

Central KYC Registry | Know Your Customer (KYC) Application Form | Legal Entity/ Other than Individuals

Important Instructions:

- A. Fields marked with '*' are mandatory fields
 B. Tick '✓' wherever applicable.
 C. Please fill the date in DD-MM-YYYY format.
 D. Please fill the form in English and in BLOCK letters.
 E. KYC number of applicant is mandatory for updated application.
 F. List of State / U.T code as per Indian Motor Vehicle Act , 1988 is available at the End
 G. List of two character ISO 3166 country codes is available at the end.
 H. Please read section wise detailed guideline / instructions at the end.
 I. For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated.



For office use only

Application Type*

☒ New

☐ Update

(To be filled by financial institution)

KYC Number

(Mandatory for KYC update request)

☐ 1. ENTITY DETAILS* (Please refer instruction A at the End)

Name *

Entity Constitution Type*

☐ LIMITED LIABILITY PARTNERSHIP

(Please refer instruction B at the End)

Date of Incorporation / Formation *

Date of Commencement of Business

Place of Incorporation / Formation *

Country of Incorporation / Formation *

TIN or Equivalent Issuing Country

PAN *

☒ Form 60 furnished

TIN / GST Registration Number

234567

☐ 2. PROOF OF IDENTITY (PoI)* (Please refer instruction B at the End)

☐ Officially valid document(s) in respect of person authorised to transact

☒ Certificate of Incorporation / Formation 345678

☐ Registration Certificate

☐ Memorandum and Articles of Association

☐ Partnership Deed

☐ Trust Deed

☐ Resolution of Board / Managing Committee

☐ Power of attorney granted to its manager, officers or employees to transact on its behalf

☐ Activity Proof-1 (For Sole Proprietorship Only)

☐ Activity Proof-2 (For Sole Proprietorship Only)

☐ 3. ADDRESS* (Please refer instruction C at the End)

3.1 Registered Office Address / Place of Business*

Proof of Address* ☒ Certificate of Incorporation / Formation

☐ Registration Certificate

☐ Other Document

Line 1 *

Line 2

Line 3

City / Town / Village *

District*

PIN / Postal Code*

State / U.T. Code*

ISO 3166 Country Code*

3.2 Local Address in India (if different from Above)*

Line 1 *

Line 2

Line 3

City / Town / Village *

District*

PIN / Postal Code*

State / U.T. Code*

ISO 3166 Country Code*

☐ 4. CONTACT DETAILS (All communications will be sent to Mobile number/ Email-ID provided" may be used) (Please refer instruction D at the End)

Tel. (Off)

FAX

Mobile

Email ID

Mobile

Email ID

5. NUMBER OF RELATED PERSONS 2 (Please refer instruction **E** at the End)

6. REMARKS (If any)

[illegible]

7. APPLICANT DECLARATION (Please refer instruction G at the End)

- 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/we hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/ email address.

Signature / Thumb Impression of Authorised Person(s)

Date:

0	8	0	7	2	0	2	5
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Place:

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8. ATTESTATION / FOR OFFICE USE ONLY

Document Received

☐ Certified Copies

☐ Equivalent e-document

KYC VERIFICATION CARRIED OUT BY

Identity Verification ☐ Done Date

[illegible][illegible][illegible][illegible]

[Employee Signature]

INSTITUTION DETAILS

Name _____

[illegible]

[Institution Stamp]

Central KYC Registry | Instructions / Check list / Guidelines for filling Legal Entity / Other than Individuals KYC Application Form

A. Clarification / Guidelines on filling 'Entity Details' section

1. Entity Constitution Type

A – Sole Partnership	H – Trust	O – Artificial Juridical Person
B – Partnership Firm	I – Liquidator	P – International Organisation or Agency/Foreign Embassy or Consular Office, etc.
C – HUF	J – Limited Liability Partnership	Q – Not Categorized
D – Private Limited Company	K – Artificial Liability Partnership	R – Others
E – Public Limited Company	L – Public Sector Banks	S – Foreign Portfolio Investors
F – Society	M – Central/State Government Department or Agency	
G – Association of Persons (AOP)/Body of Individuals (BOI)	N – Section 8 Companies (Companies Act, 2013)	

2. In case of Companies and partnerships, PAN of the Entity is mandatory. In case of other Entities, FORM 60 may be obtained if PAN is not available.

B. Clarification / Guidelines on filling 'Proof of Identity [POI]' section

1. Activity Proof – 1 and Activity Proof – 2 are applicable for accounts in case of proprietorship firms. Please refer to relevant instructions issued by the Reserve Bank of India in this regard.
2. Please refer to the relevant instructions issued by the regulator regarding applicable documents for the legal entity.
3. Certified copy of document or equivalent e-document or OVD obtained through Digital KYC process to be submitted.
4. 'Equivalent e-document' means an electronic equivalent of a document, issued by the issuing authority of such document with its valid digital signature including documents issued to the digital locker account of the client as per rule 9 of the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker Facilities) Rules, 2016.
5. Digital KYC process has to be carried out as stipulated in the PML Rules, 2005.
6. KYC requirements for Foreign Portfolio Investors (FPIs) will be as specified by the concerned regulator from time to time.

C. Clarification/Guidelines for filling Proof of Address [PoA] section

1. State/U.T Code and Pin/Post Code will not be mandatory for overseas addresses.
2. Certified copy of document or equivalent e-document to be submitted.

D. Clarification/Guidelines for filling 'Contact Details' section

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

E. Clarification/Guidelines for filling 'Related Person Details' section

1. Personal Details
 - The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected
2. Proof of Address [PoA]
 - 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.
 - State/U.T Code and Pin/Post Code will not be mandatory for Overseas addresses.
 - In case of deemed PoA such as utility bill, the document need not be uploaded on CKYCR
 - REs may use the Self Declaration check box where Aadhaar authentication has been carried out successfully for a client and client wants to provide a current address, different from the address as per the identity information available in the Central Identities Data Repository.
3. If KYC number of Related Person is available, no other details except 'Person Type' and 'Name of the Related' are required.
4. Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents while uploading on CKYCR.

F. Provision for capturing signature of multiple authorised persons is to be made by the RE.

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
Chhattisgarh	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

State / U.T	Code	State / U.T	Code	State / U.T	Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI
Albania	AL	Egypt	EG	Lithuania	LT
Algeria	DZ	El Salvador	SV	Luxembourg	LU
American Samoa	AS	Equatorial Guinea	GO	Macao	MO
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK
Angola	AO	Estonia	EE	Madagascar	MG
Anguilla	AI	Ethiopia	ET	Malawi	MW
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV
Argentina	AR	Fiji	FJ	Mali	ML
Armenia	AM	Finland	FI	Malta	MT
Aruba	AW	France	FR	Marshall Island	MH
Australia	AU	French Guiana	GF	Martinique	MQ
Austria	AT	French Polynesia	PF	Mauritania	MR
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU
Bahamas	BS	Gabon	GA	Moyotte	YT
Bahrain	BH	Gambia	GM	Mexico	MX
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM
Barbados	BB	Germany	DE	Moldova, Republic of	MD
Belarus	BY	Ghana	GH	Monaco	MC
Belgium	BE	Gibraltar	GI	Mongolia	MN
Belize	BZ	Greece	GR	Montenegro	ME
Benin	BJ	Greenland	GL	Montserrat	MS
Bermuda	BM	Grenada	GD	Morocco	MA
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ
Bolivia, Plurinational State of	BO	Guam	GU	Myanmar	MM
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Namibia	NA
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	NZ
Botswana	BW	Guinea	GN	Nepal	NP
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL
Brazil	BR	Guyana	GY	New Caledonia	NC
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI
Bulgaria	BG	Holy See (Vatican City State)	VA	Niger	NE
Burkina Faso	BF	Honduras	HN	Nigeria	NG
Burundi	BI	Hongkong	HK	Niue	NU
Cabo Verde	CV	Hungary	HU	Norfolk Island	NF
Cambodia	KH	Iceland	IS	Northern Mariana Islands	MP
Cameroon	CM	India	IN	Norway	NO
Canada	CA	Indonesia	ID	Oman	OM
Cayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK
Central African Republic	CF	Iraq	IQ	Palau	PW
Chad	TD	Ireland	IE	Palestine, State of	PS
Chile	CL	Isle of Man	IM	Panama	PA
China	CN	Israel	IL	Papua New Guinea	PG
Christmas Island	CX	Italy	IT	Paraguay	PY
Cocos (Keeling) Islands	CC	Jamaica	JM	Peru	PE
Colombia	CO	Japan	JP	Philippines	PH
Comoros	KM	Jersey	JE	Pitcairn	PN
Congo	CG	Jordan	JO	Poland	PL
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	PT
Cook Islands	CK	Kenya	KE	Puerto Rico	PR
Costa Rica	CR	Kiribati	KI	Qatar	QA
Cote d'Ivoire Coted'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion Reunion	RE
Croatia	HR	Korea, Republic of	KR	Romania	RO
Cuba	CU	Kuwait	KW	Russian Federation	RU
Curacao Curacao	CW	Kyrgyzstan	KG	Rwanda	RW
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy Saint Barthelemy	BL
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH
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