



Notice to the customers

Updation of KYC documents

In terms of Reserve Bank of India (RBI) guidelines, laid down in RBI “Master Direction - Know Your Customer (KYC) Direction, 2016”, dated 25th February 2016, periodic updation of documents, data or information collected under the Customer Due Diligence Process is required to be done by Bank. Accordingly, we once again request all the customers due for KYC updation to **immediately** submit updated KYC details, along with the documents as mandated, (please click the link provided at the end of this notice to download the "Cust ID form"), to ensure uninterrupted service of their accounts. In case of non-compliance with RBI norms, the Bank may also take a decision, at its discretion, to permanently close such KYC non-compliant accounts. **IDBI Bank branches will extend all assistance in completing the process. Therefore, customers are requested to contact nearest branch and submit the required documents immediately. Please ignore this notice if the documents have already been submitted.**

Illustrative list of acceptable documents towards proof of Identity, Address and Signature is given under:

Table A		Acceptability as Proof for		
S.No.	Document Acceptable as Proof for	Identity	Signature	Mailing Address
		(I)	(S)	(A)
	Officially Valid Documents - OVD (Mandatory)			
1	Aadhaar letter / Card issued by the Unique Identification Authority of India (UIDAI) / e-Aadhaar / Aadhaar authentication through e-KYC	Yes	No	Yes

2	PAN Card (If not available Form 60)	Yes	Yes	No
	Officially Valid Documents - OVD (other than above)			
3	Passport	Yes	Yes	Yes
4	Election ID / Voters' ID card	Yes	No	Yes
5	Driving License (laminated/non laminated)	Yes	No	Yes
6	NREGA job card	Yes	No	Yes
	Other Documents for ISA			
7	Signature in presence of Branch Head (Subject to production of documents supporting Identity and Address)	No	Yes	No
8	Identity card with applicants photograph issued by Central / State Government Department, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks and Public Financial Institutions. Acceptable only for Low Risk Customers	Yes	Yes	Yes
9	Letter from a recognized public authority at the level of a Gazetted Officer like District Magistrate, Divisional Commissioner, BDO, Tehsildar, Judicial Magistrate etc. Acceptable only for Low Risk Customers	Yes	No	Yes
10	Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill). Acceptable only for Low Risk Customers	No	No	Yes
11	Property or Municipal Tax receipt. Acceptable only for Low Risk Customers	No	No	Yes
12	Bank account or Post Office savings bank account statement. Acceptable only for Low Risk Customers	No	No	Yes
13	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address. Acceptable only for Low Risk Customers	No	No	Yes

14	Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation. Acceptable only for Low Risk Customers	No	No	Yes
15	Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India. Acceptable only for Low Risk Customers	No	No	Yes
16	Declaration for communication/local Address provided one documentary proof is obtained	No	No	Yes
17	Self-signed cheque	No	Yes	No

[Click here to download Customer Information Updation Form for KYC](#)

* For identity proof, photo shall be identified by the officials concerned.

Entities other than individuals have to submit documents pertaining to all Directors/Partners/Trustees/Office Bearers/Proprietor as the case may be.

Regards,
Principal Officer