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 (\checkmark) in the box available before the section number and strike off the sections not required to be updated.



| | | | | | | WHITE BYENE |
|----------------------------|--|---------------------------|------------------|--------------------------|------------------------|----------------------------|
| For office use only | Application Type* | □New | Update | | | |
| _ | | | <u> </u> | (Mandator | y for KYC update re | equest) |
| | Account Type* | ☐ Normal | ☐ Simplified (fo | or low risk customers) | ☐ Small | |
| ☐ 1. PERSONAL DE | TAILS (Please refer instruction | n A at the end) | | | | |
| _ | | | | Middle Name | La | ast Name |
| ☐ Name* (Same as ID pr | roof) | | | | | |
| Maiden Name (If any*) | | | | | | |
| Father / Spouse Name* | | | | | | |
| Mother Name* | | | | | | |
| Date of Birth* | $\begin{array}{ c c c c c c c c c c c c c c c c c c c$ | YY | | | | РНОТО |
| Gender* | Mandatory for KYC update request | | | | | |
| Marital Status* | ☐ Married | | Unmarried | ☐ Others | | |
| Citizenship* | ☐ IN- Indian | | Others (ISO 316 | 66 Country Code) | | |
| Residential Status* | ☐ Resident Individual | | Non Resident In | dian | | |
| | ☐ Foreign National | | Person of Indian | Origin | | |
| Occupation Type* | ☐ S-Service (☐ Priva | te Sector | Public Sector | ☐Government Sector) | | |
| | | essional 🗌 | Self Employed | ☐ Retired ☐ Housewif | e □Student) | |
| | <u> </u> | | | | | |
| | □ X Not Outogonsed | | | | | |
| 2. TICK IF APPLIC | ABLE RESIDENCE FOR | R TAX PURPOS | SES IN JURISDIC | CTION(S) OUTSIDE INDI | A (Please refer instru | ction B at the end) |
| ADDITIONAL DETAILS | REQUIRED* (Mandatory only | if section 2 is tick | ked) | | | |
| ISO 3166 Country Code | e of Jurisdiction of Residence | e* | | | | |
| Tax Identification Numb | er or equivalent (If issued by j | jurisdiction)* | | | | |
| Place / City of Birth* | | IS | SO 3166 Country | Code of Birth* | | |
| | | | | | | |
| ☐ 3. PROOF OF IDE | NTITY (Pol)* (Please refer in | struction C at the | end) | | | |
| (Certified copy of any one | of the following Proof of Identity[| Pol] needs to be s | submitted) | | | |
| ☐ A- Passport Numbe | r | | | Passport Expiry Date | D D — M M | — Y Y Y Y |
| ☐ B- Voter ID Card | | | | | | |
| ☐ C- PAN Card | | | | | | |
| ☐ D- Driving Licence | | | | Driving Licence Expiry D | ate DD-MM | — Y Y Y Y |
| ☐ E- UID (Aadhaar) | | | | | | |
| ☐ F- NREGA Job Card | d b | | | | | |
| Z- Others (any docum | nent notified by the central gove | ernment) | | Identification Num | nber | |
| | | | | | | |
| 4 88888 05 48 | DDE00 (D - A)# | | | | | |
| | | 00 DETAIL 0 (DI | | D at the and) | | |
| | Account Type* Normal Simplified (for low risk customers) Small Same as ID proof) Frefix Frist Name | | | | | |
| | _ | _ | · _ | Duoinese Do | scietored Office | |
| | | _ | _ | | egistered Office | ☐ Unspecified |
| | RESONAL DETAILS (Please refer instruction A at the end) Profix Prest Name Middle Name Last Name Prest Prest Name Middle Name Last Name Prest Prest Name Middle Name Last Name Prest Name Middle Name Last Name Prest Married Unmarried Others | | | | | |
| | _ | | | | | |
| Address | | | | | | |
| Line 1* | | | | | | |
| Line 2 | | | | City / Town | / Village* | |
| District* | Pin | / Post Code* | | | _ | Intry Code* |

| 4.2 CORRE | SPONDENC | E / LOC | AL ADD | RESS | DETAI | LS * (I | Please | e see ir | structi | on E a | at the | end) | | | | | | | | | | | |
|------------------|----------------|------------|----------------------|-----------|---------|----------|----------|-------------------|---|---------------|--------|-----------|---------------|--------|---------------|----------------|------------|-----------|----------|-----------|-----------|----------|-----|
| ☐ Same as C | urrent / Perma | anent / C | versea | s Addre | ess de | ails (lı | n case | of mu | tiple co | orresp | onde | ence / | local a | addre | esses | s, plea | se fill ' | Annexu | ire A1 | ') | | | |
| Line 1* | | | | | | | | | | | | | | Ш | _ | | | | | | | | |
| Line 2 | | | | | | | | | | | | | | | 0:1 | / - | | | | | | | |
| Line 3 District* | | | | | Din | / Doo | t Coo | lo* | Middle Name Last Name ails of section 6 are optional) | | | | | | | | | | | | | | |
| District | | | | | PIII | / Pos | i Coc | ie | | | | 3 | ale / | 0.1 | Coc | JE | | 130 | 3100 | Cour | iti y Ct | Jue | |
| 4.3 ADDRE | SS IN THE JU | JRISDIC | CTION [| DETAIL | S WHE | ERE AF | PPLIC | ANT IS | RESI | DENT | OUT | TSIDE | INDIA | A FO | R TA | X PUF | RPOSE | S* (Ap | plicabl | e if sed | ction 2 | is ticke | ed) |
| ☐ Same as C | urrent / Perma | anent / C | versea | s Addre | ess det | ails | | | | Same | as C | Corres | onde | ence | / Loc | al Add | ress d | etails | | | | | |
| Line 1* | | | | | | | | | | | _ | | | + | - | | | | | | | | |
| Line 2 | | | | | | | | | | | _ | | | ۲ | ⊃: . | / Ta | - / \ /:II | * | | | | | |
| Line 3 State* | | | | | | | | | | 71D / E | Poet | Code | * | | ار. | / IOW | 11 / VIII | _ | 3166 | Count | try Co | de* | |
| State | | | | | | | | | 2 | -11 / 1 | USI | Couc | | | | | | 100 | 0100 | Court | y 00 | uc [| |
| ☐ 5. CONTA | CT DETAILS | (All con | nmunica | tions wil | l be se | nt on p | rovide | d Mobile | no. / E | mail-II | D) (P | lease r | efer in | struc | tion F | at the | end) | | | | | | |
| Tel. (Off) | | | | | | Te | I. (Res | s) 🔲 | | | | | | | | Mol | oile | | | | | | |
| FAX | | _ | | | + | | nail ID | · | | | | | | | \top | | | | | | | | |
| _ | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | relate | d perso | - | | | | | | | | | at the e | nd) | | | | |
| Addition of R | | _ | letion of ıardian | | | n | | Aggiar | | Numb | er of | | | | | | | | | | | | |
| Related Person | гтуре | Pref | | OI WIIII | | irst Na | | Assigr | iee | | | | | | | nesei | itative | | | Last I | Name | | |
| Name* | | | | | | | | | | | | | | | | | | | | | | | |
| | | (If KY | C numbe | er and n | ame ar | e provid | ded, be | elow det | ails of | section | n 6 ar | e optio | nal) | | | | | | | | | | |
| PROOF OF | IDENTITY [Po | I] OF RE | LATED | PERSO | N* (Ple | ase se | e instru | ıction (F | (at the | e end) | | | | | | | | | | | | | |
| ☐ A- Passpo | rt Number | | | | | | | | | | | Pass | sport | Ехр | iry E | ate | | D D | — IVI | M — | YY | YY | |
| ☐ B- Voter I | O Card | | | | | | | | | | | | | | | | | | | | | | |
| C- PAN Ca | ard | | | | | | | | | | | | | | | | | | | | | | |
| ☐ D- Driving | Licence | | | | | | | | | | | Driv | ng Li | icen | ce E | xpiry | Date | D D | - M | NI — | YY | YY | |
| ☐ E- UID (Aa | adhaar) | | | | | | | | | | | | | | | | | | | | | | |
| ☐ F- NREGA | A Job Card | | | | | | | | | | | | | | | | | | | | | | |
| ☐ Z- Others | (any documer | nt notifie | d by the | e centra | l gove | rnmen | t) | | | | | | lde | entifi | catio | on Nu | ımber | | | | | | |
| ☐ S- Simplifi | ed Measure | s Acco | unt - E | Oocum | ent T | pe co | ode | | | | | | lde | entifi | catio | on Nu | ımber | | | | | | |
| ☐ 7. REMAR | RKS (If any) | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
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| therein, immedia | | | | | | | | - | | | | | | | • | - | | | | | | | |
| for it. | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Central K | YC Regist | | | mail on | the above | e register | ed numb | per/em | ail addre | SS. | | | | | Namatura. | / Thu | . Imamana | sian of f | nnlinent | |
| Date : DDD | - M M | YY | YY | | Plac | e: | | | | | | | | | | | 3 | signature | / I numb | impres | SION OF F | ppiicant | |
| 9. ATTES | TATION / FO | R OFF | ICE U | SE ON | ILY | | | | | | | | | | | | | | | | | | |
| Desuments B | and I | Cortit | fied Co | nion | | | | | | | | | | | | | | | | | | | |
| Documents R | | _ Certif | | | | | | | | | | | | | | | | | | | | | |
| | KYC VER | IFICATIO | ON CAR | RIED O | JT BY | | | | | | | | | | 11 | NSTITU | JTION I | DETAILS | 3 | | | | |
| Date | D | D - M | М | YY | YY | | | | | Name | e | | | | | | | | | | | | |
| Emp. Name | | | | | | | | | | Code | è [| | | | | | | | | | | | |
| Emp. Code | | | | | | | | | | | | | | | | | | | | | | | |
| Emp. Designat | tion | | | | | | | | | | | | | | | | | | | | | | |
| Emp. Branch | | | | | | | | | | | | | | | | | | | | | | | |
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CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Individual KYC Application Form

General Instructions:

- 1 Fields marked with '*' are mandatory fields.
- 2 Tick '✓' wherever applicable.
- 3 Self-Certification of documents is mandatory.
- 4 Please fill the form in English and in BLOCK Letters.
- 5 Please fill all dates in DD-MM-YYYY format.
- 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.
- 7 KYC number of applicant is mandatory for updation of KYC details.
- 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.
- 9 In case of 'Small Account type' only personal details at section number 1 and 2, photograph, signature and self-certification required.

A Clarification / Guidelines on filling 'Personal Details' section

- 1 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.

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

1 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 'Proof of Identity [PoI]' section

- 1 If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- 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).

| code may be memori | ca in points (o). |
|--------------------|---|
| 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. |

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

- 1 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.
- 2 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- 3 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 code may be mentioned in point 4.1.

| code may be mention | icu iii poliit 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. |
| 03 | Bank account or Post Office savings bank account statement. |
| 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. |

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

- 1 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.
- 2 In case of multiple correspondence / local addresses, Please fill 'Annexure A1'

F Clarification / Guidelines on filling 'Contact details' section

- 1 Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-999999999).
- 2 Do not add '0' in the beginning of Mobile number.

G Clarification / Guidelines on filling 'Related Person details' section

1 Provide KYC number of related person if available.

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

1 Mention identification / reference number if '2- Others (any document notified by the central government)' is ticked.

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

| State / U.T | Code | State / U.T | Code |
|------------------------|------|------------------|------|
| Andaman & Nicobar | AN | Himachal Pradesh | HP |
| Andhra Pradesh | AP | Jammu & Kashmir | JK |
| Arunachal Pradesh | AR | Jharkhand | JH |
| Assam | AS | Karnataka | KA |
| Bihar | BR | Kerala | KL |
| Chandigarh | CH | Lakshadweep | LD |
| Chattisgarh | CG | Madhya Pradesh | MP |
| Dadra and Nagar Haveli | DN | Maharashtra | MH |
| Daman & Diu | DD | Manipur | MN |
| Delhi | DL | Meghalaya | ML |
| Goa | GA | Mizoram | MZ |
| Gujarat | GJ | Nagaland | NL |
| Haryana | HR | Orissa | OR |
| | | | |

| State / U.T | Code |
|---------------|------|
| Pondicherry | PY |
| Punjab | PB |
| Rajasthan | RJ |
| Sikkim | SK |
| Tamil Nadu | TN |
| Telangana | TS |
| Tripura | TR |
| Uttar Pradesh | UP |
| Uttarakhand | UA |
| West Bengal | WB |
| Other | XX |

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 | Al | 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 | ВН | 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 |
| Rhutan | BT | Guadeloupe | GP | Mozambique | MZ | Sweden | SF |
| Bolivia, Plurinational State of | ВО | Guam | GU | Myanmar | MM | Switzerland | CH |
| Bonaire, Sint Eustatius and Saba | BQ | Guatemala | GT | Namibia | NA | Syrian Arab Republic | SY |
| Bosnia and Herzegovina | BA | Guernsev | GG | Nauru | NR NR | Taiwan, Province of China | TW |
| Botswana | BW | Guinea | GN | Nepal | NP NP | Tajikistan | TJ |
| | | | GW | | | | |
| Bouvet Island | BV | Guinea-Bissau | | Netherlands | NL | Tanzania, United Republic of | TZ |
| Brazil | BR | Guyana | GY | New Caledonia | NC | Thailand | TH |
| British Indian Ocean Territory | 10 | 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 | π |
| 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 | | |
| Denmark Djibouti | DJ | Lesotho | LS | Saint Kitts and Nevis Saint Lucia | LC LC | | |
| Dominica | DM | Liberia | LS LR | | MF | | |
| Dominilla | DIVI | Linella | LK | Saint Martin (French part) | IVIF | | |