

Dear Cardholder,

We have enclosed KYC declaration form for you to complete RE-KYC for your BOBCARD immediately. Please submit a scanned copy of this duly filled KYC declaration form along with self-attested copies of KYC documents & PAN card in any of the following ways:

1. Send through Email: From your registered Email Id to us at [crm@bobcard.co.in](mailto:crm@bobcard.co.in)  
OR
2. Send through Courier to the below mentioned postal address BOBCARD Limited. Card Operations (Re-KYC dept.), 1502/1503/1504, DLH Park, S.V. Road, Goregaon West, Mumbai 400104.  
OR
3. Update your KYC online at [bobcard.io/cspportal](http://bobcard.io/cspportal) just login to BOBCARD customer portal and select ReKYC option (on home page) and submit your documents. On successful verification of your documents, you will receive a confirmation message from us on your registered mobile number. (**Note:** Self-attestation is not required for portal submissions.)

PLEASE NOTE, even in case of no change in status with respect to your identity and mailing address, the attached format needs to be duly filled in for cross verification with a Self-certification stating "No Change in Details" and to be sent along with below mentioned documents to the above Postal Address or at [crm@bobcard.co.in](mailto:crm@bobcard.co.in) (Mandatory Information Fields are marked with '\*' sign.)

#### Why KYC?

Know your customers' or KYC is a Reserve Bank of India guideline, for which all Banks/Financial Institutions/NBFC's have to maintain updated documents of their customers at periodic intervals. In compliance with the same only, we have requested you for submission of fresh KYC documents & declaration. **List of documents accepted are as under: -**

| Sr No | Particulars  | KYC Documents   |
|-------|--|---|
|       | <b>Identity Proof mandatory</b>  | Self-attested Copy of PAN Card  |
| 1     | <b>Officially Valid documents (OVD)<br/>Current Residence Address Proof (Submit any one)</b>         | Self-attested Copy of Passport  |
| 2     |  | Self-attested Copy of Voter ID Card   |
| 3     |  | Self-attested Copy of Aadhaar Card (1st 8 digit of Aadhaar number should be masked)   |
| 4     |  | Self-attested Copy of Driving License   |
| 5     |  | Letter issued by the National Population Register containing details of name and address  |
| 6     | <b>Deemed Officially Valid documents (DOVD)<br/>Current Residence Address Proof (Submit any one)</b> | Self-attested Copy of Utility bill (electricity, telephone, post-paid mobile phone, piped gas, water bill) which is not more than two months old of any service provider  |
| 7     |  | Self-attested Copy of property or Municipal tax receipt   |
| 8     |  | Self-attested Copy of letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector Undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation. |
| 9     |  | Self – attested copy of Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.   |

**Declaration:** I hereby confirm and will submit “Officially Valid Documents” with current address within a period of three months of submitting the “Deemed Officially Valid Documents” from the date of this application form. In case we require any additional details, we will get in touch on your registered mobile number or e-mail ID.

Failure to submit the updated OVD within the stipulated timeframe may result in restrictions on your account, including the possibility of the account being frozen for further transactions.

For any other query regarding Re-KYC, call us at Toll Free number 1800 2090/ 1800 1210 (24x7) or write to us at [crm@bobcard.co.in](mailto:crm@bobcard.co.in). We will be happy to assist you.

Your cooperation will be highly appreciated.

Sincerely,

**Team  
BOBCARD LIMITED  
(Card Operations)**

