



June 29th, 2009

Circular / RB/ 14/ 2009-10

The Zonal Head, All Zones

The Branch Head/ All Branches including Extension Counters and Service Branches

The Departmental Head/ All Departments including RACs/ SRACs /All Zones

Sub: KYC of Savings Bank & Term Deposit Account under Retail Banking

Reference:

1. Circular No. COMPLIANCE/ 4/2009-10 dated 16.04.2009
2. Circular No. COMPLIANCE/ 1/2009-10 dated 01.04.2009
3. Circular No. COMPLIANCE/ 39/2008-09 dated 23.01.2009
4. Circular No. RB/RL/5/2009-10 dated 13.04.2009
5. Circular No. RB/RL/58/2008-09 dated 20.02.2009
6. Circular No. RB/64/ 2006-07 dated 04.12.2006 & Addendum dated 12.03.2007
7. Circular No. RB/41/2006-07 dated 12.08.2006 & Addendum dated 12.12.2006
8. Circular No. TREASURY/ IB/ 021/ 2004-05 dated 29.03.2005

With reference to the above circulars, comprehensive and revised guidelines are being issued hereby for the KYC and other requirements to open a Savings Bank account under any of the scheme codes in finance and Term Deposit Accounts. These instructions shall supersede all the earlier instruction issued in this regard by Retail Banking Department and other Departments.

Scope of this circular is not to issue operating guidelines for a Savings Account, but to issue guidelines for opening of the account. The entire segment of customers who can open a Savings Bank Account has been divided into following categories for the purpose of KYC requirement:

Account of Individual:

- a. Normal Individual
 - Senior Citizen
 - Special Cases – Illiterate, Handicapped, PAO Holder, Newly Married Woman etc.
- b. Account of Individual for the purpose of Salary receipt
- c. Account of Foreign National
- d. Account of Non Resident Indian
 - NRE & NRO Account
 - Account of PIO
 - PIS Account
 - Mariners International Account
 - NRI Salary Account
 - SB RFC Account
- e. No-Frills Account (Azadi Account)

Account of HUF

Account of an Entity

- Government Bodies, Local Bodies & Defence Establishments

- Account of Staff Welfare Fund
- Account of Trust
- Account of Society
- Account of Section 25 Company
- Account of Self Help Group
- Account of Unregistered Entity (AOP)

Guidelines for Opening of Savings Bank Account and Term Deposits Accounts:

1. Account of Resident Individual:

For account of individuals, a proof of photo identification and proof of address to be enclosed with Account Opening Form. A copy of PAN Card or a declaration vide Form-60 also is mandatory to be obtained. The account opening form should be signed by the individual and photograph should be affixed. A comprehensive list of documents qualifying to be attached as id & address proof is enumerated in below mentioned table – A and B respectively. A single copy of document is sufficient if that particular document is appearing in both the tables.

| Table A | Table B |
|---|--|
| Proof of identity (Any one of the following) | Proof of address (Any one of the following) |
| <ol style="list-style-type: none"> 1. PAN Card 2. Passport (valid) 3. Election Card 4. Photo Identity issued by Government / Defence services / Public Sector undertaking 5. Letter from recognized public authority / Defence Authority / public servant verifying the identity and photograph of the applicant 6. Driving Licence – Care needs to be exercised to ascertain the genuineness and validity. 7. Ex-Serviceman Card / Bar Council / Indian Medical Association Card / Senior Citizen Card 8. Arms Licence issued by State / Central Government of India Authorities 9. Freedom fighter's pass issued by Ministry of Home Affairs, Government of India with photograph of applicant 10. Pension payment order / book / card issued by State / Central Government of India 11. Printed Ration Card with photograph of applicant 12. Household Card with photograph issued by Government of Andhra Pradesh 13. ID card with photograph issued by Government of Jammu and Kashmir 14. Bank passbook with photograph issued by nationalized banks along with cheque from the same account. This passbook should have transaction for the last 6 months. 15. Photo Social Security Card (Smart Card) issued by Central / State Government or Union Territories | <ol style="list-style-type: none"> 1. Passport. Only if the address mentioned in the AOF is the same as the address appearing on the passport. 2. Telephone / Mobile / Electricity Bill. Any connection to be at least 6 months old in the name of the account holder / spouse / family member, and the bill date should not be older than 3 months from the account opening date. 3. Ration Card 4. 6 months bank account / credit card statement 5. Letter from a recognized public authority or public servant verifying the address of the customer. 6. Gas connection registration letter 7. Income tax / Wealth tax assessment order 8. Domicile certificate with communication address and photograph 9. Certificate by Village Extension Officer (VEO) / Village Head or equal or higher rank officer. Branch to confirm that the certificate is issued by the right person. 10. Registered lease / leave and licence agreement with a utility bill in the name of the landlord. 11. Address proof in the name of the father / mother / spouse / blood relative of the applicant, as a supporting document that establishes the relationship between the applicant and the person in whose name the address proof is available. |

| Table A | Table B |
|--|--|
| Proof of identity (Any one of the following) | Proof of address (Any one of the following) |
| 16. Certificate issued by the Headman of the Local Area for North Eastern States. Branch to confirm that the certificate is issued by the right person. 17. For married women, proof of identity with her maiden name, if supported with a verified true copy of marriage certificate are acceptable as valid identity proof. | |

1. a. **Joint Accounts**

For joint accounts the above documents are required for both, the applicant as well as the joint applicant(s). However, in case of husband and wife, address proof of any of the spouse can be obtained, with a copy of the marriage certificate. Similarly, in case of father-daughter, father-son, mother-daughter, mother-son or vice-versa, address proof of only one holder can be obtained if a valid proof is obtained such relationship. This valid proof can either be a birth certificate, passport, PAN Card, Certificate from a State/ Central Education Board or from a recognized University.

If the account is jointly held by more than two individuals, the address proof of the first holder of the account only can be obtained, in case all the holders hail from the same family and there is sufficient documentary proof (to the satisfaction of the Branch) is available to prove this.

Joint Account with an illiterate person can be opened only as "Jointly operated" and not as "either or survivor", taking thumb impression of the illiterate person. However, in such cases, cheque book cannot be issued and third party cash withdrawal cannot be made. A certificate vide Annexure-X also should be obtained.

1. b. **Accounts of Hindu Undivided Family (All of the following documents to be obtained)**

- a) Copy of PAN / Form 60 of HUF
- b) Declaration from the Karta
- c) Proof of Identification and address of Karta as per documentation for individual (Table A & B respectively in the section 1 above)
- d) Prescribed Joint Hindu Family Letter signed by all the adult coparceners

1. c. **Account of Senior Citizen (All of the following documents are to be obtained)**

- a) Proof of Identity such as Senior Citizen Card or any other proof of identity (as listed in Table A) subject to Bank's satisfaction and Proof of Address (as listed in Table B)
- b) Proof of Date of Birth to the satisfaction of the Branch.

1. d. **For Newly Married Woman**

In addition to the documents to be obtained as in Table A and B for individuals, the identity and address proof of the Husband is to be taken along with any of the following documents: -

- a) Marriage Certificate / affidavit
- b) Wedding photograph along with Marriage invitation

1. e. **Account of Foreign National**

- i) **Foreign nationals on employment or setting up business:** These persons are eligible to open normal rupee account with following documents:
 - Passport with valid visa
 - Letter from employer/ contract letter/ permission from RBI in case of business, if applicable
 - Address Proof as per Table B above.
- ii) **Foreign Students:** They are eligible to open normal rupee account with following documents:
 - Passport with valid visa
 - Proof of admission
 - Address Proof as per Table B above
- iii) **Tourist on Visit to India:** They are eligible to open a Non-Resident (Ordinary) Rupee Account (NRO Account) for a maximum period of six months and the only document required is Passport with valid Visa.

For the extensive guidelines on operations of the accounts of foreign nationals, circular no. TREASURY/ IB/ 021/ 2004-05 dated 29.03.2005 may be referred.

1. f. **Account of Minors:**

There are two categories of account of Minors, viz:

- a) Account of Minor under Guardianship and to be operated by Guardian: Such accounts are like normal resident individual accounts where the minor is below the age of 12 years at the time of account opening. The documents to be collected for opening such accounts are id & address proof of the natural/court appointed guardian as per Table A & B above. A certified copy of birth certificate/ school certificate (establishing Date of Birth) and applicable declaration vide appendix: (I) – V, VI or VII of Manual of Instructions – Retail banking, Vol. – 1: Deposits to be obtained for opening a Savings or Term Deposit Account. If the guardian is appointed by the court, a certified copy of court order also should be obtained.
- b) Account of Minor to be operated by Minors alone: If the minor is over and above of 12 years of age (but below 18 years) the account can be opened in his/her name singly provided the minor is literate and can sign uniformly. Otherwise, the account can still be opened under guardianship. To open the account of the minor to be operated singly by him/her, following documents are required to be obtained:
 - A copy of birth certificate or school certificate establishing date of birth
 - A letter from the parents/ natural guardian/ court appointed guardian of the minor as per attached Annexure-IX.
 - Address and ID proof of the natural guardian/ parents/ court appointed guardian as per table A&B above
 - A copy of school photo ID card of the minor or a certificate from the school identifying the photo of the minor
 - Applicable declaration vide appendix: (I) – V, VI or VII of Manual of Instructions – Retail banking, Vol. – 1: Deposits

1.g **Account of Illiterate Person:**

The account can be opened with left thumb impression in case of a male, and right thumb impression in case of a female. Id and address proof should be taken invariably as per Table A&B above. A certificate from the Branch Official as per Annexure-X should be attached with the Account Opening Form. However, in such cases, cheque book cannot be issued and third party cash withdrawal cannot be made. The implication of operation of account should be told to the illiterate person in Hindi/ Vernacular language in presence of a witness and a certificate vide Annexure-X should be attached with Account opening form.

1.h **Account of Visually challenged person:**

Apart from id & address proof vide table A&B above a certificate vide Annexure – X, with witness's signature should be attached with Account opening form. Regarding operation of the account, paragraph no. 1.53 to 1.57, Manual of Instructions- Retail Banking, Vol.-1, Deposits should be referred.

1. i **Account of Pardanashin Lady:**

The Account Opening Form should be signed by two witnesses, identifying the photograph in addition to id & address proof of the lady as per Table A&B above.

2. **Salary Accounts**

2.1 Salary Accounts are the accounts where an employer enters into an understanding with the Bank for opening accounts of the employees for their Salary to be credited in respective accounts. The KYC requirement to open these accounts is the same as in the case of normal resident individual account, depicted in section 1 above. However, there are certain deviations permitted for these accounts which are mentioned below.

2.2 A due diligence may be done by the Branch for Government/ Corporate to consider acceptance of the Company documents as Identity and Address proof. We give hereunder, the due diligence grades which may be given to different Corporate. Any Corporate which satisfies any one criteria as per the under mentioned chart for being considered as a reputed and reliable company, the Identity and Address proof submitted by the Company for its salaried employees can be considered as an acceptable document towards fulfillment of KYC norms.

The Corporate would be classified as under:

| Sr. No. | Particulars | Qualifies For Exemption |
|---------|--|-------------------------|
| 1 | Corporate listed on any stock exchange | Yes |
| 2 | Subsidiaries of listed Corporate | Yes |
| 3 | Public Limited Corporate | Yes |
| 4 | Multinational Corporate | Yes |
| 5 | Company with more than 100 employees | Yes |
| 6 | Company with Turnover above Rs.50 crores | Yes |
| 7 | Multilevel Corporate | No |
| 8 | Proprietary/Partnership Corporate | No |

In the case of all corporate satisfying criteria as per the above chart, the Identity Card issued by the Company may be considered as a fulfillment of the KYC norms for employees not able to

produce the prescribed documents towards identity proof. However for Government Organization the id card issued or a photo identity letter issued by concerned Government department/ Body/ Authority can be considered as KYC complied document.

If the identity Card does not indicate the address, Address Proof document (Telephone bill/Bank account statement/Electricity bill/Ration card/Letter from Employer) will have to be produced.

In case of a company satisfying the above criteria which does not issue an Identity Card and where even the employees are not able to produce the prescribed address proof documents mentioned above towards KYC compliance, the employer company can submit a letter signed by the Authorized Signatory(ies) certifying the photograph and the address of all the concerned employees as appearing in the account opening form. The letter should mention the names of their employees.

2.3 In each case involving Corporate belonging to categories 1 to 6, the Branch Heads/Branch Sales Manager will have to furnish a certificate stating that on the basis of due diligence conducted they have satisfied themselves as to the exempted status of the concerned Company which will have to be kept attached to the account opening form.

2.4 **Salary account of defence personnel:** Salary account of defence personnel is opened under scheme code SBSDF. For the purpose of id proof any of the following may be accepted apart from the list given in Table A of 1 above:

- The officer should verify the original ID card and mention the ID Card number on the AOF with the legend "Original Sighted" under his/her initial.
- Introduction by the Unit / Regiment Head or Authorised Signatory of the Unit / Regiment
- Photocopy of the salary slip with photograph duly attested by the Unit / Regiment Head / PAO / DDO

For the purpose of address proof of accounts under SBSDF, a separate address proof is not mandatory if the correspondence address is given as the address of the battalion. If any other address is mentioned as correspondence address, a separate address proof should be obtained as per Table B under point no. 1 above.

2.5. Additional Documents Prescribed For The Above Corporate (Need Not be Insisted Upon from the Employee(s) of Government & Defence Organizations/ Authorities/ Bodies/ Departments):

The above relaxations are given to certain reputed corporate which are known for their Corporate Governance and strong processes with regards to employee recruitment & management. However in wake of the recent happening's, and to ensure that these relaxations are not misused for opening fictitious accounts and in order to further strengthen our KYC when opening salary accounts with the relaxed norms the following changes may be considered.

Scenario 1: In cases where the applicant has provided a valid & acceptable Photo Id & Address proof then the corporate only needs to provide a introduction by way of authorizing the application form or issuing a letter towards the introduction

Scenario 2: In cases where the applicant has only provided a valid & acceptable Photo Id but has not provided a Address proof then the corporate needs to provide a declaration on their letter head confirming the bonafides of their employee along with the address as per their records in the attached format. **Refer annexure VII.**

Scenario 3: In cases where the applicant has only provided a valid & acceptable Address proof but has not provided a valid Photo ID proof then the corporate needs to provide a declaration on their letter head confirming the bonafides of their employee along with the Photo duly stamped,

address as per their records in the attached format. The applicant will also have to provide at least one additional document from the list below **Refer annexure VII**

Scenario 4: In cases where the applicant has not provided both a valid & acceptable Photo Id proof Address proof then the corporate needs to provide a declaration on their letter head confirming the bonafides of their employee along with the Photo duly stamped and address as per their records in the attached format. The applicant will also have to provide at least one additional document from the list below. **Refer annexure VII**

2.6 In order to strengthen KYC, It is hereby decided that in the case of **Scenario 3 & 4** mentioned above, the applicant has to submit any one the following additional document at the time of account opening. The Account opening application form will have to be supported by any one of the following document failing which we shall not open the Salary account.

- a. School Leaving Certificate
- b. College Leaving Certificate
- c. Mark sheet copies of SSC, Junior College, Senior College, Graduation, Post Graduation etc.
- d. PPF Passbook (Address page, latest transaction page not more than 12 month old transaction)
- e. Passbook copy of any other Bank account that the Customer Holds (Address page, latest transaction page not more than 12 month old transaction)
- f. Credit Card statement (not more than 3 months old)

3. General Covenants: Accounts of Resident Individual

- a) In all cases of Partnership firms, Limited Companies and Association of Persons (AOP), persons authorized to operate the account should also furnish their photograph, identity proof and address proof
- b) Every document submitted for opening of account has to be verified with its original and a suitable stamp confirming the same is to be affixed and signed by the verifying official
- c) In case of accounts of individual, the PAN/PAN allotment letter/ GIR No./Form 60 has to be obtained.
- d) For all other matters of account opening and field verification please refer to instructions contained in Circular No. Compliance/39/2008-09 dated January 23, 2009.
- e) Every Account Opening Form (AOF) has to be affixed with the latest photograph (Not more than 6 months old) of the prospective customer.
- f) Care needs to be exercised by the Branch to compare the signature on the AOF with the signature (if available) appearing on the document submitted. In case of signature mismatch in AOF as with the documents provided for customer identification, the Branch Head would have to certify that the AOF has been signed by the accountholders in his/branch officials presence. A sample of this certificate is attached as Annexure-III. This certificate has to be attached to the AOF before sending the same to CPU for account opening.
- g) AOF with existing customer ID - Branch Head has to certify that the customer ID is backed by all the necessary documents which are held by the Branch and original account is KYC compliant.
- h) In case the main account is opened at some other branch, the branch having original account need to confirm through mail that the main account with them is KYC compliant. In such cases, Branch is required to take a fresh address proof document.
- i) PAN has to be verified on the Income Tax site and documented on the copy of the PAN submitted along with the AOF.

4. Account of Non-Resident Indian (NRI)

Over period of time, Bank has issued comprehensive and exhaustive instructions relating to KYC documentation for NRI/PIO customers. These instructions are consolidated here-under. The below-mentioned guidelines override/supersede instructions contained in previous circulars and other communiqués on the subject.

4.1. General Accounts (NRI Normal, NRI Prime, NRI Priority, NRI Zero etc.)

| Customer sub-segment | Proposed documents | Attestation formalities |
|----------------------|---|--|
| NRI | Option 1 Copy of current, live Indian Passport & valid work, residential or student visa | To be attested by AXIS Bank's staff ^{#1} or by an official of the Indian Embassy or a Notary Public or by customer's Bank abroad or by an authorized officer of our overseas alliance partner ^{#2} or by the overseas employer of the customer ^{#3} . ^{#1} Sales Executives/Sales Officers posted abroad can attest the documents, but not SE's/SO's posted in India ^{#2} Attestation by overseas alliance partner is permitted only in cases where Bank has a formal apex level agreement with the concerned Finance Company and specimen signature of the attester is available on our records. ^{#3} Attestation by overseas employer is permitted only for NRI Salary accounts |
| | Option 2 1. Copy of current, live Indian Passport & valid work, residential or student visa PLUS 2. Bank statement of a recent date (ideally not more than 6 months old) in the name of the applicant at his/her Bank in the country of residence. [E-statement / Bank passbook also can be accepted.] PLUS 3. a) A self-cheque (in rupee or foreign currency) drawn by the customer on his account abroad | All copies (except cheque) to be self-attested by the applicant. Copy of the cheque to be attested by an Axis Bank official along with a certification that cheque has been presented for payment to drawee bank. |

| | | |
|--|--|--|
| | <p>or his existing NRE a/c with a Bank in India.</p> <p>OR</p> <p>b) Copy of the driving license/social security card/work permit/green card etc. issued by a <u>Statutory/Government/Quasi-Government Authority</u> in the country of residence (list not exhaustive but indicative)</p> | |
|--|--|--|

| | | |
|-------|--|---|
| PIO'S | <p><u>For KYC</u> Copy of the current & live foreign passport establishing his/her citizenship.</p> <p><u>FOR ESTABLISHING PIO STATUS</u></p> <p>a) Copy of PIO card issued by the Government of India</p> <p>OR</p> <p>b) Copy of a recent bank statement of his NRE a/c with a Bank in India or a cancelled <u>personalized</u> cheque from his NRE account with the Bank</p> <p>OR</p> <p>c) A copy of the current Indian Passport of his spouse, father or mother (the name of the spouse/father/mother should match with corresponding details in his passport)</p> <p>OR</p> <p>d) A letter of introduction from an existing customer of the Bank confirming that the applicant is a Person of Indian Origin and that he is not a person of Pakistani or Bangladeshi Nationality.</p> <p>OR</p> <p>e) Indian Passport, Driving License, PAN Card Voter id card or any other document issued by a Government/Quasi Government authority in India in the name of the applicant at any point in time (even expired/lapsed documents are acceptable)</p> <p>However, no separate proof for PIO status determination need be insisted upon in the following cases.</p> | <p>Attestation formalities are the same as prescribed in Option 1 for NRI's. In case a customer wants to opt for <u>self attestation</u> then, the documents prescribed (KYC + PIO) should be accompanied by a 'self' cheque (drawn on his account abroad or on his NRE a/c with a Bank) and his Bank Statements / E-Statements / Passbook copy in the country of residence.</p> |
|-------|--|---|

| | | |
|--|---|--|
| | <p>a. When the place of birth as appearing in passport is part of post independent India and the date of birth of the applicant is on or after 26th January, 1950. The rationale is that any person born in India after 26th January, 1950 automatically becomes citizen of India by birth as per Citizenship Act, 1955.</p> <p>b. When the account is getting opened through a correspondent/partner Bank tie up formed at the apex level. In such case, the customer should be introduced by the Partner Bank and a copy of his/her account statement with the partner bank should be submitted as additional document.</p> <p>c. When a branch official in the rank of Manager or above has certified in the AOF that he is fully satisfied about the PIO status of the applicant. This discretion should be used judiciously and <u>must not be delegated to an officer below the rank of Manager</u> (certification to be given alongside the mandatory certification by Bank official required for opening the account)</p> | |
|--|---|--|

4.2 PIS Accounts: -

In addition to the above documents for NRI/PIO copy of PAN Card is mandatory for PIS Accounts.

4.3 NRI Salary Accounts: -

4.3.a. Wherever proper Passport and visa are available, accounts are opened in the normal course after obtaining documents prescribed for general accounts for NRI/PIO together with proof of employment in the Organization/Establishment from which salary credits are expected.

4.3.b Opening of NRI Salary Accounts in Freeze Code with basic KYC :

Where the above (as in sec. 4.3.a) documents are not available, a normal photo id proof (as stipulated for resident a/cs) is obtained and address proof by way of letter from the Command Officer is also obtained. Thereafter a/c is opened in DEBIT FREEZE mode. This facilitates generation of a/c number and WK that can be passed on to the army officials prior

to their departure. Once the officer receives his passport with visa, he arranges to deliver an attested copy of the same to the Bank Branch who lifts the debit freeze after clearing the discrepancies in AIMS.

4.3.c This process for opening accounts under Debit Freeze to be approved by SVP / President at Retail Banking Department on case-to-case basis.

4.4 Mariners International Account (SEAFARER / MARINER account): -

Passport, Continuous Discharge Certificate (CDC) booklet which is valid and continuous + Mariner's Declaration (format attached)

OR

Passport, Valid Visa + Latest contract letter / Letter from organization confirming applicant is an employee + Mariner's Declaration (format attached)

4.5 Documentation/verification protocol for address/signature proof for all NRI accounts would be as prescribed herein under.

PROOF OF ADDRESS

Passport to be taken as both Id & address proof wherever Passport address is the same as primary address in Account Opening Form. Additional address proof should be called for only in the following scenarios: -

- a. For NRI's: - Where Indian Address given in Account Opening Form is not the same as the one shown in Passport, then a separate proof of customer's present Indian address to be submitted.
- b. For PIO's: - Where overseas address given in Account Opening Form is not the same as address shown in his foreign passport [or where the passport contain no address], then a separate proof of customer's present overseas address to be submitted.

Acceptable documents for address proof in the above scenarios will be the same as those permitted as address proof for resident individuals.

4.6 SIGNATURE MIS-MATCH

Normally, Passport signature should be matched with the Account Opening Form Signature. In case the signature in AOF is materially different from signature in passport then a self signed personalized cheque of NRE account with other bank or foreign currency cheque should be accepted as a supportive document (where the signature should match the AOF signature).

OR

'Signature Difference Declaration' (as per format in Annexure-IV) should be taken from the customer, which should be attested only by a Branch official in the rank of Manager or above.

4.7 ADDITIONAL GUIDELINES

4.7.1. Translation of visa: - A few references have been made on the procedure to be adopted when visa is in a foreign language and the contents are not comprehensible.

Accordingly, it has been decided that when visa stamping is in a foreign language not familiar to the Bank, the following additional documents may be requested.

- a. Attested copy of the work permit/ offer letter from the overseas employer
- b. Attested copy of existing NRE account statement/passbook in the name of the applicant
- c. Attested copy of one-way flight ticket to the destination country.

However in case the applicant is not in a position to produce any of the above documents, then the account may be opened on the basis of a simple written indemnity cum affidavit of the applicant (in plain paper as per format vide Annexure-VI) witnessed by a Bank Officer stating the purpose and validity period of visa.

4.7.2 Self-attestation facility will be available only for NRI's/PIO's residing in countries that are members/sub-members of the Financial Action Task Force (FATF)[list of countries enclosed as Annexure-VI].

4.7.3 Whenever self-cheque is accepted as additional proof, the signature on the same should match with that in the AOF.

4.7.4 An NRI/PIO can choose either overseas or Indian address as his communication address and no additional documents (other than what is already prescribed in the Table above) will be required for such a choice. For example, an NRI can receive his statements in his overseas P.O. Box Number though there may not be any documents to corroborate this address as his own. A PIO need not give any Indian address in his AOF and if giving need not produce any address proof for the same.

4.7.5 For PIO's (foreign passport holders), in addition to documents establishing KYC & PIO status, PIO declaration should also be signed and submitted (format already incorporated in the AOF)

4.7.6 Visit visa/tourist visa etc. that indicate a temporary / transient stay are not to be accepted for setting up NRI accounts. Ideally, the passport & visa should have a residual validity of at least 3 months, though the Branch Head can waive this condition in deserving cases at his discretion, in which case a noting to that effect should be recorded in the AOF.

4.7.7 Computer generated bank statements, e-statements passbook extracts etc are acceptable and there is no need to insist on signed bank-statement.

4.7.8 In some Countries like Saudi Arabia, Indonesia, etc where Work Permit (IQAMA) or Residence Permit or STAY Permit or Employment Permit is issued to NRIs and they do not have any other document issued by the overseas government of the country where they reside / work except for the above said document which construed as a VALID VISA as well as a document issued by the overseas government authority. We may accept the same **without** considering it as a shortfall or a discrepancy in opening of the said Account.

4.7.9 For application received from our existing NRI customers for opening additional accounts, we may accept just Self attested copies of passport and Valid Visa along with duly filled and signed application form subject to the following.

- i) Passport details should match with existing finacle records
- ii) Visa should be valid for at least 3 months from the date of a/c opening
- iii) Address should be the same as in finacle. Wherever a new a/c is opened with a different address we should ask for full KYC.

iv) Signature in the AOF should fully match with that in finacle

4.7.10 Where applications received from prospective customers who have attested their passport and visa by Indian Embassy or Consulate, bearing seal and attestation only on the 1st page and round seal in original on the remaining pages.

4.7.11 In case of a joint account opening, a foreign currency cheque or NRE cheque (personalized) showing names of both applicant but drawn only by the 1st applicant, may be accepted as cheque requirement from 2nd holder and additional document such as driving license, social security card, or additional document issued by overseas government may not be required.

4.7.12 There may be stray cases where 2nd applicant who is the spouse of the 1st applicant is on a residence permit or dependant visa and does not have a bank account overseas due to which overseas bank account statement as required for self attestation cannot be produced. A waiver is given in such cases on production of bank statement provided all the other required documents are in place.

4.7.13 Indian address proof of an NRI Customer can be in the name of his immediate family members (spouse/father/mother), provided the relationship between the NRI and the address holder is clearly established through passport and the family member gives his no objection in writing for having his address as the Indian address of the NRI applicant.

4.7.14 In case of our existing account holder, the latest copy of our bank statement may be acceptable as his Indian address proof for new NRI account opening.

4.7.15 On site verification of addresses is waived for NRI Accounts.

4.8 **SB-RFC Account**

A person who was an NRI for a minimum period of one year can open an **SBRFC (Savings Bank Resident Foreign Currency)** account **any time** after his return to India. This account is available in major 5 currencies (USD, GBP, EURO, AUD, CAD). The extant eligibility norms on **SB-RFC a/cs for returning NRIs** are as follows:

- A person should have enjoyed non resident status at least for one year to be eligible to open RFC a/c.
- He can open the a/c either as SB, CA or FD.
- Permissible credits are those emanating from foreign exchange revenues/assets pertaining to the period during which the person was a non-resident (e.g. balance transfer from NRE/FCNR deposits, pension/insurance/bond payments received from abroad, proceeds of overseas assets acquired while being a non-resident etc)

It is not mandatory that he should have RNOR (resident but not ordinarily resident) status for opening or maintaining SB-RFC account. SBRFC a/cs once opened can be maintained indefinitely without any expiry time-frame. The eligibility of a person for opening SBRFC a/c should be verified based on documents submitted with AOF. Suggested documents in this regard are –

- Copy of passport and visa (to prove that customer enjoyed NRI status in the past)
- RFC declaration (format attached vide Annexure - VIII)
- Copy of NRI a/c statement or cancelled NRI cheque held by customer previously - preferable but not mandatory (either from Axis Bank or other bank)

4.9 **DEVIATIONS**

No officer will have powers to allow deviations in respect of basic KYC norms. However, Segment Head (NRI) at RBD will have the discretion to allow deviation in other areas of viz. PIO status proof, signature proof etc. on very genuine and deserving cases, based on the recommendation of the Branch Head. The reason/justification for allowing such deviations must be properly documented in all sanctions.

5. No Frills (Azadi) Accounts

"No Frills" account can be opened with some relaxed proof of identity and address of the individual. For such accounts;

- Balances should not exceed Rs. 50,000/- at any time
- The sum total of all credits to the account should not exceed Rs. 1 lakh during the financial year.

The moment the account crosses the monetary thresholds mentioned, the account should be treated as a normal savings bank account and should be subjected to KYC stipulations as specified for a normal individual account.

Apart from documents mentioned in Table A under section 1, following also can be accepted as id proof:

- Introduction from an existing account holder who has been subjected to full KYC due diligence and whose account is at least six months old with satisfactory transactions. OR
- Any other evidence as to the identity the customer to the satisfaction of the Bank. This should be valid only in the case of group accounts sourced from a union body or association whose office bearers could attest the identity of its members. OR
- Application on plain paper with photograph of the applicant pasted on it. The application should express desire to open a "No Frills" Saving Bank Account, declare address for correspondence. An introduction by any government official or existing account holder or authorized signatory of a corporate body or firm or an institution, which is operating a KYC compliant account with the bank. The introducer should attest the address and sign across the photograph of the applicant.

Apart from documents mentioned in Table B under section 1, following also can be accepted as address proof:

- Any evidence to prove the address of the customer to the satisfaction of the Bank. This should be valid only in the case of group accounts sourced from a union body or association whose office bearers could attest the identity and address of its members. OR
- Application on plain paper with photograph of the applicant pasted on it. The application should express desire to open a "No Frills" Saving Bank Account, declare address for correspondence. An introduction by any government official or existing account holder or authorized signatory of a corporate body or firm or an institution, which is operating a KYC compliant account with the bank. The introducer should attest the address and sign across the photograph of the applicant.

6. Account of Institutions/ Organizations:

Account of non-individuals (except "HUF") is opened under scheme code SBTRS. For the convenience of business they have been classified into 4 constitutions codes of 9-A, 9-B, 9-C & 9-D in finale. However, technically, and as per their legal identity they are classified as: Section 25 Company, Government, Society & Trust. This is based on their legal constitution and registration. Accordingly an NGO or Club can either be a Section 25 Company, Society or

Trust based on its legal identity, but NGO's account should ideally be opened under constitution code 9-B in finacle and Club's account should ideally be opened under constitution code 9-D.

Hence, It is possible that for a "Trust", "Society" or "Section 25 Company" account is opened under either constitution code 9-A, 9-B, 9-C or 9-D, depending upon the business consideration. The decision of the Branch shall be final as what account has to be opened under which constitution code (in finacle) while the documentation for account opening shall be complied with the basic characteristic of the organization depending upon their constitution as a legal entity and their registration.

For all the accounts under SBTRS, KYC compliance has to be done (as per detail in the following paragraphs) for the entity, which is opening the account and the KYC for the individuals who are authorized to open and operate the account. The KYC of the individual/ individuals has to be as per stipulation given in the table-A&B above under point no. 1.

6.1. **Documents For accounts of Section 25 Companies:**

There are certain companies registered under section 25 of Companies Act 1956 or under the corresponding provisions In Indian Companies Act 1913 and have the option not to add to their names the word 'limited' or the word 'private limited'. Their Savings/ Term Deposit account can be opened with following documents:

Proof of identity (All of the following documents are to be obtained)

- Certified 'True and Updated' copy of Articles of Association, Memorandum of Association (MOA) and byelaws.
- Certified 'True and Updated' copy of Certificate of Incorporation
- Certified true copy of Board Resolution listing out the names of authorized signatories and financial powers vested (if any).
- Specimen signatures and photographs of all authorized signatories duly certified.
- Latest list of all the Directors with their addresses, duly dated and signed by the Company Secretary / director(s) and Form 32 in case the directors are different from the list mentioned in the MOA.
- Proof of identity and address of all the authorized signatories as per Table A and B respectively.
- License issued under Section 25 of the Companies Act.
- Declaration for availing of at par cheque facility with no limit on clearing payments at centres other than the base branch as per the draft given below:

'We, the Trustees / Office-bearers of _____ Trust / Co-operative / Association/ Society / Section 25 Company, hereby declare that all funds withdrawn by us from our savings bank account / s are for the attainment of the objects of the Trust / Co-operative / Association / Society / Section 25 Company or for the benefit of the ultimate beneficiary.'

6.2. **Government Body/ Government Department/ Defence Establishment**

For Government Department Savings Bank Accounts

Any government department/body (being a Government Department / Semi-Government / Quasi Government Body) receiving any budgetary allocation for performance of their functions is prohibited from opening a savings account unless the Government

Department/Body receiving the budgetary allocation receives the same for implementation of various programmes / schemes sponsored by Central Government / State Government and in such cases, an authorization letter from the respective Government Department/Body is essential to open the Savings Bank Account.

6.2.1. The following documents are required:

- Duly Filled in Account Opening Form
- "Authority Letter" (An "Authority Letter" is a document, wherein a Government Officer directs the Bank to open an account mentioning the name and designation of Authorized Signatory/ Signatories and mode of operation). It is important to note that the format of "Authority Letter" cannot be suggested uniformly as the same differs widely from one state to another state and one organization to another organization.
- Address proof of Government Organization, Central/State Government Department and Defence Unit/Establishment – If available. An address on the letter head of the government body may be accepted as the address proof. Anyone of the documents no. 2, 4, 5,6,7,9 **or** 10 enumerated in the Table B under point 1 above also can be accepted for the purpose of address proof of the entity.
- Photograph of Authorized Signatory/ Signatories – If available.
- Identity and address proof of Authorized Signatory/ Signatories – If available. This id & address proof may be as per the list in Table A and table B of point no. 1 above.

In cases where documents mentioned as "if available" could not be obtained, a certificate from the Branch Head as per the enclosed format (Annexure-I) is to be attached to the AOF and kept on records. It should be noted that the said officer may after sometime get transferred and when the intending incumbent occupies the chair, this exercise to co-relate to new incumbent with the designation has to be done again.

The above certificate should be enclosed invariably in case the 'Authority Letter' is signed by the official who is the same person named as the authorized signatory for the account.

6.2.2. In case of Departments/ Bodies other than Local Body and Government Offices, where enough clarity does not exist for a particular body whether it is of Government or not, any of the following may be provided with account opening form:

- A link of official website showing that a particular organization is promoted/ sponsored/ affiliated/ associated or linked to Central or State Government
- A letter head indicating that a particular organization is of Government
- A copy of Gazette Notification of Central or State Government
- Any other valid document to the satisfaction of the Bank
- "Authority Letter" (An "Authority Letter" is a document, wherein a Government Officer directs the Bank to open an account mentioning the name and designation of Authorized Signatory/ Signatories and mode of operation)

6.2.3. Account's nomenclature may be as decided by the concerned Government Body/ Department, which is opening the account, to be mentioned in the "Authority Letter" .

6.2.4. The above documentation will apply to all the autonomous/ affiliated/ sponsored/ linked/ associated/ offshoot bodies of Government, irrespective of their activity, after having them recognized as "Government Body/ Department" as per point no. 6.2.2 above.

6.3. **Trust Accounts** –

The entities which may be known by names like Trust, Foundation, Clubs, Association, NGO, etc but are formed as Trust, based on a Trust Deed under Indian Trust Act 1882 or relevant State Acts (Like Bombay Public Trust Act, 1950), account is opened under SBTRS.

6.3.1. "Trust" is required to be registered to open an account. A clarification regarding their registration is given below:

If Public Trust, (i.e. the beneficiary of the Trust is public at large).

A copy of the registration and certificate from Charity Commissioner or certificate of tax exemption from Income Tax Department is to be obtained. At places where Charity Commissioner does not exist, a copy of the registered trust deed, registered at the office of the Sub-Registrar of Assurances would be required. In such cases, registration remains as endorsement of the Trust Deed on the face / back of the Trust Deed itself, with the registration / serial number, date, etc., mentioned and document stamped by the Registering Office.

If Private Trust,

In States, where separate Trust Act does not exists, Trust is formed under the Indian Trust Act and the registration is done by the Sub-Registrar of Assurances by endorsing the Trust Deed on the face / back of the Trust Deed itself, with the registration / serial number, date, etc., mentioned and document stamped by the Registering Office.

Will

A Trust account can be opened on the basis of a Will. However, a copy of the probate certified by the court should be attached with the Will. Such Will can replace the "Registered Trust Deed" for the purpose of opening of account and the executors and administrators appointed by the court would be the authorized signatory of the account, whose id & address proof as per Table A & B under section 1 should be obtained. Alternatively, an introduction of the executors and administrators should be obtained from a reputed lawyer known to the Bank.

6.3.2. **Documents to be collected for Account Opening of a "Trust":**

- Account Opening Form to be signed by Authorized Signatory/ Signatories as per Resolution/ Court Order.
- Certificate of registration, if registered (as per explanation given in 6.3.1 above)
- Certified true copy of the Trust Deed / Bye Laws/ Will
- Resolution of the Managing Body of the Trust / Foundation / Association authorizing the individual(s) for opening and operating the account. Resolution should be as per bye laws/ trust deed
- If applicable, Power of attorney granted to its Office Bearers to transact business on its behalf
- Copy of PAN, if available
- List of the names and addresses of all the current trustees on the letterhead of the Trust signed by the Managing Trustee or any of the authorized signatories.

- Trust Deed. In case of vernacular language, a self-attested English version copy needs to be submitted. Alternatively, a translation of the relevant portion of the Trust Deed/ Bye Laws by the Branch Staff with signature number is required to be attached.
- Declaration for availing at par cheques facility with no limit on clearing payments, at centers other than the base branch as per format given below.

'We, the Trustees / Office-bearers of _____ Trust / Co-operative / Association/ Society, hereby declare that all funds withdrawn by us from our account / s are for the attainment of the objects of the Trust / Co-operative / Association / Society or for the benefit of the ultimate beneficiary.'

- Photograph of all the current Trustees should be obtained. In case the Trust Deed has photographs of all the current trustees, a certified true photo-copy of Trust Deed (with recognizable image of all the current Trustees) can be obtained in lieu of photographs separately. A list from the Trust should be obtained, mentioning names and addresses of all the current trustees.
- The id & address proof of the entire authorized signatory to be taken. Documents enumerated in Table A & B of point no. 1 above respectively should be obtained for this purpose for each and every signatory
- A separate address proof for the Trust may be obtained, which can either of the document's copy vide point no. 2, 4,5,7,9 or 10 of Table B of point no. 1 above. In case of non availability of the separate address proof, the address in the registered Trust Deed/ Bye Law shall be accepted for the purpose of address proof.

6.4. **Employee Welfare Trust:**

Employee Welfare Trusts are also a private Trust, which is set up by the employer for the benefit of the employee in general in confirmation with the Labor Laws of the country. They may or may not be registered with the conventional authorities as in the case of normal Public/ Private Trusts. This can either be a PF Trust, Pension Trust, Gratuity Trust or Superannuation Trust for the employees of a certain company, which would be evident from their name as well. The following documents are required to be obtained, while opening such accounts:

- Duly filled Account Opening Form, to be signed by Authorized Signatories as per the resolution
- A certified true copy of Trust Deed/ Bye laws
- A copy of Income Tax Exemption Certificate or a copy of the application made to IT Department for exemption from paying income tax (In case a copy of application to IT Department is obtained, it should be ensured that a copy of permission, whenever arrived, should be obtained from the customer).
- Address proof of the Employee Welfare Trust should be obtained. However, if the same is not available, the address proof of the company/ employer should be obtained, as approved for opening of a current account of the company.
- A list containing names and addresses of all the trustees should be obtained
- Photograph of all the Trustees should be obtained. In case the Trust Deed has a photograph of all the current trustees, a certified true photo-copy of Trust Deed (with recognizable image of all the current Trustees) can be obtained in lieu of photographs separately
- A copy of resolution to open and operate the Bank account should be obtained

- Id and address proof of all the authorized signatories and their photograph should be obtained as per Table A & B of section no. 1 above respectively.

6.5. **Account of Society:**

The entities which may be known by names like Trust, Foundation, Clubs, Association, Society, NGO etc but are registered as Societies and registered under the Societies Registration Act, 1860 or any other corresponding law in force in State or a Union Territory, the following documents can be collected (The registering office in this case is the Registrar / Sub-Registrar of Societies).

- Account Opening Form to be filled and signed by the Authorized Signatories as per resolution
- Copy of Memorandum and Articles of Association/Bye-law
- Certified true copy of registration certificate [in case of society registered under Societies Registration Act, 1860 or any other corresponding law in force in State or a Union Territory]
- Resolution preferably as per Annexure-II
- The id & address proof of the entire authorized signatory to be taken. Documents enumerated in Table A & B of point no. 1 above respectively should be obtained for this purpose for each and every signatory
- Declaration for availing at par cheques facility with no limit on clearing payments, at centers other than the base branch as per format given below.
'We, the Trustees / Office-bearers of _____ Trust / Co-operative / Association/ Society, hereby declare that all funds withdrawn by us from our account / s are for the attainment of the objects of the Trust / Co-operative / Association / Society or for the benefit of the ultimate beneficiary.'
- For proof of address of the society, any of the following should be obtained:
 1. Copy of Certificate issued by Registrar of Coop Societies.
 2. Bank certificate from existing banker.
 3. Bank statement of accounts with last 30 days transactions from the preceding 3 months.
 4. Registration certificate having address issued by the Central / State or any other local government authority
 5. Either of the document's copy vide point no. 2,4,5,7,9 or 10 of Table B of point no. 1 above.

6.6. **Account of Self Help Group:**

Self Help Group is an unregistered and primary society collecting contribution from the members on a periodical basis. The following documents are required to be obtained while opening the account of Self Help group:

- Account opening Form to be signed by Authorized Signatory/ Signatories as per resolution
- Photograph and photo id proof of Authorized Signatory/ Signatories (any one from Table A under section 1)
- A copy of resolution passed by the members to open and operate the Bank Account (To be signed by all members) **OR** Photo Copy of register where the resolution is passed and signed by all the members of SHG
- Introduction of SHG **OR** attestation of resolution from DRDA/ Government Officer/ Local Bodies (Municipal Body or Gram Panchayat)

This is to be noted that all the accounts of SHG should be labeled as "SHG" in finacle at the time of opening of account.

6.7. FCRA Account:

FCRA accounts are the designated account of the entity to receive donations from foreign source as per FCRA Act, 1976. The entity is required to get registered with Ministry of Home Affairs, Central Govt. The requirement of documents to open a FCRA account is as per the constitution of the entity (Trust/ Society or Section 25 Company). The nomenclature of the account should invariably contain word "FCRA" e.g. XYZ-FCRA.

While opening such accounts, the debit and credit should be frozen. The Branch, after having received the permission from Ministry of Home Affairs, Govt of India, should lift the freeze and allow operation in the account. Such accounts should be labeled as "FCRA" in finacle while opening the account.

6.8. Account of Official Liquidator:

The liquidator of a company can open a Savings Bank account with the Bank with the purpose to receive the proceeds and settle the claim. To open the account a copy of the certified copy of the court order (giving details of official liquidator) with id and address proof of the official liquidator(s) (as per table A&B under section 1 above) should be obtained. Alternatively, an introduction of the liquidator(s) should be obtained from a reputed lawyer known to the Bank. After opening of the account the official liquidator should be asked to report the same to the court.

6.9. Account of Unregistered Trust/ Society:

Until registered, these bodies cannot be termed either as a society or a trust. They can open a Savings Bank account with similar id and address proof of the authorized signatories and their photograph. A certified copy of resolution and the deed/ bye laws (whatever the case may be) should be obtained. However, in such cases, a certificate from the Branch head should be enclosed that he/she is thoroughly satisfied with such entity, its objective and credential of the office bearers. Under no circumstances, account of such entities should be allowed to be overdrawn.

7. General Covenants: Accounts of Entity (Trust/ Society/ Section 25 Company/ Government):

7.1. In case the authorized signatory is existing customer of the Bank, KYC documents (id and address proof) may be waived provided the customer-id is quoted in the Account Opening Form and a certification is provided from the Branch Official that the said customer is fully KYC compliant. Such certification should be provided by the Branch where the customer-id is maintained and any officer of that Branch having signature number can sign this certification, or send a lotus notes of this effect.

7.2. Under scheme code SBTRS, multiple accounts can be opened at various Branches with same customer id. However, the authorized signatory/ signatories may change as per specific resolution provided by the Trust/ Society/ Section 25 Company. In such cases Account

Opening Forms can be sent to CPU by the base Branch for the different accounts to be set up in different Branches with same customer id. However, it will be required for the Base Branch to obtain prior permission from Central Office, Retail Banking Department for such an arrangement.

7.3. For certain Government schemes, it will be possible to open a non-operative account in other than Base Branch (where parent account is maintained) for collection purpose only. In such cases, Base Branch may have account of certain Government Body, and based upon the requirement of the customer, the Base Branch will initiate to get various collection accounts opened in various Branches. This can be facilitated only with the approval of Retail Banking Department, Central Office. Such collection accounts can be set up in finacle through an approval of RBD, CO and without any document or AOF, and with same customer-id of that of Base Branch. The said "non-operative collection accounts" shall not have cheque book/ withdrawal facility. The debit entry in these accounts can be posted only by the Base Branch.

7.4 Opening of inter-sol SBTRS account for collection purpose other wise (other than the conditions stipulated in section 7.3 above) shall be kept on to be governed by point no. 1.246 of Manual of Instructions – Retail banking, Vol. – 1: Deposits

7.5. In case a Trust/ Society decide to open account in the name of unit whose name is different from the name of the Society/ Trust, following additional documents should be obtained:

- An affidavit by the Trust/ Society stating that the said entity is owned and managed by the Trust/ Society and it is nothing but the unit of said Trust/ Society
- Copy of resolution passed by the Trust/ Society, if any, to set up such unit (This is not mandatory, and a copy of resolution should be taken if available)
- Copies of application form submitted to competent authority for obtaining permission to run such a unit and a certified copy of such permission
- Copy of Trust Deed/ Bye Laws of the Trust/ Society
- KYC of Authorized Signatories, viz. id & address proof as per Table A&B under Section 1.

7.6. The provision of 7.5 above applies to the unit whose name does not contain the name of the Trust/ Society which has launched them. In case the name of the unit contains the name of Trust/ Society, the account can be opened without the specification enumerated in 7.5 above, and account can be opened with the documents required for respective Trust/ Society.

7.7 In case of the educational institute and healthcare organizations (hospitals) which has a permission from any Valid Govt. Dept. / UGC/State Board/Central Board/Other Authorized Board will be sufficient for opening account of the Education Institute if the parent organization (i.e. Society/Trust) provides a resolution requesting the Bank to open the account in the name of the Unit (i.e. Education Institute/Health Care Organization). For this, documentary proof has to be obtained.

7.8 In case one of the authorized signatory/ trustee is illiterate, the account cannot be allowed to be operated singly. However, the thumb impression can be accepted for that signatory along with other signatory/ signatories. However, in such circumstances also, cheque book should not be issued and no third party cash withdrawal should be permitted.

7.9 In case of an Entity or a Association registered neither as a Trust or Society, it can be seen that the existing account of the entity is a Savings Bank Account. If the existing Banking relationship of the entity, with a Nationalized Bank is under Savings Bank account, a similar Savings Bank Account can be opened with Axis Bank as well. In such cases, it has to be

recognized that the entity exists. KYC documentation would be required to be obtained for the entity as well as the authorized signatories under extant KYC. To ascertain the type of existing account, a copy of statement or Passbook shall be sufficient.

7.10 As this segment requires a lot of interpretation for document requirement, the CPU shall invariably make a reference to the product group (SBTRS) in Retail Banking, Central Office, whenever required. The clarification given by Retail banking should be acceptable to open an account. Copies of the exchange of communication between CPU and Retail Banking are to be endorsed to Compliance Department for reference. In case, the issue raised is perceived as a matter of policy, the Retail Banking Department will refer the same to Compliance Department. The clarification of Compliance Department shall be final and create a line of reference for all future cases with similar issue.

We advise that the content of this circular may be brought into the notice of all the Branch staff and all the staff under your supervision.

Yours faithfully,

Manju Srivatsa
President,
Retail Banking

(Sample of Certificate to be Given By the Branch Head)**AXIS BANK LTD.**----- **Branch**

This is to certify that the Account Opening Form in the name of _____ has been obtained, wherein following are the authorized signatory/ signatories:

| | Name | Designation |
|----|-------|-------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

I further certify that:

1. The above officials have signed the Account Opening Form in my presence
2. I am personally satisfied that the above officials have signed in the capacity as per designation indicated above.
3. I am personally satisfied about the above official's identity and address as mentioned in the Account Opening Form in their official capacity.

Place:

(sign)
Branch Head

Date:

_____ Branch

Suggestive Specimen for Resolution for Trust

Resolution passed by the Trustees of the _____ at their Meeting
held on the _____ day of _____ 20__

Resolved That

- a. A savings account to be opened in the name of _____
with Axis Bank Ltd.,
- b. The account to be operated upon and cheques thereon be signed and all instruction regarding the Account be given by all/any (insert the number as authorised by the Trust Documents or permitted by Head Office)____ of the following authorised signatories.
- c. As and when any change takes place in authorised signatories, the bank be advised about such change and a fresh resolution regarding the operation of the account will be forwarded to the Bank forthwith.
- d. This resolution be forwarded to the bank along with the specimen signature of the Authorised signatories and will remain in force until the receipt by the bank of the advice about the change in authorised signatories.

Authorised signatories (for the Trust)

(Sample of Certificate to be Given By the Branch Head in case of Signature Mismatch in Individual Account)

AXIS BANK LTD.

----- **Branch**

This is to certify that the Account Opening Form in the name of _____ has been obtained, for the Savings Bank Account to be opened for the following individual(s) in his/her/their personal capacity:

Name:

- 1.
- 2.
- 3.

It is further certified that:

1. The above individual(s) has/have signed the Account Opening Form in the presence of the staff member of the Branch.
2. The signature of the individual(s) as on the Account Opening Form is genuine, no matter it differs from that of the document enclosed with account opening form as id proof.

Place: (sign.)
Officer Verifying Signature

(sign)
Branch Head

Date: _____ Branch

Signature Mismatch Declaration

To,

The Branch Manager
_____ Branch

Dear Sir/ Madam,

With reference to my request for opening an _____ I hereby affirm that my signature has changed from the one featured in my passport over passage of time. My present signature is as under and I hereby confirm that all actions and transactions authorized/executed by me using the below signature shall be legally binding on me.

Signature:

Name:

Account no./Cust id: _____ (write new if new to the bank customer)

Date:

Branch Certification

I certify that the customer has been personally met & has signed in my presence. Kindly process the request.

Signature:

Name:

Employee No.

Annexure-V

LIST OF FATF MEMBER AND SUB/ASSOCIATE MEMBERS

| Sr. No. | FATF Members | Countries with observer status | Observer Jurisdictions | Observer Organisations | Caribbean Financial Action Task Force (CFATF) Members | Netherland Antilles |
|----------------|---------------------|---------------------------------------|----------------------------------|---|--|------------------------------|
| 1 | Argentina | Afghanistan | Cambodia | Asian Development Bank (ADB) | Anguilla | Nicaragua |
| 2 | Australia | Australia | Canada | AsiaPacific Economic Cooperation (APEC) | Antigua & Barbuda | Panama |
| 3 | Austria | Bangladesh | France | Association of South East Asian Nations (ASEAN) | Aruba | St. Kitts & Nevis |
| 4 | Belgium | Brunei Darussalam | Kiribati | Caribbean Financial Action Task Force (CFATF) | Bahamas | St. Lucia |
| 5 | Brazil | Cambodia | Lao People's Democratic Republic | Commonwealth Secretariat | Barbados | St. Vincent & the Grenadines |
| 6 | Canada | Canada | Maldives | Egmont Group of Financial Intelligence Units | Belize | Suriname |
| 7 | China | Chinese Taipei | Mongolia | FATF | Bermuda | Trinidad & Tobago |
| 8 | Denmark | Cook Islands | Myanmar | International Monetary Fund (IMF) | British Virgin Islands | Turks & Caicos Islands |
| 9 | European Commission | Fiji | Nauru | Interpol | Cayman Islands | |
| 10 | Finland | Hong Kong, China | Papua New Guinea | Offshore Group of Banking Supervisors (OGBS) | Costa Rica | |
| 11 | France | India | Tonga | Pacific Financial Technical Assistance Centre (PFTAC) | Dominica | |
| 12 | Germany | Indonesia | United Kingdom | Pacific Islands Forum Secretariat (PIFS) | Dominican Republic | |
| 13 | Greece | Japan | Vietnam | United Nations Office on Drugs and Crime (UNODC) | El Salvador | |

| | | | | | | |
|----|-----------------------------|-------------------|--|----------------------------------|------------|--|
| 14 | Gulf Cooperation Council | Macau, China | | World Bank | Grenada | |
| 15 | Hong Kong, China | Malaysia | | World Customs Organisation (WCO) | Guatemala | |
| 16 | Iceland | Marshall Islands | | | Guyana | |
| 17 | Ireland | Mongolia | | | Haiti | |
| 18 | Italy | Myanmar | | | Honduras | |
| 19 | Japan | Nepal | | | Jamaica | |
| 20 | Kingdom of the Netherlands* | New Zealand | | | Montserrat | |
| 21 | Luxembourg | Niue | | | | |
| 22 | Mexico | Pakistan | | | | |
| 23 | New Zealand | Republic of Korea | | | | |
| 24 | Norway | Palau | | | | |
| 25 | Portugal | Philippines | | | | |
| 26 | Russian Federation | Samoa | | | | |
| 27 | Singapore | Singapore | | | | |
| 28 | South Africa | Sri Lanka | | | | |
| 29 | Spain | Thailand | | | | |
| 30 | Sweden | Tonga | | | | |
| 31 | Switzerland | United States | | | | |
| 32 | Turkey | Vanuatu | | | | |
| 33 | United Kingdom | | | | | |
| 34 | United States | | | | | |

| Sr. No. | Cooperating and Supporting Nations (COSUNs) | Observers |
|----------------|--|--|
| 1 | Canada | Asia / Pacific Group Secretariat |
| 2 | France | Caribbean Customs and Law Enforcement Council (CCLEC) |
| 3 | Mexico | Caribbean Development Bank (CDB) |
| 4 | Netherlands | CARICOM |
| 5 | Spain | Central American bank for Economic Integration (Banco Centro Americano de Integración Económica) |

| | | |
|----|----------------|---|
| 6 | United Kingdom | Commonwealth Secretariat |
| 7 | United States | ECDCO |
| 8 | | ECCB |
| 9 | | European Commission |
| 10 | | FATF |
| 11 | | GAFISUD |
| 12 | | UN Global Programme on Money Laundering (GPML) |
| 13 | | IMF |
| 14 | | InterAmerican Development Bank (IADB) |
| 15 | | Interpol |
| 16 | | Jersey |
| 17 | | Offshore Group of Banking Supervisors (OGBS) |
| 18 | | Organization of American States / InterAmerican Drug Abuse Control Commission (OAS/CICAD) |
| 19 | | United Nations Office for Drug Control and Crime Prevention (UNDCP) |
| 20 | | World Bank |
| 21 | | World Customs Organisation (WCO) |

| Sr. No. | The Council of Europe Select Committee of Experts on the Evaluation of AntiMoney Laundering Measures (MONEYVAL) - formerly PCREV Members | Observer Jurisdictions | Observers |
|----------------|---|-------------------------------|------------------|
|----------------|---|-------------------------------|------------------|

| | | | |
|----|------------------------|---------------|--|
| 1 | Albania | Canada | Commission of the European Communities |
| 2 | Andorra | Holy See | Commonwealth Secretariat |
| 3 | Armenia | Israel | Egmont Group of Financial Intelligence Units |
| 4 | Azerbaijan | Japan | European Bank for Reconstruction and Development (EBRD) |
| 5 | Bosnia and Herzegovina | Mexico | FATF (Secretariat and Member Countries) |
| 6 | Bulgaria | United States | International Monetary Fund (IMF) |
| 7 | Croatia | | Interpol |
| 8 | Cyprus | | Offshore Group of Banking Supervisors (OGBS) |
| 9 | Czech Republic | | Secretariat General of the Council of the European Union |
| 10 | Estonia | | United Nations Counter Terrorism Committee (UNCTC) |
| 11 | France | | United Nations Crime Prevention and Criminal Justice Division |
| 12 | Georgia | | United Nations Office on Drugs and Crime / United Nations Drug Control Program (ODC / UNDCP) |
| 13 | Hungary | | World Bank |
| 14 | Latvia | | World Customs Organisation (WCO) |
| 15 | Liechtenstein | | |
| 16 | Lithuania | | |
| 17 | Malta | | |
| 18 | Moldova | | |
| 19 | Monaco | | |
| 20 | The Netherlands | | |
| 21 | Poland | | |
| 22 | Romania | | |
| 23 | Russian Federation | | |
| 24 | San Marino | | |
| 25 | Serbia | | |
| 26 | Slovakia | | |

| | | | |
|----|---|--|--|
| 27 | Slovenia | | |
| 28 | The former Yugoslav Republic of Macedonia | | |
| 29 | Ukraine | | |

| Sr. No. | The Financial Action Task Force on Money Laundering in South America (GAFISUD) Members |
|----------------|---|
| 1 | Argentina |
| 2 | Bolivia |
| 3 | Brazil |
| 4 | Chile |
| 5 | Colombia |
| 6 | Ecuador |
| 7 | Paraguay |
| 8 | Peru |
| 9 | Uruguay |

**Advisory Members: Organization of American States (OAS)
/ InterAmerican Drug Abuse Control Commission (CICAD)**

| Sr. No. | Observer Jurisdictions | Observer Organisations |
|----------------|-------------------------------|--|
| 1 | France | Egmont Group of Financial Intelligence Units |
| 2 | Germany | Interamerican Development Bank |
| 3 | Mexico | United Nations |
| 4 | Portugal | World Bank |
| 5 | Spain | |
| 6 | United States | |

| Sr. No. | Middle East and North Africa Financial Action Task Force (MENAFATF) Members |
|----------------|--|
| 1 | Algeria |
| 2 | Bahrain |
| 3 | Egypt |
| 4 | Jordan |
| 5 | Kuwait |
| 6 | Lebanon |
| 7 | Morocco |

| | |
|----|----------------------|
| 8 | Oman |
| 9 | Qatar |
| 10 | Saudi Arabia |
| 11 | Syria |
| 12 | Tunisia |
| 13 | United Arab Emirates |
| 14 | Yemen |
| 15 | Libya |

FATF Style Regional Bodies

| Sr. No. | Eurasian Group (EAG) Members: | Observer Jurisdictions | Observer Organisations |
|----------------|--------------------------------------|-------------------------------|--|
| 1 | Belarus | Georgia | Collective Security Treaty Organisation (CSTO) |
| 2 | China | Germany | Commonwealth of Independent states (Executive Committee) (CIS) |
| 3 | Kazakhstan | France | Council of Europe Select Committee of Experts on the Evaluation of Anti-Money Laundering Measures (MONEYVAL) |
| 4 | Kyrgyzstan | Italy | Eurasian Economic Community (EEC) |
| 5 | Russian Federation | Japan | Financial Action Task Force (FATF) |
| 6 | Tajikistan | Moldova | International Monetary Fund (IMF) |
| 7 | Uzbekistan | Turkey | Interpol |
| 8 | | Ukraine | Shanghai Cooperation Organization (SCO) |
| 9 | | United Kingdom | United Nations Office for Drugs and Crime (UNODC) |
| 10 | | United States | World Bank |

Eastern and Southern Africa AntiMoney Laundering Group (ESAAMLG)

| Sr. No. | Members (having signed the ESAAMLG MoU) | Observers Jurisdictions | Observers Organisations |
|----------------|--|--------------------------------|--------------------------------|
| 1 | Botswana | United Kingdom | African Development Bank (ADB) |
| 2 | Kenya | United States | COMESA Secretariat |

| | | | |
|----|--------------|--|--|
| 3 | Lesotho | | Commonwealth Secretariat |
| 4 | Malawi | | EAC Secretariat |
| 5 | Mauritius | | Eastern and Southern Africa Development Bank |
| 6 | Mozambique | | Financial Action Task Force (FATF) Secretariat |
| 7 | Namibia | | International Monetary Fund (IMF) |
| 8 | Seychelles | | Interpol |
| 9 | South Africa | | SADC Secretariat |
| 10 | Swaziland | | United Nations Global Programme Against Money Laundering (UNGPMML) |
| 11 | Tanzania | | |
| 12 | Uganda | | |
| 13 | Zambia | | |
| 14 | Zimbabwe | | |

Intergovernmental AntiMoney Laundering Group in Africa (GIABA)

| Sr. No. | Members |
|----------------|----------------|
| 1 | Benin |
| 2 | Burkina Faso |
| 3 | Cape Verde |
| 4 | Côte d'Ivoire |
| 5 | Gambia |
| 6 | Ghana |
| 7 | Guinea Bissau |
| 8 | Guinea Conakry |
| 9 | Liberia |
| 10 | Mali |
| 11 | Niger |
| 12 | Nigeria |
| 13 | Senegal |
| 14 | Sierra Leone |
| 15 | Togo |

| Sr. No. | Other International Organisations |
|----------------|--|
| 1 | African Development Bank |

| | |
|----|---|
| 2 | Asian Development Bank |
| 3 | Commonwealth Secretariat |
| 4 | Egmont Group of Financial Intelligence Units |
| 5 | European Bank for Reconstruction and Development (EBRD) |
| 6 | See Additional information |
| 7 | European Central Bank (ECB) |
| 8 | See Additional information |
| 9 | Europol |
| 10 | InterAmerican Development Bank (IDB) |
| 11 | International Association of Insurance Supervisors (IAIS) |
| 12 | International Monetary Fund (IMF) |
| 13 | See Additional information |
| 14 | International Organisation of Securities Commissions (IOSCO) |
| 15 | Interpol |
| 16 | Interpol/Money Laundering [English] |
| 17 | See Additional information |
| 18 | Organization of American States / InterAmerican Committee Against Terrorism (OAS/CICTE) |
| 19 | Organization of American States / InterAmerican Drug Abuse Control |

| | |
|----|-------------------------------|
| | Commission (OAS/CICAD) |
| 20 | See Additional information |

| Sr. No. | Organisation for Economic Co- operation and Development (OECD) |
|--------------------|---|
| 1 | Offshore Group of Banking Supervisors (OGBS) |
| 2 | United Nations - Office on Drugs and Crime (UNODC) |
| 3 | Additional information |
| 4 | CounterTerrorism Committee of the Security Council |
| 5 | See Additional information |
| 6 | World Bank |
| 7 | World Customs Organization (WCO) |

Declaration for Visa Translation

(To be taken on plain paper)

The Branch Head
 AXIS Bank

Dear Sir,

I am the holder of Passport Number. dated..... and I am in possession of a current and valid visa issued by (name of the country) against the said passport.

I wish to open an NRI account with AXIS Bank and submitted a copy of the passport and visa referred to above along with other documents. The said visa has been issued in a foreign language not familiar to the Bank; hence I hereby state the basic contents of the visa for information and records of AXIS Bank.

Type of visa : Employment/Residence/Student / Others
 (Pl specify)

Validity period : From..... To.....

I state that by virtue of this I qualify to be eligible to attain the status of an NRI. I solemnly affirm that the above stated details are true, correct and complete to the best of my knowledge and belief. I have not hidden any material information from the bank to induce them to open the account at my request. I also confirm that I fulfill the eligibility criteria prescribed by Reserve Bank of India/FEMA for opening an NRI account.

I am aware that the bank has agreed to open and allow me to operate the bank account solely based on my affirmation as above. In consideration of AXIS Bank Limited agreeing to open an NRI account in my name on the basis of the above declaration, I hereby keep AXIS Bank Limited and its successor and its officers saved against all losses and damages caused by opening of the aforesaid NRI account on the basis of the above information provided by me.

Place
 Date

Signature of the applicant
 Name

Witness:

Annexure-VII

To be printed on the Letter Head of the Corporate

Date:
To the Branch Manager
Axis Bank Ltd

Attach Passport
size photo of the
applicant.

The Photo Needs
to Bear a rubber
stamp of the
Corporate

Dear Sir / Madam,

We request you to kindly open a Salary Savings account as per our arrangement with your bank, for our employee whose photograph is attached herewith for your reference.

Mr. / Ms. _____

Employee Code : _____

Designation: _____

Date of Joining: _____

We wish to confirm to you that his permanent / correspondence address as per our records is as given below

| Correspondent Address | | Permanent Address | |
|--------------------------|--|--------------------------|--|
| House / Street | | House / Street | |
| Area / Suburb / District | | Area / Suburb / District | |
| City | | City | |
| State | | State | |
| Pin code | | Pin code | |
| | | | |

Regards,
For XYZ Pvt Ltd

Signature
Name and Designation of the signatory

Signature
Name and Designation of the signatory

Annexure- VIII

Specimen of Form of Application for Opening RFC Accounts

To
The Branch Head,
Axis Bank, _____

Please open an RFC Account in my name. The relevant particulars are as under:

1. Name and address of the applicant :
2. Nationality :
3. Origin (State whether you are of Indian origin) :
4. Passport particulars :
No.:
Issuing Authority :
Expiry Date :
- *5. Date of arrival in India to become a resident in India :
- *6. Particulars of residence outside India : County Period To Nature of Occupation
From
- * (An attested copy of the relevant pages of the passport must be enclosed.)
7. Do you continue to have any employment :
or business or vocation outside India?
If so please give full particulars :
8. Foreign Currency/ies in which RFC Account/s is/are to be opened :
9. Type of Account desired (State whether :
fixed deposit, current or savings Account.)

I hereby declare that I have gone through the provisions of the RFC Accounts Scheme. I declare that the particulars stated herein above are correct and I am eligible to open and maintain RFC Account under the Scheme as applied. I agree that the RFC Account shall be governed by the RFC Accounts scheme and the directions issued by the Reserve Bank of India under the Foreign Exchange Regulation Act, 1973, from time to time.

Date:

Place:

(Signature)

Instructions to the Applicant:

- a) Applicant is advised to read carefully the RFC Accounts Scheme before making the application.
- b) Account will not be opened unless full particulars are furnished in the application form.
- c) Application form duly filled in and signed must be accompanied by copies of the relevant pages of the passport duly certified by the applicant as true copies. The passport should be submitted along with the application for verification.
- d) Furnishing any false information in the application amounts to a contravention of the Foreign Exchange Management Act, 1999.
- e) Applicant should furnish such other particulars or documents, as may be required by the Bank for the latter to satisfy himself that the applicant is an eligible person and the funds proposed to be credited to the RFC Account are eligible for the purpose.
- f) Nomination facility is available to the RFC accounts as in the case of resident Rupee accounts.

Annexure-IX

(Specimen of Consent Letter by Guardian of a Minor for Account to be Operated by Minor)

To,
Axis Bank Ltd.
_____ Branch

Dear Sir,

I/We hereby give our consent to your opening SB/CA/TD account in the name of my/our minor son/daughter/ court appointed dependent -----, to be operated upon by the said minor. All the operation on the said account by my/our minor son/daughter/ court appointed dependent will be binding on me/us and the above named minor.

Place:

Date:

(Signature)

Annexure-X

Axis Bank Ltd.
_____ Branch

This is to certify that all the relevant regulations and the risks involved in operation of the savings bank/ term deposit account has been conveyed in Hindi/ Vernacular language to Mr. / Ms. _____, who is an illiterate person and opening an Account with Axis Bank.

(Signature)

Name:

Emp No.:

I say, I understood the terms and conditions and account operating instructions.

(Thumb Impression of a/c holder)

The above in my presence.
(Witness)

(signature)

Name:

Address: