



The Surat People's Co-op Bank Ltd.

Estd.: 1922

Scheduled Bank

Regd./Central Office: "Vasudhara Bhavan", Timaliyawad, Nanpura, Surat - 395001.
Tel.: (+ 91-0261) 246 4621 to 4624 Fax: (+ 91-0261) 246 4577 & 4592
email: info@spcbl.in website: www.spcbl.in

KYC REQUIREMENT FORM

Date:

Account no.:

A/C TYPE

DOCUMENT REQUIRE

INDIVIDUAL

Passport size photo (Two copies)

PHOTO ID (ANY ONE)

PAN card

Driving licence

Passport

Voter's Identity Card

ADDRESS PROOF (ANY ONE)

Electricity bill

Telephone bill

Ration card

Bank account statement

Gas Bill

Letter from any recognized public authority

Letter from employer (subject to satisfaction of the bank)

Job card issued by NREGA duly signed by an officer of the State Government

The letter issued by UIDAI containing details of name, address and Aadhaar number

Letter from a recognized public authority or public servant verifying the identity and residence of the customer

PROPRIETORSHIP FIRM

Certificate/licence issued by the Municipal authorities under Shop & Establishment Act, ▲

Sales and income tax returns ▲ CST/VAT certificate ▲

Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities ▲

For Professionals only Licence issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, registration/licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority/Department, ▲

IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT, etc. ▲

Registration certificate (in the case of a registered concern) ▲

PARTNERSHIP FIRMS

PAN card of Firm * ▲

Partnership deed * ▲

Registration certificate ▲

Telephone bill in name of Firm ▲

Sales and Income Tax Returns ▲

CST/VAT certificate ▲

Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf, if any

COMPANIES PVT. LTD. / LTD.

PAN Card * ▲ Telephone/Fax bill in name of company ▲

Certificate of incorporation and Memorandum & Articles of Association * ▲

Resolution of the Board of Directors to open an account and identification of those who have authority to operate the account * ▲

Power of Attorney granted to its managers, officers or employees to transact business on its behalf, if any

TRUSTS & FOUNDATIONS

Certificate of registration ▲

Trust Deed * ▲

Power of Attorney granted to transact business on its behalf, if any * ▲

PAN Card of Trust * ▲

Resolution of the managing body of the foundation/association

Telephone bill in name of trust ▲

* Mandatory

▲ Any Two