



Fields marked with '*' are mandatory fields. Please fill the form in English and in BLOCK letters.

For office use only
(To be filled by financial institution)

Application Type* New Update/Change

KYC Number (Mandatory for KYC update request)

1. Details of Related Person (please refer instruction C at the end)

Addition of Related Person Deletion of Related Person KYC Number of Related Person (if available*)

Related Person Type* Guardian of Minor Assignee Authorized Representative

Name* Prefix First Name Middle Name Last Name

(If KYC number and name are provided, below details of section 1 are optional)

Proof of Identity [PoI] of Related Person* (Please see instruction (D) at the end)

A - Passport Number Passport Expiry Date

B - Voter ID Card PAN Card

D - Driving Licence Driving Licence Expiry Date

E - Aadhaar Card

F - NREGA Job Card

Z - Others (any document notified by the central government) Identification Number

2. Applicant Declaration

- I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. I hereby declare that I am not making this application for the purpose of contravention of any Act, Rules, Regulations or any statute of legislation or any notifications/directions issued by any governmental or statutory authority from time to time.
- I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.



[Signature / ThumbImpression]

Signature / Thumb Impression of Applicant

Date: Place:

3. Attestation / For Office Use Only

Documents Received Certified Copies

KYC Verification Carried Out by

Date:

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

[Employee Signature]

Institution Details

Name

Code

[Institution Stamp]

Instructions/Guidelines for filling Individual KYC Application Form

- General Instructions:**
- Self-Certification of documents is mandatory.
 - KYC number of applicant is mandatory for update/change of KYC details.
 - For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated.
 - Copies of all documents that are submitted need to be compulsorily self-attested by the applicant and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the list mentioned under [I].
 - If any proof of identity or address is in a foreign language, then translation into English is required.
 - Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
 - If correspondence & permanent addresses are different, then proofs for both have to be submitted.
 - Sole proprietor must make the application in his individual name & capacity.
 - For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport / PIOCard / OCI Card and overseas address proof is mandatory.
 - In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
- For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/ Passport of Minor/Birth Certificate must be provided.
- A. Clarification / Guidelines on filling 'Identity 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.
 - Either father's name or spouse's name is to be mandatorily furnished. In case PAN is not available father's name is mandatory.
- B. Clarification/Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India**
- 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).
- C. Clarification / Guidelines on filling 'Related Person details' section**
- Provide KYC number of related person if available.
- D. Clarification / Guidelines on filling 'Related Person details – Proof of Identity [PoI] of Related Person' section**
- Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.