

<b>GIST OF DOCUMENTS TO BE SUBMITTED BY CUSTOMERS</b>
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**1.1 Individual/s****A) Photograph**

Two copies of latest passport size photographs

**B) For Photo ID proof (For low, medium & High risk customers)**

**Any one** of the ‘Officially Valid Documents’ given below

1. Passport,
2. Driving license,
3. Permanent Account Number (PAN) Card,
4. The 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. The letter issued by the UIDAI containing name, address & Aadhaar number

**Note:** The information containing personal details like name, address, age, gender etc and photographs made available from UIDAI as a result of e-KYC process will also be treated as an ‘officially valid document’

**For Low Risk Customers**

7. 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;
8. Letter issued by a gazetted officer, with a duly attested photograph of the person.

**C) For Proof of Permanent address: (For low, medium & High risk customers)**

A proof of address is required for ‘Permanent Address’ from the below mentioned documents:

1. Passport,
2. Driving license,
3. Permanent Account Number (PAN) Card,
4. The 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. A letter issued by the UIDAI containing name, address & Aadhaar number

**For Low Risk Customers**

7. 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

8. Letter issued by a gazetted officer, with a duly attested photograph of the person
9. Utility bill which is not more than two months old of any service provider (electricity, telephone, postpaid mobile phone, piped gas & water bill)
10. Property or Municipal Tax Receipt
11. Bank account or Post Office savings bank account statement
12. Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address
13. Letter of allotment of accommodation from employer issued by State or Central Government departments, Statutory or Regulatory bodies, Public Sector Undertakings, Scheduled Commercial Banks, Financial Institutions and Listed companies. Similarly Leave and License agreements with such employers allotting official accommodation.
14. Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India

**D) For Temporary (current) address, if any:**

- As the customer is having a 'proof of address' for permanent address, no '**proof**' is required for 'temporary / current address'
- If the current address is different from the address mentioned on the proof of address submitted by the customer, a **simple declaration** by him/her about him/her current address would be sufficient. For example migrant workers, transferred employees etc
- This address may be verified by the bank through '**positive confirmation**' such as acknowledgement of receipt of (i) Letter, Cheque Books, ATM Cards; (ii) telephonic conversation; (iii) visits etc.

• **Single document for proof of identity and proof of address.**

If the officially valid document submitted for opening a bank account has both, identity and address of the person, there is no need for submitting any other document for address proof.

**E) PAN Card** in the name of customer

- As per Rule 114(B) of Income Tax Act, 1961, PAN should be quoted for opening of bank accounts.
- The proviso to Rule 114B state that any person who does not have a PAN and who enters into a transaction specified in this rule shall make a declaration in Form 60/61.
- If the customer is a '**minor**' and who does not have any income chargeable to income tax, he/she shall quote the PAN of his father or mother as guardian.
- Proprietor can quote his/her PAN in all the accounts including personal accounts and proprietorship accounts.

**F) For nature of Business and Financial status**

Any document in respect of the nature of business and financial status of the client may also be obtained. For example Salaried class, Professional, Businessman, Industrialist, Investor, money lender, dealer in Real estate / Jewellery, etc.

**Notes:**

**G) Specific types of customers such as Minor / Housewife**

With regard to specific type of customers such as **minor and housewife**, if they are assessed as low risk customers, account can be opened on the basis of any of the documents mentioned in item 7 & 8

**H) Change of Permanent Address / Address as per ‘proof of address’**

As long as permanent address does not change, the issue of separate address proof would not arise. In the event of change in permanent address, the customer is allowed **Six Months** time to update the address in any one of the officially valid documents and submit the same to banks.

**I) Change of Current Address / Address as per ‘declaration’**

In the event of change in Current address due to relocation or any other reason, customers may intimate the new address for correspondence to the bank within **Two weeks** of such a change.

**J) Time limit to submit proof of local address for foreign students**

Foreign students have been allowed a time of **One month** for furnishing the proof of local address.

**1.2 Self Help Groups**

**For identification of SHG**

- Copies of the minutes of the meeting of Self Help Group duly signed by the chairperson of the meeting / President & Secretary with seal.
- The list of members of the group with their name, Father/Husband’s name, age, address, telephone number etc with individual member’s signature against the name.
- Certified copy of Resolution taken in the meeting authorizing opening of such accounts (mentioning the type of account and specifying the name & style of the said account to be opened) and also specifying the Bank and branch name, wherein the accounts to be opened and conferring authority on the persons, who, in accordance with the resolution are to operate the accounts / sign cheques etc.
- Details of Beneficial owners duly certified by the Secretary/President

**For identification of Office Bearers**

- A passport size photograph **and** an officially valid document (out of the six officially valid documents specified for individual customers) in respect of the office bearers.

**Who is the beneficial owner in case of a SHG ?**

- *SHGs are cohesive groups formed for mutual benefits and hence there cannot be Capital or Profits sharing ratio. Hence beneficial owner is the natural person who holds the position of senior managing official i.e. Secretary, President etc.*

**Note:**

- KYC verification of all the members of SHGs is required while opening the savings bank account of the SHG.

**1.3 Proprietorship**

**For Proprietor**

1. A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of the Proprietor who is also the sole beneficial owner **AND**

**For Proprietorship concern:**

2. **ANY TWO** of the following documents in the name of Proprietary concern for Proof of name, address & activity of the concern.

**Note:** In cases where banks are satisfied that it is not possible to furnish two such documents for activity proof, Branch will have the discretion to accept **ONLY ONE**, but branch has to undertake contact point verification, collect such information required to **establish the existence of firm, confirm, clarify and satisfy themselves that the business activity is available** at the address.

- Registration certificate (in the case of a registered concern),
- Certificate / License issued by the Municipal authorities under Shops and Establishment act,
- Central Sales Tax (CST) / Value Added Tax (VAT) certificate,
- Certificate / registration document issued by Sales Tax / Service Tax / Professional Tax authorities,
- License issued by the registering authority like Certificate of Practice issued by the Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Companies Secretaries of India, Indian Medical Council, Food and Drug Control Authorities,
- Certificate / registration licensing document issued in the name of proprietary concern by Central Government or State Government Authority/Department.
- IEC (Importer Exporter Code) issued to the proprietary concern by the office of the DGFT,

- The complete Sales tax returns (not just acknowledgement) duly authenticated/acknowledged by the Sales Tax authorities
  - The complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where firms income is reflected, duly authenticated/acknowledged by the Income Tax authorities
  - Utility Bills such as electricity, water, and landline telephone bills in the name of proprietary concern.
  - Any other License of Certificate of Practice issued in the name of proprietary concern by any professional body incorporated under a statute.
3. PAN in the name of Proprietor (*As per Section 114(B) of IT Act, 1961, PAN should be quoted for opening of accounts*)
  4. Introduction by an existing account holder or by a person known to the branch

#### **For Address Proof**

- In normal case the above documents may contain address of the proprietorship firm also. For local address, the firm may be asked to submit a declaration giving local address details.

#### **For person/s who operate the account.**

- A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of the person holding an attorney to transact on its behalf.

### **1.4 Partnership**

#### **For identification of partnership concern**

##### **All of the following** documents

- Copy of Registration certificate duly verified with the original
- Copy of Partnership deed duly verified with the original
- PAN Card in the name of Partnership duly verified with the original (*As per Rule 114(B) of Income Tax Act, 1961, PAN should be quoted for opening of accounts*)
- List of all the partners including Minor if any admitted to the benefits of Partnership.
- Partnership letter signed by all the major partners in their individual capacity (D5).
- Details of Beneficial owners duly certified by the managing partner / partner
- Power of attorney granted to the person authorized to transact on its behalf.
- Introduction by an existing Account Holder or by a person known to the branch.

**Note:** Un-registered partnerships can also open account based on Partnership deed supported

by any document as may be required to collectively establish the legal existence of partnership, such as License from Panchayat/Municipality/Corporation, Permission or consent from any government department, Sales and income tax returns, CST/VAT certificate / registration document issued by Sales Tax / Service Tax / Professional Tax authorities / the complete Income Tax Returns duly authenticated/acknowledged by the Income Tax authorities / Copy of latest balance sheets / import export code (IEC) etc in lieu of registration certificate

**For Address Proof**

- In normal case the above documents may contain address of the entity also. For local address, the entity may be asked to submit a declaration giving local address details.

**For all person/s who operate the account.**

- A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of the person holding an attorney to transact on its behalf.

**For all Partners and all Beneficial owners**

- A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of all the partners and beneficial owners.

***Who is the beneficial owner in case of a Partnership ?***

- *Beneficial owner is the natural person(s), has ownership of / entitlement to more than 15% of capital or profits of the partnership*
- *Where no natural person is identified as above, the beneficial owner is the natural person who holds the position of senior managing official.*

**1.5 Companies**

**For identification of company**

All of the following documents

- i. Copy of Certificate of incorporation (compulsory)
- ii. Copy of Memorandum of Association duly verified with the original and certified as ‘true and upto-date’
- iii. Copy of Articles of Association duly verified with the original and certified as ‘true and upto-date’
- iv. A copy of the Certificate of commencement of business (in case of Public Limited Company) duly verified with the original.
- v. PAN Card in the name of company duly verified with the original (*As per Rule 114(B) of Income Tax Act, 1961, PAN should be quoted for opening of accounts*)
- vi. A copy of Board resolution, on the lines indicated in the opening form, duly certified to be true by the chairman of the meeting at which the resolution had been passed

- authorising the opening an account with the Bank.
- vii. A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf;
  - viii. List of Board of Directors of the Company
  - ix. Details of Beneficial owners duly certified by the CEO / CFO / Director / Company Secretary.
  - x. Introduction by an existing Account Holder or by a person known to the branch.

**For Address Proof**

- In normal case the above documents may contain address of the company also. For local address, the entity may be asked to submit a declaration giving local address details.

**For person/s who operate the account.**

- xi. A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of managers, officers or employees holding an attorney to transact on its behalf.

**For All Directors and all Beneficial owners**

- xii. A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers).

***Who is the beneficial owner in case of a Company ?***

- *Beneficial owner is the natural person(s), who has a ‘controlling ownership interest’ or who exercises ‘control’ through other means.*
- *‘Controlling ownership interest’ means ownership of or entitlement to more than 25% of shares or capital or profits of the company.*
- *‘Control’ shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.*
- *Where no natural person is identified as above, the beneficial owner is the natural person who holds the position of senior managing official.*
- *Where the client or the owner of the controlling interest is a company listed on a stock exchange, or is a subsidiary of such a company, it is not necessary to identify and verify the identity of any shareholder or beneficial owner of such companies.*

**1.6 Trusts and Foundations**

**For identification of Trust / Foundation etc**

All of the following documents

- i. Copy of Registration certificate duly verified with the original. (In the case of a Public Trust, a copy of the certificate issued by Charity Commissioner or such other competent authority to be obtained. Private trusts may not have registration)
- ii. Copy of Trust deed duly verified with the original.
- iii. Copy of any supplementary deed of appointment of new trustees verified with the original.
- iv. PAN Card in the name of Trust / foundations duly verified with the original (As per Rule 114(B) of Income Tax Act, 1961, PAN should be quoted for opening of accounts)
- xiii. A resolution from the Board of trustees to open an account with the Bank duly certified by the chairman of the meeting
- xiv. Power of attorney granted to the authorised person to transact on its behalf;
- xv. List of all the trustees.
- xvi. Letter from Trustees
- xvii. Details of Beneficial owners duly certified by the Managing trustee
- xviii. Introduction by an existing account holder or by a person known to the branch

**Note:** Unregistered trusts/foundations can also open account based on trust deed supported by any document as may be required to collectively establish the legal existence of the entity, such as License from Panchayat or Municipality or Corporation, Permissions or consent from any government department, Sales and income tax returns, CST/VAT certificate / registration document issued by Sales Tax / Service Tax / Professional Tax authorities / Income Tax Returns / Copy of latest balance sheets / import export code (IEC) etc in lieu of registration certificate.

**For Address Proof**

- In normal case the above documents may contain address of the entity also. For local address, the entities may be asked to submit a declaration giving local address details

**For person/s who operate the account**

- v. A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of the person holding a power of attorney to transact on its behalf.

**For all trustees and all Beneficial owners**

- vi. A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of all the trustees / members of managing committee and beneficial owners

***Who is the beneficial owner in case of a Trust***

- *Where the client is a trust, identification of beneficial owner shall include*



*identification of author (founder) of the trust, the trustee, the beneficiaries with more than 15% interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.*

### **1.7 Un-incorporated association or body of individuals (Associations / Clubs etc)**

#### **For identification of Association / body etc**

All of the following documents

- i. Copy of the Registration Certificate if registered along with any one of the License from Panchayat or Municipality or Corporation / Permission or consent from any government department / Sales and income tax returns / CST / VAT certificate / registration document issued by Sales Tax / Service Tax / Professional Tax authorities / Bye-laws / Income Tax Returns / Copy of latest balance sheets / import export code (IEC) etc as may be required to collectively establish the legal existence of such an association or body of individuals; duly verified with the original.
- ii. PAN Card in the name of Un-incorporated association or body of individuals duly verified with the original (As per Rule 114(B) of Income Tax Act, 1961, PAN should be quoted for opening of accounts)
- iii. **Resolution of the managing body of such association or body of individuals to open an account with the Bank;**
- iv. Power of attorney granted to the person authorized to transact on its behalf;
- v. List of members of Managing committee.
- xix. Details of Beneficial owners duly certified by the chairman of the Managing committee.
- xx. Introduction by an existing account holder or a person known to the branch.

#### **For Address Proof**

- In normal case the above documents may contain address of the entity also. For local address, the entities may be asked to submit a declaration giving local address details.

#### **For person/s who operate the account**

- vi. A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of the person holding a power of attorney to transact on its behalf;

#### **For all the members of managing committee and all Beneficial owners**

- vii. A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of all members of the managing committee and beneficial owners.

#### ***Who is the beneficial owner in case of an un-incorporated body ?***

- *Where the client is an unincorporated association or body of individual, the beneficial*

*owner is the natural person(s), who, has ownership of or entitlement to more than 15% of the property or capital or profits of such association or body of individuals.*

- *Where no natural person is identified as above, the beneficial owner is the natural person who holds the position of senior managing official.*

## **1.8 Schools, Colleges etc**

### **For identification of the institution**

All of the following documents

- A copy of the rules and regulations of the institution duly verified with the original.
- A copy of the resolution of the Governing Body authorizing opening and operation of the account, duly certified by the chairman of the meeting in which it is passed.
- Power of attorney granted to the person authorized to transact on its behalf.
- List of persons comprising the Governing Body. The updated / revised list should be obtained every year.
- Details of Beneficial owners duly certified by the chairman of the Managing committee / Governing body.
- In case of Government Schools, the branch will ensure whether the school / college is authorized to open an account by the education department and the usual terms and conditions on which such accounts are allowed to be opened will be verified. The account opening form should be signed by the persons authorized to open and operate the account as per the Government Order. The operations will be allowed as per the terms and conditions / rules framed by education department for this purpose.
- In case of Aided Schools, the permission of Board of Secondary Education is necessary. Before accepting an account in the name of an aided school, the Branch Manager will make sure that the Governing Body of the school has the permission.

### **For Address Proof**

- In normal case the above documents may contain address of the entity also. For local address, the entity may be asked to submit a declaration giving local address details.

### **For person/s who operate the account**

- A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of the person holding a power of attorney to transact on its behalf.

### **For all the Members of Governing Body and all Beneficial owners**

- A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of all members of the Governing Body / managing committee and beneficial owners

**Note:**

*Branch will ascertain the ownership pattern of the school, college etc to find out whether it comes under Proprietorship, Partnership, Company, Trust, Society etc and thereafter the rules applicable to such customer type may be applied for identifying beneficial owners.*

**1.9 Hindu Un-divided Family (HUF) / Joint Hindu Famil (JHF)****There are two types of Customer types**

- **HUF—Personal**
- **HUF—Non personal**

**For opening accounts under HUF—Personal Category**

- **The ID requirements as applicable to Individual Account may be applied**
- Joint Hindu Family Letter duly signed by the Karta, Adult Co-parceners & Guardians of minor members on behalf of the minor.

**For opening accounts under HUF—Non-personal Category**

- The ID requirements as applicable to Proprietorship may be applied **as follows.**

**For identification of JHF / HUF etc**

All of the following documents

- Any one document such as Registration Certificate if registered / License from Panchayat or Municipality or Corporation / Permission or consent from any government department / Sales and income tax returns / CST / VAT certificate / registration document issued by Sales Tax / Service Tax / Professional Tax authorities / Bye-laws / Income Tax Returns / Copy of latest balance sheets / import export code (IEC) etc as may be required to collectively establish the legal existence of such an association or body of individuals.
- Joint Hindu Family Letter duly signed by the Karta, Adult Co-parceners & Guardians of minor members on behalf of the minor.
- PAN Card in the name of HUF (As per Rule 114(B) of Income Tax Act, 1961, PAN should be quoted for opening of accounts)
- Power of Attorney in case the account is operated by one or more major co-parceners other than Karta.
- Introduction by an existing Account Holder or by a person known to the branch

**For identification of Kartha**

A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of Kartha who is also the sole beneficial owner **AND**

**Who is the beneficial owner in case of HUF ?**

- **Kartha is the beneficial Owner.**

**1.10 Panchayat / Municipality / Corporation / Local bodies etc**

- A copy of the resolution of the Governing Body authorizing opening and operation of the account, duly certified by the chairman of the meeting in which it is passed **OR**
- A copy of the Government order/ Notification authorizing the concerned officer/s to open and / or to operate the account.
- A certified copy of the rules and regulations, if any, framed by the department/ Local Bodies regarding the powers of such executive officers in the matter of opening and operation of such accounts.

**For person/s who operate the account**

- A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of the person holding a power of attorney to transact on its behalf.

**1.11 Government departments / Semi-Government Taluk / District Boards**

**For identification of the entity**

- A copy of the Government order/ Notification authorizing the concerned officer/s to open and/or to operate the account.
- A copy of the letter of authority by the Head of Department permitting the executive of the institution to open the Bank account
- A certified copy of the rules and regulations, if any, framed by the department/ Local Bodies regarding the powers of such executive officers in the matter of opening and operation of such accounts.

**For person/s who operate the account**

- A passport size photograph and an officially valid document (out of the six officially valid documents specified for individual customers) in respect of the person holding a power of attorney to transact on its behalf.