

Dear Customer,

As per the KYC Master Directions issued by the RBI in 2016, it is mandatory to complete your Re-KYC process. Please fill out the necessary details in **either Format A or Format B** provided on the following page, and submit the duly filled and signed form to your home branch.

Format A- To be filled if there is no change in the address details.

Format B- To be filled only if there is a change in the address details. Please note that if there has been a change in your address, you are required to submit any one of the Officially Valid Documents (OVDs) reflecting the updated address or a document deemed to be an OVD, as listed below, along with a self-declaration form.

Indicative List of Applicable Officially Valid Documents (OVD):

Sl. No	Name of the Document
1.	Aadhar Card
2.	Passport
3.	Voter Id
4.	Driving License
5.	NREGA Job Card
6.	Letter issued by National Population Register containing name and address

Indicative List of Applicable Deemed to be Officially Valid Documents (Deemed OVD):

Sl. No	Name of the Document
1.	Utility bill
2.	Property or Municipal Tax Receipt
3.	Pension or family pension payment orders (PPOs) issued by Government Departments or Public Sector Undertakings (containing address)
4.	Letter of allotment of accommodation from employer



SELF DECLARATION FORM FOR UPDATION OF KYC
(Required as per RBI-Know Your Customer(KYC) Directions, 2016)

Format-A: No change in address

Name: _____ **Loan/Deposit number:** _____

I hereby declare that there is no change in existing status of my KYC information which was provided at the time of opening the account/last KYC updation.

Date:

Place:

Signature of the Customer



SELF DECLARATION FORM FOR UPDATION OF KYC
(Required as per RBI-Know Your Customer(KYC) Directions, 2016)

Format-B: There is a change in address

Name: _____ **Loan/Deposit number:** _____

I hereby inform that there is change in existing status of my KYC information. Please update the details as given below:

Details	(To be filled by customers)
Father/ Spouse Name	
Date of Birth	
PAN No	
Mobile Number	
Email Id	
Current Address	
Occupation	<input type="checkbox"/> Salaried <input type="checkbox"/> Self Employed Other, please specify _____
Residential Status	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident / Person of Indian Origin

I confirm that the above information furnished is true and correct and the said details may be updated in my account maintained with the Company. In case of any change in the information the same will be informed to the company. I further hereby authorize CBHFL to share/obtain necessary details from Central KYC Registry.

Date:

Place:

Signature of the Customer