

Date.....



PASSPORT SIZE PHOTO

Number

To,  
The Branch Manager

# THE GAUHATI CO-OPERATIVE URBAN BANK LTD.

H.O.: CHATTRIBARI, GUWAHATI-781 001

Dear Sir,

Being desirous of opening a .....deposit account with THE GAUHATI CO-OPERATIVE URBAN BANK LTD. I/We beg to hand you a remittance as per memo at foot.

I/We agree to be bound by the Bank's Rules copy of which has been supplied for the conduct of such account.

1. Title of A/C.....
2. Father/Husband Name.....
3. Name of the Nominee.....
4. Occupation.....
5. Permanent Address.....  
..... Phone No.....
6. Present Address.....
7. Date of birth (in case of Minor).....
8. Special instruction (if any).....

Yours faithfully

For Current Dep. a/c only.

Name of Persons authorised to operates the account	Designation of authorised Persons in case of Firms & Companies	Specimen Signature
		1)
		2)

Usual incidental charges in accordance with the Banks may be debited to my/out/a/c

Introduced by :(Previous a/c holder)	Memo of amount sent (Rupees in figure & words)

# DECLARATION

FOR AN ACCOUNT IN THE NAME OF ONE PERSON

I declare that The Gauhati Co-operative Urban Bank Ltd. Saving Bank rules have been read by/to me and that I accept them as binding upon me. I also declare that I have no Saving Bank Account at any other office of the Bank.

.....  
Date

.....  
Signature of Depositors

# DECLARATION

FOR JOINT ACCOUNT

We declare that the Guwahati Co-operative Urban Bank Ltd. Saving Bank rules have been read by/to us and that we accept the rules as binding upon us. We also declare that we have no Saving Bank Account at any other office of the Bank. We further declare that the balance of our account will be payable.

To.....of us

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Depositors)

When the account is to be in the names of two parties insert 'either' or 'both' if in the name of three or more parties insert "any one" "any two" or "all" as the case may be.

To, Date .....

The General Manager,  
The Gauhati Coop. Urban Bank Ltd.  
Guwahati-781 001

Dear Sir,

I/we ..... Proprietor/Son/  
Daughter of ..... hereby introducing  
Mr/Mrs/Miss ..... who is/are personally  
known to me/us for ..... year ..... months and confirm correct-  
ness of the occupation and address as declared by the depositor in this Current/Savings deposit  
account Opening Form.

Signature Verified and accepted (Signature of the Introducer)

Branch Manager Permanent address .....  
.....  
A/C No : .....

**TAXMAN-SATUTES****Form No. 60***(See third proviso to of rule 114B)*

Form of Declaration to be field by a person who does not have either a Permanent Account Number or General Index Register Number and who makes payment in cash in respect of transaction specified in clauses (a) to (h) of rule 114B

1. Full Name and Address of the declarant : .....
- .....
- Father' Name .....
2. Particulars of transaction : .....
3. Amount of the transaction : .....
4. Are you assessed to tax ? : Yes/No.
5. If yes,
  - (i) Details of ward/ Circle/ Range where the last return of income was filed?
  - (ii) Reasons for not having Permanent Account No./General Index Register No.?
6. Details of the document being produced in support of address in column (1)
 

.....

***Verification :***

I, ..... do hereby declare that what is stated above is true to best of my knowledge and belief.

Verified today, the ..... day of .....20

Date : .....

Place : .....

Signature of the Declarant

***Instructions :***

Documents which can be produced in support of the address are :

- (a) Passport
- (b) Driving licence
- (c) Identity Card issued by any institution.
- (d) Copy of the electricity bill or telephone bill showing residential address
- (f) Any document or communication issued by any authority of Central Government, State Government or local bodies showing residential address.
- (g) Any other documentary evidence in support of his address given in the declaration

BRANCH .....

## CUSTOMER PROFILE

1. Name in full .....
2. Father/ Husband Name .....
3. Address of Communication :
  - (i) Present Address :
  - (ii) Permanent Address :
  - (iii) Office Address :
  - (iv) Telephone No. : ..... (v) House No.....
4. Occupation : (1) Salaried, (2) Self employed/Professional, (3) Business  
(Please tick) (4) Student, (5) Retired, (6) Agriculturist, (7) Others (Please specify)
5. If business person : What is the nature of business .....
6. Type of Account & Account Number : .....
7. Date of opening the account : .....
8. Pan Card No. : .....
9. Educational Qualification : .....
10. Residential Status : Domestic/ Non-Resident
11. Sex : Male / Femal
12. Age / Date of Birth : .....
13. Annual Income : .....
14. Annual Turnover expected : .....
15. Purpose of opening the account : (Please tick)  
(1) Purely Savings (2) Business Transaction (3) Others Specify
16. Classification of the Account as ..... Low risk / Medium risk / High risk.
17. Dealing with other banks :  
Name of the Bank : .....  
Branch : .....
18. Existing credit facilities : Yes / No

Date : .....

Signature of Customer

## Features to be verified and documents obtained

- A. Accounts of Individuals (Address proof)
- |   |   |
|---|---|
| 1. School Certificate / Admit Card etc. for Students      | 1. Electric Bill (latest)                         |
| 2. Passport / Photo Copies                                | 2. Telephone Bill (latest)                        |
| 3. Election ID card issued by election commissioner       | 3. Extract of voters list (certified)             |
| 4. Income Tax Pan Card                                    | 4. Letter from Employer                           |
| 5. Driving licence (address to tally with stated address) | 5. Municipal Corpn. record                        |
| 6. Identity Card  | 6. Certificate from (recognized public authority) |
- Note : Ration Card, Outstation driving license will not be accepted.
- B. Accounts of Companies :
- |   |   |
|---|---|
| Name of company Place of business Mailing address<br>Telephone / Mobile / E-mail ID | 1) Certificate of Incorporation & memorandum and Articles of Association. |
|   | 2) Resolution of BOD  |
|   | 3) Power of Attorney to operate A/C                                       |
|   | 4) Certificate of commencement of Business (Public Ltd. Co. only)         |
- C. Accounts of Prop. Firm Legal Name-Address  
ownership status Telephone / Mobile of prop.
- |  |  |
|--|--|
|  | 1) Proprietorial declaration in bank format. |
|  | 2) Power of Attorney to action prop. behalf. |
|  | 3) GMC license.                              |
|  | 4) Pan Card                                  |
|  | 5) Telephone / Electric Bill                 |
|  | 6) Identity proof                            |

- |   |  |
|---|--|
| <p>D. Accounts of partnership Firms Legal Name, Address</p> <p>Names of all partners and their address</p> <p>Telephone no of firm &amp; all partners</p>   | <p>1) Registered partnership deed</p> <p>2) Deed of Registration</p> <p>3) Power of Attorney (if any)</p> <p>4) Telephone / electric bill</p> <p>5) Identity proof of partners</p> <p>6) Trade licence</p> |
| <p>E. Accounts of Coop. Societies Nature of business<br/>of the society</p> <p>Legal Name, Address</p> <p>Name of principal officer</p>   | <p>1) Copy of Reg. bye laws of the society.</p> <p>2) Registration Certificate</p> <p>3) Copy of BOD</p> <p>4) Resolution of AGM</p> <p>5) A/C to be introduced by RCS or his nominee</p>                  |
| <p>F. Accounts of trusts &amp; Foundations Name of the trust</p> <p>Name of settlers beneficiaries and signatories</p> <p>Name &amp; address of the Founder, Manager,<br/>Director &amp; beneficiaries</p> <p>Telephone No.</p> | <p>1) Certificate of Registration</p> <p>2) Trust Deed</p> <p>3) Power of Deed</p> <p>4) Resolution of trust Board, Managing body etc.</p> <p>5) Telephone bill.</p>                                       |

Signature of Customer

Signature of Banks Officials

No. 5

.....Branch

THE GAUHATI CO-OPERATIVE URBAN BANK LTD.  
H.O. CHATTRIBARI ROAD : GUWAHATI-781 001

Date..... A/c..... A/c. No.....

**SPECIMEN OF SIGNATURE**

Name.....

Address.....

Name of Signatory.....

(1)	(2)
-----	-----

Special Instruction

Verified  
Manager

.....  
Accountant/Spl. Officer