

Government of India  
Ministry of Communications  
**Department of Posts**  
**(F.S. Division)**

Dak Bhawan, New Delhi-110001

Date: 20.10.2023

**NOTICE**

**Submission of Aadhaar Number for operation of Savings Bank Accounts.**

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As per the Statutory Orders (SO) No. 1552 (E) and 1553 (E) dated 31.03.2023 published in Gazette of India, submission of Aadhaar by the account holders, nominees / legal heirs, is mandatory, to avail the benefits of Small Savings Schemes. (Benefits means the higher interest being paid on these schemes).

In accordance with the provisions in GSR (General Statutory Rules) No.238 (E) dated 31.03.2023 published in Gazette of India, with effect from 01.04.2023, account holders shall furnish either Aadhaar or the proof of application of enrollment of Aadhaar at the time of opening of account and if Aadhaar enrollment proof is submitted, the account holder shall furnish Aadhaar within a period of six months from the date of opening of account. Existing depositors (*accounts opened before 1<sup>st</sup> day April 2023*) who have not submitted Aadhaar, they shall submit Aadhaar within a period of six months with effect from the 1<sup>st</sup> day of April, 2023.

**Hence, all Post Office Savings Bank account holders who have not submitted Aadhaar at the time of opening of account, are requested to submit the Aadhaar number through duly filled in SB-KYC Form which is attached with this notice at the post office where you have account, immediately to continue the operation of the accounts.**

SB-KYC



**POST OFFICE SAVINGS BANK  
NEW/CHANGE KYC (Know Your Customer) Form  
(to be sent to respective CPC)**

	Signature	Recent Photograph
Applicant(1) Name:-	(1)	
CIF ID No.	(2)	
Account /Registration No.		
Applicant(2) Name:-	(1)	
CIF ID No.	(2)	
Account /Registration No.		
Applicant(3) Name:-	(1)	
CIF ID No.	(2)	
Account /Registration No.		

Please fill all the information below in case of new account and only relevant information in case of change in KYC.

Name (in Capital letters)			
Flat/House Number		Locality	
Road		Landmark	
Village/Town/City		District	
Pincode		State	
Mobile Number		Email ID	
Aadhar number		PAN Number	

I do hereby submit photo copy of the following documents (self attested) for the proof of:-

Proof of identity (doc.no./date/issuing authority)	
Proof of address (doc.no./date/issuing authority)	

I do hereby solemnly declare that the information provided above with respect to my account is up to date and correct.

Signature/Thumb impression:-      1<sup>st</sup> Applicant                      2<sup>nd</sup> Applicant                      3<sup>rd</sup> Applicant  
(in case of Joint A/c, all applicants have to sign)

**FOR OFFICE USE ONLY**

Certified that I have verified the documents submitted with this application form and confirm that KYC norms are fully complied with.

Signature of GDS BPM  
Date:-

Signature of SPM

Signature of Postmaster

Date Stamp

