



## KYC Update for Corporate Account

Account Number

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Name of Institutions: \_\_\_\_\_

### Registered Address (New)

District: \_\_\_\_\_

Municipality / VDC: \_\_\_\_\_

Ward No.: \_\_\_\_\_ House No.: \_\_\_\_\_

Street / Tole: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### Communication Address

District: \_\_\_\_\_

Municipality / VDC: \_\_\_\_\_

Ward No.: \_\_\_\_\_ House No.: \_\_\_\_\_

Street / Tole: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### If Registered Address is Changed (Old)

District: \_\_\_\_\_ Municipality / VDC: \_\_\_\_\_ Ward No.: \_\_\_\_\_

Tole / Street: \_\_\_\_\_ House No.: \_\_\_\_\_ Tel/Fax: \_\_\_\_\_

Name of Registration Office: \_\_\_\_\_

Registration No.: \_\_\_\_\_ Date of Registration: \_\_\_\_\_

PAN No.: \_\_\_\_\_

Business Area: \_\_\_\_\_ Nature of Business: \_\_\_\_\_

Expected Annual Transaction \_\_\_\_\_

Total Number of Branches (if any): \_\_\_\_\_

### Location of the Branches:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

### Supporting Documents (as applicable):

Certified Copy of Registration Certificate

Certified Copy of Memorandum of Association

Certified Copy of Article of Association

Certified Copy of Charter

Audited Financial Statements of Last FY

\_\_\_\_\_  
Signature



Photo

**Details of Board Members / CEO / Signatory**

Name: \_\_\_\_\_ Position \_\_\_\_\_

Spouse Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Grand Father's Name: \_\_\_\_\_

**Permanent Address**

District: \_\_\_\_\_

Municipality / VDC: \_\_\_\_\_

Ward No.: \_\_\_\_\_ House No.: \_\_\_\_\_

Street / Tole: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Current Residential Address**

District: \_\_\_\_\_

Municipality / VDC: \_\_\_\_\_

Ward No.: \_\_\_\_\_ House No.: \_\_\_\_\_

Street / Tole: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Enclosed Document:  Certified Copy of Citizenship for Nepali  Certified Copy of Passport for Foreign National

\_\_\_\_\_  
Signature