

KYC Policy: 2025-26

CDD measures for Sole Proprietary Firms	
<u>Current Account : Sole Proprietary</u>	<ol style="list-style-type: none"> 1. Account opening Form. 2. Any two business proof in the name of the entity including address of the entity. <ol style="list-style-type: none"> a. Udyam Registration Certificate (URC) issued by the Government b. Certificate/license issued by the municipal authorities under Shop and Establishment Act. c. Sales and Income Tax returns d. Valid CST/VAT/ GST certificate (Provisional/Final). e. Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities. f. IEC (Importer Exporter Code) issued to the proprietary. g. Complete Income Tax Return (including the acknowledgement) in the name of the sole proprietor where the firm's name included. h. Mandatory license in relevance to the nature of business as applicable. i. For address proof, along with any one document mentioned above, Utility bills such as electricity, water, landline telephone bills, etc. which is in the name of the entity and is not more than two months old of any service provider may be taken. 3. KYC documents (Proof of identity and address with copy of PAN) of proprietor along with CKYC form. 4. If credit facility is enjoyed with other banks, NOC from lending bank to open current account with us is mandatory.
<u>Current A/c: Individuals or Professionals</u>	<ol style="list-style-type: none"> 1. Account opening Form. 2. KYC documents of individual/Professional along with CKYC form. 3. In case of professional: Professional qualification certificate including address. 4. In case of individual: KYC documents along with CKYC form. 5. Mandatory license in relevance to the nature of business



KYC Policy: 2025-26

CDD Measures for Legal Entities	
<u>Current A/c:</u> <u>Partnership</u> <u>Firm</u>	<ol style="list-style-type: none"> 1. Account opening Form (AOF). 2. Registration certificate** issued by Registrar of Firms (ROF) 3. Partnership deed (notarized). 4. PAN card in the name of the partnership firm . 5. Latest list of partners. 6. Mode of operation letter if same is not mentioned in the deed or differs with deed. 7. Beneficial Ownership Declaration as per format – included in AOF. 8. Initial funding cheque from existing account of the firm. 9. Mandatory license as per nature of business. 10. Any change (For E.g. Change of registered address, partners etc.) that takes place post registration of the Partnership Firm (which are registered with ROF), acknowledgment/ acceptance by ROF along with chain of partnership Deed in chronological order required. 11. If credit facility is enjoyed with other banks, NOC from lending bank to open current account with us is mandatory. 12. KYC documents (Proof of identity and address with copy of PAN) of all partners and beneficial owners along with CKYC form. <p>**Unregistered partnership firms: Notarized unregistered partnership firm deed required along with proof of business which reflects registered address.</p>
<u>Current A/c:</u> <u>Limited Liability</u> <u>Partnership</u> <u>(LLP)</u>	<ol style="list-style-type: none"> 1. Account opening Form. 2. Certificate of Incorporation. 3. LLP Agreement 4. PAN card in the name of the Entity (Note fourth letter of the PAN should be 'F' in case of LLP) 5. Resolution in Bank's Format and Power of Attorney if applicable 6. Latest list of partners. 7. Beneficial Ownership Declaration as per format. – included in AOF. 8. Initial funding cheque from existing account of the LLP. 9. Mandatory license as per nature of business. 10. KYC documents (Proof of identity and address with copy of PAN) of all partners and beneficial owners along with CKYC form. 11. If credit facility is enjoyed with other banks, NOC from lending bank to open current account with us is mandatory.



KYC Policy: 2025-26

<u>Current Account : Private Limited Company/ Public Limited Company</u>	<ol style="list-style-type: none"> 1. Account opening Form. 2. Certificate of Incorporation. 3. Memorandum and Articles of Association. 4. PAN card in the name of the Entity (Note fourth letter of the PAN should be 'C' in case of Companies) 5. Resolution in Bank's Format and Power of Attorney if applicable 6. Beneficial Ownership Declaration as per format. 7. Share Holding Pattern when there is change in Directors from that mentioned on MOA. 8. Initial funding cheque from existing account of the private ltd. 9. Mandatory license as per nature of business. 10. KYC documents (Proof of identity and address with copy of PAN) of all signatories and beneficial owners along with CKYC form. 11. If credit facility is enjoyed with other banks, NOC from lending bank to open current account with us is mandatory.
<u>Current A/c: Unincorporated Association/ Body of Individuals</u>	<ol style="list-style-type: none"> 1. Account opening Form. 2. POA - like Pan intimation letter, utility bill in the name of the Unincorporated Association/ Body of Individuals 3. POI - Full set of Rules & Regulations / Bye laws/ as applicable, duly notarized 4. 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') 5. Resolution in Bank's Format. Non signatory Committee member sign required on resolution with his/her self-attested copy of PAN if mode of operation differs with Bye Laws. 6. Latest list of working committee members with designation on the letterhead. 7. Beneficial Ownership Declaration as per format. 8. Initial funding cheque from existing account of the association. 9. Mandatory license as per nature of activities. 10. KYC documents (Proof of identity and address with copy of PAN) of all signatories and beneficial owners along with CKYC form. 11. If credit facility is enjoyed with other banks, NOC from lending bank to open current account with us is mandatory.



KYC Policy: 2025-26

<u>Current A/c:</u> Regd. Co-operative Housing Society	<ol style="list-style-type: none"> 1. Account opening Form. 2. Registration Certificate 3. Full set of Bye laws as applicable 4. PAN card in the name of the Entity (Note fourth letter of the PAN should be 'A') 5. Resolution in Bank's Format. Non signatory Committee member sign required on resolution with his/her self-attested copy of PAN if mode of operation differs with Bye Laws. 6. Latest list of working committee members with designation on the letterhead. 7. Beneficial Ownership Declaration as per format. – included in AOF. 8. Initial funding cheque from existing account of the society. 9. In case Society Account is opened by an Administrator, in addition to the aforementioned documents order from Co-operative Court or Registrar and individual KYC of the administrator should be obtained. 10. KYC documents (Proof of identity and address with copy of PAN) of all signatories and beneficial owners along with CKYC form. 11. Entity address proof required if same is not captured in the registration certificate. (E.g. Utility bill)
<u>Current A/c:</u> <u>Trust/Club/Mandal/Associations</u>	<ol style="list-style-type: none"> 1. Account opening Form. 2. Registration Certificate 3. The details of Trust/NPO/NGO/VO should be are registered on the DARPAN Portal of NITI Aayog. Form 10AC is necessary for a TRUST to be eligible for opening Savings Deposit Account. 4. Pan card in the name of the legal entity (Note: fourth letter of the PAN should be "T" in case of Trust) 5. Full set of Rules & Regulations / Trust Deed/Terms & Conditions, as applicable, registered with registrar (Charity Commissioner) 6. Resolution in Bank's Format. Non signatory Committee member sign required on resolution with his/her self-attested copy of PAN if mode of operation differs with Bye Laws/Trust deed/Terms and conditions. 7. Latest list of beneficiaries, trustees, settlor, protector, if any and authors with designation. 8. Power of Attorney if applicable granted to transact on its behalf. 9. Beneficial Ownership Declaration as per format. 10. Initial funding cheque from existing account of the Trust. 11. KYC documents (Proof of identity and address with copy of PAN) of all signatories and beneficial owners along with CKYC form. 12. Incase form 10AC



KYC Policy: 2025-26

<u>HUF A/c (Current Account/Savings Account)</u>	<p>HUF Current Account:</p> <p>When HUF has a business activity, then Current Account has to be opened and entity business proof having entity name and business address, required.</p> <ol style="list-style-type: none">1. Account opening Form.2. HUF Deed/ or 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 Guardian3. PAN card in the name of the Entity (Note fourth letter of the PAN should be 'H')4. If credit facility is enjoyed with other banks, NOC from lending bank to open current account with us is mandatory.5. KYC documents (Proof of identity and address with copy of PAN) of Karta along with CKYC form. <p>HUF Savings Account:</p> <p>Savings A/c can be opened by a HUF only if there isn't any business carried out in the name of the HUF and the confirmation to this effect to be captured on the HUF Declaration</p> <ol style="list-style-type: none">1. Account opening Form.2. HUF Deed or 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 Guardian3. PAN card in the name of the Entity (Note fourth letter of the PAN should be 'H')4. KYC documents (Proof of identity and address with copy of PAN) of Karta along with CKYC form.
---	---



KYC Policy: 2025-26

<u>Current A/c: Credit Society</u>	<ol style="list-style-type: none"> 1. Account opening Form. 2. Registration Certificate 3. Full set of Rules & Regulations / Bye laws as applicable, registered with registrar 4. PAN card in the name of the Entity (Note fourth letter of the PAN should be 'A') 5. Resolution in Bank's Format. Non signatory Committee member sign required on resolution with his/her self-attested copy of PAN if mode of operation differs with Bye Laws. 6. Latest list of working committee members with designation on the letterhead 7. Beneficial Ownership Declaration as per format. 8. Initial funding cheque from existing account of the Society. 9. KYC documents (Proof of identity and address with copy of PAN) of all signatories and beneficial owners along with CKYC form.
<u>Current A/c: non-scheduled co-op Bank / NBFC</u>	<ol style="list-style-type: none"> 1. Account opening Form 2. Full set of Rules & Regulations / Bye laws/ MOA & AOA as applicable registered with regulatory body. 3. PAN card in the name of the Entity (Note fourth letter of the PAN should be 'A') 4. Reserve Bank of India License 5. Resolution in Bank's Format. Non signatory Committee member sign required on resolution with his/her self-attested copy of PAN if mode of operation differs with Bye Laws/MOA. 6. Latest list of working committee members with designation on the letterhead. 7. Beneficial Ownership Declaration as per format. 8. Initial funding cheque from existing account of the bank/NBFC. 9. Any other document as applicable to the constitution of entity. 10. KYC documents (Proof of identity and address with copy of PAN) of all signatories and beneficial owners along with CKYC form.



KYC Policy: 2025-26

<u>Current - Condominium / Apartment Owners Association A/c</u>	<ol style="list-style-type: none">1. Account Opening Form.2. PAN Card of the entity3. Condominium Agreement/Apartment Owner's Agreement/Rules & Regulations/Terms & conditions, which details the activities and the rules binding the activities to be conducted.4. Latest list of working members with designation on the letterhead.5. Resolution in Bank's Format. Non signatory Committee member sign required on resolution with his/her self-attested copy of PAN if mode of operation differs with Condominium Agreement/Apartment Owner's Agreement.6. Extract of the AGM/Special meeting conducted by the members confirming the name of the Bank, branch and operators of the account which should be duly signed by the members present in the meeting.7. Initial funding cheque from existing account of the condominium/apartment owners.8. Beneficial Ownership Declaration as per format.9. KYC documents (Proof of identity and address with copy of PAN) of all signatories and beneficial owners along with CKYC form.
--	---

