

**SRI RAMA CO-OPERATIVE BANK LTD.,**  
**NO. 146, 7<sup>TH</sup> CROSS, MALLESHWARAM, BANGALORE-560 003.**

**KYC POLICY**

It is decided to implement “Know your Customer Guidelines” in our bank in Pursuance of RBI Guidelines and it is also decided to obtain the following documents while opening of new accounts and to apply the same procedure in respect of existing accounts in future.

**I for Identification: following documents to be obtained from individuals.**

- (1) Election Identity Card.
- (2) Pass port.
- (3) Driving Licence.
- p(4) Income Tax Pan Card.
- (5) I.D.Card issued by the State or Central Government & Defence Ministry.
- (6) I.D.Card Issued by the employer.
- (7) Pension Book.
- (8) Aadhar Card.
- (9) Health Insurance Card & other agreeable documents if any.

**II For Address Proof:-**

- (01) Voters ID Card issued by the Election Commission.
- (02) Latest telephone bill.
- (03) Latest electricity bill.
- (04) Income Tax or Wealth Tax assessment order.
- (05) Salary slip issued by the employer.
- (06) Tax paid on houses/Rent receipts/lease agreements.
- (07) A letter issued by the employer to the employee for Identity and address.
- (08) Aadhar Card.
- (09) Bank Pass Book & other agreeable documents if any.

**III For Companies:**

Certificate of incorporation and Memorandum and 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 letter, Copy of the telephone bill, copy of the tin number if any, etc.,

**IV For Partnership firms:**

Registration certificate if registered, partnership deed, Power of attorney granted to operate the account on its behalf and their Addresses and telephone bills in the name of firm or partners.

**V For Trusts and Foundations:**

Certificate of registration if registered, Power of attorney granted to transact business on its behalf any officially Valid documents 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 etc.,

**VI Customers recent Photographs.****VII Income Tax PAN/Declaration in Form No.60/61.**