Prasar Bharati (India's Public Service Broadcaster) Directorate General: Doordarshan Doordarshan Bhawan New Delhi (Budget Section)

No.G-25013/1/2016-BI/2693

Subject: - Accounting Circular No.13 - Implementation of Centralized Fund cum Distribution Limits (CFDL) facility offered by State Bank of India in Prasar Bharati. - reg.

Please find enclosed herewith the Prasar Bharati secretariat's letter No. ADG(B&A)/AI/A/CS/2017-18/CFDL/824-40 dated 13.03.2019 (Copy enclosed) on the above mentioned subject.

HOO/DDO of all the Kendras/Field Units are, therefore, requested to take note of the 2. instructions contained in the said letter for information, guidance and strict compliance. The compliance regarding opening of Subsidiary Account(s) should be sent to Prasar Bharati Release Section immediately after opening the bank account for updating their records for future release of funds under intimation to this Directorate (Email ID-budgetsection1@gmail.com).

Encl: as above.

Dy. Director (Budget)

Date: 14.03.2019

- 1. All HOO/DDO of Doordarshan Kendras/Field Units.
- 2. DDA (Cash), DG: DD.
- 3. DG (News), DD.

Copy to:-

- 1. Deputy Director General (F), PB Sectt., Prasar Bharati House, New Delhi
- 2. PPS to ADG (F)/DD (B)/ at this DG: DD.
- 3. IT Cell with the request to upload the letter on Doordarshan website.
- 4. Guard File.

PRASAR BHARATI

(India's Public Service Broadcaster) Prasar Bharati Secretariat (Budget & Accounts Section) 6th Floor, Prasar Bharati House, Copernicus Marg, New Delhi-110001

No. ADG(8&A)/AI/A/CS/2017-18/CFDL /-'824-4-0

Dated/3,03,2019

Accounting Circular No.13

Sub: Implementation of Centralized Fund cum Distribution Limits (CFDL) facility offered by State Bank of India in Prasar Bharati.

Presently, Prasar Bharati Secretariat is transferring funds to its field units based on their fund requirement and budget allocation on monthly basis. The units are giving request for monthly LOC through EMS. In response, Prasar Bharati releases the funds to the concerned DDO units for Salary in dedicated salary bank account and for Expenditure other than salary viz. OAE. PP&SS (Programme Software), RNUs, Kisan, Capital etc. in OAE bank account. It has been noticed that there is always a time lag between transfer of funds in the bank accounts of DDO units and its actual utilization.

As per existing instructions/ guidelines of Prasar Bharati, all DDO units need to maintain CLTD based current accounts for OAE. When Prasar Bharati's Release Section transfers the funds then the funds are initially parked in the bank accounts of DDOs until the Cheque/NEFT request presented in the bank for payment.

In the present system of fund allocation, there is huge time lag between allocation of funds and its utilization. In order to overcome the disadvantages of the existing system of Budget allocation and release of funds to field units, it has been decided to implement Centralized Fund cum Distribution Limits (CFDL) facility offered by State Bank of India (SBI) for OAE bank accounts

CFDL is an efficient fund management system for deployment of funds in Central account to increase return on CLTD and to monitor the utilization of the funds by the field units of Prasar Bharati. Under CFDL facility, two types of current bank accounts are opened i.e. Central account and Subsidiary account(s). All funds are kept in Central account and funds withdrawal limits are set for Subsidiary bank accounts. The field units can withdraw the runds upto fund withdrawal limit set for their subsidiary account(s). The subsidiary accounts function as a normal current bank account to the extent of deposit and withdrawal of funds are concerned. Initially, on presentation of withdrawal request, the balance of subsidiary accounts will income negative for the time being and at the end of the day, the subsidiary accounts pull the funds from Central account and make its balance zero.

It has been decided that CFDL facility will be implemented in all units of Prasar Bharati located in Delhi including Directorates w.e.f. 01.04.2019 and thereafter, in rest of India w.e.f. 01.05.2019. On or after this cut off date, the IEBR funds for OAE, RNUs, PP&SS etc. will be released through CFDL facility only.

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The process for implementation of Centralised Fund cum Distribution Limits (CFDL) in Prasar Bharati in respect of OAE bank account is as follows:

- Prasar Sharati Release Section has already opened Central account (A/c No. 38244673159) for Expenditure from IEBR under CFDL facility with SBI, New Delhi Main Branch, Parliament Street. The Customer Identification Folio (CIF) of Central Account is 90262335044.
- 2. All field units are required to open subsidiary current bank accounts for expenditure from IEBR under CIF of Central account as mentioned in Para 1 above with the same authorised signatories which these units are having at present in respect of existing OAE bank accounts. All field units located in Delhi should open the subsidiary bank account for OAE by 25th March, 2019. The field units located in rest of India are required to open subsidiary bank account for OAE latest by 15th April, 2019. The compliance regarding opening of subsidiary account(s) should be sent to Prasar Bharati Release Sections immediately after opening the bank account for updating their records for future release of funds. The form for opening of subsidiary bank account is encrease as Annexure-1.
- Budget allocation and request for release of funds by field units will be as per the existing practices.
- 4. For fixation of withdrawal limit, the field units will send their LOC request through EMS as per the existing practice to respective Directorate. Prasar Bharati Release Section will be the custodian of Central account and will periodically fix the limits for withdrawal of fund for each subsidiary account through its banker i.e. SBI New Delhi Main Branch as per the recommendation of Directorates.
- On or after cut off date as mentioned above, no actual transfer of funds will be made.The funds for expenditures from IEBR will be released to the field units through subsidiary account only.
- After fixing the limit(s), Prasar Pharati Release section will convey about the limit(s) fixed for the field unit(s) as per existing practices.
- 7. The field units like CCW, Zonal Engg. Offices, CPC, PAOs etc. which are operating their OAE bank account for Works, Capital Expenditure under Plan Scheme, Kissan and other Central Sector schemes related expenditure will continue to incur such type of expenditure from their existing OAE account. The funds for rest of the purposes which were earlier transferred through OAE account will be disbursed through Subsidiary bank account.
- 8. A) The field units other than mentioned in Para 7 above should discontinue their transactions from existing OAE bank account from the cut off date as mentioned above for the implementation of CFDL facility for their units. They should not issue any withdrawal request on or after cut off date from the excurs OAE bank account and keep the unutilised leafs of cheque books of OAE bank accounts in safe custody.

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- B) These field units should transfer the opening balance of unutilised funds as per the Bank Book (i.e. balance reflected in books of account/ Rereipts & Payments Account) as on cut off date lying in the existing OAE bank accounts to the Prasar Bharati Release section.
- C) The existing OAE bank account should be kept alive till the clearance of the last cheque/NEFT/RTGS issued from that account or three months from cut-off date, whichever is earlier. The OAE bank accounts of field units in Delhi and rest of India can be kept alive maximum upto 30th June, 2019 and 31st July, 2019 respectively.
- D) After clearance of the last cheque/NEFT/RTGS issued or three months from cut-off date, whichever is earlier, the unutilised cheque leafs/ books of all the existing OAE bank accounts should be returned to the bank and that account should be closed. The unutilised funds, if any, lying in the bank account should be transferred to Prasar Bharati Release Section.
- E) At the time of the closure of the existing OAE bank account, these field units must ensure that there is no pending item in Bank Reconciliation Statement of that account.
- 9. On transfer of funds, the field units should make necessary entries in Receipts & Payments Account under head 'Inter Current A/c transfer of funds 'To Prasar Bharati' [sl. no.IV(i)] appearing in the Payments side. Simultaneously, Prasar Bharati Release section will reflect the funds received in R&P A/c under 'Inter Current A/c transfer by PB-'Other Stations/ Kendras' [sl. no.III(b)] appearing in the Receipts side.
- 10. From the cut off date, the field units should do the banking transactions, relating to expenditure under IEBR, from their new subsidiary bank accounts only as per the existing practice. The units will be allowed to do the banking transactions upto the limit fixed for their subsidiary bank account.
- 11. Any withdrawal from subsidiary bank account will simultaneously reduce its drawing limit by that particular amount. The residual limit will be available for further withdrawals. At the end of the day, the subsidiary account will pull the funds from Central account and the closing balance will become zero.
- 12. The Prasar Bharati Release Section and the concerned units to which Subsidiary account pertain will be responsible for preparation of Bank Reconciliation Statement of Main hank account and subsidiary bank accounts from its start date respectively.
- 13. Bank Reconciliation Statement should be prepared by the concerned field unit in respect to its Subsidiary bank account. Since now all balances will be maintained in Central Bank account hence preparation of Bank reconcillation Statement will become simpler. The field unit(s) needs to reconcile all cheques issued during the month as per bank book with their clearance in the bank statement of that subsidiary bank account. Normally, the closing balance of a day in the bank book will either be negative or zero as it will pull amount utilised by the concerned field unit during the day from the Central account to make its balance zero.

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- 14. The control of adding/ deleting any subsidiary bank account of field unit(s) and fixation of limit for a particular subsidiary bank account will be with custodian of central bank account i.e. Prasar Bharati's Release Section.
- 15. The field units will not be allowed to view transactions of other field unit's bank account(s). The field units may operate and view their own subsidiary account using Corporate Internet Banking (CINB) facility. However, Prasar Bharati Release Section may view the transactions of any subsidiary bank accounts under its CIF using Corporate Internet Banking (CINB) facility.
- 16. After implementation of bank accounts under CFDL facility, the MOD/CLTD will be maintained in Central bank account only.

Both the Directorates are requested that they should circulate and ensure the compliance of the abovementioned instructions by all field units under their control scrupulously. The Finance wings of both the directorates should ensure the opening of bank accounts within the given timeframe positively.

This issues with the approval of CEO, Prasar Bharati.

(C.K Jain)
DDG(Fin.)

DG: AIR/DD

Copy to:

- ADG(E&A)/ ADG (Sports), PB Secretariat.
- 2. ADG (Fin), AIR / DD.
- 3. CE(CCW), New Delhi.
- 4. DDG(Fin), AIR / DD.
- 5. Director (Admin), PB Sectt.
- 6. DD (B&A)/ (Accounts)/ (F&A), Prasar Bharati Sectt.
- ODG (Tech.), Prasar Bharati Sectt. with a request to upload the above circular on the official website of Prasar Bharati.

Copy for information to:

- 1. 50 to CEO PB.
- 2. PS to M(F) PB.





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- I/We hereby declare that the details furnished above are true and correct to the best of
 my/our knowledge and belief and I/We undertake to inform you of any changes therein,
 immediately. In case any of the information is found to be false or untrue or misleading or
 misrepresenting, I/we am/are aware that I/we may be held liable for it.
- t/We certify that I/we have the capacity to sign for the entity as per the CBDT rules/RBI guidelines.
- I/We certify and declare that The Company does belong to the class of companies specified
 in sub-rule (2) of the Companies Rules 2017 (Restrictions on number of Layers) and it
 [Company] does not have more than two layers of subsidiaries. (As per the details given in
 Ministry of Corporate Affairs, Gazette notification No. 793 dated 21st Sept 2017.
- 4. I/We affirm and declare that I/We have read over and understood the rules and regulations of the State Bank of India ("Bank") and those relating to various services offered by the Bank including but not limiting to debit card/internet banking/SMS banking/Telebanking/Mobile Banking/Virtual Banking and any other facifities. I/We agree to abide by the same as amended/modified from time to time by the Bank Regulator/Government published through circulars, notifications, notice board/websites/newspaper publications, etc. I/We waive the rights, if any, to have personal notice in respect of such amendments/modifications. I/We agree that the transactions and requests executed in my/our account(s) by me/authorized person through internet, mobile, telebanking or virtual banking under my/our User ID and password/PIN/OTP will be legally binding on me/us & I/We am/are responsible for the maintenance of secrecy and confidentiality of the authentication credentials and any other information/details/OTP/PIN, etc., in such matters. I/We agree that Bank has got all the rights to debit
- my/our account for any service charge, expenses or other dues which the Bank is entitled/lable to recover from me. I/We also authorise the Bank and agree to close/ discontinue my account without any notice to me in case of any violation of iews/fules/regulations or terms a conditions of maintaining the account. I/We hereby undertake to inform the Bank on any change in my communication address or constitution, and I/We shall submit the address proof in case of transfer of my account from one branch to another branch.
- 5. In respect of accounts opened on the basis of Aadhaar details, I hereby declare that I have submitted the Aadhaar Card issued by UIDAI for identification and / or address proof towards the compliance of KYC norms under the PMLA, 2002 and I hereby agree that the Bank may verify the same with UIDAI and authorise the UIDAI expressly to refease the identity and address through biometric authentication to the Bank.
- I/We confirm and declare that I/We am/are not prevented/prohibited/restricted by any
 applicable legal/regulatory/contractual or other provisions from opening and/or
 maintaining the accounts or to transact with the Bankin any other way.
- 7. I/Weagree that my/our personal KYC details may be shared with Central KYC regis try or any other competent authority. I/We hereby consent to receive information from the Bank/Central KYC Registry/Gol/RBI or any other authority through SMS/e-mall on my registered mobile number/ e-mail address. I/We also agree that the non-receipt of any such SMS/e-mall shall not make the Bank Ilable for any loss or damage whatsoever innature.
- I/We hereby certify that I/We have declared my status as per the rules applicable under section 285BA of the Income Tax Act, 1961 as notified by Central Board of Direct Taxes (CBDT) vide Notification No. S.O. 2155[E] dated 7 August 2015 and RBI Circular Ref No.

TOLLFREE NUMBERS ININIDIA: 1800 11 22 11 / 1600 4253 800 | EMAIL CONTACTCENTRE@SBLCO.IN | WEBSITE, WWW.SBLCO.IN-



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- DBR.AMi..BC.No.36/ $14.01.001/2015{-}16\,dated$ 28 August 2015 in the matter including any subsequent modification/amendment thereof.
- 9. I/We understand, acknowledge and authorize that as per the provisions of income Tax Act, Rules made thereunder and the guidelines issued by the Government/RBI in the matter, depending upon the residential status and/or other criteria stipulated therein, the Bank may have to report the details in respect of my/our account(s) as per the prescribed format to the Central Board of Direct Taxes (CBDT) or other Government Agencies to comply with the obligations as per the Inter- Governmental Agreements (IGA) in respect of Foreign Accounts Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) and / or any other similar arrangements.
- 10. //We certify & declare that the Information provided by me/us for opening account and availing other services herein or through website/electronically as applicable to me/us and signed/authenticated by me/us as well as in the documentary evidence provided by me/us for opening account and availing other services are, to the best of my/our knowledge and belief, true, correct and complete and that I/We have not withheld any material information that may affect the assessment/categorization of my/our account as a U.S. Reportable Account or Other Reportable Account or otherwise. In case any of the information or details provided by me/us is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may be held flable for it.
- 11. I/We undertake the responsibility to declare and disclose immediately and in no case beyond 30 days from the date of change, any changes that may take place in the information provided herein/or otherwise, as well as in the documentary evidence provided by me or any certification becomes incorrect or undergoes a change. I further undertake to provide fresh and validatelf—certification along with documentary evidence as and when so required; nevertheless all declaration and undertaking given herein will also be applicable to all such modified/amended documents/information provided by me unless revised self-certification as above is provided to the Bank.

- information/other details within the stipulated period, may invalidate me/us from transacting in the account and the Bank would be within its right to put restrictions in the operations of my account or to close it or to report to any regulator and/or any authority designated by the Government of India (Goll/RBI for the said purpose or take any other action as may be deemed appropriate by the Bank under the guidelines issued by CBDT/RBI/Golfromtime to time.
- 13. I/Wealso agree to furnish and intimate to the Bankany other particulars that are called upon me/us to provide on account of any change in law either in India or abroad in relating to the operation or maintenance of the account.
- 14. I/We shall indemnify the Bank from any loss/damage that may be caused to the Bank on account of any defect/mistake in the details provided herein or on account of providing incorrector incomplete information by me/us.
- I/We undertake to submit data/information together with fresh KYC documents for updation of KYC details at periodical intervals as may be required by the Bank.
- I/We understand that the account will be activated and debits will be allowed only after completion of Customer Due Diligence relating to KYC by the Bank.
- 17. I/We have been advised of Monthly average/minimum behance requirement for the account to be opened and given to understand that these requirements are subject to revision/change and such revision/changes will be uploaded in the Bank's site which will be acceptable to me as a notice to that effect.
- I/We Undertake to submit Aadhaar and / or PAN within 6 months from the date of opening of account. failing to which I understand my account will cease to be operational as per GOI guidelines, amending Prevention of Money laundering (Maintenance of Records) Rules 2005. (In case the account is opened without Aadhaar / PAN)
- 19. In case, deemed OVDs are submitted for current address at the time of Account opening, I undertake to submit Aadhaar or any of the OVD having Current Address within 3 months from the date of account opening, falling to which I understand that my account may cease to be operational as per GOI quidelines at the material time.

 I/We also agree that my/our failure to disclose any materia me/us now or in future or my/our failure to remedy an 	I fact/information known to to be operational asper (GCI guidelines at the material time.
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Signature of Authorized Signatory (Do not overlap)	Signature of Authorized Signatory (Do not overlap)	Signature of Authorized Figures (Pages and applied
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, ,		
1. APPLICANT(S) INTERVIEWED AND PURPOSE ASCERTAINED (SE		
2. WHE HER SELF - CERTIFICATION & DOCUMENTS SUBMITTED (CARE : BRANCH TO PROCEED WITH OPENING OF ACCOUNT	SY THE CUSTOMERS HAVE BEEN VERIFIED AND FOUND CORRECT A ONLY WHEN THIS CERTIFICATION IS "YES".	NO RELIABLE: YES NO
3, THRESHHOLD LIMIT IS RS:		
4. DOCUMENTS RECEIVED: SELF CERTIFIED	TRUE COPIES NOTARY 5, RISK CATEGOR	Y: HIGH MEDIUM LOW
6. IN PERSON VERIFICATION CARRIED OUT AND SIGNATURE OF	THE APPLICANT VERIFIED OUT BY: IDENTITY VERIFICATION:	DONE
OFFICIAL NAME:	PF NO.:	DESIGNATION:
DATE : \$5 NQ.:	SIGNATURE:	
OPEN CIF		QUEUE NO. INITIALS
DATE: (AUTHORISED	SIGNATORY) CIF:	

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(MAB RS 50000)

ATTEMENT TO ESCATATION

भारतीय स्टेट बैंक STATE BANK OF INDIA

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ACCOUNT OF THE WIND TO THE THE THE COUNTY OF I/WE AM/ARE NOT AVAILING ANY CREDIT FACIL (TYIES) / LOAN(S) FROM ANY OTHER BANK(S)/ FINANCIAL INSTITUTION (S) OR DATE I/WE AM/ ARE AVAILING CREDIT FACILITY(IES)/ LOAN(S) FROM OTHER BANKS/ FINANCIAL INSTITUTIONS AS DETAILED BELOW: ADDRESS OF THE BRANCH NAME OF THE LENDING RANKSZEIS BRANCH FOR STAFFUSE ACCOUNT NUMBER (WITH EMAIL AND PIN NUMBER) NOC RECEIVED YES NO YES NO YES NO Care: NOCs to be obtained from all the Lending Banks before opening of the Account. Constitution of the second MANUFACTURER TRADER RETAILER SERVICE PROVIDER EXPORT/IMPORT OTHERS INDUSTRY CODE": (PLEASEREFER TO INDUSTRY CODES ON PAGE 7) OTHERS ANNUAL TURNOVER 0-5 LAKH 5-10 LAKH 10-25 LAKH 25 LAKH-1CR 5-50 CR. 50-100 CR. DEALING WITH SBI: SINCE (YEAR) ΔΤ BRANCH NATURE OF ACCOUNT CREDIT FACILITIES (SBI) (IF ANY) CURRENT ACCOUNT SAVINGS BANK ACCOUNT RECURRING DEPOSIT TERM DEPOSIT SPECIAL TERM DEPOSIT OTHER PLEASE SPECIFY: Moder permitting SINGLY SEVERALLY AS PER BOARD RESOLUTION OTHERS: (PLEASE SPECIFY) E-SERVICES REPORTED THE STREET AS FOR THE SERVICE AND A SE CORPORATE INTERNET BANKING: VIEWING RIGHTS TRANSACTION RIGHTS CHEQUE BOOK BUSINESS DEBIT CARD POS FACILITY (CARD SWIPING MACHINE) SMS ALERTS CASH PICK UP FACILITY STATE BANK COLLECT E - HAND SHAKE INSTA DEPOSIT CARD XPRESS DEBIT CARD OTHER . [HOST TO HOST INTEGRATION] STATEMENT FREQUENCY, MONTHLY QUARTERLY HALF-YEARLY E-STATEMENT TO BE SENT TO EMAIL ID: SMS ALERTS TO BE SENT ON : MOBILE 1 OR MOBILE 2 (PLEASE REFER TO THE MOBILE NUMBERS GIVEN IN CONTACT DETAILS (N AOF PART 1) ACCOUNT VIEWY January Commence NORMAL CURRENT ACCOUNT POWER GAIN CURRENT ACCOUNT **POWER PACK CURRENT ACCOUNT** POWER POS CURRENT ACCOUNT (MAB RS 1000011 (MABRS 200000)* (MAB RS 500000)* (MAB RS 5000)* POWER JYOTI

@

1. If We hereby declare that the dietails furnished above are true and correct to the best of my/our knowledge and belief and I/We undertake to inform you of any changes therein, immediately. In case

SURBHI CURRENT ACCOUNT

(MAB RS 10000)* (SWEEP FACILITY AVAILABLE)

any of the information is found to be false or untrue or misleading or misrepresenting, I/we am/are aware that I/we may be held liable for it. 1/We affirm and declare that I/We have read over and understood the rules and regulations of the State Bank of India ("Bank") and those relating to various services offered by the Bank including but not limiting to debit card/internet banking/SMS banking/Tele-banking/Mobile Banking/Virtual Banking and any other facilities. I/We agree to abide by the same as amended/modified from time to time by the Bank/Regulator/G overnment published through circulars, notifications, notice board/websites/newspaper publications, etc. I/We waive the rights, if any, to have personal notice in respect of such amendments/ rnodifications. I/We agree that the transactions and requests executed in my account (s) through internet, mobile, tele-banking or virtual banking under my User ID and password/PIN/OTP will be legally binding on me & I/We am/are responsible for the maintenance of secrecy and confidentiality of the authentication credentials and any other

TOLL FREE NUMBERS IN IN DIA: 1800 11 22 11 / 1800 4253 805 | EMAIL: CONTACT CENTRE @ SBI.CO.IN | WEBSITE: WWW.SBI.CO.IN

(FOR CURRENT CHARGES AND MAB'S ASSOCIATED TO SEVERAL PRODUCTS PLEASE VISIT SBLCO.IN OR VISIT NEAREST SBIERANCH.) (*MABS ARE SUBJECT TO CHANGE)

POWER JYOTI (PRE UPLOADED)

(MAB RS 50000)*





Information/details/OTP/PIN, etc., in such matters. I/We agree that Bank has got all the rights to debit my account for any service charge, expenses or other dues which the Bank is entitled/liable to address or constitution, and i/We shall submit the address proof in case of transfer of my account from one branch to another branch.

1/We undertake to keep MAB (Monthly Average Balance) in the account as prescribed under the respective account scheme and agree to pay the penalty if MAB is not maintained.

SIGNATURE OF THE AUTHORIZED SIGNATORY

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FORESTEENLY

OPEN THE ACCOUNT

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ASSISTANT (SIGNATURE)	OFFICER (SIGNATURE)
NAME :	NAME:
EMPJOFFICIAL NAME:	
EMP/OFF.CODE:	EMP./OFF, CODE:
EMP/OFF. DESIGNATION:	EMP, OFF, DESIGNATION;
EMP/OFF, BRANCH:	EMP,/OFF, BRANCH:

Element coefficients and selection of the control o

AUTHORISED OFFICIAL (SIGNATURE)

- Whenever the customer does not use afternate channels for opening the Current Account,
 payments to credit of an account with the Bank should ordinarily be accompanied by a payin slip duly signed by the constituent. Slips with counterfolis will be supplied inbook form and
 the entry of the transactions made in the counterfoli will be authenticated by the Initials of
 an authorised employee of the Bank. The depositor should satisfy himself that the
 transaction is socertified.
- 2. Cheques must be drawn on the Bank's printed forms. The Bank reserves its right to refuse payment of any cheque drawn otherwise. The bank reserves the right to refuse payment of cheques that have been altered in any way unless the alternation is authenticated by the drawer under full signature. Cheques should be drawn in such a way as to prevent afteration after issue, and the signature should be uniform with that on record at the Bank.
- Constituents should not overdraw their accounts, even for small amounts without having made previous arrangements. Overdraft are granted in current accounts on terms as per extant instructions. Interest will be charged at the rates stipulated by the Bank and calculated upon the daily balances.
- The Bank will register instructions from the drawer regarding cheques lost, stolen, etc. but cannot guarantee depositors against loss in such cases in the event of such a cheque being paid.
- The bank collects bills, drafts, cheques, pay and pension bills, etc. on behalf of constituents. In personal accounts, the Bank offers up to a specified limit immediate credit in respect of cheques, drafts, dividend warrants, etc., payable at outstation branches.

- 6. Local cheques, etc., will be cleared under CTS Clearing.
- Cheques, bills, etc. sent in for collection and credit of an account must not be drawn against until they have been realised.
- Bills, notes, etc. not payable on demand, intended for realisation by the Bank, should be sent at least one clear day before due date.
- The Bank accepts standing Instructions on accounts for making periodic remittances, etc.
- 10. Statements of accounts will be sent to constituents periodically and can be obtained at any time on application. The entries of accounts should be carefully examined by the constituent, and, if any errors or ornissions are discovered, the attention of the Bank must be drawn to them immediately. The Bank will not be responsible for any loss arising from neglect of this precaution. The names of payees of cheques will be entered in constituents' statements on receipt by the Bank of a written request to do so.
- 11. Any change in the address of the constituent must be promptly advised to the Bank, in all their correspondence with the Bank and on pay-in sips etc. constituents should clearly mention the account number allotted at the time of opening of the account.
- Accounts may be transferred at the request of the constituents to any other office of the Bank.
- The Bank accepts securities and shares for safe custody and realisation of interest, dividends, etc. on terms which may be had on application.
- 14. The Bank reserves the right to alter/add to/delete any of these rules at any time.

- Q1. ARLINES/AVIATION
- 02. ADVERTISING AGENCY
- 03. AGRICULTURE / ALLIED INDUSTRIES
- 04. AUTOMOBILES
- OS, AUTOPARTS
- OS. AUTO PHIANC
- 06. AUTO FINANCE 07. ARMS DEALER
- 08. BANKING / FINANCIAL SERVICES
- 09. ENGINEERING/CAPITAL GOODS
- 10. FERTILIZERS / CHEMICALS / SEEDS /
- 11. PESTICIDES
- 12. FISHERIES / POULTRY
- 13. GEMS / JEWELLERY
- 14. CALL CENTERS / BPO

- 19. CASINOS
- 16. CEMENTS / PAINTS
- 17. CHIT FUNDS
- 18. CONSUMER DURABLES
- 19. COURTER/CARGO
- 20. CONSTRUCTION / REAL ESTATE
- 21. CONSULTANCY
- 22, ELECTRONICS
- 23. FURNITURE / TIMBER
- 24, GOVERNMENT BODIES
- 25, HOTELS / RESTAURANTS
- 26. HOSPITALS/CLINICS/NURSING HOME
- 27. INFRASTRUCTURE
- 28. INSURANCE

- 29. IMPORT / EXPORT
- 30, MANUFACTURING
- 31. MONEY LENDER
- 32. MEDIA/ENTERTAINMENT
- 33. MEDICAL/HEALTHCARE
- 34, MARBLE& GRAINITE
- 35. OR 6 GAS

- 36, PETROL PUMPS
- 37. PHARMACEUTICALS
- 38. POWER / ELECTRICITY
- 39. PRINTING / PUBLISHING
- 40. RELIGIOUS INSTITUTIONS 41. SCIENCE & TECHNOLOGY
- 42. SCHOOL/COLLEGES/INSTITUTES

- 43. STEEL/HARDWARE
- 44. STOCKS & SHARES
- 45. TECH STARTUPS
- 46. TELECOMUNICATION
- 47. TEXTILES / GARMENTS
- 48. TRAVELE TOURISM
- 49. TRANSPORTATION & LOGISTICS
- SO. FOREKDEALERS / BULLION
- 51. PROFESSIONALS (DOCTOR, LAWYER, ENGG. CONSULTING, HR)
- 52, RETAIL CHAIN / FMCG
- 53. TELECOM
- 54. TEXTUES
- 55. TRANSPORTATION
- 56. IT SERVICES



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O BY FILLED OBLYING CASE OF FINANCIAL INSTITUTION

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ANNEXURE-1

We declare and certify our entity status under Rules 114F to 114H of the Income tax Rules, 1962 notified vide CBDT Notification No. S.O. 2155(E) dated 7 August 2015 and RBI Circular Ref No. DBR.AML.BC.No.36/14.01.001/2015-15 dated 28 August 2015, as under:

	Tick status of Firm 1			A 26 A 1	
	Tick status of Financial Institution Name of Entity			Yes	No
a)			***************************************		
b)	Depository Institution				
	Custodial Institution				
c)	investment Entity which is not a passive NFE				
d)	Specified Insurance Company				
	Owner-Documented F(with substantial US owner	r(s) – details o	fsubstant	tial US Owner to be captured as per Annexure-II	
	Reporting Financial Institution				
	If 2 OR 3 above is yes, please provide Global inten	mediary Identi	fication N	lumber (GIIN)	
	Non-Participating Financial Institution				
_	Non-Reporting Financial Entity (If Yes , Please Tic	k one of the ca	itegory in	the Table below)	
\$ No.	Category of NRFI	(V)	5 No.	Category of NRF:	(V)
1.	Governmental Entity;		13.	Provident fund	- (*)
2,	International Organisation;		14.	An Indian investment entity which is wholly held by NRFIs referred to in (i) to [xill] above and where any debt interest is held by a depository Institution or NRFIs referred to in (i) to [xill] above	
3.	Central Bank;		15.	Qualified credit card Issuer;	-
4.	Treaty Qualified Retirement Fund;		16.	Specified investment entity as per CBOT rules (Rule 114F(5)(f));	
5.	Narrow Participation Retirement Fund;		17.	Exempt collective investment vehicle;	_
ъ.	Broad Participation Retirement Fund;		18.	Trustee-documented Indian Trust;	
7.	Pension Fund of a Governmental Entity:		19.	Financial Institution with a local client base;	
8.	Pension Fund of an International Organisation:	The state of the s	20.	Local Bank (including Regional Rural Bank, Urban Cooperative Banks, State Cooperative Banks / District Central Cooperative Banks, Local Area Banks provided that the assets test as in Explanation (O) to Rule 114F(5);	
9.	Pension Fund of a Central Bank;		21.	Financial Institution with only low-value accounts;	
10.	Non-public fund of the armed forces;		22.	Sponsored investment entity and controlled foreign corporation (in case of any U.S. reportable account);	
11.	Employees' state insurance fund;		23.	Sponsored closely held invastment vehicle (in case of any U.S. reportable account)	
12.	Gratuity Fund;		24.	An indian investment entity which is wholly held by NRFIs referred to in (i) to (xili) above and where any debt interest is held by a depository institution or NRFIs referred to in (i) to (xill) above	
	Sponsored Investment Entity				
a)	Name of sponsoring entity				-
b)	GIIN of sponsoring entity				
c]	GIIN of Sponsored entity				

We certify that we have the capacity to sign for the Financial institution as per CBDT rules/RBI guidelines.

Date:	L	L	_	 <u> </u>		_
Place:	_					

SIGNATURE(S)

NAME OF THE AUTHORIZED PERSON OF ENTITY

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8.	FORM #60
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	uted in accordance with the provisions of income Tax Act 1961 for the financial year in which the above transaction is held will be less than maximum amount not charge able to tax.
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GENERAL INSTRUCTIONS

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ation / Guidelines for filling 'For Office Use Only' section Account Type: Simplified should be used for FPI Category I and Category II only.
 Account Holder:

US Reportable (FATCA) F1- Owner- Documented FI with specified US owner(s)

F2-Passive Non -Financial Entity with substantial US owner(s) F3 - Non-Participating FFI

F4- Specified US person F5-Direct Reporting NFFE XX- Not Applicable

Other Reportable (Other than FATCA)

C1-Passive Non-Financial Entity with one or more controlling person that is a Reportable person

C2- Other Reportable Person C3 - Passive Non- Financial Entity

that is a CRS Reportable XX- Not Applicable

B. Clarification / Guidelines for filling 'Entity Constitution type' section **Entity Constitution Type**

A- Sole Proprietorship B - Partnership firm

D- Private Limited Company E- Public Limited Company

F-Society G-Association of Persons (AOP)/ Body of Individuals (BOI) H- Trust

I- Liquidator

J- Limited Liability Partnership K- Artificial Juridical Person

L- Public Sector Banks

M- Government Departments/ Agency

N- Forlegn Portfalio

O- Section & Companies (Companies Act. 2013)

P- Artificial Judicial Person

X- Not Categorized Z- Others

C. Clarification / Guidelines for filling 'Entity Details' section

1. For sole proprietorship Concerns, in case of non-availability of PAN, Form 60 needs to be furnished

Identification Type: T-TIN, C-Company Identification Number, G-US GitN, E-Global Entity Identification Number (EIN), O-Others

Date of Commencement of Business' is mandatory for companies, and other entities may provide if applicable.

D. Clarification / Guidelines for filling 'Proof of Identity [Pol]' section

 ${\bf 1. Certified\ copies\ of\ all\ the\ relevant\ documents, as\ applicable, needs\ to\ be\ submitted.}$

2. KYCrequirements for Foreign Portfolio Investors (FPIs) will be as specified by the concerned regulator from time to time.

Details of the Required Documents for different Entity Constitution Types are mentioned in Page 16 (KYC Documents Required)

E Clarification/Guidelinesforfilling 'Proof of Address [PoA]' section

1. State/UT Name and Pin / Post Codewill not be mandatory for Overseas addresses.

2. In case of multiple correspondence / local addresses, please fill 'Annexure lit'

Clarification / Guidelines for filling 'Contact Details' section

 ${\tt 1. Please mention two-digit country code} \ {\tt and 10 digit mobile number (e.g. for Indian mobile}$ rumbermention 91-9999999999),

2 Do not add '0' in the beginning of Mobile number.

G Clarification/Guidelines for filling 'Controlling/Related Person Details' section

Fili Separate Annexure (A11) for each Controlling/Related Person/Beneficial Ow

Personal Details

1 Name: Please state the name with Prefix (Mr/Mrs/Ms/Dr/etc.). The name should match the name as mentioned in the Proof of Identity submitted falling which the application is liable to

2 Either father's name or spouse's name is to be mandatorily furnished, in case PAN is not available father's name is mandatory.

Resident outside India for tax purposes

1 Provision for capturing multiple Tax residency details is made available (Annexure III)

2 Tax Identification Number (TIN): TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an

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ralent level of identification ("Functional equivalent"), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personalidentification/services code/number and resident registration number)

lv. Proof of Identity [Pol]

1 If driving license number or passport is provided as Polithen expiry date is to be mandatorily furnished.

 Mention Identification / reference number if 'Z-Others (any document notified by the central government listicked

Proof of Address (PoA)

1 PoA to be submitted only if the submitted Poi does not have an address or address as per Polis invalidor not inforce

State / U.T Name and Pin / Post Code will not be mandatory for Overseas addresses.

Section 1 A to be filled for Controlling Person and Section 1 B to be filled for related Person.

 $The details of Controlling Persons are required only if the Legal Entity is {\tt Passive NFE} as a substitution of the controlling persons are required only if the Legal Entity is {\tt Passive NFE} as a substitution of the controlling persons are required only if the Legal Entity is {\tt Passive NFE} as a substitution of the controlling persons are required only if the Legal Entity is {\tt Passive NFE} as a substitution of the controlling persons are required only if the Legal Entity is {\tt Passive NFE} as a substitution of the controlling persons are required only if the {\tt Passive NFE} as a substitution of {\tt Passive NFE}$ defined in the Income Tax Rules

If KYC number of Related or Controlling person is available, no other details except 'Person Type' and 'Name of the Controlling/Related Person' are required.

"Controlling Person" means the natural person who exercises control over an entity and includes a beneficial owner as determined under sub-rule (3) of rule 9 of the Prevention of Moneylaundering (Maintenance of Records) Rules, 2005.

Explanation 1.- In determining the beneficial owner, the procedure specified in the following circular as amended from time to time shall be applied, namely:-

(i) DBOD.AML.BC, No.71/14,01,001/2012-13, issued on the 18th January, 2013 by the Reserve

(ii) CIR/MIRSD/2/2013, issued on the 24th January, 2013 by the Securities and Exchange Board of

(iii) RDA/SDD/GDL/CIR/019/02/2013, issued on the 4th February, 2013 by the insurance Regulatory and Development Authority.

Explanation 2.- in the case of a trust, the controlling person means the settlor, the trustees, the protector (if any), the beneficiaries or class of beneficiaries and any other natural person exercising ultimate effective control over the trust and in the case of a legal arrangement other than a trust, the said expression means the person in equivalent or similar position.

Type of legal entity	Type of controlling person (CP)	Permissible values					
Sole proprietorship	Sole proprietor	CP not required					
Hindu Undivided Family	• Karta	C09 - CP of legal arrangement - Other-settlor equivalent; or					
		C10- CP of legal arrangement + Other-Trustee equivalent					
	• Each Coparcener	C12 - CP of legal arrangement - Other-beneficiary equivalent					
Partnership	Ownership	C01- CP of legal person - ownership					
	Other means	C01- CP of legal person – other means					
_	Senior managing officials	C03 - CP of legal person - senior managing official					
Company	Ownership	C 01 -CP of legal person - ownership					
	Other means	C 02 - CP of legal person – other means					
	Senior managing official	C 03 - CP of legal person - senior managing official					
Society	Ownership	C 01 -CP of legal person - ownership					
	Other means	C 02 - CP of legal person – other means					
	Senior managing official	C 03 - CP of legal person - senior managing official					
AOP/BOł	Members (owners)	C 01 - CP of legal person - ownership					
	Settlor Equivalent	C 09 - CP of legal arrangement - Other-settlor equivalent					
	.* Trustee equivalent	C 10CP of legal arrangement -Other-trustee equivalent					
	- Protector Equivalent	C 11 - CP of legal arrangement - Other-protector equivalent					
	Beneficiary Equivalent	C 12 - CP of legal arrangement - Other-beneficiary equivalent					
	◆ Others	C 13 - CP of legal arrangement - Other-Other equivalent					
₩ust	Settlor	CO4 - CP of tegal arrangement - Trust-settlor					
	- Trustee	C05 - CP of legal arrangement - Trust-trustee					
	• Protector	C 06 – CP of legal arrangement – Trust-protector					
	+ Seneficiary	C07 - CP of legal arrangement - Trust-beneficiary					
	Others	CO8 CP of legal arrangement Trust-Other					
Liquidator		CP not required					
Limited Liability Partnership	Partners(ownership)	CO1 - CP of legal person - ownership					
	Other means	CO2-CP of legal person —other means					
	Senior Managing officials	C 03 - CP of legal person – senior managing official					
Artificiai Juridical Person	Equivalent of Settlor	COS - CP of legal arrangement -Other-sattlor equivalent					
	• Trustee	C 10 - CP of legal arrangement - Other - trustee equivalent					
	• Protector	C 11 – CP of legal arrangement - Other - protector equivalent					
	Beneficiary	C 12 – CP of legal arrangement - Other - beneficiary equivalent					
	• others	C 13 - CP of legal arrangement - Other - Other equivalent					



Passive NFE att means

- Any NFEwhichIsnotan Active NFE, or
- il. An investment entity the gross income of which is primarily attributable to investing, reinvesting, or trading in financial assets, if the entity is managed by another entity that is a depository institution, a custodial institution, a specified in surance company, or an investment entity described in the note below.

III. Not a withholding for eignpartnership or withholding for eigntrust

- ("Withholding foreign partnership" means a foreign partnership that has entered into a withholding agreement with the United States of America in which it agrees to assume primary $with holding {\it responsibility} for all pzyments {\it which} are made to it for its partners, beneficiaries {\it or owners}.$ Note:
- Any entity that primarily conducts as a business one or more of the following activities or operations for or on behalf of a customer, namely:-
- i. Trading inmoney market instruments (Cheques, bills, certificates of deposit, derivatives etc.); for eign exchange, exchange, interest rate and index instruments; transferable securities; or
- Individual and collective portfolio management; or
- iii. Otherwise Investing, administering, or managing financial assets or money on behalf of other persons.

Explanation 1:- An entity is treated as primarily conducting as a business one or more of the activities described in 1 above , or an entity's gross income is primarily attributable to investing, reinvesting, or trading in financial assets for purposes of Investment Entity that is a Passive Entity, if the entity's gross income attributable to the relevant activities equals or exceeds 50 percent of the entity's gross income during the shorter of: (i) the three-year period ending on 31st march of the year preceding the year in which the determination is made; or (ii) the period

Explanation 2:- The term "investment entity" does not include an Entity that is an active non-financial entity because it meets any of the criteria in sub-clauses (iv), (v), (vi) or (vii) of clause (A) of

Passive income - includes income by way of: (i) dividends; (ii) interest; (iii) income equivalent to interest; (iv) rents and royalties (other than rents and royalties derived in the active conduct of a business conducted, at least inpart, by employees of the non-financial entity); (v) annuities; (vi) the excess of gains over losses from the sale or exchange of financial assets that gives rise to the passive income; (vii) the excess of gains over losses from transactions fincluding futures, forwards, options, and similar transactions) in any financial assets; [viii] the excess of foreign currency gains over foreign currency losses: (IxI net income from swaps; or IxI amounts received under cash value insurance contracts: Provided that passive income will not include, in the case of a non-financial entity that regularly acts as a dealer in financial assets, any income from any transaction entered into in the ordinary

course of such dealer's business as such a dealer.

Related Entity - an entity is a "related entity" of another entity if either entity controls the other entity, or the two entities are under common control. Explanation. For the purpose of this clause control includes oirector indirect ownership of more than fifty per cent of the vote and value in an entity.

Active NFE is any one of the following

- i. less than fifty per cent of the entity's gross income for the preceding financial year is passive income and less than fifty per cent of the assets held by the entity during the preceding financial year are assets that producer are held for the production of passive income; OR
- ii. the stock of the entity is regularly traded on an established securities market or the non-financial entity is a related entity of an entity, the stock of which is regularly traded on an Explanation. - For the purpose of this sub-clause, an established securities market means an exchange that is recognized and supervised by a Governmental authority in which the

securities market is located and that has a meaningful annual value of shares traded on the exchange; OR

- $ii. \quad the \textit{entity} is a \textit{Governmental} \textit{Entity} or an international Organization or a \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by owned by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by one or more of the foregoing; OR \textit{Central Bank or an entity who by the foregoing in the forego$
- (v. substantially bit of the activities of the entity consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a financial Institution: Provided that an entity shall not qualify for this status if it functions as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment

vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes; OR

- v. the entity is not yet operating a business and has no prior operating history, but is investing capital into a seats with the intent to operate a business other than that of a financial institution, provided that the entity shall not qualify for this exception after the date that is twenty four months after the date of the initial organization of the entity ORvi. the entity was not a financial institution in the past five years, and is in the process of liquidating its assets or is reorganizing with intent to continue or recommence operations in abusiness
- vil. The entity primarily engages in financing and hedging transactions with, or for, related entities which are not financial institutions, and does not provide financing or hedging services to any
- entity which is not a related entity, provided that the group of any such related entities is primarily engaged in a business other than that of a financial institution; DR viii. the entity meets all of the following requirements, namely
- a. It is established and operated in India exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in India and it is a professional organization, business league, chamber of commerce, labour organization, agricultural or horticultural organization, civic league or an organization operated exclusively for the promotion of social welfare;
- b. It is exempt from income-tax in India;
- $It has no she reholders or members who have a proprietary or beneficial interest in Its income or {\tt assets};$
- The applicable laws of the entity's country or territory of residence or the entity's formation documents do not permit any income or assets of the entity to be distributed to, or applied for the benefit of, a private person or non-charitable entity other than pursuant to the conduct of the entity's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the entity has purchased; and
 The applicable laws of the entity's country or territory of residence or the entity's formation documents require that, upon the entity's Equidation or dissolution, all of its assets be
- distributed to a Government at Entity or other non-profit organization, or escheat to the government of the entity's jurisdiction of residence or any political subdivision the reafficients of the entity's jurisdiction of residence or any political subdivision the reafficients of the entity's jurisdiction of residence or any political subdivision the reafficients of the entity's jurisdiction of residence or any political subdivision the reafficients of the entity's jurisdiction of residence or any political subdivision the reafficients of the entity's jurisdiction of the entity of theExplanation. - For the purpose of this sub-clause, the following shall be treated as fulfilling the criteria provided in the said sub-clause, namely:-

an Investor Protection Fund referred to in clause (23EA);

- a Credit Guarantee Fund Trust for Small industries referred to in clause 23EB; and
- an Investor Protection Fund referred to in clause (23EC), of section 10 of the Act A US Person is any of the following
 - A.U. S. citizen or Tax Resident of US; OR
 - $b. \quad A partnership or a corporation organized in the \textit{US} or under the \textit{law of the US} or any states thereof; OR \\$
 - c. A trust (i) where a court within the United States would have authority under applicable law to render orders or judgments concerning substantially all issues regarding administration of the trust, and (ii) one or more U.S. Persons have the authority to control all substantial decisions of the trust, OR
 - an estate of the decedent that is a citizen or resident of the United States.
 - Specified US Person A US Person other than the following
 - A corporation the stock of which is regularly traded on one or more established securities markets
 - b. Any corporation that is a member of the same expanded affiliated group, as defined in section 1471(e)(2) of the U.S. internal Revenue Code, as a corporation described in clause (a)

 - c. The United States or any wholly owned agency or instrumentality thereof
 d. Any State of the United States, any U.S. Territory, any political subdivision of any of the foregoing, or any wholly owned agency or instrumentality of any one or more of the foregoing. Any organization exempt from taxation under section 501(a) of the U.S. Internal Revenue Code or an individual retirement plan as defined in section 7702(a)(37) of the U.S. Internal Revenue Code
 - Any bank as defined in section 581 of the U.S. Internal Revenue Code;
 - Any real estate investment trust as defined in section 856 of the U.S. Internal Revenue Code
 - Any regulated investment company as defined in section 851 of the U.S. Internal Revenue Code or any entity registered with the U.S. Securities and Exchange Commission under the investment Company Act of 1940 (15 U.S.C. 80a-64)
 - Any common trust fund as defined in section 584(a) of the U.S. Internal Revenue Code;
 - Any trust that is exempt from tax under section 664(c) of the U.S. Internal Revenue Code or that is described in section 4947(a)(1) of the U.S. Internal Revenue Code
 - Any trust that is exempt from tax under section 664(c) or the U.S. Internal Revenue Code or matrix described an Section 454 (c) or the U.S. Internal Revenue Code or matrix described an Section 454 (c) or the U.S. A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any State;
 - A broker as defined in section 6045(c) of the U.S. Internal Revenue Code
- $m. \ \, \text{Anytex-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Internal Revenue Code S. Anytex-exempt trust under a plan that is described in the U.S. Anytex-exem$ Direct Reporting NFFE

K.

A direct reporting NFFE will mean an NFFE that elects to report directly to the US IRS certain information about its direct or indirect substantial U.S. owners, in fleu of providing such information to Fix with which the NFFE holds a financial account. Direct Reporting NFE registers with the US IRS to obtain Glin. Such Direct Reporting NFFEs are required to be reported under Rules 114F to 114H

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		KYC Documents Required for opening Current Accounts 14.7
SiNo	Type of Entity	KYC Documents
1	Proprietorship	 Minimum 2 documents issued in the name of Proprietary Concernfrom the following flat of documents along with Aadhaar and PAN of the proprietor as a Beneficial owner (Annexure II) must be taken or where an Aadhaar number has not been assigned, proof of application towards enrollment for Aadhaar and In Castermanent Account Number is not submitted an Officially Valid Document shall be ubmitted. Proof of the name, address and activity of the concern like registration certificate (In the case of a registered concern). Certificate/license issued by the Municipal Authorities under Shop & Establishment Act. GST/CST certificate, certificate/registration document/issued by Sales Tax/Service Tax/Professional Taxauthorities. License/ Certificate of practice issued in the name of the proprietary concern by any professional body incorporated under statue (e.g., Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Contains of India, Institute of Company Secretaries of India, etc.) The complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected duly authenticated.
2	Partnership Firms	
	rai wership Firms	 Partnership deed dated
		8. Addresses of the Power of Attorney bolders
		5. PoAgranted to a partner or employed of the firm to transport to the firm to the firm to transport to the firm
3 1	Limited Companie	
		3. A resolution from the Board of Directors and Power of Attorney granted to its managers, officers of Association dated. 4. (a) Addhaar number and (b) Pan or Form 60 issued to managers, officers or employees sholding an attorney to transact on the company's behalf and number has not been assigned, proof of application of enrollment for Aadhaar and in case Permanent Account Number is not submitted an Officially Valid Other Documents half be submitted.
		5. A declaration containing the names of all the beneficial owners together with their share holding / controlling interest / stake duly signed by the authorized signatory. (Annexure IV) 6. Certificate of commencement of business (in case of Public Limited Company) 7. CiNNo.
		9. Proof of Current Address 10. Any officially valid document/ Identification of those who have authority as per POA granted to operate the account (as applicable to individual accounts) and the control of all such persons operation the account and the control of the control
77777		11. Certificate of Registrar of Joint Stock Companies dated
		whether the same be overdrawn or not, or relating to the transactions of the company." and to act on any instructions so given relating to the account,
		हस्ता./sd/- हस्ता./sd/-
		अध्यक्ष / Chairman निरंगन/ Directors सविज / Secretary 13. Aadhaar and PAN of the Chairman / Managing Director / Chief Promoter etc of all Related persons or beneficial owners, Separate Annexure il for each beneficial owner to be obtained.
	cieties/	KYC Documents as applicable to Account of unincorporated Associations or Body of Individuals
ms	sociation/Clubs	Copy of the Memoraridum of Association registered on
	du Undivided hlly (HUF)	1. Joint Hindu Family Letter dated And No Obtained on Cos 38, signed by all the adult coparceners
		4. Aadhaar and PAN of adult coparceners 5. PAN Card of Joint Hindu Family 6. Ondeath of a coparcener, birth of a coparcener and a minor capacitation.
Trus	sts	Declaration that a) the depositor is the Karita of the Joint Family, b) the deposit belongs to JHF KYC Documents Registration Certificate: Trust Deed; and PANof the Trust; and (e) Addhear Number; and (b) Permanent Account Number of Form 60 issued to the person holding POA on its behalf or where an Aadhaar number has not been assigned, proof of application towards enrollment for Aadhaar and in case Permanent Account Number is not submitted an Officially Valid Document shall be Other Documents A declaration containing the names of all the beneficial owners together with their share holding / controlling interest / stake duty signed by the authorized.



INO	Type of Entity	KYC Doorments
		6. Copy of relevant extracts of trust deed dated
7	Unincorporated	Resolution of the managing body of such association or body of individuals;
	association or body of Individuals	 Power of attorney granted to transact on its behalf; (a) Aadhaar Number; and (b) Permanent Account Number of Form 60 issued to the person holding POA on its behalf or where an Aadhaar number has not been essigned, proof of application towards enrollment for Aadhaar and in case Permanent Account Number is not submitted; an Officially Velid Document shall be submitted. Such information as may be required by the bank to collectively establish the legal existence of such an association or body of individuals. Aadhaar and PAN of all Related persons or Beneficial owners, Separate Annexure lifer each beneficial owner to be obtained. A declaration containing the names of all the beneficial owners together with their share holding / controlling interest / stake duly signed by the authorized signatory. (Annexure IV)
		 In Case of Politics (Parties, along with above mentioned document these 4 other documents will also be attached:
		a. Certificate from the Election Commission confirming that "the political party is registered under section 29A of Representation of people Act, 1951 (43 of 1951) and secured not less than one percent of the votes polled in the last general election to the House of the Peoples or the Legislative Assembly, as the case may be".
- 1		b. Memorandum or Rules and regulations of the political party.
		 Photograph of the person who has been authorised to transact the account, i.e. to whom Power of Attorney is granted.
4		d. Documents in respect of proof of address of the political party.
11 -	Xecutors,	Proof of Identity for Executors, Administrators and Liquidators
	Administrators andLiquidators	 Probate or letter of administration or authority under the Companies Act dated
1	1	8. Executors / administrators / liquidators cannot normally delegate their powers to third parties.
		III. Addhearand PAN of all Related persons or Beneficial owners, Separate Annexural for each beneficial owner to be obtained Proof of Residence for Taxpurpose
		(V). With respect to an entity, any official document issued by an authorised Government body, including a Government agency or a municipality, which includes the name of the entity and either the address of its principal office in the country or territory in which it claims to be a resident or the country or territory in which the antity was incorporated or organised;

Officially Valid Documents:

The list of OVDs consist only the following Five:

- Passport
- z. Driving licence
- Voter's Identity Card issued by Election Commission of India 3.
- Job card issued by NAREGA duly signed by an officer of the State Government
- Letter is sued by the National Population Register containing details of name, address. (Aadhaer and PAN are MANDATORY and not part of OVDs)

Deemed Officially Valid Documents

The Following documents shall be deemed to be officially valid documents for the limited purpose of proof of address:

- Utility bill which is not more than two months old of any service provider (electricity , Telephone , post-paid mobile phone , piped gas, water bill). 40
- Property or Municipal Tax Receipt an (iii)
- Pension or Family Pension Payment Orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address (iv)
- Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or requistory bodies, Public Sector Undertakings, Scheduled Commercial Banks, Financial institutions and Listed Companies and leave and license agreements with such employers allotting official accommodation.

The banaficial owner, as per Rule 9 (3) of PML Amendment Rules 2013 is determined as under:

- (a) where the customer is a company, the beneficial owner is natural person(s), who whether acting alone or together, or through one or more juridical person, has/heve a controlling ownership interest or who exercises control through other means. Explanation.-Forthepurpose of this sub-clause-
 - () "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company;
 - ii) "Control" shall include the right to appoint majority of directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.
- Where the customer is a partnership firm, the beneficial owner is the natural person(s), who, whether acting along or together, or through one or more juridical person, has/have ownership of / entitionerst to more than 15% of capital or profits of pertnership.
- Where the customer is an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting along or together, or through one or more juridical person, has/have ownership of or entitlement to more than through one or more juridical person, hearneve ownership of or entitlement to more than 15% of the property or capital or profits of such associations or body of individuals; Explanation: Term "body of individuals" includes societies. Where no natural person is identified under (a), (b) or (c) above, the beneficial owner is the relevent natural person who holds the position of senior managing official.

 Where the client is the trust, the identification of the beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with 15% or more interest in the trust and sinu other restural person awarding without profits in the control of the surface of the control of the surface of the control of the surface of the control - interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- Where the client or the owner of the controlling interest is a company listed on astock exchange or is a subsidiary of such a company, it is not necessary to identify end verify the identity of any share holder or beneficial owner of such companies.



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	ACKNOWLEDGEMENT
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2. DOCUMENTS DEPOSITED (I)	UNIC.
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BRANCH MANAGER