

KYC Documentation Checklist	
Photo Identity Documents	Address Proof Documents (Less than 3 months old)
<b>Individual Customers &amp; HUF-Karta</b>	
Passport (as only ID document)	Delivered Bank Statement (Account/Portfolio/D-mat) & Self signed Cheque
Driving License ( as only ID document)	Delivered Credit Card Statement
Pan Card/Voter ID Card/Aadhar Card	Delivered Utility bills (Phone/Society Bill/House Tax/Electricity/Water/Pipe Gas)
<b>Age Proof for Minor</b> - Passport, Birth Certificate, School leaving/ transfer certificate, College ID, PAN card	Letter/ Statement from any central/ state authority signed by an authorised signatory
Photo ID card issued by state/central government/PSU	Registered Lease Agreement/Sale Deed/Ownership Agreement & Utility bill in the name of Landlord
I-cards from government recognised College/ Universities.	Notarised Lease Agreement & Utility bill in the name of Landlord
HUF : Identity proof for the HUF	HUF : Address proof for the HUF
<b>Trust Accounts</b>	
Registration under government/ quasi government/ statute	Utility Bills
PAN card	Bank Statement
	Registered Lease agreement
	Bank Statement
	Any document issued by the central/ state government
Identity Proof and Address Proof for signatories/trustees/POA holders also to be submitted as per documents required for Individual customers	

**Note : The above documents should be self attested by all account holders**

NRI Documentation
<b>Latest Passport Copy</b>
1. Self attested photocopy of current passport where name, date of birth, date and place of issue, expiry date, photograph, other personal details and signature appear including latest VISA.
<b>Latest Overseas Address Proof (Any one not more than three months old):</b>
1. Self attested photocopy of Utility Bill for e.g. Electricity Bill/ Water Bill/ Gas bill/ Telephone Bill/ Mobile Bill
2. Self attested photocopy of government or semi government issued bill
3. Self attested photocopy of bank statement / credit card statement
4. Self attested photocopy of Tenancy agreement of resident within the last 3 months.
5. Letter from existing banker confirming overseas residential address and that period of relationship with the bank is more than 6 month old.
6. Latest NRIC card issued by Singapore Government (for Singapore Residents)
<b>Latest P. O. Box address proof (only for middle east countries):</b>
submitted by the client should mention the street name / Building name as on any of the below document,
1. Self attested utility bill (telephone / electricity bill)
2. Self attested lease / license rental agreement/Rent receipt
3. An employer's confirmation and the employment contract (if house is in the employer's name) along with the address proof in name of employer for the residential address.
4. Self attested statements of an account with another bank/ credit card company ( including latest statement) in the place of domicile
5. Self attested copy of any other document issued by government
<b>Sea Farers</b>
Self-attested copy of current work contract & self-attested copy of Continuous Discharge Certificate (CDC)

**Note : The above documents should be self attested by all account holders**