



KYC is not just Know Your Customer's documents; it is much beyond that. It identifies the suitability and intents of customer's business relationships and the underlying risks during onboarding & tenure of the entire lifecycle.

info@Lacewood.in

**YOUR
BANK**



Savings Account

Current Account

Others - 1

Others - 2

Others - 3

Others - 4



KYC

KYC is not just Know Your Customer's documents; it is much beyond that. It identifies the suitability and intents of customer's business relationships and the underlying risks during onboarding & tenure of the entire lifecycle.

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YOUR BANK



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KYC

RESIDENT INDIVIDUALS



GENERAL



SR. CITIZEN



SALARY



MINOR



PENSION



LIC AGENT



HANDICAPPED



KRISHI



SMALL



EXECUTOR

NON-RESIDENT INDIVIDUALS



GENERAL



PIO / OCI



MINOR



SEA-FARER



RETURNED HOME



SALARY



STUDENT



FOREIGN AIRLINE



INDIAN ARMED FORCE



PEP

RESIDENT NON-INDIVIDUALS



HUF



SOCIETY, CLUBS, NGO, INST./UNIVERSITY, ASSOCIATION



TRUST, CHARITABLE & RELIGIOUS ENDOWMENT



FCRA



GOVT-SB-GOS



SELF HELP GROUP, FARMERS CLUB, BAR COUNCIL



SECTION 25



Savings Account

SAVINGS ACCOUNT

RESIDENT INDIVIDUALS



GENERAL

A GENERAL is a Natural Person with 18 years and above age-group.

Current Account

Others - 1

Others - 2

Others - 3

Others - 4

KYC



Recent passport-photo



PAN card copy & verify through NSDL site [tin-nsdl.com or incometaxindia.gov.in.] [PAN is applicable for annual income > 2.5 lakhs else obtain duly signed 49A /obtain duly signed Form 60]



OVD Officially Valid Documents [any one] - both ID & address proof

- Aadhar; Passport; Driving License;
- Voter ID Card; NREGA Job Card; NPR Letter



DEEMED OVD - [any one] - if address is different from OVD

- Latest Utility bill [Electricity/Telephone, Mobile, Gas/Water - not older than 2 months]
- Latest Property/Municipal tax receipt
- Pension payment order [PPO]
- Accommodation allotment letter [State/Central Govt, PSUs, SCBs, listed companies]
- Leave & License Agreements

IMPORTANT

- ✓ Verification of all docs with original & authentication by Bank official.
- ✓ Aadhar authentication thru e-KYC/OTP based mode.
- ✓ Upto 3 Joint Holders, with same KYC requirement & due diligence.

Docs & others

Doc Checklist

Sample AOF Form

Customer Due diligence

Name/Signature Mismatch

Form 60



Savings Account

Current Account

Others - 1

Others - 2

Others - 3

Others - 4

SAVINGS ACCOUNT

RESIDENT INDIVIDUALS



GENERAL

A GENERAL is a Natural Person with 18 years and above age-group.



Recent passport-photo



PAN card copy & verify through NSDL site [tin-nsdl.com or incometaxindia.gov.in.]

SrNo.	Documents
1.	Duly filled AOF
2.	Passport Sized Photograph
3.	PAN / Form 60
4.	OVD [for ID & Current Address Proof]
5.	Deemed OVD for Current Address [if applicable]
6.	Customer declaration for submission of updated OVD [if applicable]
7.	Name / Signature Mismatch declaration [if applicable]
8.	Field Verification Report

Docs & others

Doc Checklist

Sample AOF Form

Customer Due diligence

Name/Signature Mismatch

Form 60

IMPORTANT

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KYC



Savings Account

SAVINGS ACCOUNT

NON-RESIDENT INDIVIDUALS



GENERAL

A Non Resident Indian[NRI] GENERAL is an Indian Citizen holding Indian passport and residing outside India [except Nepal/Bhutan] for employment, studies, business or vocation

Current Account

Others - 1

Others - 2

Others - 3

Others - 4

KYC



Recent passport-photo



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OVD Officially Valid Documents [any one] - both ID & address proof
- Aadhar; Passport; Driving License;
- Voter ID Card; NREGA Job Card; NPR Letter



OVD for proof of NRI status [all]
- Valid Indian passport
- Valid Visa [Employment/Student/dependent/work permit/Residence permit]



DEEMED OVD - [any one] - if address is different from OVD
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- Pension payment order [PPO]
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- Leave & License Agreements



Additional docs - [as applicable]
- LOA Mandate
- Overseas Address Proof

IMPORTANT

✓ Verification of all docs with original & authentication by Bank official.

Docs & others

Doc Checklist

NRI Status Proof

Sample AOF Form

Customer Due diligence

Visa Clarification

Overseas Address Proof

Name/Signature Mismatch

Sample LOA Mandate



Savings Account

SAVINGS ACCOUNT

NON-RESIDENT INDIVIDUALS



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Current Account

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Docs & others

Doc Checklist

NRI Status Proof

Sample AOF Form

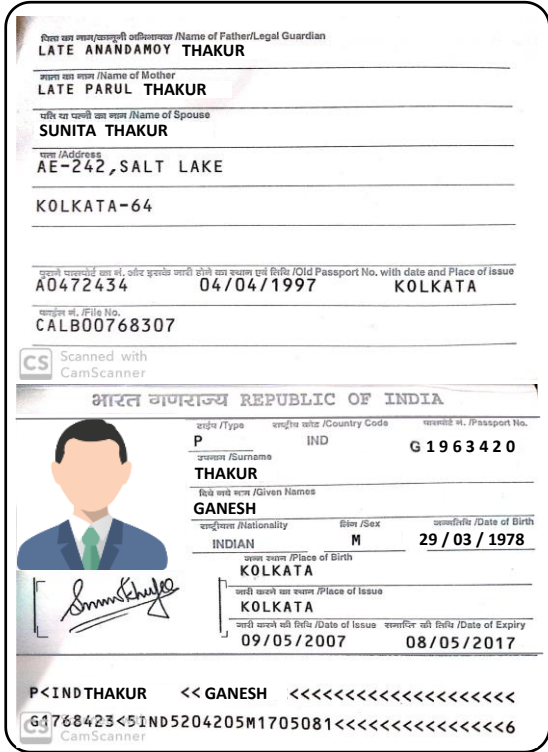
Customer Due diligence

Visa Clarification

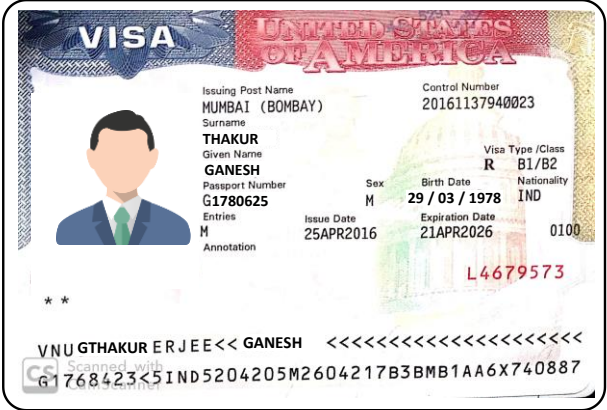
Overseas Address Proof

Name/Signature Mismatch

Sample LCA Mandate



Valid Indian Passport



Valid Visa

IMPORTANT

✓ Verification of all docs with original & authentication by Bank official.

KYC

YOUR BANK



Savings Account

SAVINGS ACCOUNT

RESIDENT NON-INDIVIDUALS



HUF

The Hindu Undivided Family [HUF] is a family that consists of a common ancestor and all his lineal male descendants and their wives and their unmarried daughters

Current Account

Others - 1

Others - 2

Others - 3

Others - 4

KYC



Recent passport-photo [of KARTA]



PAN card copy / Form 60 along with Form49A - in HUF name

OVD Officially Valid Documents [any one] - address proof in HUF Name

- PAN intimation letter & printout from site.
- Bank statement [last 3 months]/passbook & self signed cheque.
- Latest utility bill
- TAN allotment letter
- Registered property deed
- Registered rent agreement
- Certificate issued by state/Central Govt. authority
- Latest IT return
- Property tax receipt



KYC of KARTA - As per KYC of Resident Individual



Additional docs - [as applicable]

- HUF Letter
- HUF Mandate Letter

IMPORTANT

- ✓ Verification of all docs with original & authentication by Bank official
- ✓ At least 2 members are needed to form HUF & one member should be male
- ✓ After the death of KARTA, the female members can continue with the HUF
- ✓ If name of HUF is different from name of KARTA [ancestral HUF] obtain:
 - Death certificate of KARTA
 - Letter signed by all coparceners nominating new KARTA
 - HUF letter signed by all coparceners

Docs & others

Doc Checklist

Sample AOF Form

Customer Due diligence

HUF Letter

HUF Mandate



Savings Account

SAVINGS ACCOUNT

RESIDENT NON-INDIVIDUALS



HUF

The Hindu Undivided Family [HUF] is a family that consists of a common ancestor and all his lineal male descendants and their wives and their unmarried daughters

Current Account

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Date: 12/01/2021

To, Bank Name. DADAR, MUMBAI Branch.

Letter of Mandate for HUF

As our HUF firm wishes to open account with your Bank in the name of GANESH DHAR HUF, we declare that the first signatory to this letter i.e. GANESH DHAR is the karta/Manager of the joint family and other signatories are the adult co-parceners of the said HUF.

Please treat this as a mandate from us to: -

Collect/ Credit Cheques/remittances/Warrants/ Refund orders/ECS/RTGS/NEFT /instruments issued in favour of GANESH DHAR, being the karta in the account in the HUF A/c No. 000321006539 of GANESH DHAR HUF

We hereby undertake to indemnify the Bank in case of any loss/claims/damages/penalty/charges etc suffered by the Bank, on account of our aforesaid instruction/mandate.

Table with columns for Name of the Karta, Signature, Name and signature of adult co-parceners, and Name & date of birth of minor co-parceners. Includes entries for Aarti Ganesh Dhar, Sahil Rajnath Dhar, Pooja Sahil Dhar, and Aryan Ganesh Dhar.

(Minor, if any, has to be represented by Natural Guardian and sign accordingly).

Docs & others

Doc Checklist

Sample AOF Form

Customer Due diligence

HUF Letter

HUF Mandate

KYC



Savings Account

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Others - 1

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Others - 4

INDIVIDUALS



RESIDENT INDIAN



NON RESIDENT INDIAN

NON INDIVIDUALS



COMPANY / PVT. LTD.



PROPRIETOR



PARTNER



LLP



HUF



TRUST



JOINT VENTURE



GOVERNMENT



SOCIETY, CLUBS, ASSOCIATION, BODY OF INDIVIDUALS



SECTION 25, FCRA, EEFC

KYC



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CURRENT ACCOUNT

INDIVIDUALS



RESIDENT INDIAN

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Recent passport-photo



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- Pension payment order [PPO]
- Accommodation allotment letter [State/Central Govt, PSUs, SCBs, listed companies]
- Leave & License Agreements



Additional docs - [FOR ACCOUNTS OF EXECUTOR / ADMINISTRATOR]

- Account name & style - Executor/Administrator of <name> - Deceased"
- Death Certificate of Deceased person
- Copy of Will [if applicable]
- Original Probate [For Certified true copy by the court]

IMPORTANT

- ✓ Verification of all docs with original & authentication by Bank official.
- ✓ Aadhar authentication thru e-KYC/OTP based mode.
- ✓ Upto 3 Joint Holders, with same KYC requirement & due diligence.



Docs & others

Doc Checklist

Sample AOF Form

Customer Due diligence

Name/Signature Mismatch

Form 60

Form 49A

KYC



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INDIVIDUALS



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SrNo.	Documents
1.	Account Opening Form
2.	Passport Sized Photograph
3.	PAN / Form 60
4.	OVD [for ID & Address Proof]
5.	Deemed OVD for Current Address [if applicable]
6.	Age Proof [For Minor / Senior Citizen]
7.	Guardianship Certificate [if applicable]
8.	Death Certificate [Account of EXECUTOR / ADMINISTRATOR]



Docs & others

Doc Checklist

Sample AOF Form

Customer Due diligence

Name/Signature Mismatch

Form 60

Form 49A

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CURRENT ACCOUNT

NON INDIVIDUALS



COMPANY / PVT.LTD.

A PVT. LTD. OR PUBLIC LTD. COMPANY is a company incorporated under the Companies Act, 1956 & subsequent amendments

KYC

FOR ENTITY

Proof of Existence of Company

- Memorandum of Association [MOA]
- Articles of Association [AOA]
- Certificate of Incorporation
- License issued by the Registering authority
- INC 21 with ROC receipt [for Public Limited company].



Proof of Address

- Bank Statement
- Latest Utility bill
- Property deed [in company name]
- MCA website printout



PAN - PAN card copy & verify through NSDL site

- [tin-nsdl.com or incometaxindia.gov.in.]
- PAN Card Application Acknowledgement [for New Companies which are <90 days old]



Board Resolution

- Resolution signed by directors to define MOP & auth. Signatories



FOR DIRECTORS/SIGNATORIES/KEY MANAGERIAL PERSONS / [BOs/POA HOLDERS]

Recent passport-photo



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- Leave & License Agreements



Beneficial Owner [BO] declaration - in prescribed formats



Docs & others

Doc Checklist

Sample BR

Sample AOF Form

Customer Due diligence

Proof of Existence

Docs - Proof of Address

Activity specific docs

BO - information

NOC from Lending Bank



Savings Account

Current Account

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KYC

CURRENT ACCOUNT

NON INDIVIDUALS



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ABCD Limited

5th Floor, Tower B
Worli Naka,
Mumbai – 400 123

FOR ENTITY

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF ABCD LIMITED ON 18 MAY 2019 AT 5TH FLOOR, TOWER B, WORLI NAKA, MUMBAI – 400 123

Proof of Existence

- Memorandum
- Articles of Association
- Certificate of Incorporation
- License
- INC 21

“RESOLVED THAT in partial modification of all the resolutions earlier passed the operating instructions in context of the A/c of the Company held with Bank (“the Bank”) bearing A/c No. 123456789012345 be changed in the following manner;

- a) Removal of Mr. Ram Madhav as an authorised signatory
- b) Addition of Mr. Sham Roy as an authorised signatory

the Bank so that the persons authorised to operate the A/c shall be the signatories as per set out in the below mentioned table be and are hereby authorised to operate such A/c including, use of the facilities relating to Balance Inquiry, Transaction Details, Statement Request, Duplicate Deposit Confirmation Request and Cheque Book Request (hereinafter referred to as “the said Facilities”) through the Bank’s Phone Banking Facility, Net Banking Facility or otherwise on behalf of the Company, to give instructions to the Bank and to do all other acts, deeds & things on behalf of the Company related to the operation of the said bank A/c”.

“RESOLVED FURTHER THAT said authorised signatories be and are hereby authorised to issue cheques, drafts, bills, promissory notes, acceptances, negotiable instruments, deposit receipts and other orders expressed to be drawn, accepted, endorsed made or given on behalf of the Company for the purpose of operating the current A/c and in accordance with the authority mentioned against their names:

Name / Group with respective limits	Authorised Signatory
Mandatory signature in all transactions	Mr. Vinod Ahuja
JOINTLY WITH	
Any one from this List	Mr. Sham Roy Mr. Manoj Kumar Mr. Sameer Kant

“RESOLVED FURTHER THAT any of the Directors or Company Secretary of the Company be and is hereby authorised to forward a copy of this resolution to such authority as deemed to be necessary for giving effect to the above resolution.”

For ABCD Limited

Gautam Khanna
 Company Secretary



RESOLUTIONS/KEY DOCUMENTS [BOs/POA HOLDERS]

through NSDL site [tin-... applicable for annual... obtain duly signed...]

Docs & others

- Doc Checklist
- Sample BR
- Sample AOF Form
- Customer Due diligence
- Proof of Existence
- Docs - Proof of Address
- Activity specific docs
- BO - information
- POA PAN Card

YOUR BANK