Latest photograph

(In case of change in KYC details)

Date:

To,

The Branch Manager,

Kotak Mahindra Bank Ltd

Subject: Updation of KYC information related to my Customer Relationship No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section A – Personal:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| F | I | R | S | T | N | A | M | E |   | M | I | D | D | L | E | N | A | M | E |   | S | U | R | N | A | M | E |

***Customer Name:***

N

Y

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |

***Do you wish to update Aadhaar Number in the Bank records? If Yes, Aadhar No.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |

***Do you wish to link your Aadhaar Number to your***

N

Y

***Primary Account Number held with the Bank? If Yes, Account***

 ***No***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |

***PAN No -***

**Section B – Occupation & Income:**

|  |  |
| --- | --- |
| Occupation  |   Salaried Self Employed Student Housewife Politician Student Others (pls specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Annual Income (Rs.) |  |
| Name of Organization (if salaried)& Designation |  |
| Nature of Business Activity (if self- employed) |  |

**Section C – Address & Contact:**

 There is no change in my mailing address.

 I wish to change my mailing address/contact details

***Section D – (To be filled ONLY IF THERE IS A CHANGE in the mailing address/contact details)***

Please update the following information in your records.

|  |  |
| --- | --- |
| New Mobile Number (this will be updated in Bank Records.) – to be supported with identity proof document |  |
| New Address(Address for which Proof has been submitted, This will be updated as the New Address in Bank records) |  |

I, do hereby solemnly declare, that the information provided above with respect to my account is up to date and correct.

Place: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Customer Acknowledgement Copy: (Applicable if submitted at the branch)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D  | D  |  M | M  |  Y | Y  | Y  | Y  |

**Service Request No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acknowledgement date:**

**Signature of the Bank Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Instructions / Checklist for filling Re-KYC declaration***

1. Please provide self attested address proof document, in case there is change in address
2. In case of change in contact details identity proof document will also be required
3. In absence of valid address proof, the address proof of a close relative with whom account holder is residing may be provided along with a declaration from the close relative, and the close relative's ID and address proof.
4. Incase of joint accounts separate forms need to be filled by the joint holders.
5. Self attested copy of Aadhaar card has to be attached for Aadhaar number updation. The account number mentioned in this form will be linked with the Aadhaar number.
6. Self attested copy of PAN card has to be attached for PAN updation
7. Please contact the nearest branch to know more details.

***Valid list of documents for individuals***

***Documents for establishing proof of identity and address: (submit any one)***

1. Valid Passport
2. PAN card
3. E-Aadhaar letter downloaded from UIDAI site/Aadhaar card issued by government of India.
4. Valid Permanent Driving license
	1. DL issued by state of Maharashtra not acceptable as address proof document.
	2. Driving License, irrespective of the same being issued in any state, if it bears a notation “Not to be accepted as address proof” then the same will not be acceptable as address proof. The same can still be accepted as identity proof
5. Election Card / Voter’s ID card
6. Job card issued by NREGA
7. Identity Card with applicant’s photograph issued by Central / State Government Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions
8. Letter issued by a Gazetted Officer containing the name, photograph and address of the individual. The photograph has to be duly attested by the Gazetted Officer