

List of KYC documents required for opening of accounts

Types of Customers	Description of Documents Certified copy of any one of the following officially valid document [Copy verified from the original will be kept on record with AOF].
Accounts of Individuals Proof of Identity and Address	<ol style="list-style-type: none"> 1. Passport 2. Permanent Account Number (PAN) Card 3. Voter's Identity Card issued by the Election Commission of India 4. Driving license 5. Job card issued by NREGA duly signed by an officer of the State Government. 6. The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number. <p>Where 'simplified measures' are applied for verifying the identity of customers (low risk categorized customers) the following documents shall be deemed to be 'officially valid documents':</p> <ol style="list-style-type: none"> (i) Identity Card with applicant's photograph issued by Central / State Government. Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions. (ii) Letter issued by a gazetted officer, with a duly attested photograph of the person. <p>Where 'simplified measures' are applied for verifying for the limited purpose of proof of address the following additional documents are deemed to be 'officially valid documents' (OVDs) :</p> <ol style="list-style-type: none"> (i) Utility bill which is not more than two months old of any service provider (electricity, telephone, postpaid mobile phone, piped gas, water bill); (ii) Property or Municipal Tax receipt; (iii) Bank account or Post Office savings bank account statement; (iv) Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address; (v) Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings,

	<p>scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation; and (vi) Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India.</p> <p>Note: A customer is required to submit only one OVD for both proof of identity and for proof of address as part of KYC procedure. If the OVD for proof of identity does not have the proof of address (for e.g. PAN Card), then the customer is required to submit another OVD for proof of address.</p>
<p>Accounts of Companies</p>	<p>In addition to KYC documents of the Directors of the company, the following documents should be obtained:</p> <ul style="list-style-type: none"> ▪ Certificate of Incorporation ▪ Certificate of Commencement of Business (in case of Public Ltd Co.) ▪ Memorandum & Articles of Association duly certified by a Director/Secretary as true copy. ▪ A copy of the latest Audited Balance Sheet & Profit and Loss Account in case of Public Ltd. Company. ▪ A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on behalf. and ▪ An officially valid document in respect of managers, officers or employees holding an attorney to transact on its behalf.
<p>Accounts of Partnership firms</p>	<p>In addition to KYC documents of all partners/authorized persons of the concern, the following documents be obtained:</p> <ul style="list-style-type: none"> ▪ Registration Certificate. ▪ Partnership Deed. ▪ An officially valid document in respect of the person holding an attorney to transact on its behalf.
<p>Accounts of Proprietorship concerns - Proof of the name, address and activity of the concern</p>	<p>In addition to KYC documents of the Proprietor, any <u>two</u> of the following documents in the name of the proprietary firm:</p> <ul style="list-style-type: none"> ▪ Registration Certificate (in the case of registered concern); ▪ Certificate/license issued by the Municipal authorities under Shop & Establishment Act; ▪ Sales and Income Tax Returns ▪ CST/VAT Certificate ▪ Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities ▪ License / certificate of practice issued in the name of proprietary concern by any professional body incorporated under statute. The complete income tax return (not just the acknowledgement) in the name of

	<p>the sole proprietor where the firm's income is reflected, duly authenticated / acknowledged by the Incoe Tax Authorities.</p> <p>Note: However, in cases where the Bank is satisfied that it is not possible to furnish two such documents in the name of proprietary concern , the Bank may accept only <u>one</u> of the above mentioned documents as activity proof provided that the Bank undertakes contact point verification, collects such information as is required to establish the existence of such firm, confirms, clarifies and satisfies itself that the business activity is verified from the address of the proprietary concern.</p>
<p>Accounts of trusts</p>	<p>In addition to KYC documents of the Managing Trustees/Founders/Managers/ Directors and their addresses, the following documents of Trust are to be obtained:</p> <ul style="list-style-type: none"> ▪ Registration certificate ▪ Trust Deed ▪ An officially valid document in respect of the person holding a power of attorney to transact on its behalf.
<p>Accounts of unincorporated association or a body of individuals</p>	<p>In addition to KYC documents of the Founders/Managers/ Directors and their addresses, the following documents of Trust are to be obtained:</p> <ul style="list-style-type: none"> ▪ Resolution of the managing body of such associations or body of individuals. ▪ Power of attorney granted to him to transact on its behalf. ▪ An officially valid document in respect of the person holding an attorney to transact on its behalf. ▪ Copy of Bye Laws
<p>Accounts of Hindu Undivided Family</p>	<p>In addition to KYC documents of Karta and Major Coparceners, the following documents should be obtained:</p> <ul style="list-style-type: none"> ▪ Declaration of HUF and its Karta ▪ Recent Passport Photographs duly self attested by Karta and major co-parceners. ▪ Names and addresses of Karta and Major Coparceners. ▪ An officially valid document in respect of the person holding an attorney to transact on its behalf.