



भारतीय रिज़र्व बैंक  
RESERVE BANK OF INDIA  
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RBI/2012-13/410  
RPCD.RRB.RCB.BC.No. 63 /07.51.018/2012-13

January 30, 2013

The Chairmen / CEOs of all Regional Rural Banks /  
State and Central Co-operative Banks

Dear Sir,

**Know Your Customer (KYC) norms /Anti-Money Laundering (AML) Standards/Combating of Financing of Terrorism (CFT)/Obligation of banks under Prevention of Money Laundering Act (PMLA), 2002**

Please refer to our [circular RPCD.CO.RRB.RCB.AML.No.6097/07.51.018/ 2012-13 dated December 13, 2012](#) on simplification of Know Your Customer (KYC) norms / Anti-Money Laundering (AML) Standards/Combating of Financing of Terrorism (CFT)/Obligation of banks under PMLA, 2002. With a view to further easing the KYC process for the general public, especially customers who migrate to a new place on account of new job, transfer, etc., it has been decided to effect the following modifications to the existing instructions.

**2. Shifting of bank accounts to another centre – Proof of address:** Banks are advised that KYC once done by one branch of the bank should be valid for transfer of the account within the bank as long as full KYC had been done for the concerned account. The customer should be allowed to transfer his account from one branch to another branch without restrictions. In order to comply with KYC requirements of correct address of the person, fresh address proof has to be obtained from him/her upon such transfer by the transferee branch. However, a large number of customers with transferable jobs or those who migrate for jobs are unable to produce a utility bill or other documents in their name as address proof immediately after relocating. In view of this, it has been decided that:

- (a) Banks may transfer existing accounts at the transferor branch to the transferee branch without insisting on fresh proof of address and on the basis of a self-declaration from the account holder about his/her current address, subject to submitting proof of address within a period of six months.

(b) Banks may also accept rent agreement duly registered with State Government or similar registration authority indicating the address of the customer, in addition to other documents listed as proof of address in Annex II of our [circulars RPCD.No.RRB.BC.81/03.05.33\(E\)/2004-05 dated February 18, 2005](#) and [RPCD.AML.BC.No.80/07.40.00/2004-05 dated February 18, 2005](#).

3. Banks should intimate their customers that in the event of change in address due to relocation or any other reason, they should intimate the new address to the bank within two weeks of such a change. While opening new accounts and while periodically updating KYC data, an undertaking to this effect should be obtained. In all these cases customers will have to produce proof of address as mentioned at (a) and (b) above.

4. Banks may revise their KYC policy in the light of the above instructions and ensure strict adherence to the same.

Yours faithfully,

(Madhavi Sharma)  
Chief General Manager