

Annexure -A

1-Accounts of Individual Saving /Current Accounts:-

Sr.No.	Identity Proof Documents – Any one of the Following Officially Valid Documents (OVD)	Sr.No.	Residential Proof of Documents
1	Passport	1	Passport
2	Permanent Account Number (Pan Card) or Form No.60	2	Driving License
3	Driving License	3	Voters Identity Card issued by election commission of India
4	Voters Identity Card issued by election commission of India	4	Aadhaar Card or The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address, and Aadhaar Number.
5	Aadhaar Card or The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address, and Aadhaar Number.	5	Job Card issued by NREGA duly signed by an officer of State Government.
6	Job Card issued by NREGA duly signed by an officer of State Government.		

2- Low Risk Individual A/c-Simplified Measures:-

Sr.No.	Identity Proof Documents – Any one of the Following	Sr.No.	Residential Proof of Documents
1	Identity card with applicant's Photograph issued by Central / State Government Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions.	1	Utility bill which is not more than two months old of any service provider (electricity, telephone, postpaid mobile phone, piped gas, water bill)
2	Letter issued by a gazette officer, with a duly attested photograph of the person.	2	Property or Municipal Tax receipt
		3	Bank account or Post Office savings bank account statement
		4	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector undertakings, if they contain the address
		5	Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, and Public sector undertakings, scheduled commercial banks, financial institutions, and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation
		6	Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India

3- Sole Proprietorship:-

Sr.No.	Identity Proof Documents – Any one of the Following Officially Valid Documents (OVD)	Sr.No	Address Proof
1	Permanent Account Number (Pan Card) in the name of Proprietor or Form 60	Any one of the following in the name of Proprietor:	
2	Passport in the name Proprietor	1	Passport
3	Voters Identity Card issued by election commission of India in the name Proprietor	2	Driving License
4	Driving License in the name Proprietor	3	Voters Identity Card issued by election commission of India
5	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number in the name Proprietor	4	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address, and Aadhaar Number.
6	Job Card issued by NREGA duly signed by an officer of State Government.	5	Job Card issued by NREGA duly signed by an officer of State Government.
Any two of the following in the name Proprietorship firm :-			
1	Registration certificate (in the case of a registered concern),		
2	Certificate / license issued by the Municipal authorities under Shop & Establishment Act,		
3	Sales and Income Tax returns,	In the name Proprietorship firm :-	
4	CST / VAT certificate	1	If address declared by Proprietor in the account opening form and address mentioned on any one of the documents in the name of Proprietorship Firm , then it can be accepted as firm's address proof.
5	License issued / Certificate of Practice issued by the Registering authority as under:- <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 		
6	Registration / Licensing documents issued in the name of proprietary concern by state Government or central Government.		
7	IEC (Importer Exporter code) issued to proprietary concern by the office of D.G.F.T.		
8	The complete Income Tax Return (not just the acknowledgement) in the name of sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax Authorities		
9	Utility bills such as electricity, water and landline telephone bills in the name of the proprietary concern.		

10	List of registering authorities as listed in above Serial No. 1 to 9 is only illustrative, hence any other documents viz license / certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute can be accepted as a business activity proof of the proprietary concern.		
11	In cases where the Customers are not in position to furnish two such documents, then they should approach Branch Manager for further guidance.		

4- Partnership:-

Sr.No.	Identity Proof Documents – Any one of the Following Officially Valid Documents (OVD)	Sr.No .	Address Proof
1	Permanent Account Number (Pan Card) in the name of Partners	Any one of the following in the name of the Partners :	
2	Passport in the name Partners	1	Passport
3	Voters Identity Card issued by election commission of India in the name Partners	2	Driving License
4	Driving License in the name Partners	3	Voters Identity Card issued by election commission of India
5	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number in the name Partners	4	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address, and Aadhaar Number.
6	Job Card issued by NREGA duly signed by an officer of State Government.	5	Job Card issued by NREGA duly signed by an officer of State Government
In the name of Partnership Firm :-		In the name of Partnership firm-	
1	PAN Card in the name of Firm	1	Registered Leave and License Agreement / Ownership Shop /in the name of Partner/s / Firm where actual business is carried out can be considered as an address proof.
2	Partnership Deed	2	If address declared by the firm in the account opening form and address mentioned on partnership deed/ registration certificate is same, then same can be accepted as firm's address proof.
3	Registration certificate	3	Utility bills such as electricity, water, landline telephone bills and Shop and Establishment licence in the name of the partnership firm.

5- Limited Liability Partnership (LLP)

Sr.No.	Identity Proof Documents – Any one of the Following Officially Valid Documents (OVD)	Sr.No.	Address Proof
1	Permanent Account Number (Pan Card) in the name of Partners or Form No.60	Any one of the following in the name of the Partners :	
2	Passport in the name Partners	1	Passport
3	Voters Identity Card issued by election commission of India in the name Partners	2	Driving License
4	Driving License in the name Partners	3	Voters Identity Card issued by election commission of India
5	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number in the name Partners	4	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address, and Aadhaar Number.
6	Job Card issued by NREGA duly signed by an officer of State Government.	5	Job Card issued by NREGA duly signed by an officer of State Government
In the name of Partnership Firm :-		In the name of Partnership firm-	
1	PAN Card in the name of Firm	1	Registered Leave and License Agreement / Ownership Shop /in the name of Partner/s / Firm where actual business is carried out can be considered as an address proof.
2	LLP Partnership Deed signed by all the partners.	2	If address declared by the firm in the account opening form and address mentioned on partnership deed/ registration certificate is same, then same can be accepted as firm's address proof.
3	Registration certificate issued by Registrar of Companies.	3	Utility bills such as electricity, water, landline telephone bills and Shop and Establishment licence in the name of the partnership firm.
4	Certified copies of Resolution/declaration authorizing the account opening and operation of the account signed by the designated partners.		

6- Companies:-

Sr.No.	Identity Proof Documents – Any one of the Following Officially Valid Documents (OVD) Identity Proof	Sr.No.	Address Proof
1	Permanent Account Number (Pan Card) in the name of Authorized Signatories or Form No.60	Any one of the following in the name of Authorized Signatories :	
2	Passport in the name Authorized Signatories	1	Passport
3	Voters Identity Card issued by election commission of India in the name Authorized Signatories	2	Driving License
4	Driving License in the name Authorized Signatories	3	Voters Identity Card issued by election commission of India
5	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number in the name Authorized Signatories	4	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address, and Aadhaar Number.
6	Job Card issued by NREGA duly signed by an officer of State Government.	5	Job Card issued by NREGA duly signed by an officer of State Government.
In the name of Company :-			
1	PAN Card in the name of Company		
2	Certificate of Incorporation.	Any one of the following in the name of Company	
3	Certificate of Commencement of Business, in case of Public Limited Company.	1	Registered Leave and License Agreement / Ownership Shop /in the name of Director/s / Company where actual business is carried out should be considered as an address proof.
4	Memorandum and Articles of Association.	2	Utility bills such as electricity, water and landline telephone bills in the name of the company.
5	Form No. 32/Dir-12, in case of any change in the Director/s along with receipt issued by Registrar of Companies evidencing payment of their charges.	3	Address mentioned on certificate of registration and where actual business is carried out is same then same should be considered as an address proof
6	Certified copies of Board Resolution authorizing the account opening and operation of the account signed by the Chairman of the meeting of Board of Directors of the Company which passed the said resolution and counter signed by an another authorized official.		
7	Power of Attorney granted to its Managers, Officers or employees in case authority given to them to operate the account		
8	List of Directors on company letterhead duly signed by Chairman of the company or Company Secretary or any two Directors.		

7- Society /Association /Clubs /Trust:-

Sr.No.	Identity Proof Documents – Any one of the Following Officially Valid Documents (OVD)	Sr.No.	Address Proof
1	Permanent Account Number (Pan Card) in the name of Authorized Signatories or Form No.60	Any one of the following in the name of Authorized Signatories :-	
2	Passport in the name Authorized Signatories		
3	Voters Identity Card issued by election commission of India in the name Authorized Signatories	1	Passport
4	Driving License in the name Authorized Signatories	2	Driving License
5	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number in the name Authorized Signatories	3	Voters Identity Card issued by election commission of India
6	Job Card issued by NREGA duly signed by an officer of State Government.	4	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address, and Aadhaar Number.
In the name of Society /Association /Clubs /Trust :-		5	Job Card issued by NREGA duly signed by an officer of State Government.
1	PAN Card in the name of Society/Association/Club	Any one of the following in the name of Society /Association /Clubs /Trust -	
2	Registration certificate duly certified.		
3	Certified copy of Resolution authorizing the account opening and operation of the account signed by the Chairman/President and countersigned by the Secretary.	1	Registered Leave and License Agreement/Ownership Shop/in the name of Society/Association/Club/where actual business is carried out can be considered as a address proof.
4	Copy of Rules and Bye Laws of the Society/Association/Club/Trust Deed duly certified by one of the Office bears as true, up-to-date, and correct Rules/Bye Laws.	2	In case Society/Association/Clubs mentioned the business address, on the account, opening form is same as specified in certificate of registration then the same can be considered as a address proof.
5	Branches to ascertain the activities of the Society/Association/Clubs.	3	Utility bills such as electricity, water and landline telephone bills in the name of Societies/Association/Clubs.
6	In case of change in signatories: For societies-Form H For Trusts-Change Report		

8- Accounts of Unincorporated Association or body of individuals (UABI)

Sr.No.	Identity Proof Documents – Any one of the Following Officially Valid Documents (OVD)	Sr.No.	Address Proof
1	Permanent Account Number (Pan Card) in the name of Authorized Signatories	Any one of the following in the name of Authorized Signatories :-	
2	Passport in the name Authorized Signatories		
3	Voters Identity Card issued by election commission of India in the name Authorized Signatories	1	Passport
4	Driving License in the name Authorized Signatories	2	Driving License
5	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number in the name Authorized Signatories	3	Voters Identity Card issued by election commission of India
6	Job Card issued by NREGA duly signed by an officer of State Government.	4	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number.
In the name of Unincorporated Association or body of individuals (UABI)		5	Job Card issued by NREGA duly signed by an officer of State Government.
1	PAN Card in the name of (UABI)/ or Form No.60.		
2	Certified copy of Resolution authorizing the account opening and operation of the account certified by the Chairman of UABI	Any one of the following in the name UABI	
3	Any such document that collectively establish the legal existence of such an association or body of individuals.	1	Registered Leave and License Agreement/Ownership Shop/in the name of UABI where actual business is carried out can be considered as a address proof.
4	Copy of Extract of attendance sheet of said Association / Body of individuals where managing committee members were elected /selected along with the extract of the minutes and rules and regulations formulated, duly certified by Authorized	2	In case UABI mentioned the business address, on the account, opening form is same as specified in certificate of registration then the same can be considered as an address proof.
		3	Utility bills such as electricity, water and landline telephone bills in the name of UABI.

9- Hindu Undivided Family (HUF)

Sr.No.	Identity Proof Documents – Any one of the Following Officially Valid Documents (OVD)	Sr.No	Address Proof
Any one of the following in the name of KARTA :		Any one of the following in the name of KARTA :-	
1	Permanent Account Number (Pan Card) in the name of Authorized Signatories	1	Passport
2	Passport in the name Authorized Signatories	2	Driving License
3	Voters Identity Card issued by election commission of India in the name Authorized Signatories	3	Voters Identity Card issued by election commission of India
4	Driving License in the name Authorized Signatories	4	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number.
5	The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number in the name Authorized Signatories	5	Job Card issued by NREGA duly signed by an officer of State Government.
6	Job Card issued by NREGA duly signed by an officer of State Government.		
In the name of Society /Association /Clubs /Trust :-			
1	PAN Card in the name of HUF.		
2	HUF Declaration/list of co- parcners		

10- Small Savings Accounts

Identity Proof Documents	Residential Proof of Documents
A Self-attested photograph and signature on Account Opening form.	A Self-attested photograph and signature on Account Opening form.