

**KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION**  
**KNOW YOUR CUSTOMER (KYC) AND PREVENTION OF MONEY LAUNDERING**  
**POLICY**

**1. INTRODUCTION**

In accordance with the Master Directions on know your Customer (KYC), 2016 issued (as amended from time to time) by the Reserve Bank of India, Kerala State Backward Classes Development Corporation (KSBCDC) is required to put in place appropriate Policy and procedures to comply with the relevant Know Your Customer (KYC ) norms and Customer Due Diligence ( CDD) processes at the time of onboarding the Customer and also during the continued relationship with such Customer which includes monitoring of transactions in terms of the provisions of Prevention of Money-Laundering Act, 2002 and the Prevention of Money-Laundering (Maintenance of Records) Rules, 2005, as amended from time to time by the Government of India which has also issued guidelines on AML standards to be followed by market intermediaries viz Depository Participants, Asset Management Companies etc. This Policy, which is further detailed below, has been formulated in line with the RBI Master Direction on Know Your Customer (KYC) issued in 2016, with updates as of November 06, 2024.

**2. POLICY STATEMENT**

KSBCDC Ltd is a company fully owned by Government of Kerala and a non-deposit-taking NBFC primarily engaged in promoting economic and developmental activities for the benefit of backward classes/minorities by providing microfinance for skill development and setting up of self-employment ventures. Hence the potential risks of money laundering that it faces are relatively low. KSBCDC recognizes the importance of the AML programs and commits itself to inculcate a vigilant culture in combating money laundering to the extent applicable to the firm. Accordingly, it puts in place a detailed KYC & AML Policy and procedures hereunder in line with RBI Directions and Prevention of the Money Laundering Act, 2002 /Rules as amended from time to time, as well as that of the norms put out by other relevant regulations that are applicable to its business operations, for the time being in force.

**3. OBJECTIVES OF THE POLICY:**

The Policy seeks to achieve the following objectives.

1. To provide a framework for how the company, in its process of conducting business with Customers, will deal with the threat of money laundering.

2. To put in place an effective system and procedure for Customer identification and verifying its / his / her identity and residential address.
3. To enable the Company to know and understand its customers and their financial dealings better which, in turn, would help the Company to manage risks prudently.
4. To put in place appropriate controls for detection and reporting of suspicious activities as envisaged under the Prevention of Money Laundering Act, 2002, and in accordance with laid down procedures.
5. To comply with applicable laws and regulatory guidelines.

#### **4. SCOPE OF THE POLICY**

All the monetary transactions between KSBCDC Ltd and other parties (including its customer/beneficiary) will be covered under this policy. The Board of Directors are responsible to ensure adherence of the provisions mentioned in this policy. All the employees of KSBCDC Ltd shall come under the purview of this policy.

The Policy seeks to maintain high standards of conduct within the Company and among its agents, if any. The Policy sets out the procedures which must be followed to enable the Company to comply with its legal obligations.

The legislation and regulatory directives place responsibility upon KSBCDC Ltd, its employees, and its agents to combat money laundering and cover a very wide area of financial transactions, including possessing, or in any way dealing with, or concealing, the proceeds of any crime. It applies to all employees involved with handling monetary transactions.

This Policy aims to meet the legal requirements proportionate to the intensity of risks that KSBCDC is exposed to in respect of all businesses/activities/Loan schemes undertaken by the company.

This policy will be effective from the date of approval by the Board of Directors of the company

#### **5. DEFINITIONS**

##### **Aadhaar Number**

Aadhaar number” shall have the meaning assigned to it in clause (a) of section 2 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016).

##### **Central KYC Registry**

“Central KYC Records Registry” is a reporting entity which is owned, controlled and authorized by the Central Government through official notification in the official gazette to safeguard the KYC records in the digital form and perform such functions as may be required. It includes receiving, storing and retrieving the KYC records of the clients.

### **Customer**

For the purpose of KYC Norms, a 'Customer' is defined as a person who is engaged in a financial transaction or activity with KSBCDC and includes a person on whose behalf the person who is engaged in the transaction or activity, is acting.

### **Customer Due Diligence**

“Customer Due Diligence (CDD)” means identifying and verifying the customer and the beneficial owner using reliable and independent sources of identification.

### **Digital KYC**

“Digital KYC” means the capturing live photo of the customer and officially valid document or the proof of possession of Aadhaar, where offline verification cannot be carried out, along with the latitude and longitude of the location where such live photo is being taken by an authorized officer of the Bank.

### **Digital Signature**

“Digital Signature” shall have the same meaning as assigned to it in clause (p) of Sub section (1) of section (2) of the Information Technology Act, 2000 (21 of 2000)

### **Enhanced Due Diligence**

Any additional due diligence measures undertaken over and above the standard level of due diligence is termed as Enhanced Due Diligence. EDD can be applied at the product level or customer type level where the suspicion of money laundering or terrorist financing is high.

Seeking additional information from the customer about the purpose and intended nature of the business relationship

### **Officially Valid Document**

The Officially Valid Documents are as under:

- (1) The Passport.
- (2) The Driving License.
- (3) Proof of possession of Aadhaar number\*.
- (4) The Voter's Identity Card issued by Election Commission of India.

In case, Officially Valid Documents (OVDs) furnished by the customer does not contain updated address, the following documents or the equivalent e-documents there of shall be deemed to the OVDs for the limited purpose of proof of address: -

1. Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill);
2. Property or Municipal tax receipt.
3. Pension or family pension payment orders (PPOs) issued to retired employees by Government Department or Public Sector Undertakings, if they contain the address.
4. Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leaves and license agreements with such employers allotting official accommodation.

### **Offline Verification**

Offline verification is defined as a process of verifying the identity of an individual through offline modes. The modes for offline verification have not been specified and left upon Unique Identification Authority of India (UIDAI) to specify, by means of regulations.

During offline verification, the district/sub district offices of KSBCDC must:

- a) Obtain the consent of the individual,
- b) Inform them of alternatives to sharing information

### **On-going Due Diligence**

“On-going Due Diligence” means regular monitoring of transactions in accounts to ensure that they are consistent with the customers' profile.

### **Know Your Customer (KYC) Identifier**

Know Your Customer (KYC) Identifier means the unique number or code assigned to a Customer by the Central KYC Records Registry.

## 6. KEY ELEMENTS OF THE POLICY

As mentioned in the scope above, this Policy is applicable to all business operations and services provided by the company and it is to be read in conjunction with related operational guidelines issued from time to time.

The Policy includes the following key elements:

- a. Customer Acceptance Policy (CAP)
- b. Customer Identification Procedures (CIP)
- c. Monitoring of Transactions (including Reporting STR, CTR & CCR)
- d. Risk Management.

### 6.1 CUSTOMER ACCEPTANCE POLICY (CAP)

CAP lays down criteria for the acceptance of Customers. While taking decision to grant any facilities to the Customers as well as during the continuation of any facilities the following norms and procedures will be followed by the company:

- a. No loans will be sanctioned in anonymous or fictitious/benami name.
- b. No loans will be sanctioned when it is unable to verify the identity and / or obtain required documents either due to non-cooperation of the customer or non-reliability of the documents / information furnished by the customer
- c. Customers will be accepted only after verifying their identity, as laid down in Customer Identification Procedures. Necessary checks will be done before sanctioning of credit facilities to ensure that the identity of the Customer does not match with any person with a known criminal background or with banned entities.
- a. No customer relationship shall be undertaken without the Customer Due Diligence procedure (CDD), set out in this Policy.
- e. A Unique Customer Identification Code (UCIC) shall be allotted to new and existing Customers. KSBCDC shall apply the CDD procedure at the UCIC level. Thus, if an existing KYC compliant Customer of KSBCDC desires to avail another credit facility with KSBCDC, there shall be no need for a fresh CDD exercise.
- f. Suitable system is put in place to ensure that the identity of the Customer does not match with any person or entity, whose name appears in the sanctions lists circulated by Reserve Bank of India.
- g. Where an equivalent e-document is obtained from the Customer, KSBCDC shall verify the digital signature as per the provisions of the Information

Technology Act, 2000 (21 of 2000).

- h. KSBCDC shall ensure to specify the mandatory information which needs to be sought for KYC purpose while opening an account and during the periodic update.
- i. Where PAN is obtained, the same shall be verified with the verification facility of the issuing authority.
- j. Where Goods and Service Tax (GST) details are available, the GST number shall be verified from the search/verification facility of the issuing authority
- k. KSBCDC shall ensure that the 'Optional'/additional information, is obtained with the explicit consent of the Customer after the loans are sanctioned.

Implementation of CAP should not become too restrictive and result in the denial of the KSBCDC services to the public, especially those who are financially or socially disadvantaged.

## **6.2 CUSTOMER IDENTIFICATION PROCEDURE (CIP)**

Customer Identification involves verification of Customer's identity by using reliable, independent source documents, data, or information. KSBCDC shall obtain enough information necessary to verify the identity of each Customer. A broad guideline for the Customer identification is given below:

KSBCDC shall ensure that the Customer identification process is undertaken, whenever,

- a. A new credit facility is sanctioned.
- b. There is doubt about the authenticity or adequacy of Customer identification data already obtained.

For the purpose of verifying the identity of customers at the time of commencement of account-based relationship with the customers, KSBCDC may rely on records or information of CDD from Central KYC Records Registry

The ultimate responsibility for Customer Due Diligence and undertaking enhanced due diligence measures will be with KSBCDC.

## **6.3 CUSTOMER DUE DILIGENCE PROCEDURE (CDD) IN CASE OF INDIVIDUALS**

For undertaking CDD, KSBCDC shall obtain the following from an individual while dealing with individual borrowers or individuals who is a beneficial owner, authorized signatory or power of attorney holder related to any legal entity.

- a. A certified copy of Officially Valid Documents (OVD), as given in Annexure I or KYC identifier with an explicit consent to download records from CKYCR
- b. One recent passport size photograph
- c. Aadhaar Card; and
- d. The Permanent Account Number Card or the equivalent e-document thereof or Form No.60 as defined in Income Tax Rules, 1962; and
- e. Such other documents pertaining to the nature of business or financial status specified in this Policy.

Where KYC identifier is collected from the customer, district/sub district offices shall retrieve the KYC records online from the CKYCR in accordance with Section 56

### **6.3.1 OFFLINE VERIFICATION THROUGH PROOF OF POSSESSION OF AADHAAR NUMBER:**

KSBCDC may carry out Offline Verification of Customers if they are desirous of undergoing Aadhaar Offline Verification for identification purposes. No such offline verification shall be performed without obtaining the written consent of the Customer in the manner prescribed in the Aadhaar Regulations.

Wherever Aadhaar copies are collected, the Customers may redact or black out their Aadhaar numbers through appropriate means. KSBCDC may ensure the same in terms of Section 16. The e-KYC service of Unique Identification Authority of India (UIDAI) shall be accepted as a valid process for KYC verification, when NBFCs or itself are authorized by RBI to do such verification.

### **7. SIMPLIFIED PROCEDURES FOR SMALL-VALUE LOANS:**

For Customers with aggregate loans below Rs.0.50 lakh, Proof of Identity alone will be sufficient provided that the Customer gives full and complete address in the loan application form and his telephone number is confirmed by the district/sub district offices to be correct. If a person is unable to produce identity documents as mentioned in Annexure I, interim / Temporary KYC documents such as Labour card, Civil ID card, Credit Card, Employer Company ID card, LIC card, State ID card, Bank Passbook, etc. may be accepted subject to the following conditions

- a. The Customer shall provide his self-attested photograph.
- b. District/sub district office Head/ Designated Officer of KSBCDC shall certify under his/her signature that the Customer has affixed his signature or thumb impression in his presence.
- c. The account shall remain operational initially for 12 months, within which the

Customer must furnish his identity documents for conducting CDD. Customer shall be suitably informed at the time of starting the relationship.

- a. Maximum outstanding shall not exceed Rs 0.50 Lakh in all their accounts taken together at any point of time.
- e. The Customer shall be made aware that no further transaction will be permitted until full KYC procedure is completed in case of condition no. d. as mentioned above is breached.
- f. Permanent and communication address of the customer is collected through the application form submitted

KYC verification once done by one district/sub district office shall be valid for transfer of account to any other district/sub district office, provided full KYC verification has already been done and the same is not due for periodic updating.

## 8. CDD Measures for Legal Entities

8.1 For Sanctioning loan to a Company (registered under Companies 1956/ Companies 2013), certified copies of each of the following documents or the equivalent e- documents thereof shall be obtained.

- a) Certificate of incorporation
- b) Memorandum and Articles of Association
- c) Permanent Account Number of the company
- d) GST Registration Certificate, if any
- e) OVD referred in Annexure 1, relating to directors, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf
- f) A resolution from the board of directors and power of attorney granted to its directors, managers, officers or employees, as the case may be, holding an attorney to transact on the company's behalf
- g) The names of the relevant persons holding senior management position; and
- h) The registered office and the principal place of its business, if it is different.

8.2 For Sanctioning loan to a trust, certified copies of each of the following documents or the equivalent e-documents thereof shall be obtained.

- a) Registration certificate
- b) Trust Deed
- c) Permanent Account Number or Form No. 60 of the trust
- d) OVD referred in Annexure 1, relating to beneficial owner, managers,

officers or employees, as the case may be, holding an attorney to transact on its behalf

e) The names of the beneficiaries, trustees, settlor, protector, if any and authors of the trust

f) The address of the registered office of the trust; and

g) List of trustees and documents, as specified in Section 16, for those discharging the role as trustee and authorized to transact on behalf of the trust.

h) A resolution from the board of trustees and power of attorney granted to its managers, officers or employees, as the case may be, holding an attorney to transact on the trust's behalf

**8.3 For** Sanctioning loan to an Unincorporated Association (like Unregistered trusts/Partnership firms), or a body of individuals (includes Societies), certified copies of each of the following documents or the equivalent e-documents thereof shall be obtained.

a) Trust/Partnership deed

b) Resolution of the managing body of such association or body of individuals

c) Permanent Account Number or Form No. 60 of the unincorporated association of a body of individuals

d) Power of attorney granted to transact on its behalf

e) OVD referred in Annexure 1, relating to beneficial owner, partners, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf and

f) Such information as may be required by the RE to collectively establish the legal existence of such an association or body of individuals

## 9. ONGOING DUE DILIGENCE

a. KSBCDC shall undertake on going due diligence of customers to ensure that their transactions are consistent with their knowledge about the customers, customers business and risk profile, and source of funds.

b. The extent of monitoring shall be aligned with the risk category of the customer and high-risk category accounts shall be subjected to more intensified monitoring.

c. A system of periodic review of risk categorization of accounts, with such periodicity being at least once in six months, and the need for applying enhanced due diligence measures shall be put in place.

## 10. PERIODIC UPDATE

Periodic update shall be carried out at least once in every two years, for high-risk customers, once in every six years for medium risk customers and once in every eight years for low-risk customers as per the following procedure:

### a. Individuals

i. **No change in KYC information:** In case of no change in the KYC information, a self- declaration from the customer in this regard shall be obtained through customer's email-id registered with the KSBCDC, customer's mobile number registered with the KSBCDC, digital channels (such as mobile application of KSBCDC), letter etc.

ii. **Change in address:** In case of a change only in the address details of the customer, a self-declaration of the new address shall be obtained from the customer through customer's email-id registered with the KSBCDC, customer's mobile number registered with the KSBCDC, digital channels (such as mobile application of KSBCDC), letter etc., and the declared address shall be verified through positive confirmation within two months, by means such as address verification letter, contact point verification, deliverables etc. Further, KSBCDC, may at its option, obtain a copy of OVD or deemed OVD or the equivalent e-documents thereof, as mentioned in Annexure 1, for the purpose of proof of address, declared by the Customer at the time of periodic update.

### b. Customers other than Individuals

i. **No Change in the KYC Information:** In case of no change in the KYC information of the LE customer, a self-declaration in this regard shall be obtained from the LE customer through its email id registered with KSBCDC, letter from an official authorized by the LE in this regard, board resolution, etc. Further, REs shall ensure during this process that Beneficial Ownership (BO) information available with them is accurate and shall update the same, if required, to keep it as up-to-date as possible.

ii. **Change in the KYC Information:** In case of change in KYC information, KSBCDC shall undertake the KYC process equivalent to that applicable for onboarding a new LE customer.

**ADDITIONAL MEASURES:**

In addition to the above, KSBCDC shall also ensure that,

- i. The KYC documents of the customer as per the current CDD standards is available and this shall be applicable even if there is no change in customer information but the documents available with the KSBCDC are not as per the existing CDD standards. Further, in case the validity of the CDD documents available with KSBCDC has expired at the time of periodic update of KYC, KSBCDC shall undertake the KYC process equivalent to that applicable for on-boarding a new customer.
- ii. Customer's PAN details, if available with KSBCDC Ltd, is verified from the database of the issuing authority at the time of periodic update of KYC.
- iii. An acknowledgment is provided to the customer mentioning the date of receipt of the relevant document(s), including self-declaration from the customer, for carrying out periodic update.
- iv. In order to ensure customer convenience, KSBCDC may consider making available the facility of periodic update of KYC at any of its district/sub district offices.

**11. RISK MANAGEMENT**

KSBCDC has put in place appropriate procedures to ensure effective implementation of KYC guidelines.

- a. Risk categorization of customers shall be undertaken based on various factors, such as customer's identity, nature of employment, business activity of the customer, location of Customer and his/its clients, mode of payments, volume of turnover, social / financial status and credit history.

KSBCDC has to categorize its customers into 'High Risk / Medium Risk / Low Risk' based on the profile of the customers. KSBCDC shall apply higher due diligence measures keeping in view the risk level.

- b. KSBCDC's internal audit periodically evaluates the level of adherence to the KYC procedures. Audit function shall provide an independent evaluation of the effectiveness of KYC policies and procedures,

including legal and regulatory requirements.

## 12. RISK ASSESSMENT

KSBCDC shall carry out 'Money Laundering (ML) Risk Assessment exercise periodically to identify, assess and take effective measures to mitigate its money laundering and terrorist financing risk.

The assessment process shall consider all the relevant risk factors before determining the level of overall risk and the appropriate level and type of mitigation to be applied. While preparing the internal risk assessment, cognizance of the overall sector-specific vulnerabilities if any, that the regulator/supervisor may share from time to time shall be taken.

KSBCDC shall carry out sanctions screening of based on the consolidated list of RBI. The department shall update the list at periodical intervals. Such screening will be carried out automatically/manually of all customers at the time of on boarding. KSBCDC shall apply a Risk Based Approach (RBA) for mitigation and management of the identified risk and shall monitor the implementation of the controls and enhance them, if necessary.

### Customer Risk Categorisation

For categorising a KSBCDC's customer as Low, Medium and High risk, the parameters considered are customer's identity, social/ financial status, nature of business activity, mode of payments, volume of turnover, information about the clients' business and their location etc.

#### Low Risk Customers

Individuals whose identities and sources of income can be easily identified, such as

1. Salaried employees whose salary structure is well defined
2. People belonging to lower economic strata of the society
3. All other customers who are not classified as High Risk or Medium Risk categories

For the above category, the KYC requirements of proper identification and verification of proof of address would suffice.

*Updating KYC of Low Risk Customers: Every 8 Years*

### **Medium Risk Customers**

Customers who are likely to pose a higher-than-average risk should be categorised as medium or high risk. For this category, higher due diligence is required which includes customer's background, nature and location of activity, country of origin, source of funds and his/her client profile, etc. besides proper identification.

Customers engaged in the following businesses or services are classified as Medium Risk Customers.

1. Import Export Business
2. Car/Boat dealership
3. Travel Agency
4. User Case sale
5. Tele marketers
6. Telecommunication/Internet Service Providers
7. Electronic(wholesale)
8. Cash incentive businesses such as restaurants, retail shops, parking garages, movie theatres etc
9. Accountants
10. Notaries. Lawyers/Advocates

### ***Updating KYC of Medium Risk Customers: Every 6 Years***

### **High Risk Customers**

For this category, higher due diligence is required which includes customer's background, nature and location of activity, country of original, source of funds and his client profile etc besides proper identification. Individuals and entities whose identities and sources of funds are not clear and cannot be easily identified are categorised as High Risk.

The following customers are classified as High Risk Customers:

1. Foreign Education Loan Beneficiaries
2. Non-governmental organization (NGO)
3. Politically Exposed Persons (PEPs) \*
4. Customers who are close relatives of PEPs\*\* and accounts of which a PEP is the ultimate beneficial owner

5. Customers dealing with antique, Jewellery etc
6. Chairman/Managing Director of PSU/Other institutions

### ***Updating KYC of High-Risk Customers: Every 2 Years***

\*Politically Exposed Persons are individuals who are or have been entrusted with prominent public functions by a foreign country, including the Heads of State/Governments, Senior Politicians, Senior Government or Judicial or military officers, senior executives of state owned corporations, and important political party officials/functionaries in the state.

\*\* Close relative may be spouse, son, daughter, mother, father, brother, sister etc.

## **13. CONFIDENTIALITY OF INFORMATION ABOUT CUSTOMERS**

All the information collected from the customers by KSBCDC shall be kept confidential and all such information shall be treated as per the agreement/terms and conditions signed by the customers. Additionally, the information sought from each customer should be relevant to the risk perceived in respect of that customer, should not be intrusive and should be in line with the guidelines issued by the RBI in that behalf.

Information collected from customers shall not be divulged for the purpose of cross selling, or for any other purpose without the express permission of the customer.

Exception to the confidentiality of customer information shall be as under:

- a. Where disclosure is under compulsion of law.
- b. Where there is a duty to the public to disclose.
- c. The interest of the company requires disclosure.
- a. Where the disclosure is made with express or implied consent of the customer.

## **14. MAINTENANCE OF RECORDS OF TRANSACTIONS**

KSBCDC shall take all reasonable steps regarding maintenance, preservation and reporting of customer account information, with reference to provisions of PML Act and Rules thereunder. KSBCDC shall:

- a. Maintain transaction records for at least 8 years, from the date of transaction between KSBCDC Ltd and the client. All necessary

records of transactions, both domestic or international, which will permit reconstruction of individual transactions (including the amounts and types of currency involved, if any) so as to provide, if necessary, evidence for prosecution of persons involved in criminal activity.

- b. Ensure that records pertaining to the identification of the customers and their address obtained while opening the loan account and during the course of business relationship, are properly preserved for at least 8 years after the business relationship is ended as required under Rule 10 of the Rules *ibid*.
- c. Make available the identification records and transaction data to the competent authorities upon request.
- a. Have a system for proper maintenance and preservation of information in a manner (in hard and/or soft copies) that allows data to be retrieved easily and quickly whenever required or as/ when requested by the competent authorities.

#### **15. PRINCIPAL OFFICER**

KSBCDC shall have a designated Principal Officer (PO) who shall be responsible for ensuring compliance, monitoring transactions, sharing, and reporting information as required under the law/regulations.

#### **16. CDD PROCEDURE AND SHARING KYC INFORMATION WITH CENTRAL KYC RECORDS REGISTRY (CKYCR)**

KSBCDC shall capture the KYC information for uploading the data pertaining to all new credit facilities sanctioned on or after 1/4/2017 with the CKYCR in the manner mentioned in the Prevention of Money-Laundering (Maintenance of Records) Rules, 2005, as amended from time to time. Additionally, KSBCDC shall also upload KYC records pertaining to loans of Legal Entities sanctioned on or after April 1, 2021, with CKYCR in such manner as specified under the PML Rules.

KYC data of individual is to be uploaded to Central KYC Registry (CKYCR) immediate effect but not later than 10 days from the date of disbursing loan.

#### **17. COMPLIANCE WITH POLICY NORMS**

KSBCDC's internal audit and compliance functions shall periodically evaluate the level of adherence to the KYC policies and procedures. The compliance function and audit function together shall provide an independent evaluation of the

effectiveness of KYC policies and procedures, including legal and regulatory requirements. The Audit Committee of the Board shall review adherence to the KYC guidelines at quarterly intervals.

Internal Audit shall on a yearly basis conduct an evaluation of compliance functions of policies and procedures including legal and regulatory requirements.

## Annexure I

### CDD & OFFICIALLY VALID DOCUMENTS (OVD)

#### INDIVIDUALS

Officially Valid Documents (OVD) means the passport, the driving license, proof of possession of Aadhaar number, the voters identity card issued by the election commission of India, job card issued by NREGA duly signed by an officer of the State Government, the letter issued by the Unique Identification Authority of India or the National Population Register containing details of name, address and Aadhaar number or any other document as notified by the Central Government in consultation with the Regulator.

Provided that where simplified measures are applied for verifying the identity of the clients the following documents shall also be deemed to be 'officially valid documents:

- a. identity card with applicant's Photograph issued by Central/State Government Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions;
- b. letter issued by a gazetted officer, with a duly attested photograph of the person;

Provided that,

- a. Where the Customer submits his proof of possession of Aadhaar number as an OVD, he may submit it in such form as are issued by the Unique Identification Authority of India.

- b. Where the OVD furnished by the Customer does not have updated address, the following documents shall be deemed to be OVDs for the limited purpose of proof of address: -
1. Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
  2. Property or Municipal tax receipt.
  3. Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings if they contain the address.
  4. Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation.

The customer shall submit OVD with current address within a period of three months of submitting deemed OVDs.

Photograph

*Please affix your recent passport size photograph and sign across it.*

**Annexure -2A**

**KYC Application form (For Individuals)**

New Application / Change in KYC details

Name of the Applicant			
Father's/Spouse Name			
Gender		Marital Status	
Date of Birth			

Occupation	
Nationality	
Status ( <i>Resident/Non Resident/Foreign National</i> )	
PAN	
Aadhaar Number	
Any other ID Proof <i>Specify the details</i>	
Address for correspondence	
<i>Specify the proof of address submitted</i>	
Mobile Number	
E-mail ID	
Permanent Address ( <i>if different from above or overseas address, mandatory for Non-Resident Applicant</i> )	
<i>Specify the proof of address submitted</i>	

### Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

\_\_\_\_\_  
Signature of the Applicant

Date: \_\_\_\_\_

Photograph

*Please affix your  
recent passport  
size photograph and sign across it.*

**Annexure - 2B**

**KYC Application form (For Non-Individuals)**

New Application / Change in KYC details

Name of the Applicant			
Date of Incorporation			
Date of Commencement of business		Place of Incorporation	
PAN			
Registration Number			
Status <i>(please select any one):</i> <i>Private Limited Co./Public Ltd. Co./Body Corporate/Partnership/Trust/Charities/NGO's/FI/FII/HUF/AOP/ Bank/Government Body/Non-Government Organization/Defense Establishment/BOI/Society/LLP/ Others (please specify)</i>			
Address for correspondence			
<i>Specify the proof of address submitted</i>			
Mobile Number			
E-mail ID			
Registered Address <i>(if different from above)</i>			
<i>Specify the proof of address submitted</i>			
Name, PAN, Aadhaar Number, DOB, residential address, DIN and photographs of Promoters/Partners/Karta/Trustees and whole			

time directors	
<i>Specify the proof of address submitted</i>	

### Declaration

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 above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.

\_\_\_\_\_  
**Name & Signature of the Authorised Signatory**

**Date:** \_\_\_\_\_

**Aadhaar / E-KYC Consent Form**

I hereby declare that I am not making this application for the purpose of contravention of any Act, Rules, Regulations or any statute of legislation or any notifications/directions issued by any governmental or statutory authority from time to time.

I hereby submit voluntarily at my own discretion, self-certified physical copy of Aadhaar letter or downloaded Aadhaar (e-Aadhaar) or Aadhaar secure Quick Response (QR) code or offline electronic Aadhaar XML document as issued by Unique Identification Authority of India (UIDAI) to KSBCDC Ltd (herein called the "Company"), for the purpose of establishing my identification/ address proof, in individual capacity or as an authorized signatory in case of non-individual borrower, as the case may be and; hereby consent to the Company for offline verification of Aadhaar, without authentication, to establish its genuineness through such offline verification mode acceptable as per UIDAI or under any Act or law, from time to time. I understand that KSBCDC Ltd shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication. I, further confirm that the purpose of collecting Aadhaar has been explained to me and the Company has informed that my demographic information and any other information submitted to the Company herewith for offline verification shall not be used for any purpose other than for the purpose of verification, or as per requirements of law. I understand that the Aadhaar number and core biometrics will not be stored/ shared except as per law and regulations. I acknowledge and agree that the company may retain my personal data and identity information for the duration specified in its KYC Policy. I further authorize KSBCDC Ltd to share my Aadhaar related details/information with regulatory/ statutory

bodies as and when required.

I, further confirm that the Company has further informed about the following:

- nature of information that will be shared on submission of Aadhaar,
- the uses to which such information received during offline verification may be put to,
- this consent will be stored with the Company

I, further agree to have been sufficiently informed by the Company about other alternative documents that can be submitted for establishing proof of identification and address. I, hereby declare that all the information voluntarily furnished by me is true, correct, and complete. I will not hold the Company or any of its officials responsible in case of any incorrect information is provided by me.

I understand that my/the entity's KYC Record includes my KYC Records /Personal information such as my name, address, date of birth, PAN number etc. I give my consent to download my /the entity's KYC Records from the Central KYC Registry (CKYCR), only for the purpose of verification of my /the entity's identity and address from the database of CKYCR Registry.

Date

Place

\_\_\_\_\_  
Signature of the applicant

For Office purposes

Unique Customer Code	
Loan Account Number	
Loan Scheme	

**List of documents verified**

Document Type	Remarks

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Employee details for verification

Name of employee		
Employee Code		
Designation		
Signature		Place:
		Date:

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