

FORM NO. 60
(See second proviso to rule 114B)

Form for declaration to be filed by an individual or a person (not being a company or firm)
who does not have a permanent account number and who enters into any transaction specified in rule 114B

1	First Name													2	Date of Birth/Incorporation of declarant							
	Middle Name														D	D	M	M	Y	Y	Y	Y
	Surname																					
3	Father's Name (in case of individual)				First Name																	
	Middle Name																					
	Surname																					
4	Flat / Room No.				5	Floor No.																
6	Name of Premises				7	Block Name / No.																
8	Road / Street / Lane				9	Area / Locality																
10	Town / City				11	District				12	State											
13	Pin Code				14	Telephone Number (with STD Code)				15	Mobile Number											
16	Amount of transaction (Rs.)								18	In case of transaction in joint names, number of persons involved in the transaction												
17	Date of transaction				D	D	M	M	Y	Y	Y	Y										
19	Mode of transaction : <input type="checkbox"/> Cash, <input type="checkbox"/> Cheque, <input type="checkbox"/> Card, <input type="checkbox"/> Draft/Banker's Cheque, <input type="checkbox"/> Online transfer, <input type="checkbox"/> Other																					
20	Aadhaar Number issued by UIDAI (if available)																					
21	If applied for PAN and it is not yet generated enter date of application and acknowledgement number				D	D	M	M	Y	Y	Y	Y										
22	If PAN not applied, fill estimated total income (including income of spouse, minor child etc. as per section 64 of Income-tax Act, 1961) for the financial year in which the above transaction is held																					
	a	Agricultural income (Rs.)																				
	b	Other than agricultural income (Rs.)																				
23	Details of document being produced in support of identify in Column 1 (Refer Instruction overleaf)				Document code	Document identification number				Name and address of the authority issuing the document												
	Details of document being produced in support of address in Columns 4 to 13 (Refer Instruction overleaf)				Document code	Document identification number				Name and address of the authority issuing the document												

Verification

I, _____ do hereby declare that what is stated above is true to the best of my knowledge and belief. I further declare that I do not have a Permanent Account Number and my/ our estimated total income (including income of spouse, minor child etc. as per section 64 of Income-tax Act, 1961) computed in accordance with the provisions of Income-tax Act, 1961 for the financial year in which the above transaction is held will be less than maximum amount not chargeable to tax.

Verified today, the _____ day of _____ 20_____

Place : _____

(Signature of declarant)

Note :

- Before signing the declaration, the declarant should satisfy himself that the information furnished in this form is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income-tax Act, 1961 and on conviction be punishable,-
 - in a case where tax sought to be evaded exceeds twenty-five lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;
 - in any other case, with rigorous imprisonment which shall not be less than three months but which may extend to two years and with fine.
- The person accepting the declaration shall not accept the declaration where the amount of income of the nature referred to in item 22b exceeds the maximum amount which is not chargeable to tax, unless PAN is applied for and column 21 is duly filled.

Instruction:

(1) Documents which can be produced in support of identity and address (not required if applied for PAN and item 20 is filled): -

Sl.	Nature of Document	Document Code	Proof of Identity	Proof of Address
A	For Individuals and HUF			
1.	Aadhaar card	01	Yes	Yes
2.	Bank/Post office passbook bearing photograph of the person	02	Yes	Yes
3.	Elector's photo identity card	03	Yes	Yes
4.	Ration/Public Distribution System card bearing photograph of the person	04	Yes	Yes
5.	Driving Licence	05	Yes	Yes
6.	Passport	06	Yes	Yes
7.	Pensioner Photo card	07	Yes	Yes
8.	National Rural Employment Guarantee Scheme (NREGS) Job card	08	Yes	Yes
9.	Caste or Domicile certificate bearing photo of the person	09	Yes	Yes
10.	Certificate of identity/address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer as per annexure A prescribed in Form 49A	10	Yes	Yes
11.	Certificate from employer as per annexure B prescribed in Form 49A	11	Yes	Yes
12.	Kisan passbook bearing photo	12	Yes	No
13.	Arm's Licence	13	Yes	No
14.	Central Government Health Scheme /Ex-servicemen Contributory Health Scheme card	14	Yes	No
15.	Photo identity card issued by the government./ Public Sector Undertaking	15	Yes	No
16.	Electricity bill (<i>Not more than 3 months old</i>)	16	No	Yes
17.	Landline Telephone bill (<i>Not more than 3 months old</i>)	17	No	Yes
18.	Water bill (<i>Not more than 3 months old</i>)	18	No	Yes
19.	Consumer gas card/book or piped gas bill (<i>Not more than 3 months old</i>)	19	No	Yes
20.	Bank Account Statement (<i>Not more than 3 months old</i>)	20	No	Yes
21.	Credit Card statement (<i>Not more than 3 months old</i>)	21	No	Yes
22.	Depository Account Statement (<i>Not more than 3 months old</i>)	22	No	Yes
23.	Property registration document	23	No	Yes
24.	Allotment letter of accommodation from Government	24	No	Yes
25.	Passport of spouse bearing name of the person	25	No	Yes
26.	Property tax payment receipt (<i>Not more than one year old</i>)	26	No	Yes
B	For Association of persons (Trusts)			
	Copy of trust deed or copy of certificate of registration issued by Charity Commissioner	27	Yes	Yes
C	For Association of persons (other than Trusts) or Body of Individuals or Local authority or Artificial Juridical Person)			
	Copy of Agreement or copy of certificate of registration issued by Charity commissioner or Registrar of Cooperative society or any other competent authority or any other document originating from any Central or State Government Department establishing identity and address of such person.	28	Yes	Yes

(2) In case of a transaction in the name of a Minor, any of the above mentioned documents as proof of Identity and Address of any of parents/guardians of such minor shall be deemed to be the proof of identity and address for the minor declarant, and the declaration should be signed by the parent/guardian.

(3) For HUF any document in the name of Karta of HUF is required.

(4) In case the transaction is in the name of more than one person the total number of persons should be mentioned in Sl. No. 18 and the total amount of transaction is to be filled in Sl. No. 16.

In case the estimated total income in column 22b exceeds the maximum amount not chargeable to tax the person should apply for PAN, fill out item 21 and furnish proof of submission of application.

MANDATE TO OPERATE NRI SAVINGS / CURRENT ACCOUNT

I/We refer to the above mentioned NRI Savings/Current Account No. _____ at your bank in the name/s of _____ residing at _____ and I/We hereby request you to take this letter as a standing instruction/mandate for:

- Honoring all cheques drawn on the said account and instruction for local disbursements only by _____ resident of _____ not with standing that such cheques may create an overdraft or increase it to any extent.
- Authorize Mr./Ms. _____ (the said person) on my/our behalf to make, draw, endorse, accept or otherwise sign any bills of exchange, promissory notes or other negotiable instruments and to discount the same with your Bank, execute necessary documents relating to my/our business with your Bank including guarantees on my/our behalf with or without security, to apply for and obtain ATM/Debit Card or such other instruments linked to my/our above account, operate the above account through ATM or any other delivery channel otherwise and also to make, draw, endorse or sign cheques or any other negotiable instrument of any description for investment in shares, debentures, fixed deposits bonds, units and operate the account for making necessary investment and I/We hereby ratify and bind myself / ourselves and confirm to all and whatever instructions the said person has given on my/our behalf.



Signature of Account Holder(s)

The Mandate holder shall however, while acting under this mandate ensure that he/she acts in accordance with the instructions and directions that may be issued from time to time by the Reserve Bank of India or the Government of India or any other statutory authority.

I/We agree to bear any losses, claims that may arise directly or indirectly on account of the Bank acting on this instruction/mandate and the instruction given there of by said person.

This authority shall continue to remain in force until I/We shall have expressly revoked it by a notice in writing delivered to you.

Signature of Account Holder(s)

Specimen Signature of
the Mandate Holder

Above Signature verified
and attested

DOCUMENTS REQUIRED FOR MANDATE HOLDER

Mandate Holder should self-attest the photocopies of all documents submitted as documentary proof. He / She can hand over the same to Doha Bank QSC branch. The Mandate Holder should carry above documents in original for verification purposes).

Mandatory Proof Documents

- Passport Copy
- Driving License
- PAN Card
- Voters ID Card
- NREGA Card
- Aadhar Card

DECLARATION

For the use of Mariner / Seafarer

I hereby declare that I am a crew member working with an international Airline / Shipping Company and confirm that I am a Non Resident Indian and I am presently on employment contract with _____ (Company registered in _____ Address of the principal _____) I also confirm that I will inform the Bank, incase I do not renew my contract or choose to go on a new contract or I am unable to proceed on a new contract or in any case in the event that my status of non resident Indian is altered. Accordingly, I will have the non-resident accounts opened in my name redesignated to Resident / RFC account (as applicable)

Signature of the Applicant/s

For the use of PIO / OCI Card Holders

I hereby declare that I am a person holding PIO / OCI Card (and am not a citizen of Pakistan or Bangladesh) and I satisfy one of the following conditions

- I held an Indian passport in the past _____.
- My father/mother / grandfather / grandmother (name) _____ is/was a citizen of India by virtue of the constitution of India or the Citizenship Act, 1955.
- I am the spouse of an Indian Citizen / PIO Cardholder / OCI Card Holder.

Signature of the Applicant/s

Please fill in for Minor

I/We _____ hereby declare that the date of birth of _____ (name of the minor), who is my _____ and I am his / her natural / lawful guardian appointed by the court order dated _____ (copy enclosed). I shall represent the said minor in all future transactions of any description in the above account until the said minor attains majority and shall Indemnify the Bank against any claim of the above minor for any transactions made by me in his/her account.

Signature of the Guardian

KYC DOCUMENTS

PROOF OF IDENTITY

- Passport
- Voter ID Card
- PAN Card
- Driving Licence
- UID (Aadhar) Card
- NREGA Job Card
- CDC Mandatory for Mariner / Seafarer
- OCI / PIO Card

PROOF OF ADDRESS (India)

- Passport
- Driving Licence (Bothside)
- UID (Aadhar) Card
- Voter ID Card
- NREGA Job Card

PROOF OF ADDRESS (Overseas)

- Passport
- Visa
- Driving Licence
- OCI / PIO Card / SSN / Green Card
- Overseas Utility Bill / Bank Statements (Latest 3 Months)
- Valid Offer / Contract letter or Certificate from Employer confirming Overseas Address
- Lease / Rent / Leave and License Agreement

FOR LIST OF DOCUMENTS REQUIRED FOR OPENING NON RESIDENT ACCOUNT PLEASE VISIT OUR WEBSITE WWW.DOHA.BANK.CO.IN

CUSTOMER ONBOARDING SECTION - JOINT APPLICANT

Account to be opened at Branch
 Please open my/our account
 Applicant's Name : Mr./Mrs./ Ms.
 (Same as Passport)
 Maiden Name (if any)
 Spouse Name
 Mother's Name Father's Name

Date of Birth
 Minor Yes No
 Gender Male Female Others Marital Status Married Unmarried Others
 Citizenship IN-Indian Others (ISO 3166 Country Code) Mariner / Seafarer Yes No
 Residential Status NRI PIO/OCI Cardholders Foreign National Others _____ Country of Residence : _____
 Occupation Type S-Service (Private Sector Public Sector Government Sector) B-Business
 O-Others (Professional Self Employed Retired Housewife Student) X- Not Categorised
 PAN No.
 Form 60 (PAN / Form 60 Mandatory) Income : INR _____ Lacs p.a.

PASSPORT		VISA	
Passport No. <input type="text"/>	Date of Issue <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Type of Visa _____ (Visitor & Business Visas are not allowed)	Date of Issue <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date of Expiry <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Place of Issue <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Place of Issue <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of Expiry <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Place of Issue <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Existing Customer <input type="checkbox"/> Yes <input type="checkbox"/> No If yes add Customer ID <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Visa Reference No <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Country of Issue <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			Turned NRI on <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

CONTACT DETAILS

Communication Address Overseas Address Address in India
Overseas Address (Proof is mandatory)

 City State
 Country Pin Code
 Overseas Mobile -
 Tel. (Off.) -
 Tel. Res. (Overseas) -
 Fax - Email ID

Address in India (Proof is mandatory)

 City State
 Country Pin Code
 Indian Mobile -
 Tel. Res. (Indian) -

FATCA - CRS DECLARATION Please tick the applicable tax resident declaration (Any One)

I am a tax resident of India and not resident of any other country OR I am a tax resident of country/ies mentioned in the table below :
 Please indicate the country/ies in which the entity is a resident for tax purpose and the associated Tax ID Number below :
 Place / City of Birth
 ISO 3166 Country Code of Birth
Address for Tax Purpose Indian Address Overseas Address **Address Type** Residential Business / Office

ISO 3166 Country Code of Jurisdiction of Residence*	Tax Identification No. or equivalent (If issued by jurisdiction)*	Identification Type (TIN or other*, please specify)	TIN Issuing Country	Documents provided (copy of certificate of tax residence or copy of TIN or others)	Date upto which the documentary evidence is valid

To also include USA, where the individual is a citizen/green card holder of the USA.
 * In case "Tax Identification Number" is not available, kindly provide its functional equivalent

Instructions :-
 i. The applicant should provide the documentary evidence of Certificate of Tax Residence issued by authorized government body or Valid identification issued by authorized government body to establish the residence(s) for tax purposes. Authorized government body includes Government or agency thereof or a municipality.
 ii. In case the applicant is tax resident of more than three countries then it should provide the requisite details by a separate annexure alongwith appropriate documentary evidence.

Signature Primary Applicant Signature Joint Applicant

Date : _____ Branch Staff Signature _____ Designated Officer Emp Name _____
 Branch Staff Emp Name _____ Emp Code _____ Designated Officer Emp Code _____
 Branch Staff Emp Designation _____ Branch Name _____ Designated Officer Signature _____

List of two – digit state / U.T codes as per Indian Motor Vehicle Act, 1988

State / U.T	Code	State / U.T	Code	State / U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
Arunachal Pradesh	AR	Jharkhand	JH	Rajasthan	RJ
Assam	AS	Karnataka	KA	Sikkim	SK
Bihar	BR	Kerala	KL	Tamil Nadu	TN
Chandigarh	CH	Lakshadweep	LD	Telangana	TS
Chattisgarh	CG	Madhya Pradesh	MP	Tripura	TR
Dadra and Nagar Haveli	DN	Maharashtra	MH	Uttar Pradesh	UP
Daman & Diu	DD	Manipur	MN	Uttarakhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	WB
Goa	GA	Mizoram	MZ	Other	XX
Gujarat	GJ	Nagaland	NL		
Haryana	HR	Orissa	OR		

List of ISO 3166 two - digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Albania	AL	Egypt	EG	Lithuania	LT	Samoa	WS
Algeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SM
American Samoa	AS	Equatorial Guinea	GQ	Macao	MO	Sao Tome and Principe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV	Sierra Leone	SL
Argentina	AR	Fiji	FJ	Mali	ML	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Marshall Islands	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Martinique	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Mauritania	MR	Solomon Islands	SB
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	SO
Bahamas	BS	Gabon	GA	Mayotte	YT	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Monaco	MC	Sri Lanka	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Sudan	SD
Belize	BZ	Greece	GR	Montenegro	ME	Suriname	SR
Benin	BJ	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	SJ
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bolivia, Plurinational State of	BO	Guam	GU	Myanmar	MM	Switzerland	CH
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Namibia	NA	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	NR	Taiwan, Province of China	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ	Timor-Leste	TL
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Bulgaria	BG	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Burkina Faso	BF	Honduras	HN	Nigeria	NG	Tonga	TO
Burundi	BI	Hong Kong	HK	Niue	NU	Trinidad and Tobago	TT
Cabo Verde	CV	Hungary	HU	Norfolk Island	NF	Tunisia	TN
Cambodia	KH	Iceland	IS	Northern Mariana Islands	MP	Turkey	TR
Cameroon	CM	India	IN	Norway	NO	Turkmenistan	TM
Canada	CA	Indonesia	ID	Oman	OM	Turks and Caicos Islands	TC
Cayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	TV
Central African Republic	CF	Iraq	IQ	Palau	PW	Uganda	UG
Chad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panama	PA	United Arab Emirates	AE
China	CN	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
Christmas Island	CX	Italy	IT	Paraguay	PY	United States	US
Cocos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Colombia	CO	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	VE
Cook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Costa Rica	CR	Kiribati	KI	Qatar	QA	Virgin Islands, British	VG
Cote d'Ivoire !Côte d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion !Réunion	RE	Virgin Islands, U.S.	VI
Croatia	HR	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao !Curaçao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy !Saint Barthélemy	BL	Zambia	ZM
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Denmark	DK	Lebanon	LB	Saint Kitts and Nevis	KN		
Djibouti	DJ	Lesotho	LS	Saint Lucia	LC		
Dominica	DM	Liberia	LR	Saint Martin (French part)	MF		

Instruction for opening the NRI Account

1. You can open either of NRE or NRO Savings account or both using this single application by making appropriate selection in the first part of the application
2. Please fill the form in English and in BLOCK Letters
3. Please fill all dates in DD-MM-YYYY format
4. Personal details have to be filled correctly as per KYC documents.
5. Self certification of documents is mandatory.
6. Name of the applicant should be as per passport
7. In case of mariner, PIO / OCI Card Holders, minor the declaration has to duly filled and signed.
8. Proof for overseas address is mandatory
9. Tick the communication address required
10. Tax identification Number (TIN):TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a" Functional equivalent"),the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number, and resident registration number)
11. Select mode of operation as per requirement
12. Select the channel registration required by you
13. Use uniform signature across all places in application
14. Affix passport size photograph in the box provided
15. If any of the KYC document is in foreign language, the certified translated copy has to be submitted
16. In case of mandate, mandate holders ID proof, address proof & Pan card/ form 60 along with photograph is mandatory.
17. Nomination has to be duly filled as per requirement
18. In case, nominee is minor, guardian is mandatory. (According to RBI's nomination guidelines, it is necessary to register a nominee on accounts opened under single name)
19. Form 60, has to be filled and duly signed in case Pan card is not available.
20. If the customer is already holding a resident account with the bank, and want to open a Non resident account, the existing account will automatically be converted as NRO.
21. In case of initial funding by cheque, please issue the same favouring Doha Bank QSC (Name as per application).
22. All the documents needs to be self attested by customer and OSV to be done by Relationship Manager.

Instruction for Know your Customer (KYC) Application Form | Individual | Related Person

1. Fields marked with '**' are mandatory fields.
2. Please fill the form in English and in BLOCK letters.
3. Please fill the date in DD-MM-YYYY format.
4. Please read section wise detailed guidelines / instructions at the end.
5. List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.
6. List of two character ISO 3166 country codes is available at the end.
7. KYC number of applicant is mandatory for update application.
8. For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated.