

Dear Customer,

Subject: KYC Compliance of your Account / Credit Card

As per the Prevention of Money Laundering Act 2002 and RBI Circular dated 18th February 2008, it is mandatory that all bank accounts comply with "Know Your Customer (KYC)" norms.

In this reference, we request you to submit the below mentioned documents to your nearest branch or use the drop boxes.

Recent passport size photograph

A copy of your Photo ID proof *

A copy of your Address proof *

In the event of non-receipt of these documents, we will be constrained to place a hold on all credit transactions in your captioned account. In order to avoid this and thereby any impact on daily transactions in your account, we seek your cooperation to submit the documents immediately.

You may please forward us the documents along with the declaration format.

[Click here to download the declaration for individuals](#)

[Click here to download the declaration for non individuals](#)

[Click here to view the list of acceptable documents for non individuals](#)

List of acceptable documents:

ID Proof	Address Proof
Driving License / PAN Card	Latest Electricity Bill
Passport	Latest Telephone / Mobile Bill
Photo Ration Card	Latest 3 months Original Credit Card Statements.
Post Office ID Card	Property / Water Tax receipt
Voter ID card	PAN Intimation letter
	LIC Premium receipt

*** Driving License, Passport, & Post office ID can be accepted as address proof if the address is the same as current address.**

Yours sincerely,

Standard Chartered Bank