

Annexure 2**Self-Declaration for “No Change in KYC Information” for Non-Individuals**

Date: _____

To,
Branch Manager
HDFC Bank Branch: _____

Subject: Periodic KYC updation for Customer ID _____

Name of the Entity: _____ PAN _____

Dear Sir / Madam,

This is with reference to periodic KYC updation for above mentioned Customer ID, please update the below information in your records:

Section A – KYC Information

- ☐ I / We confirm that there is no change in my/our mailing or registered address or other details like constitution, authorised signatories, trustees/directors/governing body members, mode of operation, PAN etc. In case there is any discrepancy observed in the documents/information available with the Bank or if documents are found to be invalid/ expired, I/We understand that the request shall not be processed till the relevant documents are submitted.
- ☐ I/ We hereby confirm that in case of any updates or changes to the documents submitted during the establishment of the business or account-based relationship, or thereafter as necessary, I/We shall promptly inform the bank and provide the updated documents within 30 days of such changes. I / we agree to submit the updated KYC documents at periodic intervals, as may be required by the Bank.

Section B – Beneficiary Owner (BO):

- ☐ I / We have submitted BO details as per the latest regulatory guidelines* and there is no change in the details already furnished.

I / We confirm the above information is true and correct and the said details may be updated in the Bank records.

Yours sincerely,

Authorised Signatories as per Mode of Operation in the account

*RBI Master Direction - Know Your Customer (KYC) Direction, 2016 updated time to time.

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- ☐ We have made best efforts to identify the beneficial owner(s) of the said entity. the details furnished above have been verified with the information available in.
- ☐ Probe 42 ☐ Partnership deed ☐ Other _____ (please specify name of document/portal)
- (Branch to verify BO details given by customer and mandatorily select appropriate option from above)

Sign Verified/CSIMP done by: Name _____ Emp Code _____ Signature _____ Br. Code _____

- ☐ Re-KYC Checklist Referred ☐ Pan Validation Done