

**List of officially valid documents as a proof of Identity and proof of Residence**

**In view of the Revised AML guidelines ( Revised on 19.11.2016), following documents are accepted as officially valid documents for KYC purpose.**

<b>Features</b>	<b>Documents</b>
Proof of Identity	<ol style="list-style-type: none"><li>1. Passport</li><li>2. Previous LIC Policy (KYC compliant) only if EDMS image is available.</li><li>3. PAN Card</li><li>4. Voter's Identity Card issued by the Election Commission of India.</li><li>5: Driving Licence</li><li>6. Job Card issued by NREGA duly signed by an officer of the State Government.</li><li>7. Identity card with the applicant's Photograph issued by Central /State Government departments, Statutory/Regulatory Authorities .Public Sector undertakings .Scheduled Commercial Banks and Public Financial Institutions .</li><li>8. Letter issued by a gazetted officer * with a duly attested photograph of the person.</li></ol>
Proof of Residence	<ol style="list-style-type: none"><li>1. Utility bill issued in name of the person who is the policyholder and such bill is not more (electricity, telephone ,post paid mobile phone, piped gas, water bill)</li><li>2. Property or Municipal tax receipt issued in the name of the policyholder.</li><li>3. Bank account or post office savings account statement in the name of the policyholder.</li><li>4. Pension or family pension payment orders (PPO's) issued to retired employees by Govt. Department or Public Sector undertakings ,if they contain the address of the retired employee.</li><li>5. Letter of allotment of accommodation from employer issued by the State or Central Govt. Departments, Statutory or Regulatory bodies .public sector undertakings, scheduled commercial banks .financial institutions and listed companies .Similarly .leave and licence agreements with such employers allotting official accommodation</li><li>6. Documents issued by Govt. Departments of foreign jurisdiction and letter issued by Foreign Embassy or Mission in India.</li><li>7. Passport, Driving licence and Voter's Identity card can be accepted as a residence proof if they are showing current address.</li></ol>

\*Gazetted officers are the Central or State Government officers who are recruited by the sign of President of India or Governor of respective state respectively. The stamp of the Gazetted officers comes from either Governor of respective states or the President of India. Following is the tentative list of Gazetted Officers in India.

Class I or Group A (Gazetted)

- 1) Officers of Armed Forces,
- 2) Central & State Governments Employees with Group A Services Rules (IAS, IES, IFS, SDPO, DIB, CP, DGP, JCP, IGP, ADLCP, DIG, DCP, SSP, DCP, SP, ASP, AGP, DSP, COLONEL etc.
- 3) Scientists (In Govt. Funded Research Org.)
- 4) Vice-Chancellor To Assistant Registrars, Principals & Faculty Members of Central & State Universities,
- 5) Doctors, Engineers & Drug Controller (Central & State Services)
- 6) Magistrate & above in Judicial Services

Class II or Group B (Gazetted)

- 1) Drugs Inspector (State Government Service)
- 2) SDO (Sub Divisional Officer), BDO (Block Development Officer)
- 3) Circle Inspector, Tahsildars etc. In state Administration,
- 4) Principal of Govt. Schools,
- 5) Income Tax & Revenue officers,
- 6) Senior & (AAO) Asst. Audit/Accts Officers of (IA & AD) (CAG) Indian P&T Accts & Fin Services & Section Officers.