



भारतीय रिजर्व बैंक  
**RESERVE BANK OF INDIA**  
[www.rbi.org.in](http://www.rbi.org.in)

**RBI/2011-12/552**

**UBD. CO. BPD. (PCB). No. 34 /12.05.001 / 2011-12**

May 11 , 2012

The Chief Executive Officers of  
All Primary (Urban) Co-operative Banks

Dear Sir,

**Know Your Customer (KYC) guidelines – Accounts of Proprietary Concerns**

Please refer to our [circulars UBD. BPD. CO. / NSB I /11/12.03.000/2009-10 dated September 29, 2009](#) and [UBD. BPD. CO. NSB I /38 / 12.03.000/ 2009-10 dated December 23, 2009](#) regarding the procedure for customer identification while opening accounts of proprietary concerns.

2. In this connection, it is advised that apart from the documents mentioned in para 3(ii) of the circular dated September 29, 2009 read with circular dated December 23, 2009, it has been decided to include the following documents in the indicative list of required documents for opening accounts of proprietary concerns:

(i) The complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated / acknowledged by the Income Tax Authorities

(ii) Utility bills such as electricity, water and landline telephone bills in the name of the proprietary concern.

3. Please acknowledge receipt of this circular to the Regional Office concerned of this department.

Yours faithfully,

**(A.Udgata)**

Chief General Manager in-Charge

शहरी बैंक विभाग, केन्द्रीय कार्यालय, गारमेंट हाउस, पहली मंजिल, वरली, मुंबई - 400 018

फोन: 022 - 2493 9930 - 49, फैक्स: 022 - 2497 4030 / 2492 0231, ई मेल:

[cgmincubd@rbi.org.in](mailto:cgmincubd@rbi.org.in)

Urban Banks Department, Central Office, 1 Floor, Garment House, Worli, Mumbai - 400 018

Phone: 022 - 2493 9930 - 49, Fax: 022 - 2497 4030 / 2492 0231, Email: [cgmincubd@rbi.org.in](mailto:cgmincubd@rbi.org.in)

बैंक हिन्दी में पत्राचार का स्वागत करता है।