

## Documents Required for Fixed Deposits

\* Please enclose a copy of anyone of the following documents at the time of Deposit/Renewal as proof of Date of Birth

1. PAN Card
2. Aadhaar card
3. Passport
4. Higher Secondary Certificate
5. Driving Licence
6. Pension Card
7. LIC Policy
8. Health Insurance Policy
9. Election Identity Card
10. Ration Card
11. Any other Government Certified Proof.

## Application Procedure

### For Resident Individual

- Fresh application form.
- A/c payee cheque / Demand Draft / Pay order favouring Sundaram Finance Limited.
- As per RBI's KYC norms Photo Identification and address proof of the first depositor are mandatory. For Photo Identification, copy of any one of the following documents has to be provided.
  1. PAN
  2. Aadhaar
  3. FATCA (part of the application form)
  4. Voter's identity card
  5. Passport
  6. Driving license
  7. Bank passbook with photo
- **For Deposits up to an aggregate of Rs. 50,000/-** copy of any one of the following documents can be accepted if any one of the above documents is not available.
  1. Office/College/Pensioner Identity Card
  2. Letter from a recognized public authority or public servant verifying the identity and residence of the depositor to our satisfaction.
  3. Recent Salary Slip of the first depositor.

In case the address mentioned in the **above document differs from the current address** a copy of any one of the following documents should be furnished as proof of residential address.

1. Telephone bill
2. Bank account statement
3. Letter from any recognized public authority
4. Electricity bill
5. Ration card
6. Letter from employer.

**Know Your Customer (Documents for Non-Individual accounts):**

**For Companies**

<b>Documents</b>	
Name of the company Principal place of business Mailing address of the company Telephone/Fax Number	<ol style="list-style-type: none"> <li>i. Certificate of incorporation and Memorandum &amp; Articles of Association</li> <li>ii. Resolution of the Board of Directors to open an account and identification of those who have authority to operate the account</li> <li>iii. Power of Attorney granted to its managers, officers or employees to transact business on its behalf</li> <li>iv. Copy of PAN allotment letter</li> <li>v. Copy of the telephone bill</li> </ol>

**For Partnership Firms**

<b>Documents</b>	
Legal name Address Names of all partners and their addresses Telephone numbers of the firm and partners	<ol style="list-style-type: none"> <li>i. Registration certificate, if registered</li> <li>ii. Partnership deed</li> <li>iii. Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf</li> <li>iv. Any officially valid document identifying the partners and the persons holding the Power of Attorney and their addresses</li> <li>v. Telephone bill in the name of firm/partners.</li> </ol>

**For Trusts and Foundations**

<b>Documents</b>	
Names of trustees, settlers, beneficiaries and signatories	i. Certificate of registration, if registered
Names and addresses of the founder, the managers/directors and the beneficiaries	ii. Power of Attorney granted to transact business on its behalf
Telephone/fax numbers	iii. Any officially valid document to identify the trustees, settlors, beneficiaries and those holding Power of Attorney, founders/managers/ directors and their addresses
	iv. Resolution of the managing body of the foundation/association
	v. Telephone bill

**For terms and conditions in detail please refer our Deposit Application available in our website.**

Download the Sundaram Finance's application form for deposits from downloads section from our website.