdown list after ensuring that sufficient balance is available in the account
   - Enter Payment Remarks.
   - Corporate User can click on valid rules as to how many approvers will be there for the inputted transaction amount. In case of more than one approvers, the next approver can be selected from the Lookup menu available. The initiator can either approve the transaction singly or have the transactions verified by multiple approval.
   - Click on Pay button. If transaction amount is less than Rs.100000, the system will prompt for User ID and Transaction Password. This will be treated as NEFT transaction. If transaction amount is more than Rs.100000, system prompts to select RTGS or NEFT.
   - If RTGS is selected, system will prompt for the address details of the beneficiary for the first time only, then the system will prompt for entering userid and transaction password..
     Whenever the same beneficiary is selected again the address details will be populated and the user can make necessary corrections if any. If any corrections are made, click on update button and system will then prompt to enter User ID and Transaction Password. If no corrections are required click on continue button and enter your userid and transaction password.

NOTE : Online RTGS cannot be done on RTGS/NEFT holidays and after cut off time. However Online NEFT can be done even on holidays and after cut off time but the amount will be transferred to the beneficiary bank on the next working day.

View Beneficiary/Payments made
- In List of registered beneficiaries link, all beneficiaries successfully registered by user is available. Such beneficiaries can be deleted whenever not required.
- In List of Unregistered beneficiaries, all pending Beneficiary confirmation list is available. Once the beneficiary is confirmed successfully, the same will not be displayed.
- Under View payments made, all NEFT/RTGS payments and their status will be shown alongwith the Unique Transaction No. (UTR). However the UTR in case of online NEFT will be available only after the funds are transferred to the beneficiary bank. Where in case of online RTGS, UTR is available as and when the transaction is made.

Kindly refer FAQs for details on timings, limits, charges etc. The same is available on the Help link available on NEFT/RTGS link.

USEFUL TIPS:
- ➢ **Maintain secrecy of Signon / Transaction passwords and Tracker id received through SMS/email id.**
- ➢ **Do not divulge your passwords / trackerid to anyone**
- ➢ **Ensure that both signon and transaction passwords are different**

For clarifications, email us at <u>neft.mumbai@bankofbaroda.com</u>