

# Important Message

## Know Your Customers (KYC)

As per RBI guidelines, banks are required to periodically update KYC details of its customers.

Documents required for updating your KYC are as below :

### A. FOR INDIVIDUAL CUSTOMERS

<u>Resident Individual</u>	<u>Non-Resident Individual</u>
<ul style="list-style-type: none"> <li>❖ Identity proof               <ul style="list-style-type: none"> <li>▪ Aadhaar Card</li> <li>▪ Passport</li> <li>▪ Driving License</li> <li>▪ Election-Voter's card</li> <li>▪ Job Card issued by NREGA</li> <li>▪ Letter issued by National Population Register</li> </ul> </li> <li>❖ Address proof (As Above)</li> <li>❖ Latest photograph</li> </ul>	<ul style="list-style-type: none"> <li>❖ Identity Proof</li> <li>❖ Address proof</li> <li>❖ Latest photograph</li> </ul>

### B. FOR NON – INDIVIDUAL CUSTOMERS

<u>Sole Proprietor</u>	<u>Other Non-Individual Entity</u>
<ul style="list-style-type: none"> <li>❖ Two documents to prove existence of the firm</li> <li>❖ Address proof of the firm</li> <li>❖ Identity/Address proof/Photograph of the proprietor as per section A</li> </ul>	<ul style="list-style-type: none"> <li>❖ Existence proof as per constitution of entity.</li> <li>❖ Mailing Address proof in the name of the entity.</li> <li>❖ Identity/Address proof/Photograph of the AUS/BO/Karta/ Partner/Trustee etc. as applicable.</li> </ul>

Please check with branch staff for details & documents.