

# Know Your Customer (KYC) Documentation Policy

## Salary Anytime

*Version 5 | February 2025*

### DOCUMENT INFORMATION

**Purpose:** To establish KYC documentation policy for Salary Anytime

**Applicable to:** All loan originations and account establishments

**Effective Date:** February 12, 2025

**Compliance:** Integral part of KYC & AML Policy

*Last Updated: January 03, 2026*

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## 1. Purpose

The purpose of this document is to establish Know Your Customer (KYC) documentation policy for **Salary Anytime**. All loans originated by Salary Anytime follow this KYC documentation policy. This policy is an integral part of the KYC & AML Policy of the Company.

**Important Note:** *In case of any update in the documents submitted by the customer, customers shall submit updated documents to the Company within 30 days for record updating.*

## 2. Background

All products of the Company follow the same KYC documentation policy. In case of regulatory changes, required modifications are implemented promptly. This document standardizes the KYC documentation policy throughout the organization for all products and businesses.

### 3. KYC Documents Required

For Customer Due Diligence (CDD), Salary Anytime shall obtain the following documents. Additional documents may be required as per regulatory requirements.

Sr.	Document Type	Mandatory	Identity	Address
1	PAN or Form 60	Yes	Not Acceptable	Not Acceptable
2	Aadhaar/OVD	Yes	Acceptable	Acceptable

## 4. Section I: Individual Customers

For Individual customers, the following documents and verification procedures are mandatory:

### Aadhaar Number & Verification

The Aadhaar number where the customer is desirous of receiving benefits or subsidy under any scheme notified under Section 7 of the Aadhaar Act, or voluntarily submits to a bank.

#### Customer Verification Process (when Aadhaar is obtained):

Method	Description
Method I	Proof of possession via eAadhaar/QR code
Method II	Masked Aadhaar or OVD with digital KYC
Method III	OVD containing identity and address

**Note:** The first 8 digits of Aadhaar must be masked/redacted when storing.

## 5. Officially Valid Documents (OVD)

The following documents are Officially Valid Documents for both Identity and Address Proof:

Document Type	Identity	Address	Issued By
Passport	✓	✓	Government of India
Driving Licence	✓	✓	State Transport
Voter ID Card	✓	✓	Election Commission
NREGA Job Card	✓	✓	State Government
Aadhaar Card	✓	✓	UIDAI

### Deemed OVD (for Address Proof)

When an OVD does not contain current address, the following can be used as Deemed OVD:

- 1. Utility Bills:** Not more than 2 months old
- 2. Property Tax Receipt:** Current tax receipts
- 3. Pension/PPO:** Pension payment orders with address
- 4. Letter of Accommodation:** From employers

**Important:** Updated OVD must be provided within 3 months.

## 6. Section II: Entity Customers

Different entity types require specific KYC documentation:

### Sole Proprietorship

Any **two** of the following documents must be obtained:

- Registration certificate (Udyam Registration)
- Municipal certificate under Shop & Establishment Act
- Sales and income tax returns
- GST/VAT certificate
- Income Tax Return with proprietor income
- IEC (Importer Exporter Code)
- Utility bills and bank statements

**Note:** If two documents unavailable, one with verification acceptable.

### Companies

Certified copies required:

- Certificate of Incorporation
- Memorandum and Articles of Association
- PAN Certificate
- Board Resolution and Power of Attorney
- Documents from beneficial owners
- Senior management details
- Registered business address

## Partnership Firms

- Registration Certificate
- Partnership Deed
- PAN Certificate
- All partners' KYC documents
- Beneficial owner documents

## Trusts and Foundations

- Registration Certificate
- Trust Deed
- PAN or Form 60
- Beneficiaries, trustees, settlor details
- Authorized signatories
- Beneficial owner documents

## 7. Important Notes & Procedures

### I. Photography Requirements

Self-attested photograph of applicant and co-applicant is **mandatory**. Digitally captured photographs are acceptable.

### II. Document Verification

KYC and OVD documents can be verified by authorized employees and service providers of Salary Anytime.

### III. Third Party CDD

The Company may rely on CDD done by third party, subject to immediate record availability and compliance with regulatory requirements.

### IV. Beneficial Owner KYC

KYC documents must be collected for beneficial owners with >10% ownership in entities or >15% in unincorporated associations.

### V. Digital KYC

Live photograph with official documents by authorized employee with location coordinates.

### VI. Video-Based KYC (V-CIP)

Facial recognition through secure audio-visual interaction for customer verification.

## 8. Money Laundering & TF Risk Assessment

**Salary Anytime** carries out periodic ML and TF Risk Assessment to identify and mitigate risks, with documentation, annual review, Board oversight, and group-wide policies as required by regulations.

## 9. Politically Exposed Persons (PEP)

PEPs include heads of states, senior politicians, government officials, judicial/military officers, and state-owned corporation executives. The Company maintains systems to identify PEPs, establish source of funds, and conduct enhanced monitoring.

## 10. Record Management & Compliance

**Salary Anytime** maintains comprehensive records in compliance with Prevention of Money Laundering (PML) Act:

- **Transaction Records:** Maintained for 5 years from transaction date
- **Identification Records:** Preserved for 5 years after relationship ends
- **Authority Access:** Available to authorities upon request
- **Record System:** Enables easy reconstruction per PML Rules 2005
- **Data Retrieval:** Quick retrieval system for regulatory requirements
- **Format:** Hard or soft copy as appropriate
- **Non-Profit Organizations:** Registered on DARPAN Portal; records kept 5 years

### Important Compliance Statement

All regulatory changes issued by Reserve Bank of India or other competent authorities shall be incorporated into this policy. **Salary Anytime** is committed to maintaining highest standards of KYC compliance in accordance with all applicable laws.

This document is effective from **February 12, 2025** and supersedes all previous versions.

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