

KNOW YOUR CUSTOMER (KYC) DOCUMENT LIST FOR SBI CORPORATE CARD HOLDERS

List of Acceptable Official Valid Documents (OVD) for ID and Address Proof

Please ensure that the documents submitted are self-attested, the date of birth mentioned on the application form matches with the document submitted and the address mentioned in the document matches exactly with the current address mentioned in the Corporate Card Application Form

For Indian Residents (Any One of the Following)	NRI / PIO / OCI	Foreign National
Passport Copy (Front and Back Side)	Passport Copy (Front and back)	Passport Copy (Front and back)
Voter's ID issued by the Election Commission of India	Pan Copy / Form 60	Pan Copy / Form 60
UID/Aadhar/VID (Virtual ID) copy	OCI / PIO Card	FRRO Document
Driving License – (document wherein it is specifically mentioned by the State that it cannot be used as an address proof will not be considered for the same)	VISA Copy	Visa Copy - In case FRRO is not provided, VISA Copy + Company Letter Head will be mandate
Job card issued by NREGA duly signed by an Officer of the State Government		
Letter issued by the National Population Register containing details of name and address		

In case the customer does not possess any document from the list shared above for his current address proof, the below listed documents may be deemed as OVD for limited time of address proof only.

List of Acceptable Deemed Official Valid Documents for limited purpose of Address Proof Only (For India Residents only): -

- Utility Bill** (Electricity/Telephone/Postpaid Mobile/Piped Gas/Water Bill) - document date should not be more than 60 days old from the application date and the document should be in the name of the Customer.
- Property or Municipal Tax Receipt** - document date should not be more than 365 days old from the application date.
- Letter of Allotment or leave and license agreements from employers** allotting official accommodation issued by from State Government or Central Government departments or Statutory or regulatory bodies or Public sector undertakings or Scheduled Commercial Banks or Financial Institutions or Listed Companies. Document date should be prior the application processing date.
- Pension or family pension payment orders (PPOs)** issued to retired employees by Government Departments or Public Sector undertakings only if they contain the address. Document date should be prior the application processing date.

NOTE: THE ABOVE LIST OF OVD AND DEEMED OVD IS VALID AS OF APRIL 2020 AND IS SUBJECT TO CHANGE BASIS ANY AMENDMENTS TO KYC GUIDELINES BY RESERVE BANK OF INDIA.

List of Acceptable Deemed Official Valid Documents for limited purpose of Address Proof Only (NRI / PIO / OCI/ Foreign Nationals): -

Company Letter Head - Required only in case address on FRRO/ OCI / PIO Card does not match with current address in form. In case address is provided on Company Letter Head, the address proof will need to be validated/confirmed every 3 months.

Important: Please note that the deemed OVD would only be valid for a period of 3 months during which Cardholders will have to furnish document matching with the current address from the Official Valid Documents (OVD) list mentioned above. In absence of submission of a valid OVD matching with the current address within the said period of three months appropriate action will be taken by SBI Card including blocking of Corporate Card. In case a customer shares any one of the following documents from Deemed OVD section for the purpose of address proof, he/she will also have to share any one of the documents from OVD section as Identity proof.

For any clarifications or queries on the above you may write to SBICorporate.application@sbicard.com