

**UNION BANK OF INDIA**

{Address of branch}

Ref: Customer ID No.....

Date:

M/s. /Mr. / Ms.....

.....

Dear Sir/ Madam

**SUB: Updation of Customer Identification Data under  
Know Your Customer (KYC) Compliance**

Your Bank is required to comply with Prevention of Money Laundering Act, 2002 and Reserve Bank and Government of India directions with respect to '**Know Your Customer**' (KYC) guidelines on a continuous and ongoing basis. We are in the process of updating the customer information. To help the Bank, you need to submit the following documents with our branch **where you maintain your account**:

- A. Please Fill-up enclosed **Data Updation Form** with complete information and paste your recent photograph on the space given along with signature as per specimen with the Bank.
- B. Entities other than individuals should submit separate forms along with **photographs** of all Directors/Partners/Trustees/Office Bearers as the case may be.
- C. **Proof of Identity** : a) Passport, b) PAN card c) Voter's Identity Card, d) Driving License e) Employee's identity card issued by employer to the satisfaction of the Bank. (Entities other than individuals shall submit constitution documents and registration certificate under the applicable law) – Photocopies to be submitted (**with original for verification**).
- D. **Proof of Residential address**: (not older than three months) a) Telephone bill, b) Electricity bill, c) Gas Connection Bill, d) A/c. statement of other bank, e) Any other document mentioning your current residential address subject to satisfaction of Bank. – (Entities other than individuals shall submit copies of ownership/lease documents of the registered office/place of business) - Photocopy to be submitted (with original for verification).

Please submit the above documents on or before **30.06.2012**. Please appreciate that non-submission of the documents would entail closure of or stoppage of operations in the account under the prevailing law.

Thanking you,

Yours faithfully,

Branch Manager

*(This being a computer generated letter, does not require signature)*

**Enclosed:** Data Updation Form

## UNION BANK OF INDIA - DATA UPDATION FORM UNDER KYC COMPLIANCE

Name :Mr/Ms

Father's / Husband's Name : Mr

Customer ID :		Account No	
---------------	--	------------	--

My mailing address is as under:

	City
PIN	State
Tel No.	Mob. No.

Date of Birth (DD/MM/YYYY)	
----------------------------	--

PAN		Form 60/61 (Please Tick)	60	61	NRE
-----	--	--------------------------	----	----	-----

E-mail address	
----------------	--

Constitution (Please <input checked="" type="checkbox"/> )	Individual	Partnership	Ltd Co.	Trust	Other - Pl specify
--	------------	-------------	---------	-------	--------------------

Occupation (Be specific)		Country of Residence	
--------------------------	--	----------------------	--

Proof of documents submitted	1.	2.
	3.	4.

Major source of Income	Salary	Business	P&Self Emp	Agri	Pension	Others
------------------------	--------	----------	------------	------	---------	--------

Annual Income (₹ in lac)		Networth		Annual Turnover	
--------------------------	--	----------	--	-----------------	--

Foreign I/w Rem Expected-Y/N		Nature of Activity (I-Import E-export, B-both N-none)	
------------------------------	--	---	--

If yes, Country of Remittance	
-------------------------------	--

To be scanned and uploaded in Finacle	
Account No:-	
Signature (as per Bank's record)	
Paste Photo	

Verified by (Signature with seal of branch):-

Received KYC documents and photograph from Mr/Ms \_\_\_\_\_

Account no:- \_\_\_\_\_ on Date \_\_\_\_\_

Bank's Authorized Official (signature with seal)