



Date : **Re-KYC form for Legal Entity (Non-Individuals)**

To,  
 The Branch Manager,  
 Model Co-op Bank Ltd.

Subject : Updation of KYC Information related to Customer ID no. \_\_\_\_\_

Name of the Company/Organisation : \_\_\_\_\_

Dear Sir/Madam,  
 This has reference to your letter requesting for updation of information. Please update the following information in your records.

**Entity Constitution Type**

<input type="checkbox"/> A - Sole Proprietorship	<input type="checkbox"/> B - Partnership Firm	<input type="checkbox"/> C - HUF
<input type="checkbox"/> D - Private Limited Company	<input type="checkbox"/> E - Public Limited Company	<input type="checkbox"/> F - Society
<input type="checkbox"/> G - AOP/BOI	<input type="checkbox"/> H - Trust	<input type="checkbox"/> I - Club
<input type="checkbox"/> J - Limited Liability Partnership	<input type="checkbox"/> K - Artificial Juridical Person	<input type="checkbox"/> Z - Others

**Entity/Company details :**

Type of Business	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Real Estate <input type="checkbox"/> Service Provider <input type="checkbox"/> Trader <input type="checkbox"/> Agriculture <input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Stock Broker <input type="checkbox"/> Comm. Agent <input type="checkbox"/> Others (pls specify _____)
Nature of Business / activity	
Annual Turnover / Income :	(Rs. In Lakh)
Preferred Email ID :	
Preferred Mobile No. ;	
Permanent Account Number :	(PAN of Entity OR Proprietor in case of Sole Proprietorship Firm)

**Beneficial Owner (BO) :**

- We have submitted BO details as per revised rule applicable w.e.f. March 2023 & there is no change in the details already provided.
- We have not submitted BO details as per revised rule applicable w.e.f. March 2023 & hence please find the current BO details along with applicable documents attached herewith.

**Address & Contact Details :**

- There is no change in my / our contact details / mailing address or other details viz. authorised signatories, mode of operation et
- I wish to change the mailing address/contact details / authorised signatories / mode of operation etc. Attached are the KYC documents matching with the new details for the purpose of Re-KYC updation.

**To be filled ONLY IF THERE IS A CHANGE in the mailing address :**

Please update the following address in your records. Also enclosed is the self-attested copy of address proof.

New Address :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FATCA / CRS Declaration :**

- I/We have submitted FATCA/CRS details and there is no change in the details already furnished.
- I/We have not submitted FATCA/CRS details and hence find the FATCA/CRS declaration enclosed.

I / We, do hereby solemnly declare and confirm, that the information furnished above is true, correct and complete.

Signature : \_\_\_\_\_  
 (As per mode of operation in Account)

Place & Date : \_\_\_\_\_

### Important points

Customer to provide self attested copy of Officially Valid Documents (OVD's) for identity and address proof and carry originals for verification when visiting the branch.

#### List of acceptable documents for Non-Individuals

##### Proprietorship Firm (Any 2 Entity proofs in the name of the proprietorship firm)

Registration Certificate including Udyam Registration Certificate (URC)
Shops & Establishment Licence Certificate or Form 'G'
CST/ VAT/GST Registration Certificate /NITI Udyog registration Certificate
Certificate/registration document issued by the Sales Tax/Service Tax / Professional Tax authorities.
IEC (Import Export Code) Certificate issued by DGFT
The latest & complete Income Tax return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax authorities
Utility bills (Electricity, landline telephone) not more than 2 months old) in the name of the entity

Copy of Identity & Address proof (Passport, Aadhaar, Election ID Card, Driving Licence) in the name of Sole Proprietor

##### Partnership Firm (Any one Entity proof and address proof in the name of the Firm)

Registration Certificate
Partnership Deed / LLP Agreement & Certificate of Incorporation
PAN of the firm
Address proof of firm (Utility Bill/Address on Registered Partnership Deed/Any Entity proof document as mentioned in Proprietorship section above)

##### Private / Public Limited Company (Any one Entity proof and address proof in the name of the company)

Certificate of Incorporation
Memorandum & Articles of Association
Certificate of commencement of business (for limited companies incorporated under Companies Act 1956)
PAN of the company
Address proof of company (Any Entity proof document as mentioned in Proprietorship section above)
Resolution indicating details of directors etc.

##### Trust / Association of Persons / Society (Any one Entity proof and address proof in the name of the entity)

Certificate of Registration
Trust Deed / Bye Laws
PAN copy
Address proof of entity (Utility Bill)
Resolution

##### Hindu Undivided Family (HUF) (Any one Entity proof and address proof in the name of the HUF)

HUF Deed
PAN copy
Address proof in the name of the Karta (Valid documents – Passport, Aadhaar, Election ID, Driving Licence)

#### ACKNOWLEDGEMENT COPY FOR CUSTOMER

Date :

Dear Sir / Madam

The Bank has received your request for periodic updation of KYC in Customer ID No. \_\_\_\_\_

Account No. \_\_\_\_\_

Signature of the Bank Official