

Customer Information Updation Form for KYC

Customer ID : _____

Name of Account Holder : _____

PAN Number : _____

Please affix your latest Passport Size Photograph with signature across the photograph

- There is no Change in my Address
- I wish to change my address / Contact Details as below

Flat / Door No. _____	Building Name _____
Road _____	Landmark _____
City _____	PIN _____
State _____	Country _____
Tel (Off) _____	Tel (Res) _____
Mobile No _____	E Mail ID _____

Name	Speciman of Latest Signature

I hereby submit photo copy of the following documents (self attested) for the proof of –

For Identity Proof	:	
For Address Proof	:	
For Signature Proof	:	

I do hereby solemnly declare that the information provided above with respect to my account is up to date and correct.

Signature of Account holder _____

Date _____

Note:

- 1) Please provide self attested address proof even when there is no change of address.
- 2) List of acceptable identity, Signature and address proof documents (in photocopy) as per the enclosed sheet should be submitted to the nearest IDBI Bank branch.
- 3) If you wish to make a change in any of your contact details please fill appropriate boxes given above.
- 4) In absence of valid address proof, the address proof of a close relative with whom account holder is residing may be provided along with a declaration from the close relative, and the close relative's id and address proof. The declaration should state that account holder is a close relative and resides at the address mentioned above.

For Branch Use only		For RPU Use only	
Sourcing Br. Name		ID Proof updated on	
SOL		Add. Proof updated on	
Documents and signature verified		Photograph updated on	
SOM / ASOM		Signature updated on	
BH		Signature of RPU Official	

IDBI/KYC/US/1

Customer Profile Format (Individuals)

1.	Cust ID	:	
2.	Account No.	:	
3.	Name	:	
4.	Residential status	:	Resident Non Resident
5.	Occupation	:	Service Retired Self employed Housewife Other PI specify
6.	If in service Name of Organisation	:	
7.	If self employed – nature of business Since specify Year	:	Trading Manufacturing Services Agriculture Real Estate Other please specify
8.	If self employed professional	:	CA Doctor Lawyer Stock Broker Consultant Other please specify
9	Annual Income	:	
10	Expected transactions in accounts	:	
11	Source of Income	:	Salary Business Agriculture Other please specify
12	Residence	:	Owned Leased Other please specify
13	CUSTOMERS SIGNATURE	:	
For Bank's use			
14	Level	:	Level 1 Level 2 Level 3
15	Basis of Level categorization (Please refer to Annexure III of Master Circular)	:	
16	SIGNATURE OF BRANCH HEAD / SOM	:	

Customer Profile Format (Non - Individuals)

1.	Cust ID	:	
2.	Account No.	:	
3.	Account Title	:	
4.	Name and Address(es) of proprietor / partners / directors	:	
5.	Purpose of opening account	:	
6.	Nature of Business	:	Trading / Manufacturing / Services / If Trading / Service please specify the nature of business _____
7.	Date of Incorporation	:	Reg. No. _____ IEC No. _____ Any other _____
8.	Type of organisation	:	Proprietorship / Partnership / Pvt. Ltd. Company / Public Limited / Society / Association / Club
9	Registered Address	:	
10	Annual Turnover	:	
11	Expected transactions in the account	:	
12	Names and addresses of clients. Please attach a separate sheet if required	:	
I certify and declare that the information furnished herein are correct to the best of my knowledge			
13	CUSTOMERS SIGNATURE	:	
For Bank's use			
14	Level	:	Level 1 Level 2 Level 3
15	Basis of Level Categorization (Please refer to Annexure III of Master Circular)	:	
16	SIGNATURE OF BRANCH HEAD / SOM	:	

Acceptable KYC Documents

S.No	Document	Acceptability as Proof for		
		Identity	Signature	Mailing Address
		(I)	(S)	(A)
2	Passport	Yes	Yes	Yes
3	PAN card	Yes	Yes	No
4	Driving License (laminated/non laminated)	Yes	No	Yes
5	Election ID / Voters' ID card	Yes	No	Yes
6	Employee ID card (only for corporate Salary account) with one more valid identity proof	Yes	Yes	No
7	ID Card of Government Dept/Defence dept/Police Dept/PSU entity/ Indian Post	Yes	Yes	No
8	Photo ID debit/credit card	Yes	Yes	No
9	Letter from a recognized public authority at the level of a Gazetted Officer like District Magistrate, Divisional Commissioner, BDO, Tehsildar, Judicial Magistrate etc.	Yes *	No	Yes *
10	Pension Book/Card	Yes *	Yes *	No
11	Marriage Certificate / Nikahnama for Women (along with identity document of Maiden name and valid address proof of the spouse)	Yes	No	Yes *
12	Defence Dependent's Card	Yes	No	No
13	Defence Ex-Service Man Card issued to defence employees	Yes	No	No
14	Citizenship Card issued in North Eastern States for ISA.	Yes *	Yes *	Yes *
15	Employer's letter certifying current mailing address only from private limited and public limited companies.	No	No	Yes
16	Latest electricity or telephone bill (landline/postpaid mobile)	No	No	Yes
17	Latest copy of Life Insurance policy or premium receipt	No	No	Yes
18	Latest house lease agreement duly stamped and registered	No	No	Yes
19	Bank account /credit card statement or passbook (first page)	No	No	Yes
20	Municipal Corporation Bill	No	No	Yes
21	Ration Card	No	No	Yes
22	In case of rural / semi urban customers, Identity / Residence proof certificates issued by the local administrative authorities like Gramsevak, Talathi or any other local	Yes	No	Yes

	authority may be accepted provided the Branch Manager is satisfied with regard to the authenticity and correctness of the same.			
23	NREGA job card (Applicable only in case of small accounts) (Signature to be obtained in the presence of BH including self attested photograph)	Yes	No	Yes
24	Aadhaar letters issued by the Unique Identification Authority of India.	Yes	No	Yes

* Only if the details are available in the said document. 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.