

**ReKYC Form (update of KYC information) for Non-Individuals**

To,  
The Branch Manager,  
Kotak Mahindra Bank Ltd.

**Subject: Update of KYC information related to Customer Relationship No. (CRN) of Entity** \_\_\_\_\_

**Name of the Company/ Organization:** \_\_\_\_\_

Dear Sir / Madam,

This has reference to your letter requesting for update of information. Please update the following information in your records.

**Section A - Entity/ Company details:**

<b>Type of Business:</b>	<input type="checkbox"/> Comm. Agent <input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Agriculture <input type="checkbox"/> Manufacturing <input type="checkbox"/> Services <input type="checkbox"/> Trading <input type="checkbox"/> Others (For others please specify) : _____
<b>Nature of Business / activity:</b>	_____
<b>Annual Turnover / Income:</b> (Rs. In Lakh) (Last FY)	_____
<b>Annual Turnover / Income:</b> (Rs. In Lakh) (Current FY Projected)	_____
<b>Permanent Account Number:</b> (PAN) of Entity OR Proprietor in case of Sole-Proprietor	_____

**Section B – Beneficiary Owner (BO):**

- I / We have submitted BO details at the time of account opening & there is no change in the details already furnished.
- I / We have not submitted BO details at the time of account opening / BO details have under gone change. Please find the current BO details along with applicable documents attached herewith.

**Section C – Address:**

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

**Section D – (To be filled ONLY IF THERE IS A CHANGE in the mailing address)**

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

<b>New Address :</b> (Please submit proof for new address. This will be updated as the New Address in Bank records)	_____
	_____

I / We confirm the above information furnished is true and correct and the said details may be updated in the Bank records.

Place: \_\_\_\_\_

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

Signature: \_\_\_\_\_

(As per mode of operation in Account)

**Customer Acknowledgement Copy: (Applicable if submitted at the branch)**

Service Request No: \_\_\_\_\_

Acknowledgement date:

Signature of the Bank Official: \_\_\_\_\_ Industry code: \_\_\_\_\_

**Annexure -1 - Indicative list of documents for Non –Individuals**

- Copy of Identity and Address Proof Documents (Passport, Aadhaar, Election ID card, Driving License) in the name of Sole Proprietor **AND**  
(Any Two Entity proofs in the proprietorship firm's name – Indicative list below)
- Shops & Establishment License issued by Municipal Authorities
- GST Registration Certificate
- TAN Allotment Letter
- Excise Registration Certificate
- Registration License / Certificate issued by Profession Tax department
- IEC (Import Export Code Certificate) in the name of the firm
- Latest and Complete IT Returns filed (not only the acknowledgement) in the name and income of the firm should be reflected
- Valid APMC License under the APMC act by the local APMC Board Authorities
- Utility Bill (Elec. / Landline Tele / Broadband bill not more than 3 months old or Property Tax / Water Tax Bill not more than 1 year old) in the name of entity

**Partnership Firm – (Any one entity proof & One Address proof in Firm name)**

Entity Proof	Address Proof
Latest Deed	Utility Bill
Copy Of PAN	Address mentioned on a registered partnership deed
Registration Certificate - if deed is registered.	Any one of the documents prescribed for proof of Entity in the proprietorship section above in name of Firm

**Partnership Firm – (Any one entity proof & One Address proof in Firm name)**

Entity Proof	Address Proof
LLP Agreement	Address mentioned on a registered LLP Agreement
Certificate of Incorporation	Any one of the documents prescribed for proof of Entity in the proprietorship section above in name of Firm
Copy Of PAN	

**Hindu Undivided Family - (Any one entity proof & One Address proof in Firm name)**

Entity Proof	Address Proof
Copy of PAN Card	Valid Passport, Aadhaar, Election ID card, Driving License in name of Karta
HUF Deed	

**Private / Public Limited Companies – (Any one entity proof & One Address proof in Firm name)**

Entity Proof	Address Proof
Certificate of incorporation	Any one of the documents prescribed for proof of Entity in the proprietorship section above in name of Firm
Certificate of commencement of business (for limited Companies incorporated under Companies Act 1956)	Certificate from the Company Secretary indicating the details of registered office, business office, mailing address
Copy of PAN Card	
Updated Memorandum & Articles of Association	

**Trust / AOP / Society – (Any one entity proof & One Address proof in the entity / body's name)**

Entity Proof	Address Proof
Certificate of Registration	Utility Bill
Copy of PAN Card	Bank Statement
Deed/ By Laws	80G/12A certificate indicating the mailing address.