

**BENEFICIAL OWNER DECLARATION FOR EXISTING CUSTOMERS**  
**FOR Company/Partnership/LLP/AOP/BOI/Trust/Societies**

**SECTION 1**

(To be mandatorily ticked/filled, form shall be placed on hold if not filled)

**Tick any one checkbox of the below**

1.  **Tick for Revised/ Fresh BO details to be updated as mentioned in Section II**  
(Beneficial Owner details will be updated as per details given below and KYC documents attached as per guidelines, any other Beneficial Owner updated in system shall be deleted for the customer id)
2.  **Tick for Addition of Beneficial Owner details mentioned in Section II**  
(Existing Beneficial owner details remain and below details of Beneficial owners will be added)
3.  **Tick for Addition of Beneficial Owner details mentioned in Section II and Deletion of details mentioned in table below.**  
(Includes any replacement of Beneficial owner details or demographic changes, percentage changes in ownership etc. in existing records)

**3(a) Details of Existing Beneficial owner to be deleted. (To be filled only if existing BO details to be deleted)**

Name of the Beneficial Owner	Cust ID (If available)	PAN and Date of Birth
		PAN: _____ DOB: _____
		PAN: _____ DOB: _____
		PAN: _____ DOB: _____

**SECTION 2**

Name of Entity - \_\_\_\_\_ Customer ID: - \_\_\_\_\_

**A. Details of Non-Individual Entity Holding more than prescribed threshold limit in above captioned entity**

I/We the undersigned hereby declare the below details of beneficial owners holding \*\*Controlling ownership in the captioned Company/LLP/Firm/AoP/BoI/Trust/Society above the prescribed threshold limit

<u>Sr No.</u>	<u>Name of Company</u>	<u>Date of Incorporation</u>	<u>Country of Incorporation</u>	<u>CIN / Regn No.</u>	<u>Address</u>	<u>% of Ownership / Capital / Profits</u>

**B. Details of Natural Person having Controlling Ownership or Senior Managing Official**

We declare that no individual person directly holds **\*\*Controlling ownership/Control** in the captioned Company/Firm/LLP/AoP/BoI/Society above the prescribed threshold limit. Below are the details of Natural Person who holds the position of **Senior Managing Official - Designation:** \_\_\_\_\_

If there is/are non-individual Beneficial owner(s) holding **Controlling\*\* ownership/ Control** as declared in Sec A. The following **individual person(s), directly or indirectly,** holds **\*\*Controlling ownership** in the above captioned Company/Firm/LLP/AoP/BoI/Trust/Society.

We declare that following individual person(s), directly or indirectly, holds **\*\*Controlling ownership/ Control** above the threshold limits in the above captioned Company/Firm/LLP/AoP/BoI/Trust/Society

(\*If you have ticked any of the above, please complete the Table below before signing the declaration)

1	Name of the controlling person (mandatory)	1)	2)
	Customer ID (if available)		
2	Entity Type (mandatory)	<input type="checkbox"/> Pub/Pvt Co. <input type="checkbox"/> LLP <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Society <input type="checkbox"/> Club <input type="checkbox"/> HUF <input type="checkbox"/> Bank <input type="checkbox"/> Insurance <input type="checkbox"/> SHG <input type="checkbox"/> Foreign Bodies <input type="checkbox"/> NGO <input type="checkbox"/> Mutual Fund <input type="checkbox"/> Government	
3	Controlling person type code (mandatory)		
4	Date of birth (mandatory)		
5	Percentage of ownership/capital/profits (mandatory)		
6	Place / City of Birth (mandatory)		
7	Country of Birth (mandatory)		
8	Gender (mandatory)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third Gender
9	Marital Status (mandatory)	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Others	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Others
10	Father's name (mandatory)		
11	Nationality (Please specify country) (mandatory)		
12	Country of tax residence* (Mention only if it is other than India)		
13	Tax identification number (or functional equivalent of country other than India) %		
14	Tax identification number type (for country other than India)		
15	Address (Mandatory)		
	Address - City (Mandatory)		
	Address - State (Mandatory)		
	Address - Country (Mandatory)		
	Address - Pin Code (Mandatory)		
16	Address Type for above (Mandatory)	<input type="checkbox"/> Residential / Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	<input type="checkbox"/> Residential / Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office
17	Mobile Number (Mandatory)		

18	Occupation Type (Mandatory)	<input type="checkbox"/> S - Service Provider <input type="checkbox"/> O - Others <input type="checkbox"/> B-Business <input type="checkbox"/> X - Not Categorized	<input type="checkbox"/> S - Service Provider <input type="checkbox"/> O - Others <input type="checkbox"/> B-Business <input type="checkbox"/> X - Not Categorized
19	Proof of Identity (Mandatory) (Tick relevant and mention the details)	<input type="checkbox"/> Passport No. <input type="checkbox"/> Voter ID No. <input type="checkbox"/> Driving License No. <input type="checkbox"/> Aadhaar No. <input type="checkbox"/> NREGA Job Card No. <input type="checkbox"/> Letter from NPR <input type="checkbox"/> Any other Government Issued Doc _____ Mention ID no _____ Expiry Date: DD / MM / YYYY	<input type="checkbox"/> Passport No. <input type="checkbox"/> Voter ID No. <input type="checkbox"/> Driving License No. <input type="checkbox"/> Aadhaar No. <input type="checkbox"/> NREGA Job Card No. <input type="checkbox"/> Letter from NPR <input type="checkbox"/> Any other Government Issued Doc _____ Mention ID no _____ Expiry Date: DD / MM / YYYY
20	Proof of Address (Mandatory) <b>(attach self-attested proof)</b> (any one) (Please select any one Address proof)	<input type="checkbox"/> Passport No. <input type="checkbox"/> Voter ID No. <input type="checkbox"/> Driving License No. <input type="checkbox"/> Aadhaar No. <input type="checkbox"/> NREGA Job Card No. <input type="checkbox"/> Letter from NPR <input type="checkbox"/> Any other Government Issued Doc _____ Mention ID no _____ Expiry Date: DD / MM / YYYY	<input type="checkbox"/> Passport No. <input type="checkbox"/> Voter ID No. <input type="checkbox"/> Driving License No. <input type="checkbox"/> Aadhaar No. <input type="checkbox"/> NREGA Job Card No. <input type="checkbox"/> Letter from NPR <input type="checkbox"/> Any other Government Issued Doc _____ Mention ID no _____ Expiry Date: DD / MM / YYYY
21	Politically exposed person Politically exposed person are individuals who are or have been entrusted with prominent public function in India or in a foreign country, e.g., Head of State or of Governments, Senior Government / Judicial / Military Officers, Senior Executives of State-owned corporations, important political party officials, etc.,	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
22	PAN (Permanent Account Number) (Mandatory)		
23	Recent Photographs	Please paste latest and color photograph of Individual Beneficial Owner here	Please paste latest and color photograph of Individual Beneficial Owner here

- I/We hereby declare that, other than those declared above, there is/ are no other beneficial owners holding **\*\*Controlling ownership** in the captioned Company/LLP/Firm/AoP/Bol/Trust/Society above the prescribed threshold limit.
- I/We hereby confirm that the information provided herein is accurate, complete and updated and we agree/ undertake to inform the changes, if any, to HDFC Bank within 30 days of such change.

\_\_\_\_\_  
(Name and Signature with seal as per Mode of Operation)

*For Bank Use : (All ticks are mandatory)*

- MLM and Banned Dedupe check.
- PAN Verification and All KYC Documents Original Seen and verified
- Customer Signed in my Presence and Verified and relevant checks done for above updation request given.
- Checked existing Beneficial Owner Details (If any) in Bank Records.



Name of BM / BDA \_\_\_\_\_ Signature \_\_\_\_\_;

EMP Code : \_\_\_\_\_, Branch Code \_\_\_\_\_

**\*Important Points to Note:**

- Valid ID document to be submitted. If minor, then age proof to be provided. In case of Foreign National/NRI, copy of valid Passport to be additionally provided.
- Copy of Officially Valid Document i.e. ID & Address proof of beneficial owner / Senior Managing Official to be submitted as applicable to Individuals.
- CIN No. to be mentioned for Companies registered under ROC. For other Non-individual entities PAN no to be mentioned.
- Address mentioned should be of Residence for Individuals and Registered Office for Non-Individuals entity.
- Date of Incorporation should be the date when entity was registered/formed.

**In case of listed Companies, no further details of beneficial owners to be obtained**

**\*\* RBI guidelines for identification of beneficial owners**

(a) Company: **More than 10 percent** of shares or capital or profits of the company. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.

(b) Partnership firm/LLP : having ownership of/entitlement to **more than 10 %** of capital or profits of the partnership or who exercises control through other means. "Control" shall include the right to control the management or policy decision.

(c)BOI/ AOP/Society: **More than 15 %** of the property or capital or profits.

(d) Registered / Unregistered Trust: Author/ Settlor / Grantor/Protector (If any) and All trustees and beneficiaries with **10 % or more** interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership

*\*\*\*Where no natural person is identified, under (a) or (b) or (c) the identity of the relevant natural person who holds the position of senior managing official*

*\*\*\*\* Where the client is a trust, the financial institution shall identify the beneficial owners of the client and take reasonable measures to verify the identity of such persons, through the identity of the Author/Settlor/Grantor/Protector (if any) of the trust and the trustee, and the beneficiaries with 10% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership. "*

# Body of Individuals: BOI includes Societies

\*To include US, where controlling person is a US citizen or green card holder. Please provide ALL the countries of tax residency and corresponding TINs.

%In case Tax Identification Number is not available, kindly provide functional equivalent

**List of Officially Valid documents accepted as ID & Address proof.**

<b>Name of Document</b>	<b>ID proof</b>	<b>Address Proof</b>
Aadhaar	Yes	Yes
Valid Driving License	Yes	Yes
Valid Passport	Yes	Yes
Voter ID Card	Yes	Yes
NREGA Job Card	Yes	Yes
Letter from National Population Register	Yes	Yes

# Frequently Asked Questions

(Not to be sent with BO Updation Form)

## 1. RBI Directive on Beneficial Owner?

**(a) Company: More than 10 %** of shares or capital or profits of the company. Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.

**(b) Partnership firm/LLP:** having ownership of/entitlement to **more than 10 %** of capital or profits of the partnership or who exercises control through other means. “Control” shall include the right to control the management or policy decision.

**(c) Body of Individuals / Association of Person/Society :** **More than 15%** of the property or capital or profits

**(d) Registered / Unregistered Trust:** Author/ Settlor / Grantor/Protector (if any) and All trustees and beneficiaries With **10% or more** interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership

\*Where no natural person is identified, under (a) or (b) or (c) the identity of the relevant natural person who holds the position of **senior managing official** to be mentioned.

## 2. Why Beneficial Owner Updation in Current Account is Mandatory?

According to RBI guidelines\*, all current account holders must declare their Beneficial Owners to the bank. Kindly refer-\*Master Direction - Know Your Customer (KYC) DBR.AML.BC.No.81/14.01.001/2015-16 dated February 25, 2016, and updated as on January 04, 2024.

## 3. What are the modes to Update Beneficial Owner?

- Call your Relationship Manager or visit your nearest HDFC Bank branch to submit these documents with ease.

## 4. Where can I find Beneficial Owner Form?

Beneficial Owner declaration is available on Bank’s Website under form center.

## 5. Is Banned Dedupe and MLM (Multi Level Marketing) Checks Mandatory on BO Updation form?

Yes, Banned Dedupe and MLM (Multi-Level Marketing) Checks Mandatory.

## 6. Who can sign BO Updation form?

BO Updation form needs to be signed as per Mode of operations in the account.

## 7. What is meant by Controlling person type codes and where I can find the same?

Controlling persons are natural persons who exercise control over an entity and includes a beneficial owner under sub-rule (3) of rule 9 of the Prevention of Money-Laundering (Maintenance of Records) Rules, 2005. In the case of a trust, the controlling person means the Author, settlor, Grantor, The Protector (if any) the trustees, the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust. In the case of a legal arrangement other than a trust, controlling person means persons in equivalent or similar positions.

<b>Controlling Person Type:</b>	
<b>Code</b>	<b>Sub-category</b>
C01	CP of legal person-ownership
C02	CP of legal person-other means
C03	CP of legal person-senior managing official
C04	CP of legal arrangement-trust-settlor
C05	CP of legal arrangement--trust-trustee
C06	CP of legal arrangement--trust-protector
C07	CP of legal arrangement--trust-beneficiary
C08	CP of legal arrangement--trust-other
C09	CP of legal arrangement—Other-settlor equivalent
C10	CP of legal arrangement—Other-trustee equivalent
C11	CP of legal arrangement—Other-protector equivalent
C12	CP of legal arrangement—Other-beneficiary equivalent
C13	CP of legal arrangement—Other-other equivalent
C14	Unknown