



KYC Details for Individual Accounts

A/c No.

Date:
DD MM YYYY

1. Customer Name :

2. Gender : Male Female

3. Date of Birth :
DD MM YYYY

4. Marital Status : Married Single

5. Nationality :
Citizenship/passport No. Place of issue Expiry Date

6. Permanent Address :
District Municipality/VDC Ward No. Street
House No. Telephone No. Mobile No.
E-mail: Website:

7. Current Address :
District Municipality/VDC Ward No. Street
House No. Telephone No. Mobile No.
E-mail: Website:

8. House Owner's/Landlord's Name (if any) :
Address Mobile No.

9. Family Details :

S.N.	Relation	Name	Citizenship/Passport No.	Place of issue	Issued Date
1	Spouse				
2	Father				
3	Mother				
4	Grand Father				
5	Grand Mother				
6	Son				
		i)			
		ii)			
		iii)			
7	Daughter				
		i)			
		ii)			
		iii)			
8	Daughter in Law (Son's Wife)				
		i)			
		ii)			

10. Associated Occupation/Business :

S.N.	Name of Organization	Address	Designation	Estimated Annual Income

11. Annual Estimated Transaction Amount :

12. PAN :

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Customer Signature

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Checked/Verified by

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Authorized by

Requirements :

- Recent passport size photo.
- Photocopy of Citizenship Certificate of A/c holder and all family members.
- Passport, Driving License, Land Ownership certificate, Voting card, Water bill/Electricity bill paid receipt.

KYC Details for Corporate Accounts

Company/Firm/Other Organizations

A/c No.

Date:
DD MM YYYY

1. Name of Organization :

2. Address of firm at the time of registration :
District Municipality/VDC Ward No. Street
House No. Telephone No. Mobile No.

3. Registered in :
 Dept. of Commerce Office of Cottage & Small Industry Office of Company Register
Registration No. : Date of Registration :

4. Current Address :
District Municipality/VDC Ward No. Street
House No. Telephone No. Mobile No.

5. PAN No. :

6. VAT No. :

7. Working Area :

8. Nature of Business :
 Individual Sole Proprietor Particulars Company Club
 N.G.O. I.N.G.O. Educational Institution Financial Institution Others

9. Total Annual Turnover :
 Upto 10 Lakhs Upto 20 Lakhs Upto 50 Lakhs Upto 1 Crore More than 1 Crore

10. Number of Firms and Address :

11. Directors and Chief Executives :

S.N.	Name	Designation	Permanent Address	Temporary Address	Phone/Mobile No.

12. Additional Information of Directors & CEO if associated with other company or institutions :

S.N.	Institution	Address	Designation	Phone No.	Fax No.	Estimated Annual Income

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Customer Signature

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Checked/Verified by

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Authorized by

Requirements :

- Firm Registration Certificate.
- Article of Association/Article of Memorandum.
- Citizenship Certificates of Founder Shareholders.
- Audit Report of Last Fiscal Year.
- Tax Clearance Certificate.
- Name and Temporary/Permanent Address of Directors and Chief Executives with Citizenship Certificates.