

F.No.25/09/2012-BO.II
Government of India
Ministry of Finance
Department of Financial Services

3rd Floor, Jeevan Deep Building,
Parliament Street, New Delhi
Dated the 19th July, 2012

To,

The Chief Executives of All Public Sector Banks

Subject: - Simplified Uniform Savings Bank Account Opening Form.

Sir,

To facilitate opening of bank account by migrant labour, street hawkers, and other poorer sections of the society so as to achieve the stated objective of universal financial inclusion, a sub-Group of senior officers of some select PSBs was formed to suggest a simplified uniform account opening form. IBA was requested to coordinate the efforts in this regard. The IBA and the sub-Group have since finalised the “**Simplified Uniform Savings Bank Account Opening Form**” for all the PSBs, as in **ANNEX**. The Form also contains a **detailed list of KYC documents** which can be used for opening of bank account by individuals.

2. Chief Executives of all the PSBs are requested to kindly put in use this “**Simplified Uniform Savings Bank Account Opening Form**” in all their branches immediately.

3. This has the approval of **Secretary (FS)**.

Yours faithfully,

(D. D. Maheshwari)
Under Secretary to the Government of India
Tel.No.011-23748750

Copy alongwith a copy of the revised form to –

Chairman, Indian Banks' Association, Mumbai - with the request that this Form may kindly be circulated among all member banks for their adoption / implementation for opening of accounts.

No.RB/kyc&aml/UAOF/6312

July 20, 2012

The Chief Executives of All the Member Banks

Dear Sir/Madam,

Simplified Uniform Savings Bank Account Opening Form

Department of Financial Services (DFS), Ministry of Finance, Government of India had formed a Working Group to suggest a simplified uniform account opening form.

DFS vide their communication F.No.25/09/2012-BO.II dated July 19, 2012 have forwarded to us the “Simplified Uniform Savings Bank Account Opening Form” submitted by the Working Group along with a detailed list of KYC documents which can be used for opening of bank accounts by individuals. A copy of the same is enclosed for your information and necessary action.

Yours faithfully,

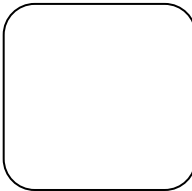
K Unnikrishnan
Deputy Chief Executive

Encl:A/a

SAVING BANK ACCOUNT OPENING FORM

For Bank Use Only											
Name & Code of the Branch											
Cust ID											
A/C No.											

**Affix
Passport
size Photo**



[FOR SMALL ACCOUNT]

1. Name in (Mr/Ms) Full

2. Father/Husband/Guardian Name

3. Residential address:

 C/o

House No. and name :

Street No. and name

Landmark

Village /City District

State

Pincode

Telephone/Landline Mobile No.

4. Sex : [DDM]* Date of Birth: [DDM]*

5. a) Occupation----- [DDM]* (b) Category- [[DDM] *

6. KYC Documents Provided [DDM]*

7. Nomination Required [DDM]*

8. Request for ATM Debit Card : [DDM]* ; SMS Alert : [DDM]*

9. Introduction [if applicable]:

Name of the introducer

Customer ID
Account No.

I know Shri/Smt _____ for the past _____ Years/months. He/she is residing at the address given above.

Date : _____ Signature of the introducer _____

(Name, SS No & Signature of the verifying Branch official)

Please open a Savings Bank account in the name of Mr./Ms. _____ (first/sole applicant) and Mr./Ms. _____ (second Applicant)**. The Saving Bank rules and regulations including those relating to Small Account have been explained to me/us and I/we agree to abide by the same. An additional photograph of sole/each applicant is attached.

Date: _____

Place: _____ Signature/Thumb Impression of first/sole Applicant Signature/Thumb Impression of second Applicant

Name & No. of BC/BF.

Signature of Business

Correspondent/Facilitator _____
Name, SS No & Signature of the verifying Branch official

* **DDM - Drop Down Menu**

** The Joint Account holder (i.e. second applicant) shall fill up a supplementary Form.

SAVING BANK ACCOUNT OPENING FORM –ADDITIONAL INFORMATION
[For full KYC Compliance]

1. Mode of Operation : [DDM]
2. PAN /GIR NO./FORM 60/61 _____
3. Income Per annum [DDM]
4. Educational Qualification [DDM]
5. Email ID
6. KYC Document : Identification Proof :[DDM] Address Proof : [DDM]
7. Request for add on:-

S.NO.	Product	
1	e-Statement of Account	Yes/No
2.	Cheque Book	Yes/No
3.	Mobile Banking	Yes/No
4..	Internet Baking	Yes/No
5.	Credit Card	Yes/No

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* As the nominee is minor on this date, I/we appoint

Mr/Ms _____

Age _____

Address _____

_____ to receive the amount of the deposit on behalf of the nominee in the event of my/our/minor's death during the minority of the nominee.

Place: _____

Date: _____

@ Signature(s) / #Thumb impression(s) of

depositors

@Where the deposit is made in the name of minor, the nomination is to be signed by natural/legal guardian of the minor to act on behalf of the minor.

*Strike out if nominee is not a minor

WITNESSES

Name & Signature of the first witnesses	Name & Signature of second witnesses
Name _____	Name _____
Signature: _____	Signature: _____
Address: _____	Address: _____
Place: _____	Place: _____
Date: _____	Date: _____
Telephone No. _____	Telephone No. _____

#Thumb impression(s) shall be attested by two witnesses; otherwise it shall be attested by one witness.....

NOMINATION REGISTERED

The above mentioned nomination is registered at serial no _____ in respect of (Type of Account.) _____ Deposit Account No. _____.

Date _____

For

(Authorised Official)

SS No. _____

ACCOUNTS OF INDIVIDUALS : LIST OF KYC DOCUMENTS
(one document from each list)

LIST I	LIST 2
Documents accepted as proof of identity	Documents accepted as proof of residence

<ol style="list-style-type: none"> 1 Passport 2 PAN card 3 Voter's Identity Card 4 Driving licence 5 Job card issued by NREGA duly signed by an officer of the State Government(For Small Accounts) 6 The letter issued by UIDAI containing details of name, address and Aadhaar number 7 Identity card (subject to the bank's satisfaction) 8 Letter from a recognized public authority or public servant verifying the identity and residence of the customer to the satisfaction of bank. 9 Government/Defence ID card 10 ID cards of reputed Public Sector employers 11 Pension Payment Orders issued to the retired employees by Central/State Government Departments, Public Sector Undertakings 12 Photo ID cards issued by Post Offices 13 Photo identity cards issued to bonafide students by a University, approved by the University Grants Commission (UGC) and/or an Institute approved by All India Council for Technical Education (AICTE). 14 Photo identity issued by any public authority having proper record of issuance of identity proof which is verifiable from records 15 Ex-Servicemen Card with photograph 16 Bar Council/Medical Association/ICAI/ICWAI/ICSI Card with photograph 17 Student Identity Card with photo issued by reputed colleges with validity during the course period. 18 Defense Dependent's Card with photograph 19 Married woman identity proof with maiden name, if supported with a verified true copy of marriage certificate 20 Credit card with photo together with statement of such card, not more than three months old. 21 Registered Property document with photo identity 22 Arms License issued by State / Central Government of India. 23 Freedom fighter's pass issued by Ministry of Home Affairs, Government of India with photograph of applicant. 24 Employee State Insurance Card (ESIC) with photograph supported by latest month's pay slip.. 25 Talati / Patwari (a local govt. official) attestation by way of putting rubber stamp and signature. Gram Sarpanch / Mukhiya attestation by way of putting rubber stamp and signature (For Small Accounts) <p>NOTE; If passport having current address is given as proof of identity, there is no need to give separate proof for address from list 2.</p>	<ol style="list-style-type: none"> 1 Ration Card 2 Electricity Bill 3 Telephone Bill 4 Bank account statement 5 Letter from employer (to the satisfaction of the Bank) 6 Letter from any recognized public authority (to the satisfaction of the Bank) 7 Credit Card Statement- not more than 3 months old 8 Income/Wealth Tax Assessment Order 9 Letter from Public Sector employer 10 Letter from any recognized public authority having proper and verifiable record of issuance of such certificates. 11 Voter ID Card (only if it contains the current address) 12 Pension Payment Orders issued to retired employees by Government Departments/Public Sector Undertakings, if they contain current address. 13 Copies of Registered Leave & License agreement/Sale Deed/Lease Agreement. 14 Certificate and also proof of residence, incorporating local address as well as permanent address, issued by the Hostel Warden of the University/Institute, where the student resides, duly countersigned by the Registrar/Principal/Dean of Student Welfare. Such accounts shall however, be required to be closed on completion of education/leaving the University/Institute provided the constituent does not give any other acceptable proof of residence to the Bank. 15 For students residing with relatives, address proof of relatives, along with their identity proof, can also be accepted provided declaration is given by the relative that the student is related to him/her and is staying with him/her. 16 In respect of officials of Central/State Governments and Public Sector undertakings, who are low risk customers for Bank, Branch Heads may verify the photo/identity and confirm residential address of such officials from independently verifiable sources, to their satisfaction, and permit opening of accounts. This facility is extended only to the Gazetted officers of Central/State Government and Senior Management and above functionaries of Public Sector Undertakings. 17 Latest telephone bills from any telephone service providers and mobile service providers not more than 2 month old, postpaid. 18 Consumer gas connection card/book/Pipe gas bill 19 Certificate from ward/equivalent rank officer, maintaining election roll certifying address of the applicant 20 Post Office Savings Pass Book 21 Domicile Certificate with communication address and photograph 22 Certificate by Village Extension Officer (VEO) / Village Head or equal or higher rank officer. Branch to confirm the authenticity of the certificate and that it has been issued by the person who is holding the said office. 23 Court divorce order – Marriage annulment order issued by Court
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To be filled by those who do not have either PAN/GIR

FORM NO. 60	FORM NO. 61
<p>[See second proviso rule 114B] Form of declaration to be filed by a person who does not have a permanent account number and who enters into any transaction specified in rule 114B</p>	<p>[See proviso to clause (a) of rule 114C (1)] Form of declaration to be filed by a person who has agricultural income and is not in receipt of any other income chargeable to income-tax in respect of transactions specified rule 114B</p>
<ol style="list-style-type: none"> 1. Full name and address of the declarant _____ 2. Particulars of transaction _____ 3. Amount of the transaction _____ 4. Are you assessed to tax? Yes <input type="checkbox"/> No <input type="checkbox"/> 5. If yes, (i) Details of Ward/Circle/Range where the last return of income was filed _____ (ii) Reasons for not having permanent account Number: _____ 6. Details of the document being produced in support of address In column(1) 	<ol style="list-style-type: none"> 1. Full name and address of the declarant _____ 2. Particulars of transaction _____ 3. Details of the documents being produced in support of Address in column (1): Yes <input type="checkbox"/> No <input type="checkbox"/> <p>I hereby declare that my source of income is from agriculture and I am not required to pay income-tax on any other income, if any.</p>

VERIFICATION

I, _____, do hereby declare that what is stated above is true to the best of my knowledge and belief. Verified today, the _____ day of _____.

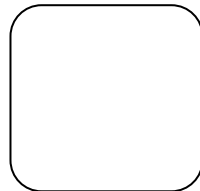
Date: _____ Place: _____

Signature of the declarant

SAVING BANK ACCOUNT OPENING FORM(supplementary form for second applicant)

For Bank Use Only	
Name & Code of the Branch	
Cust ID	
A/C No.	

**Affix
Passport
size Photo**



1. Name in (Mr/Ms) (second applicant) Full

2. Father/Husband/Guardian Name

3. Residential address:

C/o

House No. and name :

Street No. and name

Landmark

Village /City District

State

Pincode

Telephone/Landline

Mobile No.

4. Sex : [DDM]* Date of Birth: [DDM]*

5. a) Occupation----- [DDM]* (b) Category- [[DDM] *

6. KYC Documents Provided [DDM]*

Applicant

Signature/Thumb Impression of second

Name & No. of BC/BF.																				
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Signature of Business

Correspondent/Facilitator_____

Name, SS No & Signature of the verifying Branch

official_____

* **DDM - Drop Down Menu**