


**CIF (Customer Information File) Opening Form  
for NON-Personal CIF (Full KYC)**

..... Branch

I request the Bank to open account(s)/provide services opted by me/us &amp; the required entity / individual details are given below:

**Customer Name & Address** (ALL IN BLOCK LETTERS PLEASE) (Please ✓ wherever applicable)

Particulars	Details of Applicant	Other Details	
NAME OF ENTITY		CONSTITUTION	Proprietary / Partnership
			Pvt. Ltd. / Public Ltd / L L P
NATURE OF ACTIVITY			Trust / J H U / S H G / N G O
ADDRESS (REGISTERED OFFICE)		DATE OF INCORP.	___ / ___ / ____.
		PHONE No.	
		PHONE No.	
		FAX No.	
CITY & PIN CODE		E MAIL ID.	
STATE		PAN No.	
ADDRESS (FACTORY)		TAN No.	
		CST/VAT No.	
CITY & PIN CODE			
STATE			

**Particulars of Identification / Introduction**
**A. Any one document from each of the under-noted 2 lists, for Identity and proof of address**

List I (latest/recent)	put ✓	List II (latest/recent)	put ✓
1. Memorandum of Association	<input type="checkbox"/>	1. Telephone Bill	<input type="checkbox"/>
2. Articles of Association	<input type="checkbox"/>	2. Bank account statement	<input type="checkbox"/>
3. Board Resolution	<input type="checkbox"/>	3. Income/Wealth tax assessment order	<input type="checkbox"/>
4. Partnership Deed	<input type="checkbox"/>	4. Credit Card Statement	<input type="checkbox"/>
5. Trust Deed	<input type="checkbox"/>	5. Electricity Bill	<input type="checkbox"/>
6. Joint Hindu Family letter	<input type="checkbox"/>	6. Certificate/License under Shops & Establishment Act	<input type="checkbox"/>
7. Minutes of SHG meeting	<input type="checkbox"/>		
8. CST/VAT certificate	<input type="checkbox"/>		
9. Certificate by Sales/Service/Prof. tax authorities	<input type="checkbox"/>		
10. Certificate/Licence under Shops & Establishment Act	<input type="checkbox"/>		

**B. Introduction from an existing account holder of the branch**

Name of the Introducer ..... Type of account and a/c No.....

Address of the introducer.....

..... PIN CODE..... Phone No..... Account held since .....

I hereby introduce the above named applicant(s) and certify that I know Mr/Ms..... for the past ..... months/years and confirm his/her occupation and address as stated in this application. I also attest his/her signature(s).

..... Signature of the Introducer	<b>Signature of the introducer / KYC particulars are verified by me. CIF (CUSTOMER INFORMATION FILE) FOR THIS CUSTOMER MAY BE OPENED.</b> Signature of the verifying Official ..... Name of the verifying officer with SS No. ....
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**Details of Beneficial Owners**

Name	Designation	Signature	Personal CIF No.

Date : \_\_\_ / \_\_\_ / \_\_\_\_

 Risk Category Low  Medium  High 

 Created by : Initial \_\_\_\_\_ Authorised by : Initial \_\_\_\_\_ Entity CIF No.: 

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**CDPC use** : (if applicable)

Date of updation at CDPC : \_\_\_ / \_\_\_ / \_\_\_\_

 Updated by :  
Initial. with name

 Authorised by :  
Initial with name & SS No.