

**Non Individual – Dormant Account Activation / Re-KYC Updation Form**

 Date :  /  / 

 Service Request No: 

 CRN: 

 Name of the Company/Organization:   
**CUSTOMER INSTRUCTIONS (Applicable only if account is dormant)**

Dear Sir/Madam,

I/We, authorised signatories request you to activate my/our Dormant accounts listed below:

 Account number: 

OR

 All accounts under above mentioned CRN with mode of operation as any one

The reason for no operation in the account \_\_\_\_\_

**KYC information of Entity/Company:**

Please update the following information in your records. Also enclosed is the self-attested copy of my KYC Documents

<b>Type of Business:</b>	<input type="checkbox"/> Comm. Agent <input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Agriculture <input type="checkbox"/> Manufacturing <input type="checkbox"/> Services <input type="checkbox"/> Trading <input type="checkbox"/> Others (For others please specify) : _____
<b>Nature of Business / activity:</b>	<input type="text"/>
<b>Annual Turnover / Income:</b> (Rs. In Lakh) (Current FY Projected)	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>Mobile Number</b>	Customer's Sign (in case of change in contact details)
<b>Email ID</b>	
<b>Permanent Account Number:</b> (PAN) of Entity OR Proprietor in case of Sole-Proprietor	<input type="text"/>
<b>Declaration for Beneficiary Owner (BO)</b>	<input type="checkbox"/> BO details already submitted as per extant rule & there is no change in the details already furnished. <input type="checkbox"/> BO details not submitted as per extant rule / BO details have under gone change & hence please find the current BO details along with applicable documents attached herewith.
<b>FATCA/CRS Declaration section</b>	<input type="checkbox"/> I / We have submitted FATCA / CRS details and there is no change in the details already furnished. <input type="checkbox"/> I / We wish to submit / update FATCA / CRS details. (Enclose separate FATCA / CRS form as applicable)

KYC information for Authorised Signatory - 1  Beneficial Owner  %

CRN:

Customer Name:

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

KYC information for Authorised Signatory - 2  Beneficial Owner  %

CRN:

Customer Name:

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

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.