

TABLE OF ACCEPTABLE DOCUMENTS:

FOR INDIVIDUALS

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

Acceptability as Proof				
for				
S.No	Document	Identity	Signature	Mailing Address
		(I)	(S)	(A)
1	Passport	Yes	Yes	Yes
2	PAN card	Yes	Yes	No
3	Driving License (laminated/non laminated)	Yes	No	Yes
4	Election ID / Voters' ID card	Yes	No	Yes
5	Employee ID card (only for corporate Salary account) with one more valid identity proof	Yes	Yes	No
6	ID Card of Government Dept/Defence dept/Police Dept/PSU entity/ Indian Post	Yes	Yes	No
7	Photo ID debit/credit card	Yes	Yes	No
8	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 *
9	Pension Book/Card	Yes *	Yes *	No
10	Marriage Certificate / Nikahnama for Women (along with identity document of Maiden name and valid address proof of the spouse)	Yes	No	Yes *
11	Defence Dependent's Card	Yes	No	No
12	Defence Ex-Service Man Card issued to defence employees	Yes	No	No
13	Citizenship Card issued in North Eastern States for ISA.	Yes *	Yes *	Yes *
14	Employer's letter certifying current mailing address only from private limited and public limited companies.	No	No	Yes
15	Latest electricity or telephone bill (landline/postpaid mobile)	No	No	Yes
16	Latest copy of Life Insurance policy or premium receipt	No	No	Yes
17	Latest house lease agreement duly stamped and registered	No	No	Yes
18	Bank account /credit card statement or passbook (first page)	No	No	Yes

19	Municipal Corporation Bill	No	No	Yes
20	Ration Card	No	No	Yes
21	In case of rural / semi urban customers, Identity / Residence proof certificates issued by the local administrative authorities like Gramsevak, Talathi or any other local authority may be accepted provided the Branch Manager is satisfied with regard to the authenticity and correctness of the same.	Yes	No	Yes
22	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
23	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.

OPENING OF ACCOUNTS BY ENTITIES OTHER THAN INDIVIDUALS:

Illustrative list of acceptable documents towards proof of identity	
a) Accounts of Companies (Private / Public Ltd. Companies)	Document
<ul style="list-style-type: none"> ➤ Name of the Company ➤ Principal place of business ➤ Mailing address of the company ➤ Telephone/Fax Number 	<ul style="list-style-type: none"> • Certificate of incorporation and Memorandum & Articles of Association • Resolution of the Board of Directors to open an account and identification of those who have authority to operate the account • Power of Attorney granted to its managers, officers or employees to transact business on its behalf • Copy of PAN allotment number • Copy of the Telephone Bill / Utility Bill • Latest Annual Return with the ROC acknowledgement • List of Directors and the Form 32s supporting their director status • Identity and Address Proofs as applicable to accounts of individuals for all signatories, the Chairman, the MD and

	signatories to Board Resolution and all authorized signatories.
b) Accounts of Partnership Firms	Document
<ul style="list-style-type: none"> ➤ Legal Name ➤ Address ➤ Names of all partners and their addresses ➤ Telephone numbers of the firm and partners 	<ul style="list-style-type: none"> • Registration Certificate, if registered • Partnership deed • Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf • Any officially valid document identifying the partners and the persons holding the power of attorney and their addresses • Telephone Bill in the name of firm/partners • PAN Card in the name of the firm
c) Accounts of Proprietorship Concerns	Document
<ul style="list-style-type: none"> ➤ Proof of the name, address and activity of the concern 	<ul style="list-style-type: none"> • Registration Certificate (in the case of a registered concern) • Certified/ license issued by the Municipal authorities under Shop & Establishment Act • Sales and IT returns • CST/VAT certificate • Certificate/registration document issued by Sales Tax/ Service Tax/ Professional Tax Authorities. • License issued by the registering authority like Certificate of practice issued by Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, Registration/Licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority/ Department, IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT, etc. <p>Any two of the above documents would suffice. These documents should be in the name of the proprietary concern</p>
d) Accounts of Clubs/Trusts/Charitable institutions & foundations	Document

<ul style="list-style-type: none"> ➤ Names of trustees, settlers, beneficiaries and signatories ➤ Names and addresses of the founder, the managers/directors and the beneficiaries ➤ Telephone/fax numbers 	<ul style="list-style-type: none"> • Certificate of registration, if registered • Power of attorney granted to transact business on its behalf • Any officially valid document to identify the trustees, settlers, beneficiaries and those holding Power of Attorney, founders / managers/ directors and their addresses. • Resolution of the managing body of the foundation/association • Telephone Bill
e) Cooperative Societies	Document
	<ul style="list-style-type: none"> • Certificate of Registration of the Society issued by Registrar/Competent Authority • Resolution of the Board to operate the A/c • Operating instructions and validity period • Licences issued to carry on business