

**Notice to the customers
Updation of KYC documents**

In terms of Reserve Bank of India (RBI) guidelines and IDBI Bank's policy on Know your customer (KYC) norms and Anti money laundering (AML) measures, periodic updation of KYC documents, data or information for all bank accounts to be submitted as per the RBI's stipulated intervals.

Accordingly, we once again request all the customers due for KYC updation to **immediately** submit updated KYC details, along with the documents as mandated, (please click the link provided at the end of this notice to download the "Cust ID form"), to ensure uninterrupted service of their accounts. In case of non-compliance with RBI norms, the Bank may also take a decision, at its discretion, to permanently close such KYC non-compliant accounts. **IDBI Bank branches will extend all assistance in completing the process. Therefore, customers are requested to contact nearest branch and submit the required documents immediately. Please ignore this notice if the documents have already been submitted.**

Illustrative list of acceptable documents towards proof of Identity, Address and Signature is given under:

Acceptable KYC documents

S.No.	Document Acceptable as Proof for	Acceptability as Proof for		
		Identity	Signature	Mailing Address
		(I)	(S)	(A)
1	Mandatory Documents			
a	PAN Card /Form 60 (except for Small accounts opened under RSBA3 scheme code)	Yes (Pan Card only)	Yes (Pan Card only)	No
b	Latest Coloured Photograph	-		
2	Officially Valid Documents - OVD (certified copy of OVD to be obtained)			
a	Passport	Yes	Yes	Yes
b	Election ID / Voters' ID card	Yes	-	Yes
c	Driving License (laminated/non -laminated)	Yes	-	Yes
d	NREGA job card	Yes	-	Yes
e	Letter issued by National Population Register(NPR)	-	-	Yes
f	Proof of Possession of Aadhaar			
	(i) Aadhaar Letter/ Card*	Yes	-	Yes

	(ii) Downloaded Aadhaar (E-Aadhaar)	Yes		Yes
	(iii) Aadhaar Secure QR Code	Yes		Yes
	(iv) Aadhaar Paperless offline e-KYC	-		Yes
	<p>*Mandatory in case customer is desirous of receiving any benefit or subsidy under any scheme, a declaration shall be obtained and authentication shall be carried out in such cases.</p> <p>Branches / RPU to ensure that the first 8 digits of Aadhaar are blacked out while storing the physical copy of Aadhaar along with Account Opening forms.</p>			
3	If address Proof is not available in above listed OVD at 2 (a to f) above, then following documents shall be accepted as Address proof, subject to the condition that, the customer needs to submit OVD within 3 months of account opening.			
a.	Utility Bill which is not more than two months old of any service provider (Electricity, Telephone, Post- Paid Mobile Phone, Piped Gas, Water Bill)			
b.	Property or Municipal Tax Receipt			
c.	Pension of Family Pension Payment Orders (PPO) issued to retired employees by Government Departments or Public Sector Undertakings if they contain address.			
d.	Letter of allotment of accommodation from employer issued by State or Central Government Departments, Statutory or Regulatory Bodies, Public Sector Undertakings, Scheduled Commercial Banks, Financial Institutions and Listed Companies. Similarly Leave and License Agreements with such employers allotting official accommodation.			
4	Other Documents for Signature Proof.			
a.	Self-signed cheque			
b.	Signature in presence of Branch Head (Subject to production of documents supporting Identity and Address)			
c.	Identity card with applicants photograph issued by Central / State Government Department, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks and Public Financial Institutions.			
5	Documents for Age Proof for Minor and Senior Citizen (if the Documents provided as above does not give the Age of the Minor / Senior Citizen)			
	<p>(a) Birth Registration certificate,</p> <p>(b) Passport, 10th or 12th Mark sheet,</p> <p>(c) School Leaving Certificate, (d) Report card showing DOB,</p> <p>(e) School ID card with Photo & DOB mentioned,</p> <p>(f) PAN Card, (g) Driving Licence,</p> <p>(h) Pension Payment Order,</p> <p>(i) Government ID Card,</p> <p>(j) Life Insurance Policy (live),</p> <p>(k) Voters Identity card and</p>			

	(1) An Affidavit-cum-indemnity (Self declaration of date & place of birth) before a Magistrate. Branch should resort to this option only as a last resort after satisfying that the prospective customer does not have any one of the documents mentioned above as age proof for a senior citizen
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S.No.	Document Acceptable as Proof for Address from Entities other than Sole Proprietary concerns.
1.	<p>Any certificate issued for Registration:</p> <ol style="list-style-type: none"> i. Registrar of Firms / Companies ii. Labour Commissioner iii. Professional Tax authorities iv. License issued by Rubber Board / Spices Board / Tea Board / Coffee Board / Coir Board / Tobacco Board / Notional Jute Board / Pollution Control Board./ Recognized Provident Fund with PF commissioner v. License issued by Agriculture Produce Marketing Committees (APMC) / Gramin Mandis / KVIC. vi. Liquor Licence issuing authorities vii. Excise & Customs Dept viii. Drug Control Authorities ix. Weight & Measurement Dept x. Certificate issued by RBI/ SEBI/IRDA/ICAI/ICSI/ICWAI/ ESIC xi. Trade Licenses xii. License issued by Contract Labour (Regular & Abolition) Act 1970 xiii. Licenses issues by Insecticide/ Pesticide Dept xiv. Regional Transport Office Permit / Registration Certificate xv. State / Central Pollution Control Board xvi. Sales Tax Registration / GST /CST / VAT /Service Tax / Profession Tax Registration Certificate. xvii. Valid Shops & Establishment Certificate xviii. Certificate Issued by SEZ(Special Economic Zone), STP(Software Technology Park), EHTP(Electronic Hardware Technology park), DTA(Domestic Tariff Area) and EPZ (Export Processing Zone) xix. Importer–Exporter Code Certificate xx. Indian Medical Council xxi. Employee Provident Fund Organization. xxii. Municipal Corporation/Local Self Government Bodies confirming address of the firm. xxiii. District Industries Center (DIC)/ Small Scale Industries (SSI) Certificate
2.	<ol style="list-style-type: none"> i. Letter/certificate issued by Village Administrative officers/ Panchayat Head/Mukhiya/ Village Development Officer/ Block Development Officer for customers in rural/village areas (should be on letterhead and not more than 3 month old) ii. Letter or Certificate (should be on letterhead and not more than 3 month old) confirming existence of business issued by Chairman/President/CEO/ Head of the Nagar Panchayat/Parishad, and not by local councilors/corporators
3.	Last available Income/Wealth Tax Assessment order in the name of firm. Latest Income Tax Return duly acknowledged (in the name of the Company).
4.	Latest property tax / Water tax bill / Utility bill or receipt in the name of the Company issued by local government authorities or the service provider (not prior to 2 months). In case of telephone bill the bill needs to be for a landline connection.

S.No.	Document Acceptable as Proof for Address from Sole Proprietary concerns.(Two documents required)
i	Registration certificate Certificate/licence issued by the municipal authorities under Shop and
ii	Establishment Act. Sales and income tax returns.
iii	CST/VAT/ GST certificate (provisional/final).
iv	Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities.
v	IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT or
vi	Licence/certificate of practice issued in the name of the proprietary concern by any professional
vii	body incorporated under a statute. 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.
viii	Utility bills such as electricity, water, and landline telephone bills.

[Click here to download Customer Information Updation Form for KYC](#)

[Click here to download Customer Profile Format](#)

* For identity proof, photo shall be identified by the officials concerned.

Entities other than individuals have to submit documents pertaining to all Directors/Partners/Trustees/Office Bearers/Proprietor as the case may be.