



## **Documentation for Receiving donations in SSN Trust Accounts**

### **For Electronic Transfers:**

- **FOR INR FUNDS (Except NRE Accounts)**

1. Remitter can send INR contributions from any account (**Except NRE Account**), and the bank will accept the funds **without any additional documentation from the Remitter or from the Trust**
2. The remitter needs to provide only the following details
  - a. Bank Name : ICICI Bank Ltd
  - b. Branch : Nungambakkam , Chennai – 600034
  - c. Address : 110, PRAKASH PRESIDUM, UTHAMAR GANDHI SALAI, (NUNGAMBAKKAM HIGH ROAD), CHENNAI. 600034
  - d. RTGS / NEFT Code : ICIC0000009
  - e. Account Name : SSN Trust
  - f. Account Number : 000901072623
3. In order to channelize contribution, the remitter should give the following details on the comment field of Electronic Fund transfer: [Name]/[Degree]/[Branch]/[Year of Passing] .
4. **After the transaction, please send a mail to [alumni officer@ssn.edu.in](mailto:alumni officer@ssn.edu.in) along with the filled in Donor's Form.**



- **FOR INR Funds (From NRE Accounts)**

1. The remitter can transfer INR funds from NRE Account. The remitter needs to provide only the following details :

- a. Bank Name : ICICI Bank Ltd
- b. Branch : Nungambakkam , Chennai – 600034
- c. Address : 110, PRAKASH PRESIDUM, UTHAMAR GANDHI SALAI,  
(NUNGAMBAKKAM HIGH ROAD), CHENNAI. 600034
- d. RTGS / NEFT Code : ICIC0000009
- e. Account Name : SSN Trust
- f. Account Number : 000901072623

2. After the transaction is over the remitter should send a mail to the trust office at [Trust.finance@ssn.edu.in](mailto:Trust.finance@ssn.edu.in) with the following details (with a copy to Alumni Officer at [alumni officer@ssn.edu.in](mailto:alumni officer@ssn.edu.in) )

- a. Name of the remitter
- b. Remitter's Bank name
- c. Amount & date of transfer
- d. Branch and year of passing of the remitter
- e. Address to which the receipt is to be sent
- f. Scanned copy of the Passport of the remitter (first two pages and the last two pages)

3. After the money is transferred, the bank will communicate to the Trust (through E-Mail) the details of such funds received and kept on hold for want of Passport copy.

4. The mail will be sent to [Trust.finance@ssn.edu.in](mailto:Trust.finance@ssn.edu.in)

5. The Trust has to provide send the scanned copy of the remitter's Passport within 3 working days of communication and **only thereafter the funds will be released by the bank into the trust accounts.**



- **FOR Transfer of Foreign Funds**

Only funds in Foreign currencies can be remitted in to the below mentioned account number.

Details to be provided by the remitter to transfer the funds:

- 1) Bank Name : State bank of India
- 2) Branch : NO.5 FIRST CROSS STREET , KASTURBA NAGAR,  
ADYAR, CHENNAI 600 020
- 3) Swift Code : SBININBB291
- 4) BSR Code : 01115
- 5) Account name : SSN Trust
- 6) Account number : 30128071688

**No Other documentation will be required either from the Trust or the remitter for any Foreign remittances received in the account.**

After the transaction, please send a mail to [Trust.finance@ssn.edu.in](mailto:Trust.finance@ssn.edu.in) and [alumniofficer@ssn.edu.in](mailto:alumniofficer@ssn.edu.in) along with the filled in Donor's Form.



**Write Cheque or Demand Draft** in favor of “SSN Trust – ICICI Bank Account 000901072623”

and send to the address:

Administrative Officer, SSN Trust

211/95, V.M Street,

Mylapore, Chennai – 600 004.

Phone: 91 44 2498 2656, 2498 6474

**After the transaction, please send a mail to [alumni officer@ssn.edu.in](mailto:alumni officer@ssn.edu.in) along with the filled in Donor's Form.**