

KYC (KNOW YOUR CUSTOMER)

Opening of Account:

For Individuals:

Two Photographs along with any a copy of one photo identity document and a copy of one address proof document from the following officially Valid Documents (OVDs) are required:

1. Passport
2. Driving License
3. Proof of possession of Aadhar number
4. Voter's Identity Card issued by Election Commission of India
5. Job Card issued by NREGA duly signed by an officer of the State Government
6. Letter issued by the National Population Register containing details of name and address.
 - a. Where the customer submits his proof of possession of Aadhaar number as an OVD, he may submit it in such form as are issued by the Unique Identification Authority of India.
 - b. Where the OVD furnished by the customer does not have updated address, the following documents shall be deemed to be OVDs 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;
 - c. The customer shall submit OVD with current address within a period of three months of submitting the documents specified at 'b' above.
 - d. Where the OVD presented 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 accepted as proof of address.

For Minors:

- If minor is less than 10 years of age, ID & Address proof of the Guardian to be submitted along with birth certificate. In cases where minor can operate the account independently i.e.,

above 10 years, KYC procedure for identification & address verification as applicable to any other individuals will apply.

Hindu Undivided Family:

- A letter from the designated Karta indicating the account category as HUF and listing the names of members of the family.
- Complete KYC information of the Karta (photo and address proof) for account opening purposes as applicable to any other individuals will apply.

Proprietorship:

- Letter of proprietorship to be completed by the client
- A copy of any two of the documents under Proof of Proprietorship Documents from the following list of documents:
 - Registration certificate
 - Certificate/license issued by Municipal Authorities under Shop & Establishment Act
 - Sales and income tax returns.
 - CST/VAT/ GST certificate (provisional/final).
 - Certificate/registration document issued by Sales Tax/Service Tax/ Professional Tax authorities
 - IEC (Importer Exporter Code) issued by the office of DGFT/Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute.
 - Complete Income Tax Return (not just the acknowledgement) in the name of sole proprietor where the firm's income is reflected, duly authenticated by the Income Tax authorities.
 - Utility bills such as electricity, water and landline telephone bills.
- Complete KYC information of the proprietor (photo and address proof) for account opening purposes as applicable to any other individuals will apply.

Company Accounts:

Copies of

- Certificate of Incorporation for the entity
- Memorandum and Articles of Association for the entity
- If available, a copy of the license for the line of business of the entity or any other government registration document available for the entity
- PAN card or TIN number of the entity
- The board resolution listing the authorized signers for the account. Optionally, a power of attorney or official document authorizing the individuals operating the account

- Complete KYC documentation of all account operators based on their category within the individual constitution

Partnership:

Copies of

- Partnership deed signed by all the partners
- Registration Certificate
- Permanent Account Number of the partnership firm
- Documents, as specified in OVDs, relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on the its behalf.

Limited Liability Partnership:

Copies of

- Partnership deed signed by all the partners
- If available, license for the line of business of the partnership. Or optionally, the registration documents
- PAN card or TIN information of the entity
- Optionally, power of attorney or legal document authorizing members of the partnership to operate the account
- If available, telephone bill (within 6 months of account opening) in the name of the entity
- Complete KYC documentation of all partners based on their category within the individual constitution.

Trust Accounts:

Copies of

- Trust deed
- Certificate of registration for the trust
- Any officially valid document identifying trustees, settlors and authorized signatories
- Complete KYC information of all account operators based on their category within the individual constitution
- Managing body resolution listing the authorized signers for the account. Optionally, the power of attorney or official document authorizing the members operating the account

Registered Societies and Associations:

Copies of

- Board resolution listing the authorized signers for the account. Optionally, obtain a copy of the power of attorney or official document authorizing the members operating the account

- Byelaws of the society
- Annual Reports or financial documents of the entity
- Registration documents for the entity
- Complete KYC documentation of all account operators based on their category within the individual constitution

Unregistered Societies and Associations:

Copies of

- Resolution of the managing body of such association or society
- Permanent Account Number or Form No. 60 of the association or society.
- Power of attorney granted to transact on its behalf;
- Byelaws of the society
- Optionally, the Annual Reports or financial documents of the entity
- Documents, as specified in under individuals, relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on the its behalf and
- Such information as may be required by the Bank to collectively establish the legal existence of such an association or body of individuals.

State Government, Central Government, Government Authorities Autonomous & Regulatory Bodies and Local Bodies:

- An authorization letter from the government body wishing to open an account indicating the officials authorized to operate the account
- Complete KYC documentation of all account operators based on their category within the individual constitution.

For Details regarding any other type of accounts, please contact the nearest Branch.