



**(Govt of India Enterprise)**

## **KYC NOTICE**

In terms of KYC/AML/CFT guidelines issued by the Reserve Bank of India (RBI) and in terms of prevention of Money Laundering Act, 2002 all our customers are requested to comply with KYC requirements.

### **1. Customers who have already complied with KYC guidelines**

Customers whose accounts are more than 2 years old are hereby requested to update their KYC documentation by providing the latest photograph and ID / Address proof to their home branch.

### **2. Customers who have not complied with KYC guidelines till date**

All account holders of the bank who have not yet complied with KYC guidelines are hereby requested to make their accounts KYC complied by contacting their home branches and submitting the required documentation.

The following documents may be furnished for proof of identity & verification of address.

- i. One latest passport size photograph of the account holders (Compulsory)
- ii. Any one photo ID from list I below, if the address in the ID and account are same OR
- iii. Separate proof for both identity and address, if address in photo ID and account differs

#### **Proof of Photo Identity - LIST - I**

1. Passport
2. Voter's Identity Card
3. Pan Card
4. Driving License
5. Aadhaar Card
6. Identity Card subject to banks satisfaction
7. Job card issued under NREGA duly signed by an officer of state Government.
8. Letter from recognized public authority or public servant verifying the identity & residence of the customer to the satisfaction of bank, etc

#### **Proof of Present address - LIST - II**

1. Ration Card
2. Electricity Bill
3. Telephone Bill
4. Postal Identity Card
5. Bank Account Statement
6. Income/Wealth Tax assessment Order
7. Registered rent agreement
8. Letter from Employer to Satisfaction of the bank

**For Firms / Companies** : In addition to the above for the persons owning / operating business, documents to prove the existence of the firm such as Certificate of Registration, License from Local bodies, License from State / Central Govt authorities, Income Tax / wealth tax assessment orders etc.

If the requisite proofs are not furnished, the bank will be reluctantly compelled, in compliance with the statutory and regulatory guidelines to freeze operations / withdraw facilities in KYC compliant accounts without further notice, at the risk, responsibility and cost of the customer. Bank may also without prejudice, at its discretion, permanently close KYC non – compliant accounts there after. We solicit customer's cooperation in this matter.

**Assuring you of our best service always.**