



Documents required for opening deposit accounts.

Reserve Bank of India has directed banks in India to follow certain customer identification procedure for opening of accounts, in line with the provisions of Prevention of Money-Laundering (Maintenance of Records of the Nature and Value of Transactions, the Procedure and Manner of Maintaining and Time for Furnishing Information and Verification and Maintenance of Records of the Identity of the Clients of the Banking Companies, Financial Institutions and Intermediaries) Rules, 2005. Accordingly, all customers are requested to produce certain documentary proofs while opening account with IVBL, in support of their identity, address, signature etc.

1) Documents required for ‘Individual Customers’:

- a) Recent Photograph,
- b) Copy of a valid Identity proof (eg: Passport, Driving Licence, Voters Identity card, Pan card.)
- c) Copy of a valid address proof ((eg: Latest telephone bill)
- d) Copy of a valid document as proof of signature (eg: Passport, Driving Licence)
- e) Copy of Pan Card or Form 60/61.

2) Documents required for ‘Non Individual Customers’:

- a) Copy of a valid Identity proof (eg: Sales Tax registration, IT Assessment Order, Registration under Shops & Establishment Act etc.
- b) Copy of a valid address proof ((eg: Latest telephone bill)
- c) In addition to the above documents, copies of the following documents also need to be produced :
 - For Sole proprietorship: – PAN or Form 60/61, Sole proprietor letter for being owner of the Sole Proprietorship
 - Partnership firms: PAN or Form 60/61, and Partnership deed
 - For Trusts– PAN or Form 60/61, Trust Deed including supplemental deed for change in the Trustees and, resolution to open the account.
 - For Society/Club - Byelaws /Copy of Rules/Registration under Societies Registration Act and resolution to open the account
 - For Limited Companies – MOA, AOA, Certificate of incorporation, Certificate of commencement of Business (Public Ltd Co), Annual Return and or Form 32 with ROC acknowledgement (where there is a change in directors), Board Resolution with authority to open and operate the account, NOC from other banks for credit limits and PAN
 - For HUF – PAN or Form 60/61.
 - Documents as required for any individual customers, are also required for: all authorized signatories of a ‘Non Individual Customer’, for sole proprietor of proprietorship concerns, two principal partners and partners



with majority stake (share capital of 10% and above) for partnership firms, and Karta and adult co-parceners of HUFs.

All copies of documents should be self attested /duly certified, and the original of the document shall be produced for verification. For the list of all acceptable documents or any further clarifications, please contact your nearest IVBL branch.