**KYC UPDATION FORM**

**Constitution**: Individual HUF Proprietorship Partnership LLP

Private Ltd Public Ltd Trust Others (Pls specify)

(\* If Non-Individual please refer the Annexure for list of documents)

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# Loan Account No:

# 

# Customer’s Name:

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**PAN No:**   **Date of Birth:**

**(\*Form 60 if PAN Card not available)**

# Permanent Address:

**Present Address:**

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City: Pin code: State:

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Residence No: Office No:

|  |  |  |  |  |  |  |  |  |  |
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Mobile No: Email id:

**Do you wish to update your KYC details in our records? Yes No**

I do hereby solemnly declare that the information provided above with respect to my account is up to date and correct. I hereby submit latest self-attested photo copy of **any one of the** following as Identity and Address proof:

# Identity Proof and address proof:



# Address Proof: Only if address is not available in identity proof, obtain any one of the following

# (\*If you submit any one of document mentioned in B then you have to submit any one of the documents mentioned in A as well within 3 months)

Electricity Bill

Ration Card

Telephone Bill

**Customer Signature**

**For Branch Office Use Only:** Branch Name:

KYC received on:

Signature of Branch Official

Employee Name and Code:

**Annexure for list of acceptable KYC documents for Non-Individual**

1. **For Company:** One certified copy of each of the following documents shall be obtained:

* Certificate of incorporation
* Memorandum and Articles of Association
* Permanent Account Number of the company
* A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf
* In respect of managers, officers or employees holding an attorney to transact on its behalf, all identity and address proof documents as specified for individuals above
* Telephone Bill / Utility Bill
* Shop and Establishment Certificate
* GST / Sales Tax / VAT Registration
* Business Certificate approved by State or Local government bodies

1. **Sole Proprietary Concerns:** The complete KYC for the Individual Proprietor (as per the guidelines for Individuals above) should be obtained

* Registration certificate.
* Certificate/Licence issued by the municipal authorities under Shop and
* Establishment Act.
* Sales and income tax returns.
* GST/V AT/CST certificate (provisional/ final).
* Certificate/registration document issued by Sales Tax/Service Tax/
* Professional Tax authorities.
* lEC (Importer Exporter Code) issued to the proprietary concern by the office
* Of DCFT/Licence/ certificate of practice issued in the name of the proprietary concern by any professional 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.
* (h) Utility bills such as electricity, water, and landline telephone bills

1. **Partnership Firms:**

* Registration certificate, if registered
* Partnership deed
* Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf
* Any officially valid document identifying the partners and the persons holding the Power of Attorney and their addresses.
* Telephone Bill / Utility Bill\* in the name of firm/partners.
* Shop and Establishment Certificate
* GST / Sales Tax / VAT Registration
* (viii) Business Certificate approved by State or Local government bodies

1. **Trusts & Foundations:**

* Certificate of registration, if registered
* Trust Deed
* Power of Attorney granted to transact business on its behalf
* Any officially valid document to identify the trustees, settlers, beneficiaries and those holding Power of Attorney, founders/managers/ directors and their addresses
* Resolution of the managing body of the foundation/association.
* GST / Sales Tax / VAT Registration
* Business Certificate approved by State or Local government bodies

1. **Unincorporated association or a body of individuals :**

* Resolution of the managing body of such association or body of individuals
* power of attorney granted to him to transact on its behalf
* an officially valid document in respect of the person holding an attorney to transact on its behalf
* And such other information as may be required by HFC to collectively establishes the legal existence of such as association or body of individuals.
* Shop and Establishment Certificate
* GST / Sales Tax / VAT Registration
* Business Certificate approved