

KYC

Customer Identification Procedure

Features to be verified and documents that may be obtained from customers

Features	Documents
<p>Accounts of individuals</p> <p>Legal name and any other names used</p> <p>Correct permanent address</p>	<p>(i)Passport(ii)PANcardVoter's (iii) Identity Card (iv) Driving license(v) Identity card (subject to the bank's satisfaction) (vi) Letter from a recognized public authority or public servant verifying the identity and residence of the , customer to the satisfaction of bank (vii) Job cards issued by NREGA duly signed by an officer of the State Government (viii) The Letter issued by the Unique Identification Authority of India (UIDAI) or documents obtained through e-KYC service of UIDAI containing details of name, address and Aadhaar number or any other document as notified by the Central Government in consultation with the Reserve Bank of India or any other document as may be required by the banking companies or financial institution or intermediary</p> <p>(i)Telephone bill (ii) Bank account statement (iii) Letter from any recognized public authority(iv) Electricity bill (v) Ration card(vi) Letter from employer (subject to satisfaction of the bank)</p> <p>[(1) Any one document which provides customer information to the satisfaction of the bank will suffice.</p> <p>(2) If the address on the document submitted for identity proof by the prospective customer is same as that declared by him/her in the account opening form, the document may be accepted as a valid proof of both identity and address.]</p>
<p>Accounts of companies</p> <p>Name of the company</p>	<p>(i) Certificate of incorporation and Memorandum & Articles of Association (ii) Resolution of the Board of Directors to</p>
<p>Principal place of business</p> <p>Mailing address of the company</p> <p>Telephone/Fax Number</p>	<p>open an. account and identification those who have authority to operate account (iii) Power of Attorney grantee! its managers, officers or employees. transact business on its behalf (iv)C of PAN allotment letter (v) Copy of telephone bill</p>
<p>Account of partnership firms</p> <ul style="list-style-type: none"> • Legal name • Address • Names of ati partners and their addresses 	<p>(i) Registration certificate, if registered Partnership deed (iii) Power of Attorney granted to a partner or an employee of the firm to transact business on its (iv) Any officially valid documents identifying the partners and the person holding the Power of Attorney and their</p>