

KNOW YOUR CUSTOMER (KYC) GUIDELINES

Documents required for opening deposit accounts:

The Customer identification will be done on the basis of documents provided by the prospective customer as under,

- a) Passport or Voter ID card or Pension Payment Orders (Govt./PSUs) alone, where on the address is the same as mentioned in account opening form.
- b) Anyone document for proof of identity and proof of address, from each of the under noted items

Proof of Identity

- i) Passport, if the address differs from the one mentioned in the account opening form
- ii) Voter ID Card, if the address differs from the one mentioned in the account opening form
- iii) PAN Card
- iv) Govt. / Defence ID card
- v) ID cards of reputed employers
- vi) Driving License
- vii) Pension Payment Orders (Govt./PSUs), if the address differs from the one mentioned in the account opening form
- viii) Photo ID Card issued by Post Offices
- viii) Photo identity card issued to bonafide students of Universities/ Institutes approved by UGC/ AICTE

Proof of address

- i) Credit card statement
- ii) Salary slip
- iii) Income tax /wealth tax assessment
- iv) Electricity bill
- v) Telephone bill
- vi) Bank account statement
- vii) Letter from a reputed employer
- viii) Letter from any recognized public authority
- ix) Ration card
- x) Copies of Registered leave & license agreement/Sale Deed/Lease Agreement may be accepted as proof of address
- xi) Certificate issued by hostel and also, proof of residence incorporating local address, as well as permanent address issued by respective hostel warden of aforesaid University/institute where the student resides, duly countersigned by the Registrar/Principal/Dean of Student Welfare. Such accounts should be closed on completion of education/ leaving the University/ Institute.
- xii) For students residing with relatives, address proof of relatives along with their identity proof, can also be accepted provided declaration is given by the relative that the student is related to him and is staying with him.