

Table A**List of Acceptable Identity and Address proofs of Proprietor/authorised signatories :**

Sr. No.	Acceptable KYC Documents	Identity Proof	Address Proof
1	Pan Card	Yes	No
2	**Valid Passport Copy	Yes	Yes
3	Valid Driving License	Yes	Yes
4	Voter ID / Election Card	Yes	Yes
5	Aadhaar Card / Letter Issued by Unique Identification Authority of India (UIDAI)	Yes	Yes
6	Valid Photo ID Cards issued by following Institute / Organisation / Professional Bodies	(If it contains photo)	(If it contains Address)
	Central / State Government Ministries and Department / Quasi Govt Departments, Statutory Regulatory Authorities, Public Sector Undertaking (establishment under Central / State Govt.), Ministry / Department of Defense for personnel & their Dependents.	Yes	Yes
	Senior Citizen Card issued by (Central / State Govt. of India), Member ID card issued by ICAI, ICWAI, ICSI, Bar Council.	Yes	No
7	Arms license (issues by Central & State Govt. of India)	Yes	Yes
8	Defense Ex- Service Man Card Issued by Zilla Sainik Boards	Yes	Yes
9	House hold card issued by State Govt. (with physical verification of address) / Ration Card	Yes (If contains photo)	Yes
10	Certificate Issued by Village Extension office / Village Head or Equal / Higher rank (Issued either on letter head or under office seal and signature, subject to verification of address by confirmed bank employee other than sourcing executive)	Yes	Yes
11	Address proof card issued by India Post - Photograph, name and address should match with AOF and the card should be valid on the date of application.	No	Yes
12	Utility Bill (issue date should not be more than 3 months old from the date of Account Opening) like Electricity Bill, Landline telephone bill, Mobile (Post paid) bill, Piped Gas bill, Water Bill issued by local authority.	No	Yes
13	Municipal Corporation Bill like Property Tax Bill, Water Tax Bill	No	Yes
14	Registered Leave & License Agreement along with utility bill in the name of Landlord (Permanent Address proof along with Valid Address proof is mandatory).	No	Yes
15	Credit Card Bill/statement of scheduled commercial banks (not more than 3 months old and with at least one customer initiated transaction)	No	Yes
16	Life Insurance policy accompanied by premium receipt - Premium receipt not older than (i) 3 months for quarterly premium, (ii) 6 months for half yearly premium and (iii) one year for annual premium.	No	Yes
17	Mutual Fund Identification Number (MIN) allotment letter	No	Yes
18	Domicile Certificate with Name, Photo (optional) and Communication address Issued by District Collector/ Deputy Commissioner/ District Magistrate or equal rank officer along with FV report	No	Yes
19	Photo Social Security Smart Card issued by Central/ State Govts	Yes	Yes
20	Latest available acknowledged copy of Income Tax / Wealth Tax / Sales tax / Excise Tax / Service Tax Return/Assessment order (not more than 1 year old)	No	Yes
21	Registered Sale Deed (For Owners) should not be older than six month	No	Yes
22	Certificate of Identification issued by Office of District Collector (only for the State of Sikkim).	Yes	No
23	Bank Passbook issued by existing Scheduled Commercial Banks. Should contain signature and photograph of the applicant. The photograph should be affixed in a manner it bears the stamp of the issuing Bank. The first page of passbook where name, address and other details are mentioned should be duly attested by the issuing authority. Other transaction pages if not attested by the issuing bank should be self attested by the customer and OSV done by the sourcing/bank official. * Should not be accepted as both Identity Proof and Address Proof.	Yes	Yes
24	Existing Bank Statement for last 3 months - Not older than 3 months. The Bank statement should be in the issuing Bank Stationary with the stamp and signature of the Bank official.	No	Yes
25	One month DP / Demat account statement (maintained with Scheduled Commercial Bank, on bank's stationery, not more than 3 months old and with at least one customer initiated transaction)	No	Yes
26	Job card issued by NREGA duly signed by an officer of the State Government The job card mentioning name and address of the applicant should be duly signed by an officer of the State Government	Yes	Yes
27	Photo Credit/ Debit Card Valid cards with photo and signature of the card holder issued by Scheduled Commercial Banks, with copy of the statement of account which is not older than 3 months.	Yes	Yes

Note : Passport, Smart card Driving License, Voter ID Card, Aadhaar letter/card, Job card by NREGA are the only documents which will be considered as ID and Address proof at a same time, all other documents mentioned above will be accepted as single document either for identity or for Address Proof and not both in a single case. Hand written Driving License / Learners Driving License are not acceptable as ID & address proofs.

Table B**List of Acceptable Two firm existence proofs :**

Sr. No	Acceptable KYC Documents	Proof of Existence	Address Proof
1	Shops & Establishment Certificate dully Stamp and Signed by Issuing Authority	Yes	Yes (If it contain Address)
2	Sales Tax/ Excise / VAT Registration Certificate dully Stamp and Signed by Relieving Authority	Yes	Yes (If it contain Address)
3	Profession Tax Certificate	Yes	Yes (If it contain Address)
4	Income Tax Assessment Order (Latest order copy should be obtained.)	Yes	Yes (If it contain Address)
5	Latest Municipal Tax receipt.	Yes	Yes (If it contain Address)
6	Factory Registration License	Yes	Yes (If it contain Address)
7	Registration Certificate issued by State/ Central Government or Local/ Statutory Bodies. (e.g. SSI units)	Yes	Yes (If it contain Address)
8	Trade License issued by State/ Central Government or Local/ Statutory Bodies	Yes	Yes (If it contain Address)
9	Import Export Code Certificate issued by Director General of Foreign Trade (In case the IE Code is issued based on our Bank's certification the Certificate should not be accepted.)	Yes	Yes (If it contain Address)
10	Contractor license issued by a Government body or department Valid on the date of opening of the account and should carry the Proprietor's Name, Firm's name (if applicable)	Yes	Yes (If it contain Address)
11	License/ Certificate issued by any Registering Authority like Certificate of Practice issued by <ul style="list-style-type: none"> Institute of Chartered Accountants of India Institute of Cost Accountants of India Institute of Company Secretaries of India Indian Medical Council Food and Drug Control Authorities (Valid on the date of submission and should carry the Proprietor's name, Firm's name and address)	Yes	Yes (If it contain Address)
12	Registration Certificate issued by Gram Panchayat in Rural Areas Should mention the Proprietor's Name, Firm's name, address and nature of activity/business of the firm. Certificate should be issued either on letter head or under office seal and signature. Letter in the form of NOC cannot be accepted If the certificate does not specify the nature of activity/business, field verification report confirmed bank employee other than sourcing executive confirming the same is required.	Yes	Yes (If it contain Address)
13	Latest utility bill such as water/ electricity/ Landline telephone in the name of the firm. Should not be older than 3 months from the date of issue of bill. Should not be a net downloaded copy.	Yes	Yes
14	Acknowledged copy of latest Income Tax returns The complete IT return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated / acknowledged by Income Tax Authorities to be accepted.	Yes	No