

KYC GUIDELINES FOR CUSTOMERS

While opening an account by an individual customer, following documents are required to be submitted to the bank:

- a) Aadhar Number / proof of application for enrolment of Aadhaar ; and
- b) Permanent Account Number (PAN) or Form No. 60, as defined in Income-tax Rules, 1962, as amended from time to time;
- c) Nature of business /professional activity
- d) Proof towards financial status

Provided, where an Aadhaar number has not been assigned to an individual, proof of application of enrolment for Aadhaar shall be provided wherein the enrolment is not older than 6 months and in case PAN is not submitted, certified copy of an Officially Valid Document (OVD) (Passport, Driving License, Voter's Identity Card , Job Card issued by NREGA, duly signed by the State Govt., Letter issued by the National Population Register, containing details of name & address), containing details of identity and address and one recent photograph shall be provided.

Provided further, that an individual, who is not eligible to be enrolled for an Aadhaar number, or who is not a resident, the following shall be provided:

- i. certified copy of an OVD containing details of identity and address and
- ii. one recent photograph
- iii. PAN or Form No. 60 as defined in Income-tax Rules, 1962, as amended from time to time.

Provided that in case the OVD provided by a foreign national does not contain the details of address, in such case the documents issued by the Government departments of foreign jurisdictions and letter issued by the Foreign Embassy or Mission in India shall be provided as proof of address.

Explanation : A declaration to the effect of individual not being eligible for enrolment of Aadhaar shall be submitted.

Explanation : Customers, at their option, shall submit one of the five OVDs.

(e) In case the identity information relating to the Aadhaar number or Permanent Account Number provided by the customer does not have current address, an OVD shall be submitted to the bank for this purpose.

Provided that in case the OVD furnished, does not contain updated address, one of the following documents shall be submitted as OVD for the limited purpose of proof of address:-

- i. utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill);
- ii. property or Municipal tax receipt;
- iii. pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;
- iv. letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation.

Provided further that the customer shall submit Aadhaar or OVD updated with current address within a period of three months of submitting the above documents.