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| <p>13 Electricity Bill <input type="checkbox"/></p> <p>14 Domicile Certificate <input type="checkbox"/></p> <p>15 PAN Allotment Letter <input type="checkbox"/></p> <p>16 Municipal Water Tax Bill <input type="checkbox"/></p> <p>17 Utility bills such as electricity, water, and landline telephone bills in the name of the proprietary concern <input type="checkbox"/></p> <p>18 Income Tax / Wealth Tax Assessment Order <input type="checkbox"/></p> <p>19 Registered Lease or Sale Agreement of Residence <input type="checkbox"/></p> | <p>20 Proof of address issued by any of the following:</p> <p>a. Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks <input type="checkbox"/></p> <p>b. Gazetted Officer/Notary public /Elected representatives to the Legislative Assembly/Parliament <input type="checkbox"/></p> <p>c. Documents issued by any Govt. or Statutory Authority <input type="checkbox"/></p> <p>21 Banker's signature verification <input type="checkbox"/></p> <p>22 Copy of initial payment cheque (Provided the cheque has been released) <input type="checkbox"/></p> |
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Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Date:

Signature of the Borrower/Co-Borrower/Guarantor

Originals verified: (For office use, to be signed by LTF person)

Name of the Verifier

Signature of the Verifier _____

Date:

Instructions for filling KYC Form

1. Self attested copy of PAN card is mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorized to deal/transact on behalf of company/firm/others.
2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
3. If any proof of identity or address is in a foreign language, then translation into English is required.
4. Name & address of the borrower/co-borrower/guarantor mentioned on the KYC form, should match with the documentary proof submitted.
5. Separate forms to be used for borrower/co-borrower/guarantor
6. If correspondence & permanent address are different, then proofs for both have to be submitted.
7. Sole proprietor must make the application in his individual name & capacity.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
9. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.
10. List of people authorized to attest the documents:
 - a. Notary Public, Gazette Officer, Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).

In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.