

Withdrawn vide external circular reference no. NB.DOS.HO.KYC-AML/166126/
P-165/2024-25 dated 19 March 2025



Ref.No.NB.DoS.HO.POL / 4302 / J-1 / 2015-16

21 March 2016

(Circular No. 51 /DoS - 07 /2016)

The Chairman, All RRBs
The Managing Director, All State Cooperative Banks
The Managing Director/Chief Executive Officer, All Central Cooperative Banks

Dear Sir

Know Your Customer (KYC) Directions, 2016

Your attention is invited towards the 'Know Your Customer (KYC) Directions, 2016, issued by Reserve Bank of India, under the provisions of Section 35A of BR Act, 1949/ BR Act, 1949 (AACS) vide DBR.AML.BC.No. 81/14.01.001/2015-16 [RBI/DBR/2015-16/18] dated 25 February 2016 applicable to every entity regulated by RBI including your Bank. {Available on the website of RBI i.e. www.rbi.org.in}

2. In this connection, we advise that these Directions may be placed before the Board of Directors of your Bank for information and it may be ensured that the directions are strictly adhered to.

3. Bank may acknowledge the receipt of this circular and also furnish the information as indicated in the Annexure to our Regional Office at the earliest.

Yours faithfully

(K. R. Rao)
Chief General Manager

Encls: Annexure

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

पर्यवेक्षण विभाग

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Annexure

Know Your Customer (KYC) Directions - Status of compliance (as on _____)

Name of the Bank : _____

State : _____

Sl. No.	Particulars	Status/Comments of the Bank	Remarks
1	KYC Policy		
	(i) Whether the Bank has KYC Policy duly approved by the Board of Directors	Yes / No	
	(ii) If yes, Date of Board Meeting approving the Policy		
2	The approved policy contains the following key elements		
	(i) Customer Acceptance Policy	Yes / No	
	(ii) Risk Management	Yes / No	
	(iii) Customer Identification Procedure	Yes / No	
	(iv) Monitoring of Transactions	Yes / No	
3	Designated Director		
	Whether 'Designated Director' has been nominated by Board & is in place	Yes / No	
	(i) Name/ Designation /Address of the present Designated Director		
	(ii) Date of appointment		
	(iii) Date of Board Meeting nominating the Designated Director		
4	Principal Officer		
	Whether Principal Officer has been nominated & is in place	Yes / No	
	(i) Name, Designation & Address of present Principal Officer		
	(ii) Date of appointment		
	(iii) Date of Board Meeting nominating the Principal Officer		
5	Risk Categorisation		
	Whether the Bank has the system in place of risk categorisation of customers as 'low', 'medium' and 'high' risk	Yes / No	
	If yes, then when such categorisation last completed		
6	Whether Risk Categorisation is reviewed and updated periodically?	Yes / No	

Sl. No.	Particulars	Status/Comments of the Bank			Remarks
	(i) Low Risk Category	(Indicate periodicity like annual, half-yearly, quarterly, monthly, etc.)			
	(ii) Medium Risk Category	Indicate Periodicity			
	(iii) High Risk Category	Indicate Periodicity			
7	Record Management System - Whether necessary record management system has been introduced?	Yes / No			
	Details of existing instructions issued (Date/Ref. No. and important features)				
8	Whether the bank is registered with FIU-IND?	Yes / No			
	(ii) If yes, furnish registration number				
	(iii) If no, reasons for non-registration.				
9	Whether the bank has necessary software throwing alerts for transactions inconsistent with risk categorisation	Yes / No			
	If Yes, details (name of software, if any, date of acquiring, date of operationalising etc.) thereof				
	Whether necessary parameterisation therefor has been approved by the Board?	Yes / No			
	If yes, details of Board Meeting approving such parameterisation				
	Whether the bank is getting alerts?	Yes / No			
	Whether the alerts are being examined further to decide whether the transactions can be considered as 'suspicious transactions' or not	Yes / No			
10	Whether following Reports are being furnished to FIU-IND electronically?	Yes / No	Periodicity	Date of last report furnished to FIU-IND	
	CTR				
	STR				
	CCR				
	NTR				

