

**Enhanced Due Diligence form for Individuals**

Verified  
by DOP EU or  
Bank Staff

**A. Personal Information**

Customer ID \_\_\_\_\_ Account No \_\_\_\_\_  
Customer Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Pan \_\_\_\_\_  
ID Proof (Obtain self-attested copy) \_\_\_\_\_

**B. Address and Contact Details**

Present Address\*(Obtain self-attested Proof/Declaration) \_\_\_\_\_  
\_\_\_\_\_  
Pin Code \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
Pin Code \_\_\_\_\_  
Mobile No (Own/Relatives/third party mobile no) \_\_\_\_\_  
E Mail ID \_\_\_\_\_

**C. Occupation and Income**

If salaried – Obtain ITR/Salary slips, Organization Name \_\_\_\_\_  
If Self Employed – ITR/Income Declaration, Nature of Business \_\_\_\_\_  
If Agri and Allied- Income Declaration \_\_\_\_\_  
If Professional – ITR/Income Declaration, Profession Name \_\_\_\_\_  
Others – (Income Document/Income Declaration) \_\_\_\_\_  
Gross Annual Income \_\_\_\_\_  
Source of funds: Pension/Funds from Family members/Salary/Rent/Business Income/Agri Income/Others

**D. Expected Annual turnover in account**

< 2 Lakhs

2 lakhs to 5 lakhs

>5 lakhs

**Undertaking by Customer**

I confirm that the information provided by me is correct and the mobile number mentioned in the form also belongs to me and used by me. All the transactions in the account are done myself. If in future, any fraudulent transactions are found in the account, I shall be responsible for the same.

Customer's Name:

Customer's Signature:

**Branch Recommendations:**

Customer identification and address verification has been conducted by bank staff, by verifying given information with original documents. Copy of records are attached with the application.

Basis the request given by the customer and due diligence conducted, I recommend/approve for removal of freeze/lien/restrictions from the customer's account

**Branch in Charge Signature with office seal:**

**Name:**

**Employee ID:**

**Date:**

**End User Signature:**

**EU Name:**

**EU Emp. ID.:**

**Access Point Name:**

**Documents Collected**

1. ID Proof
2. Address Proof
3. Income Proof/Declaration
4. Any other document