

Acceptable documents as per AML guidelines

Sr. No.	Features (Column B)	Documents (Column C)
I.	Insurance Contracts with individuals	<p>i. Passport</p> <p>ii. PAN Card</p> <p>iii. Voter's Identity Card</p> <p>iv. Driving License</p> <p>v. Letter issued by the Unique Identification Authority of India or National Population Register containing details of Name, Address and Aadhar number.</p> <p>vi. Job card issued by National Rural Employment Guarantee Act duly signed by an officer of the State Government</p> <p><u>Provided that where simplified measures are applied for verifying the identity of the clients the following documents shall be deemed to be 'officially valid documents':</u></p> <p>(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;</p> <p>(b) letter issued by a gazette officer, with a duly attested photograph of the person;</p> <p><u>Provided further that where simplified measures are applied for verifying the limited purpose of proof of address of the clients, where a prospective customer is unable to produce any proof of address, the following documents shall be deemed to be 'officially valid documents':</u></p> <p>(a) utility bill which is not more than two months old of any service provider (electricity, telephone, postpaid mobile phone, piped gas, water bill);</p> <p>(b) property or Municipal tax receipt;</p> <p>(c) bank account or Post office savings account statement;</p> <p>(d) pension or family pension payment orders (PPOS) issued to retired employees by Government Department or Public Sector</p>

		<p>Undertakings, if they contain the address;</p> <p>(e) letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation; and</p> <p>(f) documents issued by Government departments of foreign jurisdiction and letter issued by Foreign Embassy or Mission in India.</p>
II.	<p>Insurance Contracts with companies</p> <ul style="list-style-type: none"> • Name of the company • Principal place of business of the company • Mailing address of the company • Telephone/Fax Number of the company 	<p>(i) certificate of incorporation;</p> <p>(ii) Memorandum and Articles of Association;</p> <p>(iii) Permanent Account Number of the company;</p> <p>(iv) a resolution from the Board of Directors and power of attorney granted to its managers, officers or employees, as the case may be, to transact on its behalf; [and]</p> <p>[(v) such documents as are required for an individual under sub-rule (4) relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on the company's behalf;]</p>
III	<p>Insurance Contracts with partnership firms</p> <ul style="list-style-type: none"> • Legal name of the partnership firm • Address of the partnership firm • Names of all partners and their addresses • Telephone numbers of the firm and partners 	<p>(i) registration certificate;</p> <p>(ii) partnership deed;</p> <p>(iii) Permanent Account Number of the partnership firm; and</p> <p>[(iv) such documents as are required for an individual under sub-rule (4) relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf;]</p>
IV	<p>Insurance Contracts with trusts & foundations</p> <ul style="list-style-type: none"> • Names of trustees, settlers beneficiaries and signatories • Names and 	<p>(i) registration certificate;</p> <p>(ii) trust deed;</p> <p>(iii) Permanent Account Number or Form No.60 of the trust; and</p> <p>[(iv) such documents as are required for an individual under sub-rule (4) relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf;]</p>

	<p>addresses of the founder, the managers/directors and the beneficiaries</p> <ul style="list-style-type: none"> • Telephone/fax numbers 	
V	Insurance Contracts with unincorporated association or a body of individuals	<p>(i) resolution of the managing body of such association or body of individuals;</p> <p>(ii) Permanent account number or Form No.60 of the unincorporated association or a body of individuals;</p> <p>(iii) power of attorney granted to him to transact on its behalf; [and]</p> <p>[(iv) such documents as are required for an individual under sub-rule (4) relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf;]</p> <p>(v) such information as may be required by the reporting entity to collectively establish the existence of such association or body of individuals.]</p>

- PAN/ Form 60 is mandatory- in case of non-submission, operation of account of such policyholder to be temporarily ceased on such date as may be notified by the Central Government. Prior notice shall be given to policyholder before such cease.

- **New basic KYC documents allowed going forward:**

- *Any one officially valid document (officially valid document" means the passport, the driving license, proof of possession of Aadhaar number, the Voter's Identity Card issued by Election Commission of India, job card issued by NREGA duly signed by an officer of the State Government, the letter issued by the National Population Register containing details of name, address or any other document as notified by the Central Government in consultation with the Regulator*
- *Submission of PAN or Form 60 (continues as a mandatory requirement)*
- ***Note:** *Sub clause (4), Rule 9 of PML(Maintenance of Records)Amendment Rules,2019, Where the client is an individual, he shall for the purpose of sub-rule (1) submit to the reporting entity, -*
- *(a) the Aadhaar number where,*
- *(i) he is desirous of receiving any benefit or subsidy under any scheme notified under section 7 of the Aadhaar (Targeted Delivery of Financial and Other subsidies, Benefits and Services) Act, 2016 (18 of 2016); or*
- *(ii) he decides to submit his Aadhaar number voluntarily to a banking company or any reporting entity notified under first proviso to sub-section (1) of section 11A of the Act; or*
- *(aa) the proof of possession of Aadhaar number where offline verification can be carried out; or*
- *(ab) the proof of possession of Aadhaar number where offline verification cannot be carried out or any officially valid document or the equivalent e-document thereof containing the details of his identity and address; and*

- *(b) the Permanent Account Number or the equivalent e-document thereof or Form No. 60 as defined in Income-tax Rules, 1962; and*
- *(c) such other documents including in respect of the nature of business and financial status of the client, or the equivalent e-documents thereof as may be required by the reporting entity:]*