



Documents: Originals & Self-attested copies to be submitted for verification

### **Individuals**

1. One latest passport size photograph
2. Pan card or Form 60
3. Aadhaar card is mandatory
4. If the address on Aadhaar is different as that declared by him / her in the account opening form, any of the below officially valid documents should be accepted: Passport/Driving license/Voter's Identity Card/NREGA Job Card/ letter issued by National Population Register or

utility bill/ property or Municipal tax receipt/ pension or family pension payment orders/ letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies - *Provided that updated Aadhaar or OVD is submitted within a period of three months.*

### **Public or Private Limited Companies**

1. Certificate of Incorporation and Commencement of Business
2. Certified true copy of Memorandum and Articles of Association
3. Certified Board resolution authorising the opening and operation of the account
4. PAN card
5. Documents of the authorized signatories as mentioned above for Individuals

### **Partnership Firms**

1. Partnership Deed and Registration Certificate
2. PAN card
3. Documents of the authorized signatories as mentioned above for Individuals

### **Proprietorship Concerns**

A. Document of proprietor as mentioned above for individuals

B. Any two documents in the name of firm with address of the firm and name of proprietor:

1. Registration certificate
2. Certificate/License issued by the Municipal Authorities under Shop & Establishment Act
3. GST certificate
4. Certificate/Registration document issued by Professional Tax authorities

5. IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT
6. Complete income tax return in name of the proprietor wherein the income of the firm is reflected.
7. License issued by the Registering authority like Certificate of Practice issued by 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, etc.
8. Udyog Adhaar
9. Utility bills such as electricity, water and landline telephone bills

### **Trusts**

1. Trust deed
2. Registration certificate
3. Pan Card
4. Copy of the resolution by the trustees authorizing the members concerned to open and operate the account
5. Documents of the authorized signatories as mentioned above for Individuals

### **Housing Societies**

1. Certificate of Registration
2. Bye-laws
3. Copy of the resolution by the Board authorizing the members concerned to open and operate the account
4. Documents of the authorized signatories as mentioned above for Individuals

### **Clubs / Mandals / Associations**

1. PAN card
2. Bye-laws of the association or club
3. Certificate of Registration
4. Copy of the resolution by the Board authorizing the members concerned to open and operate the account
5. Documents of the authorized signatories as mentioned above for Individuals

### **Hindu Undivided Family:**

1. Pan Card of HUF
2. One latest passport size photograph of Karta
3. Pan card or Form 60 of Karta
4. Aadhaar card of Karta is mandatory]
5. If the address on Aadhaar is different as that declared by him / her in the account opening form, any of the below officially valid documents should be accepted:  
Passport/Driving license/Voter's Identity Card/NREGA Job Card/ letter issued by National Population Register or

utility bill/ property or Municipal tax receipt/ pension or family pension payment orders/ letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies - *Provided that updated Aadhaar or OVD is submitted within a period of three months.*

6. Declaration form for HUF duly filled in and signed by Karta with stamp of HUF and Coparcener

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### **Janhit account**

1. One latest passport size photograph
2. Pan card or Form 60
3. Aadhaar card is mandatory

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### **Cubs account**

1. One latest passport size photograph of the child and parent
2. Birth proof of the child is mandatory
3. PAN card/Form 60 of child and parent
4. Aadhaar card of parent and child is mandatory
5. If the address on Aadhaar is different as that declared by him / her in the account opening form, any of the below officially valid documents should be accepted:  
Passport/Driving license/Voter's Identity Card/NREGA Job Card/ letter issued by National Population Register or

utility bill/ property or Municipal tax receipt/ pension or family pension payment orders/ letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies - *Provided that updated Aadhaar or OVD is submitted within a period of three months.*

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### **Campus Account**

1. One latest passport size photograph of the student and parent (if opened jointly with parent)
2. Latest College Identity card of the student as a proof of bonafide student.
3. PAN card/Form 60 of student and parent (if opened jointly with parent)
4. Aadhaar card of student and parent (if opened jointly with parent) is mandatory
5. If the address on Aadhaar is different as that declared by him / her in the account opening form, any of the below officially valid documents should be accepted:

Passport/Driving license/Voter's Identity Card/NREGA Job Card/ letter issued by National Population Register or

utility bill/ property or Municipal tax receipt/ pension or family pension payment orders/ letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies - *Provided that updated Aadhaar or OVD is submitted within a period of three months.*

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## **NRI Account**

To open an NRI account please complete the account opening form and forward it to any of our branches of your choice along with the following:

1. One latest passport size photograph
2. Photocopy of Indian passport
3. Photocopy of Visa/Residence permit
4. Overseas Address Proof (any one of these - Utility bills/ Driving License/Credit card bills/ Overseas Bank statement)
5. Local Address Proof if other than that in passport.
6. PAN card
7. Initial money remittance

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Where documents are mailed to the branch, they should be attested by the banker abroad/ Indian embassy/notary public.

You can authorise a resident close relative to operate your account through a Power of Attorney or Letter of Authority.

Nomination facility available (nominee can be a resident Indian/ or a non-resident).