



भारतीय रिज़र्व बैंक  
RESERVE BANK OF INDIA  
www.rbi.org.in

RBI/2013-14/641

RPCD.RRB.RCB.AML.BC.No.111/07.51.018/2013-14

June 12, 2014

The Chairmen/CEOs  
All Regional Rural Banks (RRBs) and  
State/Central Cooperative Banks (StCBs/CCBs)

Madam/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 – Clarification on Proof of Address**

Please refer to our [circulars RPCD.CO.RRB.RCB.AML.No.6097/7.51.018/2012-13 dated December 13, 2012](#) and [RPCD.RRB.RCB.BC.No.63/07.51.018/2012-13 dated January 30, 2013](#) on 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 and Annex-II of our [circulars RPCD.No.RRB.BC.81/03.05.33\(E\)/2004-05](#) and [RPCD.AML.BC.No.80/07.40.00/2004-05 both dated February 18, 2005](#) regarding requirement of 'proof of address' while opening a bank account by individuals.

2. Reserve Bank of India has been receiving representations/references from various quarters especially migrant workers, transferred employees, etc., regarding problems faced in submitting a proof of current/permanent address while opening a bank account. The matter has since been examined in the light of amendment to the Prevention of Money Laundering Rules (Maintenance of Records), 2005, and accordingly, it has been decided to simplify the requirement of submission of 'proof of address' as follows:

- a) Henceforth, customers may submit only one documentary proof of address (either current or permanent) while opening a bank account or while undergoing periodic updation. In case the address mentioned as per 'proof of address' undergoes a

ग्रामीण आयोजना और ऋण विभाग, केंद्रीय कार्यालय, 10वीं मंज़िल, केंद्रीय कार्यालय भवन, शहीद भगत सिंह मार्ग, पो.वा.सं.10014, मुंबई 400 001

टेलीफोन: Tel: 022-22601000 फैक्स Fax: 91-22-22621011/22610948 ईमेल E-mail: cgmicrpcd@rbi.org.in

Rural Planning & Credit Department, Central Office, 10th Floor, Central Office Building, S. B. S. Marg, P. Box No.10014, Mumbai 400001

चेतावनी: रिज़र्व बैंक द्वारा ई-मेल, डाक, एसएमएस या फोन कॉल के जरिए किसी की भी व्यक्तिगत जानकारी जैसे बैंक के खाते का ब्यौरा, पासवर्ड आदि नहीं मांगी जाती है। यह धन रखने या देने का प्रस्ताव भी नहीं करता है। ऐसे प्रस्तावों का किसी भी तरीके से जवाब मत दीजिए।

Caution: RBI never sends mails, SMSs or makes calls asking for personal information like bank account details, passwords, etc. It never keeps or offers funds to anyone. Please do not respond in any manner to such offers.

change, fresh proof of address may be submitted to the branch within a period of six months.

b) In case the proof of address furnished by the customer is not the local address or address where the customer is currently residing, the RRB/StCB/CCB may take a declaration of the local address on which all correspondence will be made by the bank with the customer. No proof is required to be submitted for such address for correspondence / local address. This address may be verified by the bank through 'positive confirmation' such as acknowledgment of receipt of (i) letter, cheque books, ATM cards; (ii) telephonic conversation; (iii) visits; etc. In the event of change in this address due to relocation or any other reason, customers may intimate the new address for correspondence to the RRB/StCB/CCB within two weeks of such a change.

3. RRBs and StCBs/CCBs may revise their KYC policy in the light of the above instructions and ensure strict adherence to the same.

4. The Principal Officer may acknowledge receipt of this circular to our Regional Office concerned.

Yours faithfully,

(A. Udgata)  
Principal Chief General Manager