

CUSTOMER UPDATION FORM FOR RE KYC - PROPRIETOR



Please Affix
Photo with
signature
across

Please Affix
Photo with
signature
across

Proprietor

Mandate Holder, if any

CUSTOMER ID OF FIRM

CUSTOMER ID OF PROPRIETOR

NAME OF FIRM

PAN NUMBER

There is no change in our mailing address.

I/We wish to change my/our mailing address/contact details as below

Shop No/Bldg Name												
Road Name												
Landmark												
City								PIN Code				
State				Country								
Tel (off)				Ext No			STD Code			Tel (R)		
Fax No												
Mobile No												
Email id												

I / We hereby solemnly declare that the information provided above with respect to my / our account is up to date and correct.

I hereby submit a photocopy of the following as :-

Entity Proof 1) _____

2) _____

Address proof of Entity _____

Identity proof of Proprietor _____

Mandate holder, if applicable _____

Signature of Proprietor

Signature of Mandate holder
if applicable

Note :

- 1) Please provide address proof even when there is no change of address.
- 2) List of acceptable entity & address proof documents is given overleaf.
- 3) If you wish to make a change in any of your contact details please fill the appropriate boxes given above.

FOR CPU USE ONLY

Entity Proof 1 updated on

Entity Proof 2 updated on

Address proof updated on

Photograph & Identity proof of Proprietor updated on

Photograph & Identity proof of Mandate holder updated on

FOR BRANCH USE ONLY

Sourcing Branch Name _____

Branch Code

Signature/Customer ID Verified / Address Change Verified

Signature _____

Signature of PB : _____ PB Code

1.1 Any one document from category 'A' and one document from category 'B'

category 'A'

a) Registration certificate/license issued by Municipal authorities such as Shop & Establishment Certificate / Trade Licence.	b) CST / VAT / Service Tax Certificate or letter of registration for CST / VAT / Service Tax.
c) Certificate/Registration document issued by Service Tax/ Professional Tax authorities	d) License issued under Contract Labour (Regular & Abolition) Act 1970;
e) Registration certificate of recognized Provident Fund with PF commissioner;	f) Factory Registration certificate issued by any state / central govt. authority
g) License issued by police department under the provisions of State Police Acts.	h) Certificate of registration under any specific Statute / Act of the government;
i) License issued by the registering authority in the name of practicing firm like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India.	j) Valid Business license or certificate of registration issued by state / central govt. authority
k) IRDA (Insurance Regulatory and Development Authority) license in the name of the entity with address mentioned	l) License to sell stock or exhibit for Sale or distribute Insecticides, under the Insecticides rules, issued by respective state / union govt. dept
m) Permission Issued by respective government authority for units in SEZ (Special Economic Zone), STP (Software Technology Park), EOU (Export Oriented Unit), EHTP (Electronic Hardware Technology Park), DTA (Domestic Tariff Area) and EPZ (Export Processing Zone) in the name of the entity mentioning the address allotted;	n) License issued by police department under provision of State Police Acts.
o) RBI / SEBI Registration Certificate;	p) License issued under Indian Medical Council
q) Letter / Certificate / NOC issued by village Administrative Officer / Panchayat Head / Mukhiya / Village Developmental officer / Block development officer or Equal Rank officer for customers in rural / village areas and President / CEO if document issued by Nagar Parishad / Zilla Parishad stating the details of existence of the firm may be accepted.	r) Registration Certificate issued by District Industries Center for firm registered as SSI / Micro / Medium Council
	s) Import - Export certificate (IEC Code) issued by the Director General of foreign Trade.
	t) License issued by Food and Drug Control Authorities

category 'B'

a) Acknowledgement of ITR4 return may be accepted provided the name of the firm is mentioned on the acknowledgement.	b) Latest Income Tax Return filed name of proprietor, provided the name of firm shall reflect on the ITR 4 Form filed.
c) Latest Sales Tax Returns filed in name of firm (CST/VAT/ Service Tax/Profession Tax) duly acknowledged. This shall not be taken as 2nd document if reg certificate under the above mentioned authority is given as 1st document.	d) TAN Allotment Letter in name of firm only.
	e) Certificate issued by the chartered accountant confirming existence of the firm.
f) Latest available Income Tax Wealth Tax Assessment order reflecting name of the firm	g) Latest property tax / Water tax bill / Utility bill or receipt in the name of the firm issued by local government authorities or the service provider. In case of telephone bill the bill needs to be for a landline connection.

1.2 Sole Proprietorship - Documents for establishing proof of address

a) Telephone bill / Electricity bill of public & approved private operators in the state. (Bill not to be older than 4 months from the date of account opening);	b) Property ownership deed i.e. Title deeds of the property in the name of the firm duly stamped and registered;
c) TAN Allotment letter issued in the name of the firm;	d) Property tax or water tax paid receipt / bill raised in the name of the firm;
e) Existing Bank account statement or passbook of a PSU / Private Sector / Foreign bank. Statement not older than 4 months from the date of account opening to be accepted;	f) Lease/Leave & license agreement / Rent agreement copy duly stamped and accompanied by (1) CPV done by branch staff / authorized agency and approved by Branch Manager AND (2) Utility Bill in the name of landlord;
g) Any documents as specified under point 1.1 above obtained for proof of existence provided it contains address. The only exception to this is a CA certificate as mentioned under point 1.1 - Category B (f).	h) PAN intimation letter issued by IT authority. It must bear name and address of the entity / proprietor. This should be accompanied by either (a) print out from the website confirming the PAN number - Printout to be duly signed by account opening delegated authority, or (b) copy of the PAN Card:

1.3 Documents for establishing photo identity of Proprietor / authorized signatory / POA -
As applicable for individuals