

INSTRUCTIONS TO CUSTOMERS

Please complete all sections with black ink, in BLOCK LETTERS and tick boxes wherever applicable.

Identity Proof		
Job card issued by NREGA duly signed by an officer of the State Government		
Voter's Identity Card	Aadhaar letter	Driving license
Passport	Permanent A/c No (PAN) Card	

Address Proof		
Passport	Driving license	Aadhaar letter
Voter's Identity Card	Job card issued by NREGA duly signed by an officer of the State Government	

Please note that the original documents must be presented for verification.

- Documents to be enclosed with this form:

In addition to the above documents, the following documents/copies (the list is not exhaustive) are also required, depending on the constitution of the customer as described below:

Trusts	Associations /Society	Company	International Clubs (Rotary, Lions, Jaycees)	Individuals	Sole proprietorship firm <small>two documents in the name of the firm</small>
Copy of Trust Deed Copy of the Registration certificate List of Trustees Copy of the resolution of the trustees Authorising the members concerned to open and operate the account Copy of PAN Tax Exemption Registration Certificate from Income Tax if applicable Photographs, Identity and Address proof of the persons operating the account	By-laws of the Association Copy of the Certificate of the Registration List of office Bearers Copy of the resolution by the board authorising the members concerned to open and operate the account Copy of PAN Tax Exemption Registration Certificate from Income Tax if applicable Photographs, Identity and Address proof of the persons operating the account	Copy of Certificate of Incorporation. Copy of Memorandum and Articles of Association certified as the up-to-date copy with all amendments. Copy of Certificate of Commencement of business in applicable cases. A certified copy of the resolution of the Board of Directors appointing the Bank as the Company's banker. A certified copy of the resolution of the Board of Directors authorizing the officers to open and operate accounts. Balance sheets of the Company for the last 3 years or all the previous Balance Sheets, if the company is not three years old. PAN card in the name of Company. Copy of the telephone bill confirming the address.	Copy of International Charter of the Club Copy of resolution to open and operate the account signed by district governor/ president/ any two authorised signatories List of office Bearers of the Clubs Tax Exemption Registration Certificate from Income Tax if applicable Photographs, Identity and Address proof of the persons operating the account	Photograph Identity Proof Address Proof Copy of PAN card or duly Filled Form 60/61 Copy of duly acknowledged Form 49 A where Form 60 is filled with the reason Applied for PAN HUF Account Photographs, Identity and Address proof of the Karta. Prescribed Joint Hindu Family Letter signed by all the adult coparceners. (C392)	Registration certificate / License issued by the by govt authorities. Sales Tax Returns / CST/VAT certificate Certificate / registration document issued by Sales Tax/ Service tax/ Professional tax authorities. The complete income tax return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected. Utility bills such as electricity, water and landline telephone bills in the name of the proprietary concern. Partnership firm Copy of partnership deed / Registration Certificate, if registered. Partnership letter in the prescribed form (C231) signed by all the partners in their individual capacity. Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf. PAN card/ Form60 in the name of partnership firm. Copy of telephone / utility bill in the name of firm / partners. NOC from the lending banker, if customer enjoys credit facilities.

- Please ensure that latest photograph of the account holder is affixed.

"I/We declare that the information provided hereinabove is up-to-date, true and correct to the best of my/our knowledge and belief."

Signature(s):

Please paste
Passport Size
color
Photograph
here

Signature of Applicant

Customer ID

Risk Rating

Low
 Medium
 High

Office use only

Address Proof

ID Proof

Photos

PAN Card

kyc norms complied

Yes No

lead ID

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Date

D	D	M	M	Y	Y	Y	Y
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- Customer search made, multiple Cust ID do not exists in the name of the applicant.
- KYC documents _____ verified through online official link

Clerk

Asst. Manager

Principal Officer.