**ANNEXURE-I: INSPECTION REPORT FOR PERSONAL CUSTOMERS  
Branch:** {Branch} **Region:** {Region} **Zone:** {Zone}  
**Inspection cum Customer Due Diligence report format for Individuals/ Proprietor/ Beneficial Owner/ Authorised Signatory/ Power of Attorney holder Customers.  
  
Account No:** {Account Number}  
**Date of Account Opening:** {Account Open Date}  
**Date of Inspection:** {Inspection date}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S No** | | **Particulars** | **Details / Response of the Customer** | |
| **01** | Name of the Customer in full | | **{Customer Name}** | |
| **02** | Present / Correspondence Address of the Customer | | {Address} | |
| **03** | Occupation/ Nature of Business/ Designation & employer address (in case of salaried persons/ employees) | | {Occupation} | |
| **05** | Mobile No. | | {Mobile no} | |
| **06** | Annual Income/ Annual Business Turnover | | {Turnover} | |
| **07** | Anticipated Level account activity / Expected Credits in a Year | | {Turnover} | |
| **08** | If own a vehicle, details thereof | | Two Wheeler/Four Wheeler: Reg. No: {Vehicle No.} | |
| **09** | Net worth ( Value of Assets minus loan liabilities, if any) | | Rs. {Net Worth} | |
| **10** | Details of Account/s of operated by other family members, if any. | |  | |
| **11** | **Observations of the Inspecting Staff/ Employee/ Official** | | | **Tick/Write appropriate box** |
| * The address of the Customer is verified and found correct. | | | Badge Tick with solid fill |
| * During visit met with Customer /family member | | | Badge Tick with solid fill |
| * Customer is not residing at the above address & Due Diligence could not be conducted & operations in the Account may be frozen. | | | Badge Cross with solid fill |
| * In case customer is not residing at the given address, what is the outcome of local enquiry with Public/ Neighbour/relatives/ Local Authorities or Telephonic call? | | | NA |
|  | **Signature & Name:** {Inspecting Official} **P.F. No:** {PF} **Date:** {Inspection date} **Place:** {Place} | | |  |

**To,** **{Customer Name}**

Customer No: {Customer Number}   
{Address} - {Postcode}

Mobile No.: {Mob}

**Subject: Welcome to Central Bank of India**

Dear Sir/Madam,

We thank you for opening an account with our branch on {Account Open Date}. We are pleased to provide you with the details below:

* **Branch:** {Branch}
* **Branch Address:** {Branch Address}

Assuring you of our best services and looking forward to your continued patronage.

Yours Faithfully,

**(Authorized Signatory)**   
{Branch} Branch   
Central Bank of India