

DECLARATION BY INDIVIDUALS

To
SBI Card & Payment Services Pvt. Ltd.
SBI Card (KYC renewal), DLF Cyber City, Tower C, Block 2,
Building 3 DLF Infinity Towers, 12th floor, Gurgaon 122002

Sign across the
photo

Dear Sir,

My Credit Card No.

I hereby confirm my current address and permanent address as below, and am attaching a self attested copy of a photo id, address proof, and a recent photograph as required per letter overleaf.

Name Mr. Ms. First Name Middle Name

Sur Name

Current Residence Address*

City Pincode

Permanent Residence Address

City Pincode

Mobile No.

E-mail ID

PAN (Permanent Account Number)

Self Attested Photo ID proof (please tick as appropriate)

Passport Voter's Card Driving Licence PAN Card UID / Adhaar Card

Self Attested Address proof (please tick as appropriate)**

Passport Voter's Card Driving Licence (Front & Back Copy)
 UID / Adhaar Card Letter Issued by UID of India containing details of Name, Address & Adhaar no. (E-Adhaar)
 Overseas Citizen of India Card (OCI) issued by Government along with the passport to NRIs and PIOs (In case of OCI only)

**Please check back side of the form for additional documents

I also confirm that the attached photograph and the copies of identification documents are presently valid and true verification Documents of myself.

I will notify SBICards, as and when there is a change in my residence/office address, by giving a request along with required documents.

Signature of the Credit Cardholder

Date: _____

Mail declaration along with KYC Documents at:

SBI Card & Payment Services Pvt.Ltd

SBI Card (KYC renewal), DLF Cyber City, Tower C, Block 2, Building 3 DLF Infinity Towers, 12th floor, Gurgaon 122002

You can email the documents to :- kyc.renewal@sbicard.com

Additional documents List

- a) Utility bill which is not more than two months old of any service provider (electricity, telephone, postpaid mobile phone, piped gas, water bill);
- (b) Latest Property or Municipal Tax receipt;
- (c) Latest Bank account or Post Office savings bank account statement;
- (d) Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;
- (e) Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation; and
- (f) Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India.
- (g) Serving certificate with photo to be considered as a valid KYC (both residence & ID proof) ONLY for Employees of Defense. Issue date should be within 60 days from date of processing.(For Employees of Defense)
- (h) Employer ID card having address details and photo will also be accepted as valid residence and ID proof. (For Employees of Defense)
- (i) Employer ID card having address details and photo will also be accepted as valid residence and ID proof (For Employees of SBI and Banking partners).
- (j) Serving certificate with photo to be considered as a valid KYC (both residence & ID proof). Issue date should be within 60 days from date of processing.(For Employees of SBI)
- (k) Identity card with applicant's Photograph issued by Central/State Government Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions”

Please Note: For the purpose of updating records post a change in the name subsequent to card issuance, the KYC declaration has to be supported by marriage certificate issued by the State Govt. or a Gazette notification, indicating a change of name.