



# TAMIL NADU GRAMA BANK

.....Branch

## ACCOUNT OPENING FORM FOR NON INDIVIDUAL (Saving Bank, Current Account and Term Deposits)

Application Type\* : New  Update  Date: \_\_\_\_\_

CIF No.:  A/C No.

KYC Number (Mandatory for KYC update request) :

Account holder type\*: \_\_\_\_\_ (Please refer 'B' of General Instructions)

**TYPE OF ACCOUNT:** Current Account  Savings Bank Account  Recurring Deposit  Term Deposit

Special Term Deposit  Other  (Please Specify) \_\_\_\_\_

I/We do not have account with TNGB OR

I/We have account with TNGB & the account number is

### 1. ENTITY DETAILS\*

Name of the Entity\* : \_\_\_\_\_

Date of commencement of business\* :

Applicable in case of Public Limited Companies

Date of incorporation/Formation\* :

PAN\* :  or Form 60

(For entities other than Companies and Partnerships)

Place of incorporation/Formation\* : \_\_\_\_\_

GSTIN :

Customer / Constitution Type\* : \_\_\_\_\_ (Please refer 'B' of General Instructions)

CIN:

### 2. KYC documents obtained as per KYC/ AML guidelines

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### 3. DETAILS OF CONTROLLING PERSONS/AUTHORISED SIGNATORIES (Please refer 'A' of General Instructions)

	Person 1	Person 2	Person 3
Name of the related person/ beneficial owner			
Type of Control			
Address (certified copies of the documents, as applicable, need to be submitted)			

### 4. DETAILS OF RELATED PERSON/BENEFICIAL OWNER\* (Please refer 'C' of General Instructions)

	Person 1	Person 2	Person 3
Name of the related person/ beneficial owner			
Type of Control			
Address (certified copies of the documents, as applicable, need to be submitted)			

**5. NATURE OF BUSINESS**

Manufacturer  Trader  Retailer  Service Provider  Export/import

Others  (Please Specify Exact Activity/Goods Traded) \_\_\_\_\_

Annual turnover : Rs.

0-5 lakh  5-10 lakh  10-15 lakh  25 lakh - 1 cr  1-5 cr  5-50 cr  50-100 cr  100 cr <

**For related person / beneficial owner :**

Dealing with TNGB since \_\_\_\_\_ at \_\_\_\_\_ Branch

Nature of account: \_\_\_\_\_ Credit facilities(if any) \_\_\_\_\_

**6. MODE OF OPERATION**

Singly  Jointly  Severally  As per Board resolution  Others  (Please Specify) \_\_\_\_\_

**7. SERVICES REQUIRED:**

SMS Alert  Cheque Book  Statement Frequency: Monthly  Quarterly  Half Yearly

E Statement to be sent to Email ID: \_\_\_\_\_

SMS Alert to be sent to : Mobile No.1  (Please refer to the mobile number given in CIF opening form)

(or)

Mobile No.2

**8. ACCOUNT VARIANT**

Account Variant Name: \_\_\_\_\_

**9. UNDERTAKING I CREDIT FACILITY FROM OTHER BANK**

I/We am/are not availing any credit facility(ies)/loan(s) from any other Bank(s)/Financial Institution(s) OR Date:

I/We am/are availing credit facility(ies)/loan(s) from other Bank(s)/Financial Institution(s) as detailed below:

Sr. No	Name of Lending Bank/FIS	Branch	Address of the Branch	Account number	"For office use" NOC received	
					Yes	No

Care: NOCs to be obtained from all Lending Banks before opening of the account.

**FORM 60 ONLY FOR ENTITIES OTHER THAN COMPANIES AND PARTNERSHIPS (in case PAN is not available)**

NAME: (SAME AS ID PROOF) \_\_\_\_\_

IF APPLIED FOR PAN AND IT IS NOT YET GENERATED, ENTER DATE OF APPLICATION  & THE ACKNOWLEDGEMENT NUMBER

IF PAN IS NOT APPLIED, FILL ESTIMATED TOTAL INCOME (INCLUDING INCOME OF SPOUSE, MINOR CHILD, ETC) AS PER SECTION 64 OF INCOME TAX ACT 1961 FOR THE FINANCIAL YEAR IN WHICH THE ABOVE TRANSACTION IS HELD

AGRICULTURE INCOME (RS)  OTHER THAN AGRICULTURAL INCOME

**VERIFICATION**

I..... do hereby declare that what is stated above is true to the best of my knowledge and belief. I further declare I do not have a permanent account number and my/our estimated total income/income of spouse, minor child, etc.) as per section 64 of Income Tax Act 1961 computed in accordance with the provisions of Income Tax 1961 for the financial year in which the above transaction is held will be less than maximum amount not chargeable to tax.

Verified today, the ..... day of ..... 20 .....

Signature of the Declarant

Place: .....

**NOMINATION: Applicable Only For Sole Proprietorship**

- I/WE WANT TO MAKE A NOMINATION IN MY/OUR ACCOUNT  
OR  
 I/WE DO NOT WANT TO MAKE A NOMINATION IN MY/OUR ACCOUNT

**NOMINATION FORM (DA1)**

Nomination under Section 45Z of the Banking Regulation Act, 1949 and Rule 2(1) of Banking Companies (Nomination) Rules 1985 in the respect of Bank Deposits.

I/we \_\_\_\_\_ nominate the following person to whom in the event of my/our/minor's death the amount of Deposit, particulars whereof are given below, may be returned by TNGB \_\_\_\_\_ (Name and address of branch/office in which the deposit held).

**DETAILS OF DEPOSIT :**

Type of Deposit : \_\_\_\_\_ ACCOUNT NO: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Nomination Registration No. : \_\_\_\_\_

**DETAILS OF THE NOMINEE**

NAME: \_\_\_\_\_

RELATIONSHIP WITH THE DEPOSITOR : \_\_\_\_\_ AGE: \_\_\_\_\_ DATE OF BIRTH OF NOMINEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PIN : \_\_\_\_\_ STATE : \_\_\_\_\_

CIF NO. OF NOMINEE ( to be filled by LCPC) : 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

As the nominee is a minor on this date, I/we appoint Shri/Smt. \_\_\_\_\_ age \_\_\_\_\_ years

\_\_\_\_\_  
\_\_\_\_\_

to receive the amount of the deposit on behalf of the nominee in the event of my / our / minor's death during the minority of the nominee.

Signature / Thumb impression of the Applicant(s)

Personal Details of Witnesses :(Witnesses are required only in case if applicant is illiterate and is affixing thumb impression)

Witness 1 Name: \_\_\_\_\_ Witness 2 Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Signature / Thumb Impression

Signature / Thumb Impression

Place: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT DECLARATION**

- I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/We undertake to inform you of any changes therein, immediately. In case any of the information is found to be false or untrue or misleading or misrepresenting. I/We am/are aware that I/we may be held liable for it.
- I/We certify that I/we have the capacity to sign for the entity as per the CBDT rules/RBI guidelines.
- I/We certify and declare that The Company does belong to the class of companies specified In sub-rule (2) of the Companies Rules 2017 (Restrictions on number of Layers) and it (company) does not have more than two layers of subsidiaries. (As per the details given in Ministry of Corporate Affairs, Gazette notification No. 793 dated 21st Sept 2017.
- I/We affirm and declare that I/We have read over and understood the rules and regulations of the Bank and those relating to various services offered by the Bank Including but not limiting to debit card/internet banking/SMS banking/Tele-banking/Mobile Banking/Virtual Banking and any other facilities. I/We agree to abide by the same as amended/modified from time by the Bank/Regulator/ Government published through circulars, notifications, notice board/ websites/ newspaper publication, etc. I/We waive the rights, If any, to have personal notice in respect of such amendments/ modifications. I/We agree that the transactions and requests executed in my/our account(s) by me/authorised person through Internet, mobile, tele-banking or virtual banking under my / our User ID and password /PIN / OTP will be legally binding on me/us & I/We am/are responsible for the maintenance of secrecy and confidentiality of the authentication credentials and any other information/ details/OTP/PIN, etc., In such matters. I/We agree that Bank has got all the rights to debit my/our account for any service charge, expenses or other dues which the Bank is entitled/ liable to recover from me. I/We also authorise the Bank and agree to close/ discontinue my account without any notice to me in case of any violation of laws/rules/regulations or terms and conditions of maintaining the account. I/We hereby undertake to Inform the Bank on any change in my communication address or constitution, and I/We shall submit the address proof in case of transfer of my account from one branch to another branch.
- In respect of accounts opened on the basis of Aadhaar details, I hereby declare that I have submitted the Aadhaar Card issued by UIDAI for identification and / or address proof towards the compliance of KYC norms under the PMLA, 2002 and I hereby agree that the Bank may verify the same with UIDAI and authorise the UIDAI expressly to release the Identity and address through biometric authentication to the Bank.
- I/We confirm and declare that I/We am/are not prevented/prohibited/restricted by any applicable legal/regulatory/contractual or other provisions from opening and/or maintaining the accounts or to transact with the Bank in any other way.
- I/We agree that my/our personal KYC details may be shared with Central KYC registry or any other competent authority. I/We hereby consent to receive information from the Bank/Central KYC Registry/Go/RBI or any other authority through SMS/e-mail on my registered mobile number/ e-mail address. I/We also agree that the non-receipt of any such SMS/e-mail shall not make the Bank liable for any loss or damage whatsoever in nature.
- I/We hereby certify that I/We have declared my status as per the rules applicable under section 285BA of the income Tax Act, 1961 as notified by Central Board of Direct Taxes (CBDT) vide Notification No. S.O. 2155(E) dated 7 August 2015 and RBI Circular Ref No. DBR.AML.BC.No.36/ 14.01.001/2015-16 dated 28 August 2015 in the matter including any subsequent modification/amendment thereof.
- I/We Understand, acknowledge and authorize that as per the provisions of Income Tax Act, Rules made thereunder and the guidelines issued by the Government/RBI in the matter, depending upon the residential status and/or other criteria stipulated therein, the Bank may have to report the details in respect of my/our account(s) as per the prescribed format to the Central Board of Direct Taxes (CBDT) or other Government Agencies to comply with the obligations as per the Inter. Governmental Agreements (IGA) in respect of Foreign

Accounts Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) and / or any other similar arrangements.

- I/We certify & declare that the information provided by me/us for opening account and availing other services herein or through website/electronically as applicable to me/us and signed/authenticated by me/us as well as in the documentary evidence provided by me/us for opening account and availing other services are, to the best of my/our knowledge and belief, true, correct and complete and that I/We have not withheld any material information that may affect the assessment/categorization of my/our account as a U.S. Reportable Account or Other Reportable Account or otherwise. In case any of the information or details provided by me/us is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may be held liable for it.
- I/We undertake the responsibility to declare and disclose immediately and in no case beyond 30 days from the date of change, any changes that may take place in the information provided herein/or otherwise, as well as in the documentary evidence provided by me or if any certification becomes incorrect or undergoes a change. I further undertake to provide fresh and valid self certification along with documentary evidence as and when so required; nevertheless all declaration and undertaking given herein will also be applicable to all such modified/amended documents/information provided by me unless revised self-certification as above is provided to the Bank.
- I/We also agree that my/our failure to disclose any material fact/information known to me/us now on in future or my/our failure to remedy any deficiency in documents/ information/other details within the stipulated period, may invalidate me/us from transacting in the account and the Bank would be within its right to put restrictions in the operations of my account or to close it or to report to any regulator and/or any authority designated by the Government of India (GoI)/RBI for the said purpose or take any other action as may be deemed appropriate by the Bank under the guidelines issued by CBDT/RBI/GoI from time to time.
- I/We also agree to furnish and intimate to the Bank any other particulars that are called upon me/us to provide on account of any change in law either in India or abroad in relating to the operation or maintenance of the account.
- I/We shall Indemnify the Bank from any loss/damage that may be caused to the Bank on account of any defect/mistake in the details provided herein or on account of providing Incorrect or incomplete information by me/us.
- I/We undertake to submit data/information together with fresh KYC documents for updation of KYC details at periodical intervals as may be required by the Bank.
- I/We understand that the account will be activated and debits will be allowed only after completion of Customer Due Diligence relating to KYC by the Bank.
- I/We have been advised of Monthly average/minimum balance requirement for the account to be opened and given to understand that these requirements are subject to revision/change and such revision/changes will be uploaded in the Bank's site which will be acceptable to me as a notice to that effect.
- I/We Undertake to submit Aadhaar and / or PAN within 6 months from the date of opening of account, failing to which I understand my account will cease to be operational as per Gol guidelines, amending Prevention of Money laundering (Maintenance of Records) Rules 2005. (in case the account is opened without Aadhaar / PAN)
- In case, deemed OVDs are submitted for current address at the time of Account opening. I undertake to submit Aadhaar or any of the OVD having Current Address within 3 months from the date of account opening, failing to which I understand that my account may cease to be operational as per Gol guidelines at the material time.
- I confirm and undertake that I will not deal in Virtual Currencies and will not use my account for any services related Virtual Currencies or facilitate any person or entity, in dealing with or settling virtual currencies.
- I/We undertake to keep MAB (Monthly Average Balance) in the account as prescribed under the respective account scheme and agree to pay the penalty if MAB is not maintained.
- I/We do not have any loan with any other bank exceeding rupees five crore.

Please paste  
photograph  
here

Please paste  
photograph  
here

Please paste  
photograph  
here

Signature of Authorized Signatory 1 (Do not overlap)

Name:
Designation:
Date:
Name, Signature, Seal and S.S. No. of the Verifying Official

Signature of Authorized Signatory 2 (Do not overlap)

Name:
Designation:
Date:
Name, Signature, Seal and S.S. No. of the Verifying Official

Signature of Authorized Signatory 3 (Do not overlap)

Name:
Designation:
Date:
Name, Signature, Seal and S.S. No. of the Verifying Official

FOR OFFICE USE ONLY

1. APPLICANT(S) INTERVIEWED AND PURPOSE ASCERTAINED (SPECIFY THE PURPOSE) : \_\_\_\_\_

2. WHETHER SELF - CERTIFICATION & DOCUMENTS SUBMITTED BY THE CUSTOMERS HAVE BEEN VERIFIED AND FOUND CORRECT AND RELIABLE: YES  NO

(CARE : BRANCH TO PROCEED WITH OPENING OF ACCOUNT ONLY WHEN THIS CERTIFICATION IS "YES")

3. THRESHHOLD LIMIT IS RS : \_\_\_\_\_

4. DOCUMENTS RECEIVED : SELF CERTIFIED  TRUE COPIES  NOTARY  5. RISK CATEGORY : HIGH  MEDIUM  LOW

6. IN PERSON VERIFICATION CARRIED OUT AND SIGNATURE OF THE APPLICANT VERIFIED BY : \_\_\_\_\_ IDENTITY VERIFICATION: DONE

7. AUTHORISED OFFICIAL HAS VERIFIED THE ACTIVITY OF PROPRIETARY CONCERN AT THE ADDRESS MENTION IN ACCOUNT OPENING FORM: YES  NO

Officer's Name. : _____	SR No. _____	DESIGNATION: _____
Date. : _____	Signature _____	

OPEN CIF	QUEUE NO.	INITIALS
DATE: _____ (AUTHORISED SIGNATORY)	CIF: <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

**OPEN THE ACCOUNT  
BRANCH MANAGER / AUTHORISED OFFICIAL (SIGNATURE)**

ACCOUNT OPENED ON:  ACCOUNT NUMBER :

REMARKS (IF ANY) : \_\_\_\_\_

<p><b>ASSISTANT (SIGNATURE)</b></p> <p>NAME: _____</p> <p>EMP./OFFICIAL NAME: _____</p> <p>SR. No.: _____</p> <p>EMP./OFF. DESIGNATION: _____</p> <p>EMP./OFF. BRANCH: _____</p>	<p><b>OFFICER (SIGNATURE)</b></p> <p>NAME: _____</p> <p>EMP./OFFICIAL NAME: _____</p> <p>SR. No. : _____</p> <p>EMP./OFF. DESIGNATION: _____</p> <p>EMP./OFF. BRANCH: _____</p>
--	---

ACCOUNT CLOSED ON: \_\_\_\_\_ ACCOUNT TRANSFERRED TO \_\_\_\_\_ BRANCH ON \_\_\_\_\_

**AUTHORISED OFFICIAL (SIGNATURE)**

**CURRENT ACCOUNT RULES**

1. Whenever the customer does not use alternate channels for opening the Current Account, payments to credit of an account with the Bank should ordinarily be accompanied by a pay in slip duly signed by the constituent. Slips with counterfoils will be supplied in book form and the entry of the transactions made in the counterfoil will be authenticated by the initials of an authorised employee of the Bank. The depositor should satisfy himself that the transaction is so certified.
2. Cheques must be drawn on the Bank's printed forms. The Bank reserves its right to refuse payment of any cheque drawn otherwise. The bank reserves the right to refuse payment of cheques that have been altered in any way unless the alternation is authenticated by the drawer under full signature. Cheques should be drawn in such a way as to prevent alteration after issue, and the signature should be uniform with that on record at the Bank.
3. Constituents should not overdraw their accounts, even for small amounts without having made previous arrangements. Overdraft are granted in current accounts on terms as per extant instructions. Interest will be changed at the rates stipulated by the Bank and calculated upon the daily balances.
4. The Bank will register instructions from the drawer regarding cheques lost, stolen, etc. but cannot guarantee depositors against loss in such cases in the event of such a cheque being paid.
5. The Bank collects bills, drafts, cheques, pay and pension bills, etc. on behalf of constituents. In personal accounts, the Bank offers up to a specified limit immediate credit in respect of cheques, drafts, dividend warrants, etc., payable at outstation branches.
6. Local cheques, etc/ will be cleared under CTS Clearing
7. Cheques, bills, etc. send in for collection and credit of an account must not be drawn against until they have been realised.
8. Bills, notes, etc. not payable on demand, intended for realisation by the Bank, should be sent at least one clear day before due date.
9. The Bank accepts standing instructions on accounts for making periodic remittances, etc.
10. Statements of accounts will be sent to constituents periodically and can be obtained at any time on application. The entries of accounts should be carefully examined by the constituent, and, if any errors or omissions are discovered, the attention of the Bank must be drawn to them immediately. The Bank will not be responsible for any loss arising from neglect of this precaution.
11. Any change in the address of the constituent must be promptly advised to the Bank. In all their correspondence with the Bank and on pay in slips etc. constituents should clearly mention the account number allotted at the time of opening of the account.
12. Accounts may be transferred at the request of the constituents to any other office of the Bank.
13. The Bank accepts securities and shares for safe custody and realisation of interest, dividends, etc. on terms which may be had on application.
14. The Bank reserves the right to alter/add to / delete any of these rules at any time.

**GENERAL INSTRUCTIONS:**

**A. Controlling Person Type**

Type of Control	
In case of legal person	Ownership/Other means/ Senior Managing Officials
In case of trust	Settlor/ Trustee/ Protector/ Beneficiary/ Others
In case of other legal arrangement	Settlor - Equivalent / Trustee - Equivalent / Protector - Equivalent / Beneficiary - Equivalent / Other - Equivalent

**C. Related Person Type**

Director	Partner	Beneficial Owner
Promoter	Authorised Signatory	Others
Karta	Court Appointed Official	
Trustee	Beneficiary	

**B. Clarication / Guidelines for filling ' Entity Constitution type ' section  
Entity Constitution Type**

A- Sole Proprietorship	H- Trust	N- Foreign Portfolio
B- Partnership Firm	I- Liquidator	Q- Section B Companies
C- HUF	J- Limited Liability Partnership	(Companies Act, 2013)
D- Private Limited Company	K- Artificial juridical Person	P - Artificial juridical Person
E- Public Limited Company	L- Public Sector Banks	X - Net Categorized
F- Society	M- Government Departments/ Agency	Z - Others
G- Association of Persons		
(ADP)/ Body of Individuals (BOI)		

Type of legal entity	Type of controlling person (CP)	Permissible values
Sole proprietorship	Sole proprietor	CP not required
Hindu Undivided Family	• Karta	C09 - CP of legal arrangement - Other-settlor equivalent; or C10 - CP of legal arrangement - Other-Trustee equivalent
	• Each Coparcener	C12 - CP of legal arrangement - Other-beneficiary equivalent
Partnership	• Ownership	C01 - CP of legal person - ownership
	• Other means	C01 - CP of legal person - other means
	• Senior managing officials	C03 - CP of legal person - senior managing official
Company	• Ownership	C01 - CP of legal person - ownership
	• Other means	C02 - CP of legal person - other means
	• Senior managing officials	C03 - CP of legal person - senior managing official
Society	• Ownership	C01 - CP of legal person - ownership
	• Other means	C02 - CP of legal person - other means
	• Senior managing officials	C03 - CP of legal person - senior managing official
AOP/BOI	• Members (owners)	C01 - CP of legal person - ownership
	• Settlor Equivalent	C09 - CP of legal arrangement - Other-settlor equivalent
	• Trustee equivalent	C10 - CP of legal arrangement - Other-trustee equivalent
	• Protector Equivalent	C11 - CP of legal arrangement - Other-protector equivalent
	• Beneficiary Equivalent	C12 - CP of legal arrangement - Other-beneficiary equivalent
	• Others	C13 - CP of legal arrangement - Other-Other equivalent
Trust	• Settlor	C04 - CP of legal arrangement - Trust-settlor
	• Trustee	C05 - CP of legal arrangement - Trust-trustee
	• Protector	C06 - CP of legal arrangement - Trust-protector
	• Beneficiary	C07 - CP of legal arrangement - Trust-beneficiary
	• Others	C08 - CP of legal arrangement - Trust-Other
Liquidator		CP not required
Limited Liability Partnership	• Partners(ownership)	C01 - CP of legal person - ownership
	• Other means	C02 - CP of legal person - other means
	• Senior Managing officials	C03 - CP of legal person - senior managing official
Artificial Juridical Person	• Equivalent of Settlor	C09 - CP of legal arrangement - Other-settlor equivalent
	• Trustee	C10 - CP of legal arrangement - Other-trustee equivalent
	• Protector	C11 - CP of legal arrangement - Other-protector equivalent
	• Beneficiary	C12 - CP of legal arrangement - Other-beneficiary equivalent
	• Others	C13 - CP of legal arrangement - Other-Other equivalent

**KYC Documents Required for opening Current Accounts:**

SI No	Type of Entity	KYC Documents
1	Proprietorship	<ol style="list-style-type: none"> <li>Minimum 2 documents issued in the name of Proprietary Concern from the following list of documents along with and PAN or Form 60 of the proprietor as a Beneficial owner (Annexure II) must be taken or in case Permanent Account Number is not submitted an Officially Valid Document shall be submitted.</li> <li>Proof of the name, address and activity of the concern like registration certificate (in the case of a registered concern).</li> <li>Certificate/license issued by the Municipal Authorities under Shop &amp; Establishment Act.</li> <li>Sales and Income Tax returns.</li> <li>Gst/CST certificate, certificate/registration document issued by Sales Tax/Professional Tax authorities.</li> <li>Licence/Certificate of practice issued in the name of the proprietary concern by any professional body incorporated under statute (e.g. Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, etc.)</li> <li>IEC (Importer/Exporter Code) issued to the Proprietary Concern by the Office of Director General of Foreign Trade (DGFT) in the name of Proprietary Concern.</li> <li>The complete Income Tax Return (not just the acknowledgment) in the name of the sole proprietor where the firm's income is reflected duly authenticated/acknowledged by the income Tax authorities.</li> <li>Utility bills such as electricity, water and land line telephone bills in the name of the proprietary concern</li> </ol>
2.	Partnership firms	<ol style="list-style-type: none"> <li>Registration Certificate (in case of registered firms);</li> <li>Partnership deed dated.....;</li> <li>PAN of the Partnership Firm</li> <li>(A) Permanent Account Number or Form 60 issued to the person holding POA on its behalf or in case Permanent Account Number is not submitted an Officially Valid Document shall be submitted.</li> </ol> <p>Other Documents:</p> <ol style="list-style-type: none"> <li>A declaration containing the names of all the beneficial owners together with their share holding / controlling interest / stake duly signed by the authorized signatory. (Annexure IV)</li> <li>Mode of operation in case of Partnership to be indicated clearly in AOF (Viz. All Partners jointly/severally (singly), Partner 1&amp;2 jointly/severally (singly) etc.)</li> <li>Partnership letter dated..... And No. ....Obtained on Cos 37. Signed by all partners. (To be compulsorily obtained in case of partnership firms)</li> <li>Addresses of the Power of Attorney holders</li> <li>PoA granted to a partner or employee of the firm to transact business on its behalf</li> <li>PAN of all partners &amp; beneficial owners Separate Annexure II for each beneficial owner to be obtained.</li> </ol>
3.	Limited Companies	<ol style="list-style-type: none"> <li>Certificate of Incorporation dated..... (For inspection and return). A copy of the same is Retained;</li> <li>Memorandum of Association registered on ..... And Articles of Association dated ..... obtained;</li> <li>Resolution from the Board of Directors and Power of Attorney granted to its managers, officers or employees to transact on its behalf; and</li> <li>(S) Pan or form 60 issued to managers, officers or employees holding an attorney to transact on the company's behalf or in case Permanent Account Number is not submitted an Officially Valid Document shall be submitted.</li> </ol> <p>Other Documents</p> <ol style="list-style-type: none"> <li>A declaration containing the names of all the beneficial owners together with their share holding / controlling interest / stake duly signed by the authorized signatory. (Annexure IV)</li> <li>Certificate of commencement of business (in case of Public Limited Company)</li> <li>CIN No. ....</li> <li>Copy of PAN of Company</li> <li>Proof of Current Address</li> <li>Any officially valid document / identification of those who have authority as per POA granted to operate the account (as applicable to individual accounts) and KYC of all such persons operating the account and beneficial owners</li> <li>Certificate of Registrar of Joint Stock Companies dated ..... That the Company is entitled to commence business (for inspection, entry in the Power of Attorney Register and return). A copy of the same is retained. (This certificate is not required when, <ol style="list-style-type: none"> <li>The company is a private company</li> <li>The company was registered before 1913 and does not invite the public to subscribe for shares.</li> <li>The company is limited guarantee and does not have a share capital).</li> </ol> </li> <li>Certified copy of a resolution dated ....., Regulating the conduct of the account, obtained, some what on the following lines :-                      We hereby certify that the following resolution of the Board of Directors of the ..... Company was passed of a meeting of the Board held on the .....And has been duly recorded in the Minute Book of the said Company :-                      "Resolved:- that a bank account for the company be opened with the Indian Bank, and that the said Bank be and is hereby authorised to honor cheques, bills of exchange and promissory noted drawn, accepted or made on behalf of the company by ..... and to act on any instruction so given relating to the account, whether the same be overdrawn or not, or relating to the transactions of the company."  <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">sd/- Chairman</div> <div style="text-align: center;">sd/- Chairman</div> <div style="text-align: center;">sd/- Chairman</div> </div> </li> <li>PAN of the Chairman / Managing Director / Chief Promoter etc of all Related persons or beneficial owner, Separate Annexure it for each beneficial owner to be obtained.</li> </ol>
4.	Societies/ Association/Clubs	<p>KYC Documents as applicable to Accounts of Unincorporated Associations or Body of Individuals. Copy of the PAN or Form 60 of the Entity.</p> <p>Other Documents</p> <ol style="list-style-type: none"> <li>Copy of the Memorandum of Association registered on .....and Articles of Association dated .....Obtained.</li> <li>Resolution of managing body for opening the account</li> <li>Copy of the By Laws dated ..... and resolution dated ..... Of the Society, regarding the conduct of the account, obtained.</li> <li>Government / Military Order dated ..... obtained (whichever applicable).</li> <li>PAN of Chairman / MD / Chief Promoter / Secretary etc. of all Related persons or Beneficial owners, Separate Annexure II for each beneficial owner to be obtained</li> </ol>
5.	Hindu Undivided Family (HUF)	<ol style="list-style-type: none"> <li>Joint Hindu Family Letter dated.....And No. .... Obtained on Cos 38, signed by all the adult coparceners</li> <li>Declaration from the Karta</li> <li>PAN of Karta</li> <li>PAN of adult coparceners</li> <li>PAN Card of Joint Hindu Family</li> <li>On death of a coparcener, birth of a coparcener and a minor coparcener attaining majority (18 years), a fresh JHF letter (COS 38) has to be executed Declaration that a) the depositor is the Karta of the Joint Family, b) the deposit belongs to JHF</li> </ol>
6.	Trusts	<p><u>KYC Documents</u></p> <ol style="list-style-type: none"> <li>Registration Certificate;</li> <li>Trust deed;and</li> <li>PAN or Form 60 of the Trust; and</li> <li>(a) Permanent Account Number of Form 60 issued to the person holding POA on its behalf or in case Permanent Account Number is not submitted an Officially Valid Document shall be submitted.</li> </ol> <p>Other Documents</p> <ol style="list-style-type: none"> <li>A declaration containing the names of all the beneficial owners together with their share holding / controlling Interest / stake duly signed by the authorized signatory. (Annexure IV)</li> <li>Copy of relevant extracts of trust deed dated ..... obtained and perused, with special emphasis on the power of the trustees to sign cheques, delegation of authority, barrow money etc. The relevant portions are entered in the power of attorney register.</li> <li>A copy of the Resolution</li> </ol>

KYC Documents Required for opening Current Accounts:

SI No	Type of Entity	KYC Documents
		8. Power of Attorney granted to transact business on its behalf (wherever applicable). 9. PAN of trustees, executors, administrators, etc. of all Related persons or Beneficial owners, Separate Annexure II for each beneficial owner to be obtained. 10. Proof of current address 11. All Trust Accounts to be invariably assigned "High Risk"
7.	Unincorporated association or body of individuals	1. Resolution of the managing body of such association or body of individuals; 2. Power of attorney granted to transact on its behalf; 3. PAN or Form 60 of the entity. 4. (a) Permanent Account Number or Form 60 issued to the person holding POA on its behalf or in case Permanent Account Number is not submitted an Officially valid Document shall be submitted. 5. Such information as may be required by the bank to collectively establish the legal existence of such an association or body of individuals. 6. PAN of all Related persons or Beneficial owners, Separate Annexure B for each beneficial owner to be obtained 7. A declaration containing the names of all the beneficial owners together with their share holding / controlling interest / stake duly signed by the authorized signatory. (Annexure IV) In Case of Political Parties, along with above mentioned document these 4 other documents will also be attached: a. Certificate from the Election Commission confirming that "the political party is registered under section 29A of Representation of people Act, 1951 (43 of 1951) and secured not less than one percent of the votes polled in the last general election to the House of the People or the Legislative Assembly, as the case may be" b. Memorandum or Rules and regulations of the political party. c. Photograph of the person who has been authorised to transact the account, i.e. to whom Power of Attorney is granted. d. Documents in respect of proof of address of the political party.
8.	Executors, Administrators and Liquidators	Proof of Identity for Executors, Administrators and Liquidators 1. Probate or letter of administration or authority under the Companies Act dated .....obtained (for inspection. Every in miscellaneous documents register and return). A copy of the same is retained I. In case more than one executors / administrators / liquidators are appointed, letter of authority signed by all of them regulating the conduct of the account, must be obtained. II. Executors / administrators / liquidators cannot normally delegate their powers to third parties. III. PAN of all Related persons or Beneficial owners, Separate Annexure II for each beneficial owner to be obtained Proof of Residence for Tax purpose IV. With respect to an entity, any official document issued by an authorised Government body, including a Government agency or a municipality, which includes the name of the entity and either the address of its principal office in the country or territory in which it claims to be a resident or the country or territory in which the entity was incorporated or organised; V. TIN letter issued by the respective Government body/agency in case of entity resident in any country or territory outside India.
9.	Govt. Authorities & Juridical Persons	a) Documents showing name of the person authorised to act on behalf of the entity b) Documents, as specified in section 16, of the person holding an attorney to transact on its behalf and c) Such Documents as may be required by the RE to established the legal existence of such an entity / juridical person.

**Officially Valid Documents:**

The list of OVDs consist only the following Five:

1. Passport
2. Driving licence
3. Proof of possession of Aadhaar Number : Where the customer submit his proof of position of Aadhaar Number as on DVD, he may submitted in such form as are issued by the Unique Identification Authority of India.
4. Voter's Identity 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.  
(Aadhaar and PAN are MANDATORY and not part of DVDs)

**Deemed Officially Valid Documents**

The Following documents shall be deemed to be officially valid documents for the limited purpose of proof of address:

- (i) Utility bill which is not more than two months old of any service provider (electricity, Telephone, post-paid mobile phone, piped gas, water bill).
- (ii) Property or Municipal Tax Receipt
- (iii) Pension or Family Pension Payment Orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, If they contain the address
- (iv) 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.

**WHO IS A BENEFICIAL OWNER :**

The beneficial owner, as per Rule 9 (3) or PML Amendment Rules 2013 is determined as under:

- (a) where the customer is a company, the beneficial owner is natural person(s), who, whether acting alone or together, or through one or more juridical person, has/have a "Controlling ownership interest or who exercises control through other means.  
Explanation. For the purpose of this sub-clause.  
 i) "Controlling ownership interest" means ownership of or entitlement to more than twenty five percent of shares or capital or profits of the company:  
 ii)"Control" shall include the right to appoint majority of directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.
- (b) where the customer is a partnership firm, the beneficial owner is the natural person(s), who, whether acting along or together, or through one or more juridical person, has/have ownership / entitlement to more than 15% of capital or profits of partnership;

- (c) Where the customer is an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting along or together, or through one or more juridical person, has/have ownership of or entitlement to more than 15% of the property of capital or profits of such associations or body of individuals;  
Explanation: Term 'body of individuals' includes societies. Where no natural person is identified under (a), (b) or (c) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.
- (d) Where the client is the trust, the identification of the beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with 15% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- (e) Where the client or the owner of the controlling interest is a company listed on a stock exchange or is a subsidiary of such a company, it is not necessary to identify and verify the identify of any share holder or beneficial owner of such companies.