

Seller Verification Form

Name of the Seller :

Date of Birth :

PAN of Seller :

Address of seller as per deed :

Address of seller as per KYC :

Copy of ID proof verified with original :

Sr. No	ID Proof Type	Tick the appropriate box	1) Is seller's ID proof / photo matching with seller photo in previous title document?	2) Is seller's signature on Pan Card/Passport matching with seller's signature in previous title document?	3) Is seller's address on KYC matching with seller's address in previous title document?	4) Is seller's PAN details matching with what is mentioned in title document in favor of seller?
1	PAN Card (Not an ID Proof but mandatory document)					
2	Adhaar Card					
3	Passport					
4	Driving License					

Place & address of meeting:_____

Date of meeting: _____

Seller's Signature(Must match with KYC and previous deed in favor of seller) _____

(I hereby confirm that I have met the seller in person and verified the requisite details as mentioned above)

Seller verification must be done by BSM / RM / I-bank employee

Employee Name:_____ Emp. No :_____ Emp. Grade._____

Employee Signature:_____

Below instruction is for internal purpose only, please print it if there is any mismatch and due diligence is done by the team and attach the same with the seller verification form. Please do not share it with the seller.

In case of details mismatch as per above table, the brief of extra due diligence to be done.

1. In case of complete mismatch same must be highlighted to superiors and in case of slight mismatch due to old photo, identification details (like PAN No. Adhar No. etc.) mentioned in previous seller favoring title deed must be matched with other available original KYCs related to id.
2. In case of complete mismatch of signatures, the signature proof basis which it was done in previous seller favoring title deed and latest one same must be documented. In case of no available proof of old signature, it must be highlighted to superiors.
3. If seller's add. on KYC and place of visit is not matching with seller's address mentioned in previous seller favoring title document then address proof that is mentioned in that deed and latest address proof must be taken.
4. If seller's PAN details is not matching with what is mentioned in title document in favor of seller then same must be highlighted to superiors. In case of no mention of PAN in that deed, PAN series of seller must be matched his DOB. In case of any high variation, it must be highlighted to superiors.
5. Details of other additional extra due diligence done :