

# Important Notice

# DCB BANK

Dear Customer,

## **Subject: Periodic Refresh of KYC (Know Your Customer) Information**

As per the prevailing RBI guidelines, the Bank is required to periodically update the KYC (Know Your Customer) of its customers.

For customers to continue to have access to uninterrupted banking services, the KYC must be updated well in time.

### **KYC can be updated with DCB Bank, in following manner:**

Sr. No.	Individuals / Authorised Signatories	Non-Individual Entities
1	<p>Please visit any DCB Bank branch with the original officially valid documents (OVD) and;</p> <ul style="list-style-type: none"><li>• Update your KYC at the customer self-service screen kiosk using your Aadhaar biometric &amp; OTP. This OTP shall be delivered to your mobile number registered with Aadhaar.</li><li>• Or, through biometric based eKYC</li><li>• Or, submit the photocopies of officially valid documents at the branch</li></ul>	<p>Please visit any DCB Bank branch with the original officially valid documents (OVD)</p>
2	<p>For customers with no change in their KYC details, a self- declaration may be furnished by you;</p> <ul style="list-style-type: none"><li>• Either, via email for Individual &amp; Non- Resident Indian customers (subject to KYC documents updated in Bank records are valid and as per prevailing guidelines)</li><li>• Or, send a confirmation by clicking the link sent in the Bank's communication sent through email, SMS or WhatsApp</li><li>• Or, provide confirmation on the IVR call received from DCB Bank</li></ul>	<p>For Non-Individual entities with no change in their KYC details, a self- declaration may be furnished by you signed as per the Mode of Operation (MOP) at the nearest branch</p>

**Note:** Please get in touch with our Bank staff or refer our Bank's website for list of Officially Valid Documents as per the constitution of your account