



## INSTRUCTIONS TO CUSTOMERS

Please complete all sections with black ink, in BLOCK LETTERS and tick boxes wherever applicable.

Identity Proof			Address Proof		
Job card issued by NREGA duly signed by an officer of the State Government			Passport	Driving license	Aadhaar letter
Voter's Identity Card	Aadhaar letter	Driving license	Voter's Identity Card		
Passport	Permanent A/c No (PAN) Card		Job card issued by NREGA duly signed by an officer of the State Government		

Please note that the original documents must be presented for verification.

- Documents to be enclosed with this form:

In addition to the above documents, the following documents/copies (the list is not exhaustive) are also required, depending on the constitution of the customer as described below:

Trusts	Associations /Society	Company	International Clubs (Rotary, Lions, Jaycees)	Individuals	Sole proprietorship firm <small>two documents in the name of the firm</small>
Copy of Trust Deed Copy of the Registration certificate  List of Trustees  Copy of the resolution of the trustees Authorising the members concerned to open and operate the account  Copy of PAN  Tax Exemption Registration Certificate from Income Tax if applicable  Photographs, Identity and Address proof of the persons operating the account	By-laws of the Association  Copy of the Certificate of the Registration  List of office Bearers  Copy of the resolution by the board authorising the members concerned to open and operate the account  Copy of PAN  Tax Exemption Registration Certificate from Income Tax if applicable  Photographs, Identity and Address proof of the persons operating the account	Copy of Certificate of Incorporation.  Copy of Memorandum and Articles of Association certified as the up-to-date copy with all amendments.  Copy of Certificate of Commencement of business in applicable cases.  A certified copy of the resolution of the Board of Directors appointing the Bank as the Company's banker.  A certified copy of the resolution of the Board of Directors authorizing the officers to open and operate accounts.  Balance sheets of the Company for the last 3 years or all the previous Balance Sheets, if the company is not three years old.  PAN card in the name of Company.  Copy of the telephone bill confirming the address.	Copy of International Charter of the Club  Copy of resolution to open and operate the account signed by district governor/ president/ any two authorised signatories  List of office Bearers of the Clubs  Tax Exemption Registration Certificate from Income Tax if applicable  Photographs, Identity and Address proof of the persons operating the account	Photograph  Identity Proof  Address Proof  Copy of PAN card or duly Filled Form 60/61  Copy of duly acknowledged Form 49 A where Form 60 is filled with the reason Applied for PAN  <b>HUF Account</b>  Photographs, Identity and Address proof of the Karta.  Prescribed Joint Hindu Family Letter signed by all the adult coparceners. (C392)	Registration certificate / License issued by the by govt authorities.  Sales Tax Returns / CST/VAT certificate  Certificate / registration document issued by Sales Tax/ Service tax/ Professional tax authorities.  The complete income tax return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected.  Utility bills such as electricity, water and landline telephone bills in the name of the proprietary concern.  <b>Partnership firm</b>  Copy of partnership deed / Registration Certificate, if registered.  Partnership letter in the prescribed form (C231) signed by all the partners in their individual capacity.  Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf.  PAN card/ Form60 in the name of partnership firm.  Copy of telephone / utility bill in the name of firm / partners.  NOC from the lending banker, if customer enjoys credit facilities.

- Please ensure that latest photograph of the account holder is affixed.

"I/We declare that the information provided hereinabove is up-to-date, true and correct to the best of my/our knowledge and belief."

Signature(s):

Please paste  
 Passport Size  
 color  
 Photograph  
 here

Signature of Applicant

Customer ID

Risk Rating

Low
 Medium
 High

### Office use only

Address Proof   
 ID Proof   
 Photos   
 PAN Card

**kyc norms complied**

Yes  No

**lead ID**

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**Date**

D	D	M	M	Y	Y		
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- Customer search made, multiple Cust ID do not exists in the name of the applicant.
- KYC documents \_\_\_\_\_ verified through online official link

Clerk

Asst. Manager

Principal Officer.