

APPENDIX: B
CITIZENS BANK INTERNATIONAL LIMITED
KNOW YOUR CUSTOMER (KYC) FORM

KYC REQUIREMENT	DOCUMENTATION NEEDED
1. IDENTITY a. Beneficial Owner	FULL NAME <u>Himalayan College of Agricultural Sciences & Technology</u> (For Individuals) or Title of Domain Partnership / Sole Proprietorship / Ltd. Companies Names of Partners / Owners/ Directors / Major Share Holders
b. ID Documents	CITIZENSHIP CERTIFICATE OR PASSPORT (Obtain Photocopy) <u>MOU, AOA, Registration, minute</u>
c. Legal Status	INDIVIDUALS Documents as per policy to be obtained & kept with Account Opening Form SOLE PROPRIETORSHIP PARTNERSHIP* LTD. Cos.* OTHERS* * Copies of ID Documents for all Directors / Partners / Trustees etc. to be obtained.
2. RESIDENCE / BUSINESS INFORMATION a. Residence Address/ Telephone b. Occupation or Line of business c. Business Address / Telephone	<u>Catnaghar, Bhaktapur.</u>
3. INCOME	OBTAIN SOURCE OF INCOME & APPROXIMATE FIGURES FOR INDIVIDUALS. FOR OTHERS IT SHOULD BE AVAILABLE FROM THEIR ACCOUNTS AND BALANCE SHEETS
4. RELATIONSHIP a. Purpose b. Commensurate Activity c. Funds for Opening Accounts	<u>Current (CA)</u> CASH <u>NPR</u> AMOUNT <u>10,10,000/-</u>
5. EXISTING RELATIONSHIP	DO YOU PRESENTLY MAINTAIN AN ACCOUNT WITH CBIL? YES / NO IF YES - ACCOUNT NO: _____ BRANCH NAME _____
6. INTRODUCTION	NAME & A/C NO. ADDRESS ANY CORRESPONDENCE RETURNED DURING LAST SIX MONTHS HOW LONG THE ACCOUNT HOLDER IS KNOWN TO THE INTRODUCER ACCOUNT STATUS DATE OF MEETING IF ANY & BRIEF COMMENTS
7. CLIENT REVIEW / MEETING a. Initial	Date of Meeting <u>069/3/12</u> Brief Comments
b. Subsequent	Date of Meeting <u>069/3/12</u> Brief Comments

SIGNATURE
INTERVIEWING OFFICER

SIGNATURE
MANAGER