

The Illustrative list of information to be obtained for on-boarding a customer is provided below: -

### **1. For Individual**

- (i) Full name, including any aliases;
- (ii) Account Opening Form
- (iii) Document in respect to Identity of the Customer;
- (iv) Date of birth;
- (v) Nationality;
- (vi) Legal domicile;
- (vii) Current residential address; (other than a post office box address);
- (viii) Contact details such as personal, office or work telephone numbers.
- (ix) PAN or equivalent document / Form 60
- (x) FATCA Declaration
- (xi) Two recent Photograph
- (xii) Occupation or profession, name of employer and location of activity; (wherever applicable)
- (xiii) Information regarding the nature of the business to be conducted; (wherever applicable)
- (xiv) Information regarding the origin of the funds; and (wherever applicable)
- (xv) Information regarding the source of wealth or income. (wherever applicable).
- (xvi) Any other document sought by the Bank.

**Note:** The address of a customer should enable the bank to physically locate the customer.

### **2. For Legal Person or Legal Arrangement**

- (i) Identification of the legal form, constitution and powers that regulate and bind the legal person or legal arrangement.
- (ii) Verification of the identity of each related or connected party viz. Directors/Authorised Signatory/Power of Attorney holder/ Beneficial Owner (as applicable for Individual given under point no 1 above)
- (iii) PAN or equivalent document prevalent in the home jurisdiction
- (iv) Account Opening Form (available under Download section)
- (v) Latest Audited Financial Statements
- (vi) FATCA / CRS (of Directors/ Authorized Signatory / Beneficial Owners & Entity- Format available under Download section)
- (vii) Telephone/Passport Undertaking (available under Download section)
- (viii) At least one document in support of
  - a. The declared profession/ activity
  - b. Nature of Business
  - c. Income/Turnover

**The illustrative list of documents, which may be submitted along-with Account Opening Form (AOF) for verification of the identity of Legal Person or Legal Arrangement, are as follows:**

**A. In case of Company**

1. Certificate of incorporation;
2. Memorandum and Articles of association;
3. PAN or equivalent document prevalent in the home jurisdiction of the company;
4. A resolution from the Board of Directors of the company to open an account with Punjab National Bank, IBU, GIFT City, Gandhinagar and list of Authorized Signatory (ies) along with their Specimen Signature(s) to transact on its behalf
5. Such OVDs as are required for verification of the identity of the Directors/Authorised Signatory/Power of Attorney holder/ Beneficial Owner

**B. In case of Partnership/limited liability partnership**

1. Registration certificate;
2. Partnership deed/limited liability partnership deed;
3. PAN or equivalent document prevalent in the home jurisdiction of the partnership firm;
4. Such OVDs as are required for verification of the identity of the beneficial owners, managers, officers or employees, or power of attorney holders, as the case may, who are authorised to transact on behalf of the partnership firm;
5. Such other documents as may be required by the Regulated Entities to collectively establish the existence of such partnership firm.

**C. In case of Trust**

1. Registration certificate;
2. Trust deed;
3. PAN or equivalent document prevalent in the home jurisdiction of the trust;
4. Such OVDs as are required for verification of the identity of the beneficial owners, managers,
5. officers or employees, or power of attorney holders, as the case may, who are authorised to transact on behalf of the Trust.

**D. In case of Unincorporated Associations/ Bodies**

1. Resolution of the managing body of such association/body;
2. PAN or equivalent prevalent document in the home jurisdiction;
3. Power of attorney granted to transact on its behalf;
4. Such OVDs as are required for verification of the identity of the beneficial owners, managers, officers or employees, or power of attorney holders, as the case may, who are authorised to transaction on behalf of the Unincorporated Associations/ Bodies;

5. Such other documents as may be required by the Bank to collectively establish the existence of such association/body.

**Guidance for verification of the identity of the customers:**

Verification of identity may be made through following documents (known as Officially Valid Documents "OVD"):

- (i) Passport;
- (ii) Driving license;
- (iii) Proof of possession of Aadhar number (for Indian Nationals);
- (iv) Voter's Identity Card issued by Election Commission of India (for Indian Nationals);
- (v) For foreign nationals, the national identity card and voter identification card, by whatever name called, issued by the Government of foreign jurisdictions or agencies authorized by them capturing the photograph, name, date of birth and address of a foreign national.

In case of on-boarding of customer through non-face to face mode, copy of the OVD must be certified to be a 'true copy' and such certification may be carried out by any one of the following: -

- (i) Authorised official of a bank located in a Financial Action Task Force (FATF) compliant jurisdiction with whom the individual has banking relationship;
- (ii) Notary Public (outside India);
- (iii) Court Magistrate (outside India);
- (iv) Judge (outside India);
- (v) Certified public or professional accountant (outside India);
- (vi) Lawyer (outside India);
- (vii) The Embassy/Consulate General of the country of which the non-resident individual is a citizen; or
- (viii) any other authority as may be specified by the Authority (IFSCA).

**Note:** The person certifying the OVD should be contactable and certified copy of OVD should be dated, signed and marked with 'original sighted/verified'.