

CUSTOMER INFORMATION UPDATION FORM

Instructions:

1. Kindly fill in **BLOCK LETTERS** only.
2. Please enclose your proof of identity and address and other supporting document as attached.
3. If you wish to make a change in any of your contact and other details, please fill at appropriate places.
4. In case of change of employer by salaried customer, kindly furnish the detail of new employer along with new office address.
5. Form needs to be signed by individual customer or duly authorized signatory on behalf of any legal entity i.e. Company, Firm, etc.
6. In case of joint accounts, separate form to be filled by the joint holders.
7. No photograph required in case of any legal entity.

Loan A/c No. _____

Name _____

There is no change in my office/Residence /mailing address.

I wish to change my office /Residence address as below:

Residence: _____

Office: _____

I wish to update my details as under:

Mother's maiden name _____

Telephone (Residence) _____

Telephone (Office) _____

Mobile No. _____

E mail _____

PAN No. _____

Voter Card/Passport/Driving Licence No. _____

Marital Status _____

Residential Status: Resident Indian NRI Others (please specify) _____

Whether: PEP [Politically Exposed Person]* Related to PEP* NO

Please affix recent color
photograph with
signature across

CUSTOMER PROFILE-Occupational Details:

Constitution: Individual HUF Proprietorship Partnership LLP Private Ltd
 Public Ltd Trust Others (Pls specify) _____

Occupation: Salaried Self-employed Self-employed Professional Retired
 Politician Housewife Others (Pls specify) _____

If salaried, employed with: Proprietorship Partnership Pvt Ltd Public Ltd Public Sector
 Government Multinational Others (Pls specify) _____

Self-employed Professional: Doctor CA/CS Lawyer Consultant Architect Engineer
 Others (Pls specify) _____

Nature of Business : Manufacturing Trader Services Agriculture Stock Broker
 Real Estate Others (Pls specify) _____

Source of funds: Salary Business Income Agriculture Investment Income Rent
 Others (Pls specify) _____

Gross Annual Income: 1-5lakh 5-10lakh 10-25lakh 25lakh- 1CR >1CR and more 2CR and more

Residence type: Owned Rented Ancestral/Family Company Provided

Declaration- I / We hereby solemnly declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/We undertake to intimate the Company of the new address(if any) within two weeks of such a change. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I /We are aware that I/we may be held liable for it. I/We hereby submit a self-attested photocopy of the following document as:

Identification Proof (s): _____ **Address proof (s):** _____

Other document(s): _____

Customer's Signature	Customer's Signature	Customer's Signature	Customer's Signature
Name /Entity Name	Name /Entity Name	Name /Entity Name	Name /Entity Name

Indicative list of acceptable KYC documents for Proof of identity & Address

For Individuals: any one of following –

- a) Passport (Not Expired)
- b) Voters ID card
- c) Driving License (Not Expired)
- d) Aadhaar Card (masked)
- e) NREGA job card
- f) Letter issued by National Population Register containing details of name & address

For proprietorship concern: any two of following-

- a) Registration certificate
- b) Certificate/licence issued by the municipal authorities under Shop and Establishment Act.
- c) Sales and income tax returns.
- d) 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 concern by the office of DGFT or Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute.
- g) Complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax authorities.
- h) Utility bills such as electricity, water, landline telephone bills, etc.

For other Legal entities i.e. Companies, partnership firm, LLP: any one of following –

- a) Memorandum and Articles of Association and Certificate of Incorporation (**mandatory for companies**)
- b) Partnership Deed and registration certificate, if registered (**mandatory for partnership firms**)
- c) Permanent Account Number (**mandatory**)
- d) Registration certificate
- e) Certificate/licence issued by the municipal authorities under Shop and Establishment Act.
- f) Trade license certificate, SSI registration certificate
- g) CST/VAT/ GST certificate (provisional/final)
- h) IEC (Importer Exporter Code)

For signature verification of signatory to above form, any one of the followin:

- a) Passport (Not Expired)
- b) Pan Card (Valid)
- c) Driving License (Not Expired)
- d) Banker's signature verification

****“Politically Exposed Person” means –**

- a. **Foreign PEPs:** Individuals who are or have been entrusted with prominent public functions by a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state owned corporations, important political party officials
- b. **Domestic PEPs:** Individuals who are or have been entrusted domestically with prominent public functions, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state owned corporations, important political party officials.
- c. **International organization PEPs:** persons who are or have been entrusted with a prominent function by an international organization, refers to members of senior management or individuals who have been entrusted with equivalent functions, i.e. directors, deputy directors and members of the board or equivalent functions.
- d. **Family members** are individuals who are related to a PEP either directly or through marriage or similar forms of partnership.
- e. **Close associates** are individuals who are closely connected to a PEP, either socially or professionally