



Instructions / Checklist for filling KYC form

- 1 Please provide self attested address proof even when there is no change of address.
- 2 List of Acceptable Permanent and Mailing Address proof is given below.
- 3 In absence of valid address proof the address proof of a close relative with whom account holder is residing may be provided along with a declaration from the close relative and the close relative's ID and address proof. The declaration should state that account holder is a close relative and resides at the said address.
- 4 In case of joint accounts separate forms need to be filled by the joint holders.
- 5 Self attested copy of Aadhaar card has to be attached for Aadhaar number updation. The account number mentioned in this form will be linked with the Aadhaar number .
- 6 Please contact the nearest branch to know more details.

Valid List of Documents

A. Documents for establishing Permanent Address and Identity Proof (Submit any one)

- 1 E-Aadhaar letter downloaded from UIDAI site/Aadhaar card issued by government of India.
- 2 Election Card / Voters ID card
- 3 Valid Permanent Driving license
- 4 Valid Passport
- 5 Job card issued by NREGA duly signed by an officer of the State Government
- 6 Letter issued by the National Population Register containing details of name and address
- 7 PAN card (Proof of Identity only)

B. Document for Establishing Mailing Address Proof (Submit any one)

- 1 Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill);
- 2 Property or Municipal tax receipt;
- 3 Pension or Family Pension Payment Orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;
- 4 Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation;

Note : The customer shall submit Officially Valid Documents (OVD) with current address within a period of three months of submitting the above specified documents.

