

RAMGARHIA CO-OPERATIVE BANK LTD.

Head Office : 1/4, Desh Bandhu Gupta Road, Pahar Ganj, New Delhi-110055 Ph. : 23525238, 23532705

PERSONAL INFORMATION SHEET (CONFIDENTIAL)

(Separate form for each account holder needs to be taken)

nt NoDate of Opening					
Name					
Father's/Husband's Name					
PAN NoAadhar Card NoIdentity Card NoPassport No					
In case of Joint A/C Releationship between the applicants					
Firm/Company Name					
Residential StatusIndian / Non Resident Indian (NRI					
Local Address					
Permanent Address					
Business Address					
Telephone No. (R)SMS Yes / No					
Telephone No. (O)					
A. PERSONAL INFORMATION :					
i) Date of Birth (ii) Category SC/ST/GENERAL					
iii) Gender-Male/Female/Transgender (iv) Religion a) HINDU b) MUSLIM					
c) SIKH d) CHRISTIAN e) BODH f) JAIN g) ANY OTHER					
v) Martial StatusMarried / Unmarried					
vi) Educational Qualification : a) Illetrate b) Middle c) HSC d) Graduate e) Post Graduate					
vii) Educational Qualification (specify)					
viii) The Individual's Residence is : a) Rented b) Self Owned					
c) Family Owned d) Company Provided e) Others B.I Occupation : Tick whichever applicable					
a) Salaried b) Self Employed / Professional c) Business d) Student e) Retired f) Agriculture/Professional g) House wife h) others (specify)					
B.II If Employed / Business / Professional : Tick whichever is applicable					
a) Doctor b) Lawer c) Engineer d) C.A. e) Business f) Others					
B.III Name & Nature of Business Activity in case of Business					
Sources of Funds :					
Purpose of Opening the account					
Potential Activity expected in the Account (pattern of receipt/payment/Credit/Debit entries)					
Any other Sources of Income					

C.	(I) MONTHLY INCOME TICK WHICHEVER APPLICABLE :							
	A. Up to Rs. 20,000							
	B. Up to Rs. 20,00	1 to 50,000						
	C. Up to Rs. 50,001 to 1 lac							
		001 to Rs. 5 lac						
		001 to Rs. 10 lac						
	F. Above Rs. 10,0							
	(ii) Turn OverAnnual Turn OverAnnual Turn Over							
D-I	Details of Family Member		and the second					
	(i) Spouse's Name							
	(ii) Son's Name							
	(iii) Son's Name		Date of Birth					
	(iv) Daughter's Name .	<u> </u>						
	(v) Daughter's Name .		Date of Birth					
D-II	* Any relative settled abro	oad : Yes /No. if Yes, m	ention their name and addres	SS*				
A)	Name		Address					
B)	Name		Address					
C)	Name		Address					
19								
	* How many time you have been abroad in last 3 years ?							
E*	How many time you have	ve been abroad in last	3 years ?					
E*	How many time you hav Never	ve been abroad in last 1 to 5 time		Above 5 time				
E*	Never	1 to 5 time	s ł					
	Never	1 to 5 time nal. However, in case o						
*	Never This information is option	1 to 5 time nal. However, in case o Yes / No	es / f high-risk category accounts	s, this is mandatory.				
* F.	Never This information is option Do you have Credit card	1 to 5 time nal. However, in case o Yes / No	es A f high-risk category accounts If yes (Specify)	s, this is mandatory.				
* F. (i)	Never This information is option Do you have Credit card Name of Bank and Brand	1 to 5 time nal. However, in case o Yes / No ch	es A f high-risk category accounts If yes (Specify)	s, this is mandatory.				
* F. (i) (ii)	Never This information is option Do you have Credit card Name of Bank and Brand	1 to 5 time nal. However, in case o Yes / No ch	es A f high-risk category accounts If yes (Specify)	s, this is mandatory.				
* F. (i)	Never This information is option Do you have Credit card Name of Bank and Brand	1 to 5 time nal. However, in case of Yes / No ch	es A f high-risk category accounts If yes (Specify)	s, this is mandatory.				
* F. (i) (ii) (iii) H.	Never This information is option Do you have Credit card Name of Bank and Brand	1 to 5 time nal. However, in case o Yes / No ch if any Yes / No b)	f high-risk category accounts If yes (Specify) Types of accounts Housing Loan	e, this is mandatory. with number Yes / No				
* F. (i) (ii) (iii)	Never This information is option Do you have Credit card Name of Bank and Brand Existing credit facilities, Car Loan Consumer Loan	1 to 5 time nal. However, in case of Yes / No ch if any Yes / No b) Yes / No d)	f high-risk category accounts If yes (Specify) Types of accounts Housing Loan Laon against Security	s, this is mandatory. with number Yes / No Yes / No				
* F. (i) (ii) (iii) H. a) c) e)	Never This information is option Do you have Credit card Name of Bank and Brand Existing credit facilities, Car Loan Consumer Loan Education Loan	1 to 5 time nal. However, in case of Yes / No ch if any Yes / No b) Yes / No d) Yes / No f)	f high-risk category accounts If yes (Specify) Types of accounts Housing Loan	e, this is mandatory. with number Yes / No				
* F. (i) (ii) (iii) H. a) c) e) g)	Never This information is option Do you have Credit card Name of Bank and Brand Existing credit facilities, Car Loan Consumer Loan Education Loan Other Loan	1 to 5 time nal. However, in case of Yes / No ch if any Yes / No b) Yes / No d) Yes / No f) Yes / No f)	f high-risk category accounts If yes (Specify) Types of accounts Housing Loan Laon against Security Agriculture Loan	e, this is mandatory. with number Yes / No Yes / No Yes / No Yes / No				
* F. (i) (ii) (iii) H. a) c) e) g) I.	Never This information is option Do you have Credit card Name of Bank and Brand Existing credit facilities, Car Loan Consumer Loan Education Loan Other Loan Assets : Total Value	1 to 5 time nal. However, in case of Yes / No ch if any Yes / No b) Yes / No d) Yes / No f) Yes / No f) Yes / No	f high-risk category accounts If yes (Specify) Types of accounts Housing Loan Laon against Security Agriculture Loan	s, this is mandatory. with number Yes / No Yes / No				
* F. (i) (ii) (iii) H. a) c) e) g) I.	Never This information is option Do you have Credit card Name of Bank and Brand Existing credit facilities, Car Loan Consumer Loan Education Loan Other Loan	1 to 5 time nal. However, in case of Yes / No ch if any Yes / No b) Yes / No d) Yes / No f) Yes / No f) Yes / No f) Yes / No	f high-risk category accounts If yes (Specify) Types of accounts Housing Loan Laon against Security Agriculture Loan	e, this is mandatory. with number Yes / No Yes / No Yes / No ral Land				
* F. (i) (ii) (iii) H. a) c) e) g) I.	Never This information is option Do you have Credit card Name of Bank and Brand Existing credit facilities, Car Loan Consumer Loan Education Loan Other Loan Assets : Total Value ck whichever is applicable Vehicle	1 to 5 time nal. However, in case of Yes / No ch if any Yes / No b) Yes / No d) Yes / No f) Yes / No f) Yes / No f) Yes / No	high-risk category accounts of high-risk category accounts f yes (Specify) Types of accounts Housing Loan Laon against Security Agriculture Loan Oprox) Agricultur Two Wheeler	e, this is mandatory. with number Yes / No Yes / No Yes / No ral Land				
* F. (i) (ii) (iii) H. a) c) e) g) I. Tid	Never This information is option Do you have Credit card Name of Bank and Brand Existing credit facilities, Car Loan Consumer Loan Education Loan Other Loan Assets : Total Value	1 to 5 time nal. However, in case of Yes / No ch if any Yes / No b) Yes / No d) Yes / No f) Yes / No f) Yes / No f) Yes / No A Ss (Ap	A f high-risk category accounts of high-risk category accounts of yes (Specify) Types of accounts Housing Loan Laon against Security Agriculture Loan Oprox) Agriculture Two Wheeler Rental	e, this is mandatory. with number Yes / No Yes / No Yes / No ral Land Value Purchased				
* F. (i) (ii) (iii) H. a) c) e) g) I. Tio a)	Never This information is option Do you have Credit card Name of Bank and Brand Existing credit facilities, Car Loan Consumer Loan Education Loan Other Loan Assets : Total Value ck whichever is applicable Vehicle	1 to 5 time nal. However, in case of Yes / No ch if any Yes / No b) Yes / No d) Yes / No f) Yes / No f) Yes / No f) Yes / No	A f high-risk category accounts of high-risk category accounts of yes (Specify) Types of accounts Housing Loan Laon against Security Agriculture Loan Oprox) Agriculture Two Wheeler Rental Up to 10 lacs	e, this is mandatory. with number Yes / No Yes / No Yes / No ral Land Value Purchased Above 10 lacs				
* F. (i) (ii) (iii) H. a) c) g) I. Tio a) b)	Never This information is option Do you have Credit card Name of Bank and Brand Existing credit facilities, Car Loan Consumer Loan Education Loan Other Loan Assets : Total Value k whichever is applicable Vehicle House you live in	1 to 5 time nal. However, in case of Yes / No ch if any Yes / No b) Yes / No d) Yes / No f) Yes / No f) Yes / No f) Yes / No A Ss (Ap	A f high-risk category accounts If yes (Specify) Types of accounts Housing Loan Laon against Security Agriculture Loan Oprox) Agriculture Two Wheeler Rental Up to 10 lacs Up to 2 lacs	e, this is mandatory. with number Yes / No Yes / No Yes / No ral Land Value Purchased Above 10 lacs Above 2 lacs				
* F. (i) (ii) (iii) H. a) c) e) g) I. Tio a) b) c)	Never This information is option Do you have Credit card Name of Bank and Brand Existing credit facilities, Car Loan Consumer Loan Education Loan Other Loan Assets : Total Value I ck whichever is applicable Vehicle House you live in Value of House	1 to 5 time nal. However, in case of Yes / No ch if any Yes / No b) Yes / No d) Yes / No f) Yes / No f) Yes / No Rs	A f high-risk category accounts of high-risk category accounts of yes (Specify) Types of accounts Housing Loan Laon against Security Agriculture Loan Oprox) Agriculture Two Wheeler Rental Up to 10 lacs	e, this is mandatory. with number Yes / No Yes / No Yes / No ral Land Value Purchased Above 10 lacs				



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KYC CONTROL SHEET (Separate form for each account holder needs to be taken)

Account No.	Date of Opening
Name	
Father's/Husband's Name	district in the second se
Met Face to Face Yes / No	Signed Photograph held :- Yes / No
Met race to race tes / No	Signed Filolograph field Tes / No

Photograph tallied with person met : Yes/No

Identity and Address proof :

Please ensure that any document(s) from Category A is/are sufficient(while opening of an account) for verification of idenfity & Residential Proof. In case person is not able to provide document(s) from category A to establish identity & proof of residence then ensure document(s) from category B1 & B2 are obtainined to establish the above.

Category - A

- a) Copy of Passport / Voter's ID ____
- b) Employer issued photo I Card+Employer Letter + Salary Slip (only for Public Limited Companies, Bank and Government Companies)
- c) Last 3 months Bank statement + Bank Signature Verification (SV) + Self Cheque drawn on the Same account

In case the address does not match with the AOF a separate address proof (category B2 Documents) must be taken.

Category - B1

- b) Driving License______c) PSU/Govt. Deptt. Issued I-Card a) Pan Card
- d) Bank Pass Book containing at least 3 months entries + Signature Verification from the bank + a self - cheque drawn on the same account.

Category - B2

- b) Physical Residence Verification c) PAN intimation letter a) Electricity Bill f) Life / Medical Insurance Policy
- d) Land Line / WLL Telephone bill e) Mobile bill
- h) Income Tax / Wealth Tax Assessment Order g) Municipal Tax / Water Bill

I) DP A/C Statement j) 3 months Credit Card Statement (Latest copy must only be taken)

k) Aadhar Card

Income Tax Requirements

b) Form No. 60 a) Copy of PAN Card

N.B. : The Branch Manager/authorised officer may rely upon above documents to their satisfaction for verification of identify & Residential Proof which is the purpose of obtaining the above documents.

Product used by customer as per profile :-						
a) Savings	b) Current	c) FDR	d) Cash Credit	e) Term Loan		
f) Locker	g) Membership	g) Any other				

Introduction :

- a) Introduction by existing customer having account more than 6 months of satisfactory operations/other well known public figure/person known to the bank Yes / No
- b) In case introduction is not available, physicial verification of residence of customer / Principal Account holder (in case of joint acocunt) must be done by branch official and report of the same inclosed (clearly mark on the AOF introduction section that the account has been based on "Self Identification" based on documents+verification of residence and signed by the concerned employee)

Telephone No. Verification

The individual has been called on his landline / WLL / provided in the Account opening form and the availability of the customer confirmed verified Yes / No

Money Laundering Verification (ML)

Country of Domicile Risk	a) High	b) Medium	c) Low		
Risk weight of professional	a) High	b) Medium	c) Low		
Match with Politically Exposed person / Suspicious Transaction Report / Terrorist list - Yes / No					
Money Laundering Risk Level (To be based on other three status)	a) High	b) Medium	c) Low		

Set Threshold limit as per Customer/Business Profile

- Please note that original documents of all the above documents are sighed.
- Every page of all the documents copies be signed as Original seen and verified and should be dated by the bank / dealing official.
- Separate control sheet has to be prepared for each of the account holder in case of joint account holder / all partners / all the directors of the company / each Trustee / Beneficiary, whether account holder is / are authorised to operate the account or not.
- Separate Identity and address proof in conformity with the detail furnished in the application form for each
 of the account holder in case of joint account holder / all the partners / all the directors of the company /
 each trustee / Beneficiary, whether account holder is / are authorized to operate the account or not.
- In case of minor accounts the Guardian (Mother or Father) Photograph, identify and address proof must be taken+birth certificate of the minor/Passport/SSC Board Certificate/School leaving Certificate must be taken for of Date of Birth.
- Where the individual is not in a position to submit thye proof of residence due to residence not being in his
 name, you may take residential proof in the name of the individual blood relatives with whom the individuals
 is staying plus the relative identity proof.

Signature of Branch Manager Branch Office