

## ACCETABALE LIST OF KYC DOCUMENTS FOR NON-RESIDENT INDIANS

### Mandatory document

1. Copy of Permanent Account Number (PAN) / Form 60 (in absence of PAN)
2. Self attested copy of Official Valid Document (OVD), Duly certified by any one of the following: (*if account is being opened by a New To Bank customer*)
  - a) Any authorized official of overseas branches of Scheduled Commercial Banks registered in India [[Click Here](#) for country wise list of Indian bank Branches].
  - b) Any branch of overseas bank with whom HDFC Bank has relationship [Refer HDFC Bank website for list of our overseas correspondent banks under NRI --->Pay --> Money Transfer --> <Select Country> --> Wire Transfer --> Know More --> SWIFT Codes].
  - c) Notary Public abroad.
  - d) Court Magistrate abroad.
  - e) Judge abroad.
  - f) Indian Embassy/Consulate General in the country where the NRI/PIO resides.

### Proof of Identity (A)

#### Indian Passport Holder

- Photocopy of Valid Indian Passport.

#### Foreign passport Holder

- Photocopy of Valid Foreign Passport.

#### Latest Passport size photograph

### Proof of NRI/PIO Status (B)

#### Indian Passport holder

- Photocopy of valid Employment / Residence / Student / Dependent visa copy or work / Residence Permit copy.

#### Foreign Password holder

- Photocopy of OCI (Overseas Citizen if India) card / PIO (Person of Indian Origin) card PIO Declaration wherever Applicable.

**Overseas Address** (*any one of the following*)

- Valid Passport.
- Overseas Driving License.
- Any other document as notified by the Central Government in consultation with the regulator.
- Utility bill (Electricity / Telephone / Post-Paid Mobile Phone / Piped Gas / Water Bill) - (not more than 2 months old).
- Property or Municipal Tax Receipt.
- Bank Account / Credit Card or Post Office Savings Bank Account statement (not more than 3 months old).
- Pension or Family Pension Payment Orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
- Letter of allotment of accommodation / Leave and License agreements allotting official accommodation from employer issued by State or Central Govt. departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies.
- Document issued by Government Department of Foreign Jurisdiction (Work/Resident Permit, Social Security Card, Green Card etc.)
- Letter issued by Foreign Embassy or Mission in India.

**Indian Address** (*any one of the following*)

- Valid Passport.
- Driving License.
- Voter's ID Card issued by the Election Commission of India.
- Job Card issued by NREGA duly signed by an officer of the State Government.
- Letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, photograph, address & Aadhar Number (*can only be accepted if customer is met face to face by the branch official*)/ Aadhar Card.
- A Cheque drawn on a bank account abroad including IP Cheque (having address).
- A cancelled paid Cheque in original drawn on a bank abroad showing the signature, bank name, account number, address etc.
- Original Letter issued by the company – Authorized signatory, specifying the purpose of letter issuance as Account Opening on Company's Letterhead along with Date of Issuance (*Not older than 3 months prior to the date of account opening*)
- Photocopy of Appointment Letter issued by the overseas employer for the employment overseas
- Letter from University abroad or Photocopy of Student ID card (in case of NRI Students)
- Photocopy of Rent Agreement along with Utility Bill in the name of Landlord
- Photocopy of PAN Card
- Any of the documents having address (out of the section A / B / C above)