



KNOW YOUR CUSTOMER (KYC) DOCUMENTS REQUIRED TO APPLY FOR AN AMERICAN EXPRESS® CORPORATE CARD (UPDATED AS OF OCTOBER-2018)

Pursuant to the Hon'ble Supreme Court's decision on Aadhaar related cases dated September 26, 2018, banks are not required to collect Aadhaar card or authenticate Aadhaar for processing customer's application till further notice.

Applicant(s) needs to submit a valid Identity and Address Proof. Document(s) containing address and photograph can serve both as identity and Address proof. The document(s) submitted should have a clear photograph and complete Date of Birth mentioned and the address mentioned on the document should match with the address given on the application form.

A. Mandatory Document (Proof of identity)

- Certified¹ copy of PAN Card **OR Form 60***

B. Acceptable Officially Valid Documents List2 (Proof of address /Proof of identity in case Form 60 is submitted)

Please attach a certified copy of any one of the following documents from the below list.

- Passport First page and last page where address is mentioned.
- Driving License front and back copy (Driving license which explicitly states cannot be used for address proof should not be used for purpose of address proof).
- Voter's Identity Card issued by the Election Commission of India.
- Job card issued by NREGA duly signed by an officer of the state government.
- Letter issued by the National Population Register containing details of name and address.

In case any of the OVD furnished (from the above list) does not contain updated address, the following documents shall be deemed to be OVDs for the limited purpose of proof of address.

- Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
- Property or Municipal tax receipt.
- Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
- Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation.

¹ Obtaining a certified copy by reporting entity shall mean comparing the copy of officially valid document so produced by the client with the original and recording the same on the copy by the authorised officer of the reporting entity.

² A document shall be deemed to be an officially valid document (OVD) even if there is a change in the name subsequent to its issuance provided it is supported by a marriage certificate issued by the State Government or Gazette notification, indicating such a change of name.

* Form 60 to be submitted along with recent passport size photograph.

**Certificate issued by Foreigners Regional Registration Officer / Foreigners Registration Officer (FRRO /FRO) is acceptable as address proof form expats provided that the address is not available on any of the above documents (overseas address to be updated in the application form as permanent address).