



**KYC information for Authorised Signatory - 1**  **Beneficial Owner**  %

 CRN: 

 Customer Name: 

<b>Address</b>		
<b>Mobile Number</b>		Customer's Sign (in case of change in contact details)
<b>Email ID</b>		

**KYC information for Authorised Signatory - 2**  **Beneficial Owner**  %

 CRN: 

 Customer Name: 

<b>Address</b>		
<b>Mobile Number</b>		Customer's Sign (in case of change in contact details)
<b>Email ID</b>		

I / We confirm the above information furnished is true and correct and the said details may be updated in the Bank records.

Signature\* of the Authorised Signatory-1

Signature\* of the Authorised Signatory-2

Name: \_\_\_\_\_

[\*Please sign as per Account Mode of Operation along with Rubber Stamp of Organisation]

**Note:** For more than two authorised signatory obtain a separate form

**For Bank Use Section:**

Checks	Dormant A/c Activation	Re-KYC Updation
Is reason mentioned for no operation in account	<input type="checkbox"/>	NA
Customers sign available incase of change in contact details	NA	<input type="checkbox"/>
Type of Business ticked & other profile details obtained	<input type="checkbox"/>	<input type="checkbox"/>
Aadhaar obtained is e-KYC authenticated (Applicable for Sole Proprietorship)	<input type="checkbox"/>	<input type="checkbox"/>
Beneficiary Owners & FATCA / CRS Declaration ticked	NA	<input type="checkbox"/>
Customer Met in Person & sign in my presence certification	<input type="checkbox"/>	Optional

 Signature Verified by  Sign & Emp Code

 Receiver's Stamp 

 Documents sent to CPC/RPC on 
**Customer Acknowledgement Copy: (Applicable if submitted at the branch)**

 Service Request No: \_\_\_\_\_ Acknowledgement Date: 

Signature of the Bank Official: \_\_\_\_\_

**Indicative list of documents for Non –Individuals**

- Copy of Identity and Address Proof Documents (Passport, Aadhaar (Post e-KYC authentication by Bank), Election ID card, Driving License) in the name of Sole Proprietor

**AND**

(Any Two Entity proofs in the proprietorship firm's name – Indicative list below)

- Shops & Establishment License issued by Municipal Authorities
- GST Registration Certificate
- TAN Allotment Letter
- Excise Registration Certificate
- Registration License / Certificate issued by Profession Tax department
- IEC (Import Export Code Certificate) in the name of the firm
- Latest and Complete IT Returns filed (not only the acknowledgement) in the name and income of the firm should be reflected
- Valid APMC License under the APMC act by the local APMC Board Authorities
- Utility Bill (Elec. / Landline Tele / Broadband bill not more than 3 months old or Property Tax / Water Tax Bill not more than 1 year old) in the name of entity

**Partnership Firm – (Any one entity proof & One Address proof in Firm name)**

Entity Proof	Address Proof
Latest Deed	Utility Bill
Registration Certificate - if deed is registered.	Address mentioned on a registered partnership deed
	Any one of the documents prescribed for proof of Entity in the proprietorship section above in name of Firm

**Limited Liability Partnership – (Any one entity proof & One Address proof in Firm name)**

Entity Proof	Address Proof
LLP Agreement	Address mentioned on a registered LLP Agreement
Certificate of Incorporation	Any one of the documents prescribed for proof of Entity in the proprietorship section above in name of Firm

**Hindu Undivided Family - (Any one entity proof & One Address proof in Firm name)**

Entity Proof	Address Proof
Copy of PAN Card	Valid Passport, Aadhaar (Post e-KYC authentication by bank), Election ID card, Driving License in name of Karta
HUF Deed	

**Private / Public Limited Companies – (Any one entity proof & One Address proof in Firm name)**

Entity Proof	Address Proof
Certificate of incorporation	Any one of the documents prescribed for proof of Entity in the proprietorship section above in name of Firm
Certificate of commencement of business (for limited Companies incorporated under Companies Act 1956)	Certificate from the Company Secretary indicating the details of registered office, business office, mailing address
Updated Memorandum & Articles of Association	

**Trust / AOP / Society – (Any one entity proof & One Address proof in the entity / body's name)**

Entity Proof	Address Proof
Certificate of Registration	Utility Bill
Deed/ By Laws	Bank Statement
	80G/12A certificate indicating the mailing address.