

DECLARATION – INDIVIDUALS

Re-KYC form (update of KYC information) for Resident Individuals

To,

The Branch Manager,
 Kotak Mahindra Prime Ltd
 _____ Branch

Please affix
 recent
 photograph
 with signature
 across

Re: Updation of information relating to my Party ID _____

Dear Sir/Madam,

This has reference to your letter dated _____ requesting for updation of my / our information.

You are requested to kindly update the following information in your records.

APAC NO		PAN			
DATE OF BIRTH		GENDER	MALE		FEMALE

Section A – Personal:

Customer Name:

F	I	R	S	T	N	A	M	E	M	I	D	D	L	E	N	A	M	E	S	U	R	N	A	M	E
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Name on Govt. issued document:

F	I	R	S	T	N	A	M	E	M	I	D	D	L	E	N	A	M	E	S	U	R	N	A	M	E
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Occupation	<input type="checkbox"/> Salaried <input type="checkbox"/> Self-Employed <input type="checkbox"/> Student <input type="checkbox"/> Housewife <input type="checkbox"/> Politician <input type="checkbox"/> Others pls specify _____				
Annual Income (Rs.)	Name of organization & designation (if salaried)	Nature of business activity (if self-employed)			

Section C – Address & Contact:

- There is no change in my mailing address
- I wish to change my mailing address/contact details

New Address

(Address for which Proof has been submitted,
 This will be updated as the New Address in your records)

Section D - To be mandatorily filled IF THERE IS A CHANGE in the mailing address/contact details)

Please update the following information in your records. I have provided identity / address proof for the same.

<u>For updating New Mobile Number (provide Identity Proof Document)</u>	
<u>For updating Email ID (provide Identity Proof Document)</u>	
<u>For updating New Address (provide address proof document)</u>	

Enclosed is the self- attested copy of my identity proof and Address proof of communication address.

I, do hereby solemnly declare, that the information provided above with respect to my loan account is true, correct, and complete and the said details may please be updated in my loan account.

Signature	
Name	
Place	
Date	

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

Service Request No: _____ **Acknowledgement date:** _____

Signature of the Branch Official: _____

Instructions / Checklist for filling Re-KYC declaration

1. Please provide self attested address proof document, in case there is change in address
2. In case of change in contact details identity proof document will also be required
3. In absence of valid address proof, the address proof of a close relative with whom account holder is residing may be provided along with a declaration from the close relative, and the close relative's ID and address proof.
4. Self attested copy of PAN card has to be attached for PAN updation
5. Please contact the branch to know more details.

<u>S.no</u>	<u>Name of the Document</u>	<u>Identity Proof</u>	<u>Address Proof</u>
1.	Passport	Yes	Yes
2.	Driving License	Yes	Yes
3.	Voter ID	Yes	Yes
4.	Job card issuedby NREGA / MGNREGA	Yes	Yes
5.	Letter issued by the National Population register	Yes	Yes
6.	Proof of Possession of Aadhaar Number-Mask Aadhaar or Copy of Aadhaar card, Where first 8 digit of Aadhaar number shall be redacted by the customer before sending / Handing over the same to KMPL	No	Yes
7.	PAN or form 60	Mandatory	Mandatory

Proof of Possession of Aadhaar Number-Mask Aadhaar or Copy of Aadhaar card, Where first 8 digit of Aadhaar number shall be redacted