CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Individual

Important Instructions:

- A) Fields marked with '*' are mandatory fields.
- B) Please fill the form in English and in BLOCK letters.
- C) Please fill the date in DD-MM-YYYY format.
- D) Please read section wise detailed guidelines / instructions at the end.
- E) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end. F) List of two character ISO 3166 country codes is available at the end.
- G) KYC number of applicant is mandatory for update application.

H) For particular section update, please tick $(\boldsymbol{\checkmark})$ in the box available before the



section number and strike off the sections not required to be updated.

For office use only	Application Type*	□ Update		
(To be filled by financial institut	ion) KYC Number	(Mandatory for KYC update request)		
	Account Type* 🗹 Norma	al 🔄 Simplified (for low risk customers) 🔄 Small		
1. PERSONAL DETAILS (Please refer instruction A at the end)				
	Prefix First Name	Middle Name Last Name		
Name* (Same as ID proof)				
Maiden Name (If any*)				
Father / Spouse Name*				
Mother Name*				
Date of Birth*	D D - M M - Y Y Y	РНОТО		
Gender*	M- Male	F- Female T-Transgender		
Marital Status*	Married	Unmarried Others		
Citizenship*	🗹 IN- Indian	Others (ISO 3166 Country Code)		
Residential Status*	Resident Individual	□ Non Resident Indian		
	Foreign National	Person of Indian Origin		
	□ S-Service(□ Private Sector	Public Sector Government Sector)		
	 O-Others (Professional B-Business 	Self Employed Retired Housewife Student)		
	X- Not Categorised	3. X Signature / Thumb		
	-			
2. TICK IF APPLICABL		RPOSES IN JURISDICTION(S) OUTSIDE INDIA (Please refer instruction B at the end)		
ADDITIONAL DETAILS REQUIRED* (Mandatory only if section 2 is ticked)				
ISO 3166 Country Code of Jurisdiction of Residence*				
Tax Identification Number or equivalent (If issued by jurisdiction)*				
Place / City of Birth*		ISO 3166 Country Code of Birth*		
3. PROOF OF IDENTITY (Pol)* (Please refer instruction C at the end)				
	following Proof of Identity[Pol] needs to			
A- Passport Number		Passport Expiry Date		
B- Voter ID Card				
C- PAN Card				
D- Driving Licence		Driving Licence Expiry Date		
E- UID (Aadhaar)				
F- NREGA Job Card				
	notified by the central government)	Identification Number		
S- Simplified Measures	Account - Document Type code	Identification Number		
4. PROOF OF ADDRESS (PoA)*				
4.1 CURRENT / PERMANENT / OVERSEAS ADDRESS DETAILS (Please see instruction D at the end)				
(Certified copy of <u>any one</u> of the following Proof of Address [PoA] needs to be submitted)				
Address Type*				
		ing Licence UID (Aadhaar)		
□ Voter Identity Card □ NREGA Job Card □ Others □ pidase specify □ Simplified Measures Account - Document Type code □				
Address				
Line 1*				
Line 2				
Line 3 District*	Pin / Post Code	City / Town / Village* e* State / U.T Code* ISO 3166 Country Code* I N		

CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Individual KYC Application Form

General Instructions:

1

3

- Fields marked with '*' are mandatory fields. 1
- 2 Tick '✓' wherever applicable.
- Self-Certification of documents is mandatory 3 Please fill the form in English and in BLOCK Letters. 4
- Please fill all dates in DD-MM-YYYY format. 5
- 6 Wherever state code and country code is to be furnished, the same should be the two-digit code as per Indian Motor Vehicle, 1988 and ISO 3166 country code
- respectively list of which is available at the end.
- KYC number of applicant is mandatory for updation of KYC details. 7
- For particular section update, please tick () in the box available before the section number and strike off the sections not required to be updated. 8
- In case of 'Small Account type' only personal details at section number 1 and 2, photograph, signature and self-certification required. 9

Clarification / Guidelines on filling 'Personal Details' section

- Name: Please state the name with Prefix (Mr/Mrs/Ms/Dr/etc.). The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
- 2 Either father's name or spouse's name is to be mandatorily furnished. In case PAN is not available father's name is mandatory.

Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India в

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)

С Clarification / Guidelines on filling 'Proof of Identity [PoI]' section

- If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished. 1
- 2 Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.
 - In case of Simplified Measures Accounts for verifying the identity of the applicant, any one of the following documents can also be submitted and undernoted relevant code may be mentioned in point 3 (S).
 - Document Code Description 01
 - Identity card with applicant's photograph issued by Central/ State Government Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions.
 - 02 Letter issued by a gazetted officer, with a duly attested photograph of the person.

D Clarification / Guidelines on filling 'Proof of Address [PoA] - Current / Permanent / Overseas Address details' section

- PoA to be submitted only if the submitted PoI does not have an address or address as per PoI is invalid or not in force 1
- State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses. 2
- In case of Simplified Measures Accounts for verifying the address of the applicant, any one of the following documents can also be submitted and undernoted relevant 3 code may be mentioned in point 4.1.

Document Code Description

- 01 Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
 - 02 Property or Municipal Tax receipt.
 - Bank account or Post Office savings bank account statement. 03
 - 04 Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
 - 05 Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation.
 - 06 Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India.

Clarification / Guidelines on filling 'Proof of Address [PoA] - Correspondence / Local Address details' section

- To be filled only in case the PoA is not the local address or address where the customer is currently residing. No separate PoA is required to be submitted. 1 2
 - In case of multiple correspondence / local addresses, Please fill 'Annexure A1'

Clarification / Guidelines on filling 'Contact details' section

- Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999). 1
- 2 Do not add '0' in the beginning of Mobile number.

Clarification / Guidelines on filling 'Related Person details' section

Provide KYC number of related person if available. 1

Clarification / Guidelines on filling 'Related Person details - Proof of Identity [Pol] of Related Person' section н

Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked. 1

4.2 CORRESPONDENCE	E / LOCAL ADDRESS DETAILS * (Please see instru	uction E at the end)		
Same as Current / Permanent / Overseas Address details (In case of multiple correspondence / local addresses, please fill 'Annexure A1')				
Line 1*				
Line 2				
Line 3	Pin / Post Code*	City / Town / Village* State / U.T Code* ISO 3166 Country Code*		
District Pin / Post Code State / 0.1 Code ISO S100 Country Code				
4.3 ADDRESS IN THE JURISDICTION DETAILS WHERE APPLICANT IS RESIDENT OUTSIDE INDIA FOR TAX PURPOSES* (Applicable if section 2 is ticked)				
Same as Current / Perma	nent / Overseas Address details	Same as Correspondence / Local Address details		
Line 1*				
Line 2				
Line 3 State*		City / Town / Village* ZIP / Post Code* ISO 3166 Country Code*		
State				
5. CONTACT DETAILS	(All communications will be sent on provided Mobile no	. / Email-ID) (Please refer instruction F at the end)		
Tel. (Off)	Tel. (Res)			
FAX	— Email ID			
Addition of Related Person		please fill 'Annexure B1') (please refer instruction G at the end)		
Related Person Type*	Deletion of Related Person Guardian of Minor Assignee	YC Number of Related Person (if available*) Authorized Representative		
Related Ferson Type	Prefix First Name	Middle Name Last Name		
Name*				
	(If KYC number and name are provided, below details	of section 6 are optional)		
PROOF OF IDENTITY [Pol] OF RELATED PERSON* (Please see instruction (H) a	t the end)		
A- Passport Number		Passport Expiry Date		
B- Voter ID Card				
C- PAN Card				
D- Driving Licence		Driving Licence Expiry Date DD-MM-YYYY		
E- UID (Aadhaar)				
F- NREGA Job Card				
Z- Others (any documen	at notified by the central government)	Identification Number		
S- Simplified Measures	s Account - Document Type code	Identification Number		
7. REMARKS (If any)				
8. APPLICANT DECL	ARATION			
	nished above are true and correct to the best of my knowledge and t	velief and 1 undertake to inform you of any changes		
	the above information is found to be false or untrue or misleading or n	isrepresenting, I am aware that I may be held liable $4.X$		
I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.				
		Signature / Thumb Impression of Applicant		
9. ATTESTATION / FO	R OFFICE USE ONLY			
Documents Received	Certified Copies			
	In Person Verification) CARRIED OUT BY	INSTITUTION DETAILS		
Date		Name		
Emp. Name Emp. Code		Code		
Emp. Designation				
Emp. Branch				
[Employee Signature]				