



## **Standard Procedure to be followed by customer for providing KYC documents**

Standard procedure to be followed by customer for providing KYC documents in case of his/her account becomes due for KYC/Re-KYC.

### **Option-I-Via Bank's website**

- Upon receiving intimation about submission of KYC/Re-KYC documents, Visit Bank's website [www.jsblbank.com](http://www.jsblbank.com)
- Download the KYC/Re-KYC form available under the download option ➤ Fill up the necessary information and sign it.
- Upload/send the said form alongwith self-attested Proof of Address/Proof of identity documents on email id [kyc@jksbl.com](mailto:kyc@jksbl.com)
- Detailed information on applicable list of documents is available at downloads option.

### **Option-II-by visiting branch**

- Upon receiving intimation about submission of KYC/Re-KYC documents, Visit nearest branch of the Bank
- Obtain the KYC/Re-KYC form from counter staff.
- Fill up the necessary information and sign it. Submit it alongwith self-attested Proof of Address/Proof of identity documents.
- The counter staff shall provide your acknowledgement for submission of form/KYC docs