

**Notice to new members taking ordinary Life Membership and non-members applying for exams/courses of IIBF**

This is to inform all the new members taking up ordinary life membership of the Institute and non-members applying for exams/courses of the Institute that, Institute has decided to introduce KYC norms from 01<sup>st</sup> April 2011. As a part of this all the eligible employees taking up the ordinary life membership of the Institute henceforth will have to submit copy of any one of the following documents along with their ordinary membership Application form as a valid proof of their identity for verification by the Institute.

1. Employer's Photo i/card or
2. PAN Card or
3. Driving License or
4. Election Voter's i/card or
5. 5. Passport

On proper verification of the document submitted and after the same is found acceptable to the Institute, the membership application form will be processed. Please note that without submission of the copy of any one of the above documents the membership application form will not be processed and will be returned to the candidate for necessary compliance.

All the eligible employees submitting their membership forms to the Institute on or after 01<sup>st</sup> April 2011 are requested to ensure that they attach the valid proof of their identity as above with their membership Application Form.

The similar procedure will be applicable to all the non-members applying for exams/courses of the Institute for Nov Dec.2011.onwards.

All the existing life members /associates of the Institute are requested to spread this information to the aspiring members or non-members wishing to apply for Institute's exams/courses.

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