

KYC declaration for Non individuals

To,
 The Branch Manager,
 The Andhra Pradesh State Co-Operative Bank Ltd.
Branch.

Subject: Updation of KYC Information

Customer Relation No/CIF No_.....

Name of the Company/Organization:.....

Dear Sir/ Madam,

This has reference to your letter requesting for updation of information. Please update the following information in your records.

Section- A

Type of Business	Manufacturing/Service/Trading/Others Please Specify
Nature of Business/Activity	
Annual Turnover/Income(Rs) (Last F.Y)	
Annual Turnover/Income(Rs) Current FY Projected)	
PAN Card Number: (Attach duly self-attested copy of PAN card)	

Section-B- Beneficiary Owner (BO)

- ☐ I Have submitted BO details at the time of account opening and there is no change in details already furnished.
- ☐ I Haven't submitted BO details at the time of opening/BO details have under gone change. Please find the current BO details along with applicable documents attached herewith.

Section C- Address:

- ☐ There is no change in my mailing address
- ☐ I wish to change my mailing address /Contact details

Section - D (To be mandatorily information filled in case of change in mailing enclosed address/contact the self-attested details)

Please update the following in your records. Also is copy of address proof.

New address (Address for which proof has been submitted, this will be updated as New address in Bank records)	
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We confirm the above information furnished is true and correct and the said details may please be updated in your records.

Signature with Stamp

Place:

Date: -

Indicative list of documents for non- Individuals

Sole Proprietorship concerns- (Any Two Entity proofs in the proprietorship concern's name Indicative list)

- ◆ Shops & Establishments License
- ◆ Sales Tax (ST) / Central Sales Tax (CST) / Value Added Tax (VAT) / TIN Certificate
- ◆ TAN Allotment Letter
- ◆ Excise Registration Certificate
- ◆ Registration License / Certificate issued by Profession Tax department
- ◆ IEC (Import Export Code Certificate) in the name of the firm
- ◆ Latest IT Returns filed (Copy of ITR 4/4S submitted along with acknowledgement) in the name of the proprietor where income of the firm should be reflected.
- ◆ Valid APMC (Agricultural Produce Market Committee) License under the APMC act by the local APMC Board Authorities.
- ◆ Utility Bill (Elec/Landline Tele / Broadband bill not more than 3 months old or property Tax/Water Tax bill not more than 1-year-old) in the name of entity.

Partnership Firm - (Any one entity proof & One Address proof in Firm name)

Entity Proof	Address Proof
Latest Deed	Utility Bill
Copy of PAN	Address mentioned on a registered partnership deed
Registration Certificate -if deed is registered	

Liability Proof Partnerships - (Any one entity proof & One Address proof in Firm name)

Entity Proof	Address Proof
LLP Agreement	Utility Bill
Certificate of Incorporation	Address mentioned on a registered LLP Agreement
Copy of PAN	

Hindu Undivided Family- (Any one entity proof & One Address proof in Firm name)

Entity Proof	Address Proof
Copy of PAN Card	Utility Bill in the name of Karta
HUF Deed	Valid Passport, Aadhar, Election ID card in name of Karta
	Valid Permanent Driving license in the name of Karta

Private /Public Limited Companies - (Any one entity proof & One Address proof in Firm name)

Entity Proof	Address Proof
Certificate of incorporation	Utility Bill
Certificate Commencement of business (for limited of Companies incorporated under companies Act 1956)	Certificate from Company Secretary indicating the details the of registered office, business office, mailing address
Copy of PAN card	Service Tax Registration
Updated Memorandum & Articles of Association	

Trust /AOP (association of Persons) /Society - (Any one entity proof & One Address proof in the entity / body's name)

Entity Proof	Address Proof
Certificate of Registration	Utility Bill
Copy of PAN Card	Bank Statement
Deed / By Laws	80G /12A Certificate indicating the mailing address.