

KYC Policy: 2023-24

PART II- CDD measures for Sole Proprietary Firms	
1. <u>Current Account : Sole Proprietary</u>	<p>Apart from a clear and visible copy of Officially Valid Documents (OVDs) towards proof of identity and proof of address (either permanent or current) of the individual with PAN card copy, any Two of the following documents or equivalent e-document thereof as a proof of business/ activity in the name of the proprietary firm is required;</p> <p>Account title (referred as Legal name) will be as per business proof:</p> <ul style="list-style-type: none">i. Customer profile form with Identification informationii. Registration certificateiii. Certificate/license issued by the municipal authorities under Shop and Establishment Act.iv. Sales and income tax returns.v. CST/VAT/ GST certificate (Provisional/Final).vi. Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities.vii. IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT / License/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute.viii. Complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax authoritiesix. MSME registration – Udyam registration certificate along with application detailsx. Utility bills which is in the name of the entity and is not more than two months old of any service provider as address proof (viz electricity, land line telephone, post-paid mobile phone, piped gas, water bill.xi. License issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, registration /licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority/ Department, etc.



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2. Current A/c: Individuals or Professionals

Apart from a clear and visible copy of Officially Valid Documents (OVDs) towards proof of identity and proof of address (either permanent or current) of the individual with PAN card copy, the following is required;

- i. Account Opening Form
- ii. Professionals
 - i. One document supporting business entity proof and address.
 - ii. A joint holder can be accepted wherein both the holders are from the same profession. Supported with professional qualification certificate.
- iii. Individuals - A certified copy of an OVD as mentioned for Savings Account Individual containing details of identity and address (local) of the individual (proprietor).
 - i. A letter mentioning the specific purpose
 - ii. Individual to be opened by a single holder only
- iv. License issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, registration /licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority/ Department, etc
- v. Customer profile form with Identification information



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PART III –CDD Measures for Legal Entities

3. <u>Current A/c:</u> <u>Partnership</u> <u>Firm</u>	<p>Apart from a clear and visible copy of Officially Valid Documents (OVDs) towards proof of identity and proof of address (either permanent or current) of the partners with PAN card copy, the following is required;</p> <ul style="list-style-type: none">i. Registration certificate** issued by Registrar of Firms (ROF)ii. Partnership deed (notarized)iii. PAN card in the name of the partnership firmiv. Customer profile form with Identification information of the designated partners/authorized signatories/managers/officers or employees holding an attorney to transact on its behalfv. License issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, registration /licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority/ Department, etc.vi. If any existing credit facilities are availed from other Banks/financial institutions then, the credit facility undertaking has to be submitted along with NOC from Banks /financial institutions who have extended the credit facility.vii. Proof of identity with address of Beneficial Owners <p>**Unregistered partnership firms In case of unregistered partnership firm, the chain of the partnership deeds to be obtained if the firm deed is reconstituted subsequent to incorporation. Addition proof of address of the entity required in case of notarized unregistered partnership deed.</p>
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4. <u>Current A/c:</u> <u>Limited Liability Partnership (LLP)</u>	<p>Apart from a clear and visible copy of Officially Valid Documents (OVDs) towards proof of identity and proof of address (either permanent or current) of the partners with PAN card copy, the following is required;</p> <ol style="list-style-type: none"> Account Opening Form Certificate of Incorporation. Active LLP Master Data from ROC site LLP Agreement PAN card in the name of the Entity (Note fourth letter of the PAN should be "F" in case of LLP) A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf Proof of Identity and Address of all Beneficial Owners(BO) Customer profile form with Identification information of the designated partners/authorized signatories/managers/officers or employees holding an attorney to transact on its behalf License issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, registration /licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority/ Department, etc. If any existing credit facilities are availed from other Banks/financial institutions then, the credit facility undertaking has to be submitted along with NOC from Banks /financial institutions who have extended the credit facility.
5. <u>Private Limited Company/</u> <u>Public Limited Company</u>	<p>Apart from a clear and visible copy of Officially Valid Documents (OVDs) towards proof of identity and proof of address (either permanent or current) of the Directors, along with PAN card copy, the following is required;</p> <ol style="list-style-type: none"> Account Opening Form Certificate of Incorporation. Memorandum and Articles of Association. PAN card in the name of the Entity Resolution (Bank's format on the letterhead) from Board of Directors in case of LTD companies and power of Attorney granted to its Managers, officers or employees to transact on its behalf. Customer profile form with Identification information of the authorized signatories/managers/officers or employees holding an attorney to transact on its behalf. Proof of Identity and Address of all Beneficial Owners(BO) License issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, registration /licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority/ Department, etc. If any existing credit facilities are availed from other Banks/financial institutions then, the credit facility undertaking has to be submitted along with NOC from Banks /financial institutions who have extended the credit facility. For a Public Limited Company all the documents can be attested by a Company Secretary and Beneficial Ownership declaration is not required.



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6. <u>Current A/c:</u> <u>Unincorporated Association/</u> <u>Body of</u> <u>Individuals</u>	<p>Apart from a clear and visible copy of Officially Valid Documents (OVDs) towards proof of identity and proof of address (either permanent or current) of the committee members, along with PAN card copy, the following is required;</p> <ol style="list-style-type: none">Account Opening FormPOI and POA of the Unincorporated Association/Body of IndividualsFull set of Rules & Regulations / Bye laws/ as applicable, duly notarized.PAN card in the name of the Entity (Note fourth letter of the PAN should be 'A' or 'B' in case of Association/Body of Individuals respectively)Resolution of the managing body of such association or body of individuals.Resolution (Bank's format on the letterhead) specifying the mode of operation, if the same is not mentioned explicitly in the Rules & Regulations / Bye laws/(as applicable), signed by all authorized signatories along with atleast one non-signatory signature with his/her KYC documents to verify the signature, in addition to the same, latest list of working committee members with designation on the letterhead of the Association/Body of Individuals signed by all signatoriesCustomer profile form with Identification information of the authorized signatories/managers/officers or employees holding an attorney to transact on its behalf.Such information as may be required by the Bank to collectively establish the legal existence of such an association or body of individuals.
7. <u>Co-operative</u> <u>Housing Society</u>	<p>Apart from a clear and visible copy of Officially Valid Documents (OVDs) towards proof of identity and proof of address (either permanent or current) of the authorized signatories, along with their PAN card copy, the following is required;</p> <ol style="list-style-type: none">Account Opening FormRegistration CertificateFull set of Bye laws as applicablePAN card in the name of the EntityResolution (Bank's format on the letterhead) specifying the mode of operation, if the same is not mentioned explicitly in Bye laws (as applicable), signed by all authorized signatories along with atleast one non-signatory signature with his/her KYC documents to verify the signature, in addition to the same, latest list of working committee members with designation on the letterhead of the Association/Body of Individuals signed by all signatories, where the office-bearers have changed subsequent to the inception of the societyProof of Identity and Address of Beneficial OwnersIn case Society Account is opened by an Administrator, in addition to the aforementioned documents order from Charity Commissioner/Co-operative Court or Registrar and individual KYC of the Registrar is required.



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8. Current A/c: Trust/Club/ Mandal/ Associations (Registered with Charity Commissioner)	<p>Apart from a clear and visible copy of Officially Valid Documents (OVDs) towards proof of identity and proof of address (either permanent or current) of the authorized signatories, along with their PAN card copy, the following is required;</p> <ol style="list-style-type: none"> Account Opening Form Registration certificate Full set of Rules & Regulations / Trust Deed/Terms & Conditions, as applicable, registered with registrar (Charity Commissioner, except South zone branches where there is no Charity Commissioner) / Indian Trust Act/ Public Trust Act. PAN card in the name of the Entity (<i>Note fourth letter of the PAN should be 'T' in case of Trust respectively'</i>) Resolution (Bank's format on the letterhead) of the managing body of such association or body of individuals. Resolution must be signed by at least one non-signatory along with his/her KYC documents, in case the mode of Bank account operation is not specifically captured in Rules & Regulations /Trust Deed Power of Attorney granted to transact on its behalf. Customer profile form with Identification information in respect of the person holding an attorney to transact on its behalf. Proof of Identity and Address of Beneficial Owners Minutes of the meeting to be obtained wherein its decided to open account with our Bank Latest list of working committee members with designation on the letterhead of the Trust List of trustees in case of Private Trust
9. <u>HUF A/c (Current Account/Savings Account)</u>	<p>HUF Current Account: In case any business activity is carried out by the HUF then Current Account has to be opened. Entity business proof (having entity name and business address) to be obtained if HUF is carrying out a business.</p> <p>HUF Savings Account: Savings A/c can be opened by a HUF only if there isn't any business carried out in the name of the HUF.</p> <p>Apart from a clear and visible copy of Officially Valid Documents (OVDs) towards proof of identity and proof of address (either permanent or current) of the authorized signatories, along with their PAN card copy, the following is required;</p> <ol style="list-style-type: none"> Account Opening Form HUF declaration signed by Karta and all coparceners with address, relationship with Karta and date of birth. In case of minor coparceners, details of minor signed by Natural Guardian. PAN card in the name of the HUF <p>Customer profile form with Identification information.</p>

