



Inspection Department, Corporate Office, Royapettah, Chennai 600014

For the kind attention of our Customers,

As per the guidelines of Government of India & Reserve Bank of India, all bank accounts should be KYC (Know Your Customer norms) compliant. The Customers are requested to ensure that the KYC details are updated in your account on or before 31.03.2013 to ensure smooth service.

DOCUMENTS TO BE PRODUCED:

A. INDIVIDUAL CUSTOMERS

1. Identity proof of the customer
2. Address/Location
3. Recent photograph

NON-INDIVIDUAL CUSTOMERS: (For individual/s owning/operating the accounts)

- 1 Identity of the customer
- 2 Address/Location
- 3 Recent photograph &

COMPANY / FIRM (any two of the following) viz.,

- 1 Certificate of Registration issued by Registrar of Companies/Firms etc
- 2 Certificate of Registration issued by Sales Tax / Service Tax / Professional Tax authorities
- 3 License issued by the Local authorities, Panchayat / Municipal authorities
- 4 License issued by Authorities established by Central/State Governments
- 5 Utility Bills such as Electricity, Water, Landline telephone Bills etc.

Please contact your home branch for any clarifications.

D P SINGH,
GENERAL MANAGER (I & C)