

Customer Identification Procedure

List of Officially Valid Documents for KYC Purposes

Sr. No.	Features (Column B)	Documents (Column C)
I.	Insurance Contracts with individuals	<p>i. Passport</p> <p>ii. PAN Card</p> <p>iii. Voter's Identity Card</p> <p>iv. Driving License</p> <p>v. Letter issued by the Unique Identification Authority of India or National Population Register containing details of Name, Address and Aadhar number.</p> <p>vi. Job card issued by National Rural Employment Guarantee Act duly signed by an officer of the State Government</p> <p><u>Provided that where simplified measures are applied for verifying the identity of the clients the following documents shall be deemed to be 'officially valid documents':</u></p> <p>(a) identity card with applicant's Photograph issued by Central/State Government Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial institutions;</p> <p>(b) letter issued by a gazette officer, with a duly attested photograph of the person;</p> <p><u>Provided further that where simplified measures are applied for verifying the limited purpose of proof of address of the clients, where a prospective customer is unable to produce any proof of address, the following documents shall be deemed to be 'officially valid documents':</u></p> <p>(a) utility bill which is not more than two months old of any service provider (electricity, telephone, postpaid mobile phone, piped gas, water bill);</p> <p>(b) property or Municipal tax receipt; I bank account or Post Office savings account statement:</p>

CIN: U66030MH2000PLC128503

REGISTERED OFFICE: 2nd Floor, Plot # C - 12, G – Block, BKC, Bandra (E), Mumbai – 400 051, India.

TOLL FREE PHONE NUMBER: 1800 209 88 00 **WEBSITE:** <http://insurance.kotak.com>

Facebook: <http://www.facebook.com/kotaklife>

Twitter: https://twitter.com/Kotak_Life

LinkedIn: <https://www.linkedin.com/company/5637>

YouTube: <https://www.youtube.com/kotaklifeinsuranceofficial>

		<p>(c) bank account or Post office savings account statement;</p> <p>(d) pension or family pension payment orders (PPOS) issued to retired employees by Government Department or Public Sector</p> <p>Undertakings, if they contain the address;</p> <p>(e) letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation; and</p> <p>(f) documents issued by Government departments of foreign jurisdiction and letter issued by Foreign Embassy or Mission in India.</p>
II.	<p>Insurance Contracts with companies</p> <ul style="list-style-type: none"> • Name of the company • Principal place of business of the company • Mailing address of the company • Telephone/Fax Number of the company 	<p>i. Certificate of incorporation and Memorandum & Articles of Association</p> <p>ii. Resolution of the Board of Directors</p> <p>iii. Power of Attorney granted to its managers, officers or employees to transact business on its behalf</p> <p>iv. An officially valid document in respect of managers, officers or employees holding an attorney to transact on its behalf</p>
III	<p>Insurance Contracts with partnership firms</p> <ul style="list-style-type: none"> • Legal name of the partnership firm • Address of the partnership firm • Names of all partners and their addresses • Telephone numbers of the firm and partners 	<p>i. Registration certificate, if registered;</p> <p>ii. Partnership deed;</p> <p>iii. Any officially valid document in respect of the person holding attorney to transact on its behalf.</p>

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<p>IV</p>	<p>Insurance Contracts with trusts & foundations</p> <ul style="list-style-type: none"> • Names of trustees, settlers beneficiaries and signatories • Names and addresses of the founder, the managers/directors and the beneficiaries • Telephone/fax numbers 	<p>i. Certificate of registration, if registered</p> <p>ii. Trust Deed</p> <p>iii. Any officially valid document to identify the trustees, settlers, beneficiaries and those holding Power of Attorney, founders/managers/directors and their addresses</p>
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