

# PLATINUM DEPOSIT PLAN

*For Individuals/  
Trusts & Institutions*

## Credit Rating 'A A A'

'FAAA' & 'MAAA' rating affirmed consecutively for over a decade by CRISIL & ICRA respectively.

## ELECTRONIC CLEARING SERVICE (ECS)

Payment of interest will be made only through ECS where this facility is available.

## SPECIFIED INVESTMENT

HDFC Trust deposits is a specified investment under Section 11(5) (ix) of the Income Tax Act, 1961.

## QUICK LOAN FACILITY

Loan against deposit is available after 3 months from the date of deposit upto 75% of the deposit amount, subject to the other terms and conditions framed by HDFC. Interest on such loans will be 2% above the deposit rate. *This facility is not available for deposits from minors and NRIs.*

## TAX DEDUCTION AT SOURCE

No tax deduction at source on interest paid / credited upto ₹ 5000/- per branch in a Financial Year.

### INTEREST RATES ON DEPOSITS BELOW ₹ 1 CRORE (p.a.)

Platinum Deposit Plan (Period)	Monthly Income Plan	Quarterly Option	Half-Yearly Option	Annual Income Plan	Cumulative Option*
<b>15 months</b>	<b>9.40%</b>	<b>9.45%</b>	<b>9.55%</b>	–	<b>9.75%</b>
<b>22 months</b>	<b>9.20%</b>	<b>9.25%</b>	<b>9.35%</b>	<b>9.55%</b>	<b>9.55%</b>
<b>33 months</b>	<b>9.40%</b>	<b>9.45%</b>	<b>9.55%</b>	<b>9.75%</b>	<b>9.75%</b>
<b>Minimum Amount (₹)</b>	<b>40,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

\* For Cumulative Option, interest is compounded annually.

### Additional Interest Rates (% p.a.)

Senior Citizen (60 years and above)	0.25
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LIMITED  
PERIOD  
OFFER

**RATES EFFECTIVE FROM  
MAY 18, 2011**

- INTEREST RATES FOR DEPOSITS OF ₹ 1 CRORE AND ABOVE WOULD BE AS PER THE EXTANT GUIDELINES.
- INTEREST RATES ARE SUBJECT TO CHANGE AND THE RATE APPLICABLE WILL BE THE RATE PREVALENT ON THE DATE OF DEPOSIT.

Cheque should be drawn in favour of  
"Housing Development Finance Corporation Ltd." or "HDFC Ltd." and marked "Account Payee only"



Regd. Office: Ramon House, H T Parekh Marg, 169, Backbay Reclamation, Churchgate, Mumbai 400 020.  
Toll Free No. 1-800-22-2022 (From MTNL & BSNL Phones)  
www.hdfc.com

*Our loan facilities : Housing loans, Home Improvement loans, Home Extension loans,  
Loans to Professionals and much more*

## TERMS & CONDITIONS

### DEPOSIT CAN BE PLACED BY

**Individuals** – Residents, minors through guardians, Hindu Undivided Family, NRIs. (Non Resident Indians must fill in exclusive deposit form for NRIs.)

**Trusts & Institutions** – Charitable trusts, religious trusts, educational institutions, association of persons, cooperative societies, partnership firms and others as decided by management.

### MODE OF ACCEPTANCE

Deposits can be made by cheques / RTGS transfer. The cheque must be drawn in favour of "HDFC Ltd" and marked "Account Payee only". In case funds are to be remitted through RTGS, you must give prior intimation and obtain the necessary bank account details from HDFC. Please ensure that the cheque / RTGS confirmation advice, together with your completed application form is delivered to HDFC branch office (listed on the last page of this form) immediately.

### INTEREST

Interest will be payable on the deposit from the date of realisation of cheque or RTGS transfer to HDFC's bank account. Interest on deposits placed under Monthly Income Plan, Non-Cumulative Option and Annual Income Plan shall be paid on fixed dates as given below :

Plan	Interest Payment Date
Monthly Income Plan (MIP)	Last day of each month
Non-Cumulative - Quarterly Option	June 30, September 30, December 31 and March 31
Non-Cumulative - Half Yearly Option	September 30 and March 31
Annual Income Plan (AIP)	March 31

**Cumulative Interest Option:** Interest will be compounded annually on 31st March of every year after deducting the tax, wherever applicable. The principal along with interest will be paid on maturity once the discharged deposit receipt is received by us.

Interest amount (net of TDS - where applicable) will be paid through ECS at all centres where ECS facility is available. Where ECS facility is not available, interest cheque will be paid through "Account payee" cheque drawn in favour of the first named depositor along with his bank account details furnished. In case of MIP, post-dated interest cheques for every financial year will be issued in advance.

Interest will accrue after the maturity date only if the deposit is renewed.

### ELECTRONIC CLEARING SERVICE (ECS)

This facility is provided to depositors in select centres whereby the interest will be credited directly to the depositors' bank accounts. Intimation would be sent immediately for each interest credit. However for deposits placed under Monthly Income Plan, intimation would be sent on an annual basis.

**ECS Centres:** Agra, Ahmedabad, Allahabad, Amritsar, Aurangabad, Bengaluru, Belgaum, Bhillwara, Bhopal, Bhubaneswar, Bikaner, Calicut, Chandigarh, Chennai, Coimbatore, Cuttack, Dehradun, Durgapur, Erode, Gangtok, Gorakhpur, Gulbarga, Guwahati, Gwalior, Haldia, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Kochi, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kanpur, Kochi, Kolhapur, Kolkata, Lucknow, Ludhiana, Madurai, Mumbai, Mysore, Nagpur, Nashik, New Delhi, Panajim, Patna, Pondicherry, Pune, Raichur, Raipur, Rajkot, Ranchi, Salem, Shimla, Sholapur, Siliguri, Surat, Trichur, Trichy, Trivendrum, Udaipur, Udupi, Varanasi, Vijaywada, Visakhapatnam, Vadodara.

### DEDUCTION OF INCOME TAX AT SOURCE (TDS)

Income tax will be deducted at source under Section 194A of the Income Tax Act, 1961, at the rates in force. If the depositor is not liable to pay income tax and the interest to be paid/credited in a financial year does not exceed the maximum amount which is not chargeable to income tax, the depositor may submit a declaration in Form No. 15G so that income tax is not deducted at source. In such cases, PAN (Permanent Account Number) must be quoted in Form 15G, else the form is invalid. Senior Citizens (65 years and above) may submit a declaration in Form No. 15H.

Section 139A(5A) of the Income-tax Act, 1961 requires every person receiving any sum or income from which tax has been deducted to intimate his PAN to the person responsible for deducting such tax. Further, 139A(5B) requires the person deducting such tax to indicate the PAN on the TDS certificate. Please mention your PAN in the application form if the annual interest exceeds ₹ 5000 per branch. In case PAN is not mentioned, the rate of TDS would be 20% as against 10% for cases where PAN is provided.

### PREMATURE WITHDRAWAL

Request for premature withdrawal may be permitted at the sole discretion of the corporation only and cannot be claimed as a matter of right by the depositor, subject to the Housing Finance Companies (NHB) Directions, 2001 as applicable from time to time.

Premature withdrawal will not be allowed before completion of 3 months from the date of deposit. In case of request for premature withdrawal after the expiry of three months, the rates given in the following table shall apply.

Months completed from the date of deposit	Rate of Interest Payable
After 3 months but before 6 months	No Interest
After 6 months but before the date of maturity	The interest payable shall be 2% lower than the interest rate applicable for the period for which the deposit has run or if no rate has been specified for that period, then 3% lower than the minimum rate at which the public deposits are accepted by HDFC.

The brokerage is paid upfront for the entire period of deposit to our authorised agent. In case of premature withdrawal the brokerage is payable for the period completed and excess brokerage paid will be recovered from the deposit amount.

### RENEWAL AND REPAYMENT OF DEPOSIT

For renewal and repayment of deposit, the duly discharged deposit receipt must be surrendered to HDFC at least a week before the date of maturity. In case of renewal, the prescribed application form signed by all depositors/authorized signatories is also required to be submitted simultaneously.

When the date of maturity falls on any day on which HDFC's office remains closed the repayment will be made on the next working day. Repayment of deposit will be made only by "Account Payee" cheque drawn favouring the first depositor/trust/institution or by crediting the amount directly to first depositor's bank account through NEFT/RTGS, based on the request from the depositor.

### NOMINATION FACILITY (For Individual Deposits Only)

Only individual depositor/s, singly or jointly, can nominate a single person under this facility. In case the deposit is placed in the name of a minor the nomination can be made only by a person lawfully entitled to act on behalf of the minor. Power of attorney holder or any person acting in representative capacity as holder of an office or otherwise cannot nominate. The nominee shall have the right to receive the amount due in respect of the deposit and payment by HDFC to the nominee shall constitute full discharge to HDFC of its liability in respect of the deposit. Nominees' name will be printed on the Fixed Deposit receipt, unless mentioned otherwise.

### 'KNOW YOUR CUSTOMER (KYC)' COMPLIANCE

In terms of the Prevention of Money Laundering Act, 2002, the rules notified there under and KYC Guidelines issued by the National Housing Bank (NHB) every depositor is required to comply with the KYC requirements by submitting documents mentioned in the application form.

In case the documents are submitted in any of the previous deposits, then he need not submit the documents again but has to provide the reference of his customer number or the deposit number.

### DEPOSITS FOR SENIOR CITIZENS

Senior citizens will be eligible for an additional rate of 0.25% p.a. for all schemes. Individuals who have completed 60 years of age should be the first depositor. Proof of age must be submitted along with the application form.

### GENERAL

In the event of death of the first / sole depositor the repayment of deposit and payment of interest will be made to the joint depositor first in order of survivor/s / nominee on submission of death certificate without reference to the heirs and/or legal representatives of the deceased.

Any discharge given by the first-named depositor for principal and/or interest will be valid and binding on all joint depositors. Deposits with HDFC are not transferable. Applications should be complete in all respects and HDFC has a right to accept or reject any application without notice, subject to the Housing Finance Companies (NHB) Directions, 2010.

The corporation has been assigned a rating of 'FAAA' by CRISIL and 'MAAA' by ICRA for its fixed deposits.

In case of any deficiency of the corporation in servicing its deposits, the depositor may approach the National Consumers Disputes Redressal Forum, the State Level Consumers Disputes Redressal Forum or the District Level Consumers Dispute Redressal Forum for relief.

In case of non-repayment of the deposit or part thereof in accordance with the terms and conditions of the deposit, the depositor may make an application to an authorised officer of the National Housing Bank.

The financial position of the corporation as disclosed and the representations made in the application form are true and correct and that the corporation and its Board of Directors are responsible for the correctness and veracity thereof.

The deposit acceptance activities of the corporation are regulated by the National Housing Bank. It must, however, be distinctly understood that the National Housing Bank does not undertake any responsibility for the financial soundness of the corporation or for the correctness of any of the statements or the representations made or opinions expressed by the corporation, and for repayment of deposit/discharge of liabilities by the corporation. HDFC Deposits programme is designed in accordance with NHB Regulations with the objective to channelise resources for housing.

### FOR AUTHORISED AGENTS

Agents are not authorised to accept cash from depositors or issue receipt on behalf of HDFC for deposits. Please ensure that your name and code number is clearly mentioned in the box provided in the Application Form to enable payment of brokerage. Application Forms received without your name and code number will not be considered for payment of brokerage. Brokerage will be paid to Authorised Agents at the rate decided by the management.



WITH YOU, RIGHT THROUGH

www.hdfc.com

## PROVISIONAL RECEIPT

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

Received from \_\_\_\_\_ cheque/HDFC Deposit Receipt No. \_\_\_\_\_ for

₹ \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank \_\_\_\_\_ Branch towards

Monthly Income Plan  Non-Cumulative ( Quarterly  Half-Yearly)  Annual Income Plan  Cumulative for a period of \_\_\_\_\_ months @ \_\_\_\_\_ % per annum.

For HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED

Toll Free No. 1-800-22-2022 (From MTNL & BSNL Phones)

VALID SUBJECT TO REALISATION OF CHEQUE

Authorised Signatory

Agent's Name: \_\_\_\_\_

Code No.: \_\_\_\_\_

## APPLICATION FORM FOR PLATINUM DEPOSITS (INDIVIDUALS)

**PLEASE USE BLOCK LETTERS AND TICK  IN APPROPRIATE PLACES (PREFERABLY IN BLACK INK)**

Agents are not permitted to accept cash with application form and issue receipt.  
HDFC will in no way be responsible for such or other wrong tenders.

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

Affix a latest photograph with signature.  
(DO NOT STAPLE)

IGNORE if already submitted earlier

I/We apply for placement/renewal of deposit at \_\_\_\_\_ Branch  
for a period of \_\_\_\_\_ months and will earn interest @ \_\_\_\_\_ % p.a. The payment details are as under :

**PAYMENT DETAILS**  Cheque  RTGS  UTR No. \_\_\_\_\_

Cheque No. \_\_\_\_\_ Date: \_\_\_\_\_ Amount: ₹ \_\_\_\_\_

Bank Name \_\_\_\_\_ Branch : \_\_\_\_\_

HDFC Deposit Receipt No. \_\_\_\_\_ Maturity Date \_\_\_\_\_  
(In case of Renewal)

### FIXED RATE DEPOSIT

**SCHEME :**

- ANNUAL INCOME PLAN
- MONTHLY INCOME PLAN
- NON-CUMULATIVE (Quarterly)
- NON-CUMULATIVE (Half Yearly)
- CUMULATIVE

**STATUS :**

- Resident Individual
- Hindu Undivided Family

**CATEGORY :**

- Member of Public
- Shareholder
- Director/Relative of a Director
- Employee (No. \_\_\_\_\_)

**DEPOSIT REPAYABLE TO :**

- First Depositor
- First Depositor or Survivor/s

**SENIOR CITIZENS (60 years & above)**

- YES  NO

**Depositor's Name (in Block Letters)** (as appearing in your supplied identification document)

Gender  
M / F

Date of Birth (Compulsory)

<b>1.</b>				
<b>Guardian's Name:</b> <i>(in case of Minor)</i>				
<b>2.</b>				
<b>3.</b>				

**Income-tax Permanent Account No. (PAN) for 1st Depositor :** \_\_\_\_\_

**If 'KNOW YOUR CUSTOMER (KYC)' information is already submitted, Please Mention Your Customer Number**

**for 1st Depositor:** \_\_\_\_\_ **OR Kindly Submit Proof of Identity and Residence for our records.**

**Proof of Identity to be provided by Applicant.** (Please submit **ANY ONE** of the following certified documents)

- Passport  Photo PAN Card  Driving License  Voter's Identity Card  Photo Ration Card  
 Photo Debit/Credit Card issued by bank  Any other Identification with Photograph (Subject to satisfaction of HDFC)

### ADDRESS OF FIRST/SOLE DEPOSITOR

Flat No. & Bldg. Name						
Road No. / Name						
City				Pin Code		
State				Country		
Tel. (R):	STD Code		Mobile:			
e-mail:						

**Proof of Address to be provided by Applicant.** (Please submit **ANY ONE** of the following certified documents)

- Latest Telephone Bill of Land line / Mobile  Latest Electricity / Gas Bill  Latest Bank Account Statement  Ration Card  
 Latest Demat Account Statement  Registered Rent Agreement  Any other Address Proof (Subject to satisfaction of HDFC)

### DETAILS OF BANK ACCOUNT

Bank Account No. _____	Name of Bank : _____
MICR Code : _____	Branch : _____
IFSC Code : _____	Account: <input type="checkbox"/> Savings <input type="checkbox"/> Current

**FOR OFFICE USE ONLY**

Deposit Receipt No.	Document Reference No.	Date of Receipt	Date of Deposit	Checked by	Authorised by

Tax to be deducted  Yes  No. If No, Please submit Form 15G OR Form 15H (for 65 years of age and above).  
(PAN is compulsory on Form 15G or Form 15H)

Details of other deposits with HDFC :

Deposit Receipt No(s) : \_\_\_\_\_ Amount(s) : \_\_\_\_\_

(Attach a separate sheet, if necessary)

**Other Details**

1. **Gross Annual Income Details** Please tick ( ✓ )
  - Upto ₹ 2,00,000  ₹ 2,00,001 to ₹ 5,00,000  ₹ 5,00,001 to ₹10,00,000  ₹ 10,00,001 to ₹ 25,00,000  ₹ 25,00,001 and above
2. **a. Occupation Details** Please tick ( ✓ ) **any one**
  - Private Sector Service  Public Sector / Government Service  Business  Professional  Agriculturist  Retired  Housewife
  - Student  Others (Please specify) \_\_\_\_\_
- b. If the following is additionally applicable to you** Please tick ( ✓ ) **one or more** as applicable
  - Civil Servant  Bureaucrat  Current or Former MP, MLA or MLC  Politician  Current or Former Head of State

I/We hereby declare that the first named depositor mentioned in my/our application is the beneficial owner of this deposit and as such he/she should be treated as the payee for the purpose of tax deduction under Section 194A of the Income Tax Act, 1961. I/We hereby agree to abide by the attached terms and conditions governing the deposit.

I/We have gone through the financial and other statements/particulars/representations furnished/made by the Corporation and after careful consideration, I/We am/are making the deposit with the Corporation at my/our own risk and volition.

I/We further declare that, I/We am/are authorized to make this deposit in the above-mentioned scheme (HDFC Deposit) and that the amount kept in the deposit is through legitimate source and does not involve directly or indirectly any proceeds of schedule of offence and/or is not designed for the purpose of any contravention or evasion of the provisions of the Prevention of Money Laundering Act, 2002 and any Rules, Regulations, Notifications, Guidelines or Directions thereunder, as amended from time to time. I/We shall provide any further information and fully co-operate in any investigation as and when required by the Corporation in accordance to the applicable Law. I/We further affirm that the information/details provided by me/us is/are true and correct in all respect and nothing has been concealed.

SIGNATURE OF DEPOSITOR(S)	
FIRST/SOLE/ GUARDIAN :	_____
SECOND :	_____
THIRD :	_____

**FORM DA - 1 : NOMINATION (Must be signed by the depositor(s) & witnessed)**

Nomination under Section 36B of the National Housing Bank Act 1987 and Rule 2(1) of the Banking Companies (Nomination) Rule 1985 in respect of HDFC deposits. I/We nominate the following person to whom in the event of my / our / minor's death the amount of this deposit may be returned by HDFC Ltd. and Nominees' name shall/shall not be printed on the Fixed Deposit receipt.

Name of Nominee	_____										
Flat No. & Bldg. Name	_____										
Road No. / Name	_____										
City	_____					Pin Code	_____				
State	_____					Tel./Mobile	_____				

Relationship with Depositor (if any)	Age of nominee	Date of Birth of nominee (if minor)*

\* As the nominee is a minor on this date, I/We appoint (Name, address & age) \_\_\_\_\_

\_\_\_\_\_ to receive the amount of the deposit on behalf of the nominee in the event of my / our / minor's death during the minority of the nominee.

\* Leave out if nominee is not a minor. Where deposits are made in the name of a minor, the nomination should be signed by a person lawfully entitled to act on behalf of the minor.

Name(s), and Address(es) of witness(es) for nomination only.  
(One witness required; thumb impression needs two witnesses)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signature of witness(es) \_\_\_\_\_

SIGNATURE OF DEPOSITOR(S) FOR NOMINATION	
FIRST/SOLE/ GUARDIAN :	_____
SECOND :	_____
THIRD :	_____

Agent's Name: \_\_\_\_\_

Code No.: \_\_\_\_\_

# APPLICATION FORM FOR PLATINUM DEPOSITS (TRUSTS & INSTITUTIONS)

**PLEASE USE BLOCK LETTERS AND TICK  IN APPROPRIATE PLACES**

Agents are not permitted to accept cash with application form and issue receipt. HDFC will in no way be responsible for such or other wrong tenders. Date : \_\_\_\_\_

We apply for placement/renewal of deposit at \_\_\_\_\_ Branch  
for a period of \_\_\_\_\_ months and will earn interest @ \_\_\_\_\_ % p.a. The payment details are as under :

**PAYMENT DETAILS**

Cheque  RTGS Amount : ₹ \_\_\_\_\_  
Cheque No. \_\_\_\_\_ Date : \_\_\_\_\_  
Bank Name \_\_\_\_\_ Branch : \_\_\_\_\_  
HDFC Deposit Receipt No. \_\_\_\_\_ Maturity Date \_\_\_\_\_

**FIXED RATE DEPOSIT**

**SCHEME :**  MONTHLY INCOME PLAN  NON-CUMULATIVE (  Quarterly Option  Half-Yearly Option )  
 ANNUAL INCOME PLAN  CUMULATIVE  
**STATUS :**  CHARITABLE TRUST  RELIGIOUS TRUST  EDUCATIONAL INSTITUTION  SECTION 25 COMPANY  
 ASSOCIATION OF PERSONS  CO-OPERATIVE SOCIETY  PARTNERSHIP FIRM  OTHERS (SPECIFY) \_\_\_\_\_  
**CATEGORY :**  MEMBER OF PUBLIC  OTHERS (Pls. Specify) \_\_\_\_\_

If "Know Your Customer" (KYC) information is already submitted, please mention your Customer Number or kindly submit proof as mentioned overleaf. \_\_\_\_\_

**Registration No.** \_\_\_\_\_ **Date of Incorporation/Agreement/Partnership** \_\_\_\_\_  
(In case of Companies and Firms) **Or Trust Deed / Formation of AOP** \_\_\_\_\_

**NAME AND ADDRESS OF THE TRUST/INSTITUTION (IN BLOCK LETTERS)**

Name \_\_\_\_\_  
Flat No. & Bldg. Name \_\_\_\_\_  
Road No. / Name \_\_\_\_\_  
City \_\_\_\_\_ Pin Code \_\_\_\_\_  
State \_\_\_\_\_ Country \_\_\_\_\_  
Tel. \_\_\_\_\_ STD Code \_\_\_\_\_  
e-mail \_\_\_\_\_

**Income-tax Permanent Account No. (PAN)** \_\_\_\_\_  Applied for

**PARTICULARS OF BANK ACCOUNT**

Bank Account No. \_\_\_\_\_ Name of Bank : \_\_\_\_\_  
MICR Code : \_\_\_\_\_ Branch : \_\_\_\_\_  
IFSC Code : \_\_\_\_\_ Account:  Savings  Current

**Tax to be deducted**

Yes  No (If no, tick the appropriate box below)  
Submitting: (Pan is compulsory)  
 Form 15G  Certificate u/s 197  Exempt u/s 194A

**Details of other deposits with HDFC :**

(Attach a separate sheet, if necessary)  
Deposit Receipt No(s) : \_\_\_\_\_  
Amount(s) : \_\_\_\_\_

We hereby declare that the name of the Trust/Institution mentioned in our application is the beneficial owner of this deposit and as such the Trust/Institution should be treated as the payee for the purpose of tax deduction under Section 194A of the Income Tax Act, 1961. We hereby agree to abide by the attached terms and conditions governing the deposit.

We have gone through the financial and other statements/particulars/representations furnished/made by the Corporation and after careful consideration we are making the deposit with the Corporation at our own risk and volition.

We further declare that, we are authorized to make this deposit in the above-mentioned scheme (HDFC Deposit) and that the amount kept in the deposit is through legitimate source and does not involve directly or indirectly any proceeds of schedule of offence and/or is not designed for the purpose of any contravention or evasion of the provisions of the Prevention of Money Laundering Act, 2002 and any Rules, Regulations, Notifications, Guidelines or Directions thereunder, as amended from time to time. We shall provide any further information and fully co-operate in any investigation as and when required by the Corporation in accordance to the applicable Law. We further affirm that the information/details provided by us are true and correct in all respect and nothing has been concealed.

**Name of Trustee(s)/Authorised Signatories with Tel. No.**

**Signatures of Trustee(s) / Signatories  
alongwith Seal/Rubber Stamp of the Trust**

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">i) Name</td> <td style="width: 10%;"></td> <td style="width: 30%; text-align: center;">Tel.</td> </tr> <tr> <td>ii) Name</td> <td></td> <td style="text-align: center;">Tel.</td> </tr> <tr> <td>iii) Name</td> <td></td> <td style="text-align: center;">Tel.</td> </tr> </table>	i) Name		Tel.	ii) Name		Tel.	iii) Name		Tel.	<div style="border: 1px solid black; height: 100px;"></div>
i) Name		Tel.								
ii) Name		Tel.								
iii) Name		Tel.								

**FOR OFFICE USE ONLY**

Deposit Receipt No.	Stationery Serial No.	Date of Receipt	Date of Deposit	Checked by	Authorised by

## LIST OF DOCUMENTS TO BE SUBMITTED BY VARIOUS CATEGORIES OF CUSTOMERS FOR KNOW YOUR CUSTOMER (KYC) COMPLIANCE

Categories	Documents
<p style="text-align: center;"><b><u>Partnership Firms</u></b></p> <p><b>Detailed information about the following should be submitted :</b></p> <ul style="list-style-type: none"> <li>- Legal Name used</li> <li>- Complete Address of firm</li> <li>- Names of all partners and their addresses</li> <li>- Telephone numbers of the firm and partners</li> </ul>	<p><b>Certified true copy of the following documents:</b></p> <p>(i) Certificate of Registration issued by Registrar of Firms            (ii) Partnership Deed (iii) PAN Card (iv) Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf (v) Any officially valid document identifying the partners and persons holding the Power of Attorney and their addresses. (vi) Telephone bill in the name of firm/partners</p>
<p style="text-align: center;"><b><u>Association of Persons</u></b></p> <p><b>Detailed information about the following should be submitted :</b></p> <ul style="list-style-type: none"> <li>- Legal Name used</li> <li>- Complete Address of Association</li> <li>- Names and addresses of the founder, the directors/managers of the association</li> <li>- Telephone numbers</li> </ul>	<p><b>Certified true copy of the following documents:</b></p> <p>(i) Certificate of Registration if registered (ii) PAN Card (iii) Power of Attorney granted to transact business on its behalf (iv) Any officially valid document identifying the persons holding the Power of Attorney and their addresses. (v) Resolution of the managing body of the association (vi) Telephone bill in the name of association.</p>
<p style="text-align: center;"><b><u>Co-operative Societies</u></b></p> <p><b>Detailed information about the following should be submitted :</b></p> <ul style="list-style-type: none"> <li>- Legal Name used</li> <li>- Complete Address / Telephone Numbers of the Society</li> <li>- Name and addresses of the Chairman, Secretary, Treasurer and the members of the managing committee</li> </ul>	<p><b>Certified true copy of the following documents:</b></p> <p>(i) Certificate of Registration issued by Registrar of Co-operative Society (ii) PAN Card (iii) Resolution passed by the managing committee (iv) Telephone bill in the name of the society (v) Rules &amp; Regulations/Bye Laws</p>
<p style="text-align: center;"><b><u>Trusts &amp; Foundations</u></b></p> <p><b>Detailed information about the following should be submitted :</b></p> <ul style="list-style-type: none"> <li>- Names and addresses of the Trustees, Settlers, Beneficiaries and signatories</li> <li>- Names and addresses of the founder, directors / managers / beneficiaries of the trust</li> <li>- Telephone/fax numbers</li> </ul>	<p><b>Certified true copy of the following documents:</b></p> <p>(i) Certificate of Registration issued by the Charity Commissioner (ii) PAN Card (iii) Trust Deed (iv) Power of Attorney granted to transact business on its behalf (v) Resolution of the managing body of the Trust (vi) Telephone bill in the name of Trust (vii) Proof of Identity &amp; Residence of Partners / Trustees / Settlers / Beneficiaries / Signatories.</p>
<p style="text-align: center;"><b><u>Companies</u></b></p> <p><b>Detailed information about the following should be submitted :</b></p> <ul style="list-style-type: none"> <li>- Name of the Company</li> <li>- Principal place of business</li> <li>- Mailing address of the company</li> <li>- Telephone/Fax numbers</li> </ul>	<p><b>Certified true copy of the following documents:</b></p> <p>(i) Certificate of Registration/Incorporation issued by the Registrar of Companies (ii) Memorandum &amp; Articles of Association (iii) PAN allotment letter/card (iv) Resolution of the Board of Directors to open an account and identification of those who have authority to operate the account (v) Power of Attorney granted to its managers, officers or employees to transact business on its behalf (vi) Telephone Bill</p>

