

DOCUMENT CHECKLIST

ACCEPTABLE ID PROOF / DOCUMENT :- (* mandatory)

- 1 Latest Passport size photograph for each applicant signed by the applicant on the front*.
 - 2 Photocopy of the pages of the passport containing passport details and personal details of all applicants*.
 - 3 Copy of valid visa / work permit*.
 - 4 Photocopy of Government issued ID Card.
 - 5 Photocopy of Company ID card with Address
 - 6 For PIO-Person of Indian Origin-Holding Foreign Passport
 - a. Copy of PIO card issued by Govt of India OR copy of recent bank statement of his NRE account with any Bank in India OR copy of current Indian Passport of his spouse, father or mother OR Indian Passport or Driving License or PAN Card issued in the name of the applicant at any point of time
 - b. If the applicant is Person of Indian Origin (PIO), PIO Declaration has to be obtained.
 - i. In case of minors, please attach a photocopy of guardian's passport and guardian's photograph signed on the front (Minor Declaration has to be obtained).
 - ii. If the NRE Account Holder wishes to open the Account jointly with Resident Individual, then the Power of Attorney has to be obtained for the operations by the Resident Individual
 - iii. If the NRO Account Holder wishes to avail DTAA (Double Taxation Avoidance Agreement), then the DTAA Declaration alongwith the TRC (Tax Residency Certificate) has to be obtained
 - iv. Where documents are mailed to branch they should be attested by banker abroad / embassy / notary public.
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ADDRESS PROOF :- (Submit any one of the following)

- 1 Photocopy of Utility Bills (not more than 3 months old)
- 2 Photocopy of Valid Overseas Driving License
- 3 Photocopy of Credit Card Bills (not more than 3 months old)
- 4 Photocopy of Rent Agreement alongwith Utility Bill in name of Landlord (not more than 3 months old).
- 5 Photocopy of Overseas Bank statement and Indian Bank statement having overseas address as mailing address (not more than 3months old).
- 6 Photocopy of Appointment Letter issued by the overseas employer for the employment overseas.
- 7 Original letter issued by the company (Authorized signatory), specifying the purpose of letter issuance as (Account Opening) on its letterhead.
- 8 For employees of foreign shipping company/merchant navy, the following documents are required instead of proof of residence address:
 - a. For permanent employees – initial work contract and last wage slip.
 - b. For contract employees – current work contract or last work contract with a letter from local agent confirming next date of joining vessel.
 - c. Seafarer's Declaration

Proof of address for each applicant should be obtained.
