

**CUSTOMER UPDATION FORM
FOR KYC**



CUSTOMER ID

NAME OF ACCOUNT HOLDER PREFIX FULL NAME

PAN NUMBER Form 60. Form 61.

AADHAAR NUMBER*

ACCOUNT NO

Occupation Salaried Self employed Retired Self-employed prof. Housewife Politician Student Others (pls specify) _____

If salaried employed with Private Ltd Partnership Proprietorship Public Limited Public sector Government Multinational Others (pls specify) _____

Self employed since Years Month

Nature of Business Manufacturing Service Provider Agriculture Stock Broker Real Estate Trader Others.(Pls specify) _____

Date of Incorporation

Type of Company / Firm Sole proprietorship Partnership Public Limited Co. Private Limited Co. Others.(Pls specify) _____

Self employed professional Doctor CA/CS/ICWA Lawyer Architect I.T. Consultant Others.(Pls specify) _____

Source of Funds Salary Business Income Agriculture Investment Income Others.(Pls specify) _____

Gross Annual Income <50,000 50,000-1,00,000 1,00,000-3,00,000 3,00,000-5,00,000 5,00,000-7,50,000 7,50,000-10,00,000 10,00,000-15,00,000 >15,00,000

Residence Type Owned Rental/ Leased Ancestral/Family Company Provided

CHANGE OF ADDRESS.

There is no change in my mailing address.

I wish to change my mailing address/ contact details as below.

Flat No/Bldg Name

Road Name

Landmark

City PIN Code

State Country

Tel. (O) Ext. No. STD Code Tel @

Mobile No

Email id

I do hereby solemnly declare that the information provided above with respect to my account is up to date and correct.
I here by submit a self attested photocopy of the following as:

Address proof

Identity proof

I have also attached my recent photograph above.

Signature of Account Holder



Note:

- 1) Please provide self attested address proof even when there is no change of address
- 2) If you wish to make a change in any of your contact details please fill the appropriate boxes given above.
- 3) In absence of valid address proof, the address proof of a close relative with whom account holder is residing may be provided along with a declaration from the close relative, and the close relative's id and address proof. The declaration should state that account holder is a close relative and resides at the address mentioned above.
- 4) Please contact the nearest branch to know more details
- 5)* Self attested copy of Aadhaar card has to be attached for Aadhaar number updation. The account number mentioned in the form above will be linked with the Aadhaar number.

FOR BRANCH USE ONLY

Sourcing Branch Name _____

Branch Code

Signature/Customer ID Verified/Address Change Verified

Signature of PB: _____ PB CODE

Comprehensive list of acceptable Documents for proof of Identity & proof of address Resident Individuals
A. Documents for establishing proof of identity

- 1 Passport [not expired]
- 2 MAFIN card [issued by NSDL]
- 3 PAN card
- 4 Election/Voter's card
- 5 Photo ID card - Central Government or any of its Ministries
- 6 Photo ID card - Statutory / Regulatory authorities
- 7 Photo ID card - State Govt. or any of its Ministries
- 8 Photo ID card -Public Sector Undertaking (established under GOI or State Govt)
- 9 Photo ID card - State Govt. of J&K
- 10 Photo ID card - Bar council
- 11 Photo ID card -Senior Citizen card issued by State/Central Govt.
- 12 Photo ID card -Govt. of India to Persons of Indian Origin [PIO card]
- 13 Photo ID card -Defence Dept / Ministry of defence for Defence personnel & their dependants
- 14 Photo ID card -Public Financial institutions / Public sector banks
- 15 Driving license - Permanent
- 16 Arms License issued by the State/ Central Govt. of India with photograph
- 17 Pension payment card issued by State/Central Govt. of India with photograph of the applicant.
- 18 Ration Card containing IRIS scan along with photograph.
- 19 Photo Credit Card
- 20 Banker's Verification as per bank's existing format
- 21 Caste certificate issued by district collector of Meghalaya
- 22 FRCO issued to Tibetan nationals containing signature, photo and address of the applicant.
- 23 Aadhaar card / letter issued by Government of India.
- 24 NREGA card.
- 25 Pension ID card issued by Government Of India pensioner.
- 26 Company ID card issued by Govt Organisations
- 27 Others

B. Documents for establishing proof of address: Resident Individuals

- 1 Passport [not expired]
- 2 Driving license - Permanent(except issued by the Govt of Maharashtra).
- 3 Landline telephone bill/Electricity bill prior to the date of account opening].
- 4 Telephone Bill not older than 3 months up to 6 months
- 5 Bank account statement of a PSU / Private Sector / Foreign bank
- 6 Ration card
- 7 TAN Allotment letter
- 8 PAN Correction Letter
- 9 Election card / Voters ID [if it has address].
- 10 Letter/ Monthly outgoings bill (only from Registered societies).
- 11 Copy of title deeds
- 12 Aadhaar card / letter issued by Government of India.
- 13 NREGA card.
- 14 Lease/ Leave & license agreement / Rent agreement copy
- 15 Rent agreement indicating address of the customer duly registered with State Government or similar registration authority.
- 16 Latest Property tax or water tax bill / Property tax paid Receipt.
- 17 Senior citizens card issued by the State /Central Govt. of India (if it has address).
- 18 Mobile post paid bill
- 19 Consumer gas connection card / book OR latest pipe gas bill.
- 20 Domicile certificate with communication address issued by Municipal Corporation.
- 21 Arms License issued by the State/Central Govt. of India authority which contains photograph of applicant
- 22 Photo ID card with photograph (issued by J&K & Goa State Govt.)
- 23 Photo Social Security Card issued by the Central/ State govt. /Union territories.
- 24 Pension payment card issued by State/Central Govt. of India with photograph of the applicant.
- 25 IRIS scanned household Card with photograph (issued by Andhra Pradesh govt.)
- 26 Photo ID card - Central Government or any of its Ministries
- 27 Photo ID card - Statutory / Regulatory authorities
- 28 Photo ID card - State Govt. or any of its Ministries
- 29 Photo ID card -Public Sector Undertaking (established under GOI or State Govt)
- 30 Photo ID card - State Govt. of J&K
- 31 Photo ID card - Bar council
- 32 Photo ID card -Senior Citizen card issued by State/Central Govt.
- 33 Photo ID card -Govt. of India to Persons of Indian Origin [PIO card]
- 34 Photo ID card -Defence Dept / Ministry of defence for Defence personnel & their dependants
- 35 Photo ID card -Public Financial institutions / Public sector banks
- 36 Caste certificate issued by district collector of Meghalaya containing name, photo and address of the applicant
- 37 PAN (Permanent Account Number) intimation letter addressed to the customer intimating the PAN.
- 38 Latest certificate from post office / Post office savings bank passbook - Applicable only for RURAL Areas.
- 39 Defence Accounts (Indian Army, Navy & Air Force)
- 40 Transfer / Movement order issued by the defence ministry / unit of defence ministry mentioning the name and address of the applicant
- 41 House Allotment letter issued by the defence ministry / unit of defence ministry mentioning the name and address of the applicant
- 42 Certificate on the defence letterhead issued by the defence ministry / unit of defence ministry mentioning the name and address of the applicant
- 43 Latest Salary Slip
- 44 Introduction letter from the corporate
- 45 Company ID card issued by Govt Organisations bearing address
- 46 Others