



Annexure 2

Self-Declaration for "No Change in KYC Information" for Non-Individuals

Date:

To,
Branch Manager
HDFC Bank Branch: _____

Subject: Periodic KYC update for Loan Account No _____

Name of the Entity: _____ PAN (if applicable) _____

Dear Sir / Madam,

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

Section A –

Annual Turnover : _____ (Values in Rs. Lacs)

Whether Non-Profit Organisation – (Yes/No) : _____

DARPAN ID (Applicable for Registered Non-Profit Organisation only) : _____

Section B – 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.

Section C – 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 have not submitted BO details / BO details have undergone change, please find the current BO details along with applicable documents attached herewith.

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.

Signature Verified by – Name _____ Emp Code _____ Signature _____ Br Code _____

☐ PAN Verified.