CUSTOMER UPDATION FORM FOR KYC



and for and your work

ease Affix Photo with
Signature across

CHANGE OF ADDRESS

There is no change in my mailing address.

I wish to change my mailing address/contact details as below.

Flat No/Bldg Name													
Road Name													
Landmark													
City							PIN Coc	le					
State						C	ountry						
Tel (Off)			Ext No		STD Code	•] Tel (R)			
Fax No													
Mobile No													
Email Id													

I do hereby solemnly declare that the information provided above with respect to my account is up to date and correct.

I hereby submit a self attested photocopy of the following as :

Address	Proof	
		_

Identity Proof

I have also attached my recent photograph above.

Signature of Account Holder

Note:

- 1) Please provide self attested address proof even when there is no change of address.
- 2) List of acceptable identity and address proof is given overleaf
- 3) If you wish to make a change in any of your contact details please fill the appropriate boxes given above.
- 4) 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 address mentioned above.

FOR CPU USE ONLY

FOR BRANCH USE ONLY

ld proof updated on	Sourcing Branch Name
Address proof updated on	Branch Code
Photograph updated on	Signature/Customer ID Verified/Address Change Verified
	Signature of PB: PB CODE

RESIDENT INDIVIDUALS



Comprehensive list of acceptable Documents for proof of Identity & proof of address for Resident Individuals

A Documents for establishing proof of identity:

- 1) Passport [not expired]/
- 2) MAPIN card [issued by NSDL]
- 3) PAN card
- 4) Election /Voter's card -
- 5) Photo ID card issued by any of the following organizations/Institutions
 - a) Central Government or any of its Ministries.
 - b) Statutory / Regulatory authorities
 - c) State Govt. or any of its Ministries
 - d) Public Sector Undertaking (established under GOI or State Govt)
 - e) State Govt. of J&K
 - f) Bar council
 - g) Senior Citizen card issued by State/Central Govt.
 - h) Govt. of India to Persons of Indian Origin [PIO card]
 - i) Defence Dept / Ministry of defence for Defence personnel & their dependants
 - j) Public Financial institutions / Public sector banks
- 6) Permanent Driving license [not expired]-
- 7) Arms License issued by the State/Central Govt. of India [containing photograph of the applicant]
- 8) Pension payment card issued by State/Central Govt. of India with photograph of the applicant
- 9) Ration Card containing IRIS scan along with photograph
- 10) Photo Credit Card [not expired] of Primary holder [signature to match with AOD]
- 11) For rural branches letter of introduction with photograph , name and address of the customer duly certified by Block Development officer / Head of village Panchayat / Post master of post office concerned

12) Foreign regional registration office certificate issued to Tibetian nationals containing signature, photo and address of the applicant.

B Documents for establishing proof of address:

- 1) Passport {Not Expired}.
- 2) Permanent Driving license {Not Expired}.
- 3) Telephone bill/Electricity bill of Public and approved Private operators in the State [Not older than 3 months]
- 4) Bank account statement of a PSU / Private Sector / Foreign bank [Not older than 3 months.]
- 5) Ration card
- 6) Election card / Voters ID [if it has address].
- 7) Letter / Monthly outgoings bill (only from Registered societies)
- 8) Copy of title deeds. (wherein original title deeds are registered and stamped)
- 9) Latest Property tax or water tax bill / Property tax paid Receipt
- 10) Senior citizens card issued by the State /Central Govt. of India (if it has address)
- 11) Mobile post paid bill of public / private operators in the State.
- 12) Consumer gas connection card / book OR latest pipe gas bill.
- 13) Domicile certificate with communication address issued by Municipal Corporation.
- 14) Arms License issued by the State/Central Govt. of India authority which contains photograph of applicant
- 15) Photo Id card with photograph (issued by J&K & Goa State Govt.)
- 16) Photo Social Security Card issued by the Central/ State govt. /Union territories.
- 17) Pension payment card issued by State/Central Govt. of India with photograph of the applicant
- 18) IRIS scanned household Card with photograph (issued by Andhra Pradesh govt.)
- 19) Credit card statement where customer is a primary holder. This needs to be supported by photocopy of credit card. Credit card should not be expired.
- 20) Photo ID card issued by any of the following organizations/Institutions provided it contains address:
 - i) Central Government or any of its Ministries.
 - ii) Statutory / Regulatory authorities
 - iii) State Govt. or any of its Ministries
 - iv) Public Sector Undertaking (established under GOI or State Govt)
 - v) State Govt. of J&K
 - vi) Bar council
 - vii) Senior Citizen card issued by State/Central Govt.
 - viii) Govt, of India to Persons of Indian Origin [PIO card]
 - ix) Defence Dept / Ministry of defence for Defence personnel & their dependants
 - x) Public Financial institutions
- 21) Pan intimation letter addressed to the customer intimating pan number.
- 22) Latest certificate from post office / Post office savings bank passbook Applicable only for RURAL areas.
- 23) For rural branches letter of introduction with photograph, name and address of the customer duly certified by Block Development officer / Head of village Panchayat / Post master of post office concerned.
- 24) Defence Accounts (Indian Army, Navy & Air Force)
 - Transfer / Movement order issued by the defence ministry / unit of defence ministry mentioning the name and address of the applicant.
 - House Allotment letter issued by the defence ministry / unit of defence ministry mentioning the name and address of the applicant.
 - Certificate on the defence letter head issued by the defence ministry / unit of defence ministry mentioning the name and address of the applicant.
- 1 Id card issued by the State Govt. of J&K is acceptable if they carry the connotation 'Government of Jammu & Kashmir, Civil Secretariat, Srinagar/Jammu']
- ²Currently issued only by AP State Goverment IRIS scan indicate that retina of the eye is scanned which establishes the identity of the name mentioned in the card.
- ^a On the letterhead, which carries the society's Registration number. The letter should carry the applicant's name & full address as well as the signatories' full name, designation (Secretary, President) and address. (Maintenance charges receipt issued by the society NOT acceptable)
- 4 Gas charges paid receipt not acceptable
- ⁵ Id card issued by the State Govt. of J&K is acceptable if they carry the connotation 'Government of Jammu & Kashmir, Civil Secretariat, Srinagar/Jammu'] ⁶Id card issued by the State Govt. of J&K is acceptable if they carry the connotation - 'Government of Jammu & Kashmir, Civil Secretariat, Srinagar/Jammu']