

**CUSTOMER UPDATION FORM  
For RE KYC - PROPRIETOR**

CUSTOMER ID OF FIRM

CUSTOMER ID OF PROPRIETOR

ACCOUNT NUMBER

PAN NUMBER

NAME OF PROPRIETOR

NAME OF FIRM  M / s.

Please Affix  
photo with  
signature  
  
across

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

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

Details of Activity:

Date of Incorporation  Annual Turnover (Rs.lacs)

Are  Exports  Imports involved  IEC Code:  Value (Rs.lacs)

Registered Office Address

City  State  Pin:

Registered Address type  Owned  Rented/Leased

There is no change in my mailing address.

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

(please provide  
your correct and  
complete  
telephone numbers  
to help us serve  
you better)

Shop No./Bldg Name

Road No./ Name

Landmark / Area

City

State  PIN Code

STD Code  Tel.1  Country  Tel.2

Fax No

Mobile No

Email id

I / We hereby solemnly declare that the information provided above with respect to my / our account is up to date and correct.

I here by submit a photocopy of the following as:

Enity Proof 1)

Enity Proof 2)

Address proof of Entity

Identity proof of Proprietor

\_\_\_\_\_  
Signature of Proprietor

**Note:**

- 1) Please provide 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

**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 Sole Proprietorship

#### A. Documents towards proof of entity

- 1 Utility bill(Electricity, fixed landline, Water bill) in the name of Firm
- 2 Inspection / Verification certificates issued under Weights & Measures Act, 1976
- 3 Permission Issued by respective government authority for units in SEZ, STP, EOU, EHTP, DTA and EPZ in the name of the entity mentioning the address allotted
- 4 Complete Income Tax return(ITR 4) duly acknowledged by Income Tax authorities . The name of the firm would appear on 2nd page of ITR 4.
- 5 Registration certificate/license issued by Municipal authorities such as Shop & Establishment Certificate/Trade License
- 6 CST/VAT/Service Tax Certificate or Letter Of Registration for CST/VAT/Service Tax
- 7 Certificate/Registration document issued by Professional Tax authorities
- 8 Valid Business License or Certificate Of Registration issued by State/Central Government authority (validity would include the grace period for renewal as mentioned in the certificate)
- 9 RBI/SEBI Registration Certificate
- 10 License issued by Food and Drug Control Authorities
- 11 Import - Export certificate (IEC Code) issued by the Director General of Foreign Trade
- 12 TAN Allotment Letter issued in the name of the firm

#### B. Documents towards proof of Address of firm

- 1 Existing Bank account statement or passbook of a PSU / Private Sector /Foreign bank. (not older than 4 months)
- 2 Lease/ Leave & license agreement / Rent agreement copy duly stamped. It is to be accompanied with Utility bill in the name of landlord
- 3 PAN intimation letter issued by IT authority. It must bear name and address of the entity / proprietor.
- 4 Landline telephone bill/electricity bill of public & approved private operators in the state. (not older than 4 months)
- 5 Property Ownership Deed i.e. title deeds of the property in the name of the firm duly stamped and registered
- 6 TAN Allotment Letter issued in the name of the firm
- 7 Latest property tax paid receipt/bill raised in the name of the firm
- 8 Any document taken as proof of entity provided it contains address

#### C. Documents towards ID proof ( Proprietor)

- 1 Passport [ not expired]
- 2 MAPIN 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 FRRO 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.