

Annexure-I

Please find the below document list which will be considered as ID and address proof

AML/CFT Guidelines for General Insurers - Insurance Contracts with "Individuals".

Requirement for AML	Documents to be Collected
ID PROOFS	Passport Copy
	PAN Card Copy
	Voter's Identity Card Copy
	Driving License Copy
	Letter from a recognized Public Authority (as defined under Section 2 (h) of the Right to Information Act, 2005) or Public Servant (as defined in Section 2(c) of the 'The Prevention of Corruption Act, 1988') verifying the identity and residence of the customer
	Personal Identification and Certification of the employees of the Insurer for Identity of the prospective policy holder.
	Letter issued by UIA (Unique Identification Authority) of india containing details of Name, Address & Aadhar Number/Aadhaar Card
	Job card issued by NREGA duly signed by an officer of the State Government
ADDRESS PROOFS	Telephone Bill pertaining to any kind of telephone connection like Mobile, Landline, Wireless etc, provided it is not older than Six Months from the date of Insurance Contract
	Current Passbook with details of Permanent/Present Residence Address is available, ( provided it is not older than one month as on the date of acceptance)
	Current Statement of Bank Account with details of Permanent/Present residence address (As Downloaded)
	Letter from any recognized Public Authority
	Electricity Bill not older than Six Month
	Ration Card or Household Card

	Valid Lease Agreement along with residence Rent Receipts, which is not more than Three Months old as a Residence Proof.
	Employer's Certificate as a proof of Residence (Certificates of Employers who have in place systematic procedures for recruitment along with maintenance of mandatory records of its employees are generally reliable)
Proof of both Identity & Residence	Written confirmation from the Banks where the prospect is a customer, regarding identification and proof of residence Insurance Contracts with companies
Insured's PP sized Photo	Recent Photo - 1 no.

AML/CFT Guidelines for General Insurers - Insurance Contracts with "Proprietors".

Requirement for AML	Documents to be Collected
Proprietor's Proof , Address Proof of Firm, Identity Proof of Proprietors & Photograph	Certificate of Registration, if registered (Mention the name of Proprietors)
i	Any Government Official documents in which it is mentioned as Proprietor of the Firm

NOTE:- Rest all will be as per Insurance Contracts with "Individuals".

AML/CFT Guidelines for General Insurers - Insurance Contracts with "Partnership Firm".

Requirement for AML	Document to be collected for requirement for Aml
Legal Name, Address, Name of all Partner & Address & Telephone Number of the Firm & their Partners	
i	Registration Certificate, if registered
ii	Partnership Deed
iii	Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf
iv	Any officially valid document identifying the partners and the persons holding the Power of Attorney and their addresses

NOTE:- ID/Address Proof of any One of the Partners is mandatory.

AML/CFT Guidelines for General Insurers - Insurance Contracts with "Company".

Requirement for AML	Document to be collected for requirement for Aml
Name of Company, Address, Mailing Address & Telephone Number	
i	Certificate of Incorporation & Memorandum & Articles of Association (IOC, MOA & AOA)
ii	Resolution of the Board of Directors to open an account and identification of those who have authority to operate the account
iii	Power of Attorney granted to its managers, officers or employees to transact business on its behalf
iv	Copy of PAN allotment letter

NOTE:- If a Company listed with SEBI than we can consider the latest Annual Report as AML.

NOTE:- ID/Address Proof of any One of the Authorised Persons is mandatory.

AML/CFT Guidelines with General Insurers - Insurance Contracts with "Trusts & Foundations"

Requirement for AML	Documents to be Collected
Names of Trustees, Settlers Beneficiaries and Signatories	
Name & Address of the Founders, the Managers/Directors and the Beneficiaries	
Telephone/Fax Numbers	
i	Certificate of Registration, if registered
ii	Power of Attorney granted to transact business on its behalf
iii	Any Officially valid document to identify the Trustees, Settlers, Beneficiaries and those holding Power of Attorney, Founders/Managers/Directors and their addresses
iv	Resolution of the Managing Body of the Foundation/Association

NOTE:- ID/Address Proof of any One of the Authorised Representatives is mandatory.