# 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.
- 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 [Pol]' section

- 1 If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.
- 3 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).

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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

- 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.

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, wate
	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, i
	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 agreement
	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 91-9999999999).
- 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 'Z- 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
Andaman & Nicobar	AN
Andhra Pradesh	AP
Arunachal Pradesh	AR
Assam	AS
Bihar	BR
Chandigarh	CH
Chattisgarh	CG
Dadra and Nagar Haveli	DN
Daman & Diu	DD
Delhi	DL
Goa	GA
Gujarat	GJ
Haryana	HR

State / U.T	Code			
Himachal Pradesh	HP			
Jammu & Kashmir	JK			
Jharkhand	JH			
Karnataka	KA			
Kerala	KL			
Lakshadweep	LD			
Madhya Pradesh	MP			
Maharashtra	MH			
Manipur	MN			
Meghalaya	ML			
Mizoram	MZ			
Nagaland NL				
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

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Cuba     CU     Kuwait     KW     Russian Federation     RU     Western Sahara     EH       Curacao   Curaçao     CW     Kyrgyrstan     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     SH     Zimbabwe     ZW       Denmark     DK     Lebanon     LB     Saint Kitts and Nevis     KN       Djibouti     DJ     Lesotho     LS     Saint Lucia     LC	Croatia	HR		KR	Romania	RO	Wallis and Futuna	WF
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<b>Djibouti</b> DJ Lesotho LS Saint Lucia LC	Denmark	DK	Lebanon	IB.		KN		

## **Annexure A1**

# CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Individual | Correspondence / Local Address

### 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  $(\mathcal{J})$  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. CORRESPONDENCE	LOCAL ADDRESS	DETAILS	(Please see i	nstruction E	at the end)		
☐ Same as Current / Permanent /	Overseas Address deta	ails					
Line 1*							
Line 2							
Line 3						City / Town / \	Village*
District*	Pin /	Post Code	e*		State / U.	T Code*	ISO 3166 Country Code*
2. CONTACT DETAILS (All co	ommunications will be sen	nt on provided	I Mobile no./ Em	ail-ID) (Pleas	e refer instru	ction <b>F</b> at the end	
Tel. (Off)  FAX		Tel. (Res Email ID				Mobile	
3. APPLICANT DECLARATION							
<ul> <li>I hereby declare that the details furnished a therein, immediately. In case any of the ab- liable for it.</li> </ul>			•				
Date : DD - MM - YY	Y Y Place	e :					Signature / Thumb Impression of Applicant

## **Annexure B1**

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

### **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  $(\mathcal{J})$  in the box available before the section number and strike of 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. DETAILS OF RELAT	ED PERSON (Please refer instruction G at the end)				
Addition of Related Person	☐ Deletion of Related Person KY	C Number of Related Person (if available*)			
Related Person Type*	☐ Guardian of Minor ☐ Assignee  Prefix First Name	☐ Authorized Representative  Middle Name  Last Name			
Name*	(If KYC number and name are provided, below details of				
PROOF OF IDENTITY (Pol	) OF RELATED PERSON* (Please see instruction ( $\mathbf{H}$ ) at	the end)			
<ul><li>□ A- Passport Number</li><li>□ B- Voter ID Card</li></ul>		Passport Expiry Date			
☐ C- PAN Card					
☐ D- Driving Licence		Driving Licence Expiry Date DD-MM-YYYY			
☐ E- UID (Aadhaar)					
☐ F- NREGA Job Card					
Z- Others (any documen	t notified by the central government)	Identification Number			
S- Simplified Measures	S Account - Document Type code	Identification Number			
2. APPLICANT DECL	ARATION				
	nished above are true and correct to the best of my knowledge and belief the above information is found to be false or untrue or misleading or m				
Date : DD - MM -	Y Y Y Y Place:	Signature / Thumb Impression of Applicant			
3. ATTESTATION / FO	R OFFICE USE ONLY				
Documents Received	Certified Copies				
KYC VERI	FICATION CARRIED OUT BY	INSTITUTION DETAILS			
Date Emp. Name Emp. Code		Name Code			
Emp. Designation Emp. Branch		[Institution Stamp]			
	[Employee Signature]				