

KYC Policy: 2023-24

1. <u>Savings A/c</u> <u>(A) Resident Individuals</u>	<ul style="list-style-type: none"> i. Account Opening Form (Account profile with Customer profile form completely filled in all respects for every individual). ii. A self-attested latest front facing photograph with clear background. iii. Any one clear and visible copy of following Officially Valid Documents (OVDs) towards proof of identity and proof of address (either permanent or current): OVD means <ul style="list-style-type: none"> a. Passport b. Driving license c. Proof of possession of Aadhaar number d. Voter's Identity Card issued by the Election Commission of India e. NREGA Card iv. PAN Card v. Customer profile (CKYC)form with Identification information
<u>(B) Minor-</u>	<p>Minor Accounts shall be accepted with only one Guardian across all the relationships at the Bank level. Guardian can be natural guardian or a court appointed legal guardian.</p> <ul style="list-style-type: none"> • For a Legal guardian Guardianship order / certificate issued by competent authority should be obtained and • For natural guardian the relationship should be evidenced on the documents prescribed for individuals. <ul style="list-style-type: none"> i. Documents to be obtained for a Minor: <ul style="list-style-type: none"> • If minor is less than 10 years of age in addition to KYC procedure for identification/address verification of the minor, ID proof of the person who will operate the account to be submitted. • In cases where minor can operate the account independently, KYC procedure for identification/address verification as in case of any other individuals would apply. • Customer profile (CKYC)form with Identification information



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<u>(H) Small Account</u>	<ol style="list-style-type: none">1. A savings account in a banking company where an individual who desires to open a bank account, shall open a 'Small Account which entails the following exceptional features:<ol style="list-style-type: none">i. the aggregate of all credits in a financial year does not exceed rupees one lakh;ii. the aggregate of all withdrawals and transfers in a month does not exceed rupees ten thousand; andiii. the balance at any point of time does not exceed rupees fifty thousand. <p>This limit on balance shall not be considered while making deposits through Government grants, welfare benefits and payment against procurements.</p> <p>Further, following conditions are applicable:</p> <ol style="list-style-type: none">a. Account Opening Form (Account profile with Customer profile form completely filled in all respects for every individual).b. Submission of self-attested photograph and affixation of signature or thumb impression before the officer of the Bank who is authorized to approve opening of accounts who will certify under his signature that the person opening the account has affixed his signature or thumb impression, as the case may be, in his presence.c. Introduction is mandatorya. "Small Accounts" are opened in case where an individual customer who does not possess either of any of the OVDs.b. The account shall remain operational initially for a period of twelve months which can be extended for a further period of twelve months, provided the account holder applies and furnishes evidence of having applied for any of the OVDs during the first twelve months of the opening of the said account.c. Foreign remittance are not credited unless the identity of the customer is fully established through production of OVD.d. Holder of Small account will not be eligible to open any other savings bank deposit account in our Bank.e. Customer profile (CKYC)form with Identification information
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<p><u>(I) Non-Resident Individual Accounts – NRE/NRO</u></p>	<p>Non-Resident Indian (NRI) means a citizen of India who is resident outside India for period/s amounting to more than 182 days in a year.</p> <ol style="list-style-type: none"> 1. Account Opening Form (Account profile with Customer profile form completely filled in all respects for every individual). 2. A self-attested latest front facing photograph with clear background. <p>Person of Indian Origin (PIO) means a citizen of any country other than Bangladesh or Pakistan who had</p> <ol style="list-style-type: none"> (a) at any time held Indian passport or (b) he or either of his parents or any of his grandparents was a citizen of India by virtue of the Constitution of India or the Citizenship Act, 1955 or (c) the person is a spouse of an Indian citizen or a person referred to in (a) or (b). <p>Note: Opening of accounts by companies/ entities of Pakistan/ Bangladesh ownership/ nationality would require the prior approval of the Reserve Bank of India</p> <p>Self-attested and verified copies of documents mentioned below –</p> <ol style="list-style-type: none"> i. Copy of valid Passport containing passport details, personal details, address, latest immigration stamps ii. All documents provided in the foreign language have to be translated in English and to be self-attested by customer iii. Document to support NRI status: For Indian Passport Holders - <ul style="list-style-type: none"> • Copy of Valid Visa - Residence /Student/Dependent Visa/ Work (Visa – to be separate, e-visa, in passport) or • Residence Permit or • Valid copy of Employment PIO-Person of Indian Origin-Holding Foreign Passport - <ul style="list-style-type: none"> • Copy of PIO card issued by Government of India or • Copy of recent bank statement of existing NRE A/c with any Bank in India or • Copy of current Indian Passport of his spouse, father or mother orOR • Old Indian Passport or Driving License issued to applicant at any point of time iv. If the applicant is Person of Indian Origin (PIO), PIO Declaration has to be submitted. v. For PIO Certificate issued by Indian Embassy proving applicant's PIO status or OCI – Overseas Citizen of India document. vi. Aadhaar & PAN is not mandatory for a Non Resident. However Form 60 should be submitted in absence of PAN. vii. Customer profile (CKYC)form with Identification information
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