

Type of Instruction	Documentation required
Name Change	<p>1.New Name on officially valid documents. 2. Marriage certificate/ divorce deed in case of Surname Change 3.Gazette Notification in case of Total Name Change/ Surname Change/ Surname drop. 4. relationship proof- Addition of Fathers name/ Mother name Documentation for ID Proof</p> <p><u>List available for Official Valid documents -</u> 1. Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address</p>
Minor to Major Conversion	<p>1. ID Proof of Minor turned Major 2.Address Proof of Minor turned Major Documentation for ID / Address Proof</p> <p>1. Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address</p> <p><u>Other Additional Address Proof:</u> a) Utility bill, in the name of customer, which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas / gas passbook, water bill); b) Property or Municipal tax receipt, in the name of customer; c) Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address; d) Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation</p>
Third Party Transfer	<p>Any of the Officially Valid Documents mentioned below: 1. Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address</p>
Letter of Mandate	<p>Any ID and Address Proof of mandate holder. 1) Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address</p>

<p>Name Addition</p>	<p>ID Proof (Officially Valid Documents's) <u>List available for Official Valid documents for ID and Address Proof -</u></p> <ol style="list-style-type: none"> 1. Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address <p><u>In case of Address not available on the OVD's the below can be taken for a period of maximum 3 months</u></p> <ol style="list-style-type: none"> a) Utility bill, in the name of customer, which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas / gas passbook, water bill); b) Property or Municipal tax receipt, in the name of customer; c) Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address; d) Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation <p>2. Address Proof 3. Photograph of new account holder</p>
<p>Form 60 Updation</p>	<p>Any of the officially valid documents:</p> <ol style="list-style-type: none"> 1) Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address
<p>DOB Updation</p>	<p>Any of the officially valid documents mentioned Date of Birth:</p> <ol style="list-style-type: none"> 1) Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address
<p>Resident to NRO conversion and Vice versa</p>	<ol style="list-style-type: none"> 1. Self - attested copy of Pan or Form 60 2. Self attested copy of Passport and Valid Visa to prove his/her NR status 3. Anyone of the Overseas/ Indian address proof is mandatory to be obtained as per the list of acceptable address proof <p>Any of the officially valid documents:</p> <ol style="list-style-type: none"> 1) Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address

<p>Combined Address change</p>	<p>ID Proof (Officially Valid Documents') 2. Address Proof) 3. Photograph of new account holder</p> <p>List available for Official Valid documents for ID and Address Proof -</p> <ol style="list-style-type: none"> 1. Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address <p><u>In case of Address not available on the OVD's the below can be taken for a period of maximum 3 months</u></p> <ol style="list-style-type: none"> a) Utility bill, in the name of customer, which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas / gas passbook, water bill); b) Property or Municipal tax receipt, in the name of customer; c) Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address; d) Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation
<p>Address Change (E- Age)</p>	<p>ID Proof (Officially Valid Documents) 2. Address Proof) 3. Photograph of new account holder</p> <p>List available for Official Valid documents for ID and Address Proof -</p> <ol style="list-style-type: none"> 1. Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address <p><u>In case of Address not available on the OVD's the below can be taken for a period of maximum 3 months</u></p> <ol style="list-style-type: none"> a) Utility bill, in the name of customer, which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas / gas passbook, water bill); b) Property or Municipal tax receipt, in the name of customer; c) Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address; d) Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation

Mobile and Email ID Change (E-Age)	Customer to visit branch for Biometric authentication for Mobile/ Email ID change
RE- KYC request at Branch	<p>ID Proof - OVD (s) 2. Address Proof (E-KYC+ CPV also included) 3. Photograph ID Proof (Officially Valid Document's)</p> <p>List available for Official Valid documents for ID and Address Proof -</p> <ol style="list-style-type: none"> 1. Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address
Locker SI form	<p>Any of the Officially Valid Document's</p> <p>List available for Official Valid documents for ID and Address Proof -</p> <ol style="list-style-type: none"> 1. Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address
Extended KYC annexure	<p>Any of the Officially Valid Document's</p> <p>List available for Official Valid documents for ID and Address Proof -</p> <ol style="list-style-type: none"> 1. Proof of possession of Aadhaar / printout of e-Aadhaar (not older than 30 days) / e-KYC (Biometric / OTP based) Aadhaar PVC Card 2. Passport [not expired] 3. Permanent Driving license [not expired] 4. Election /Voter's card issued by Election Commission of India 5. Job card issued by NREGA duly signed by an officer of the State Government 6. Letter issued by the National Population Register containing details of name & address