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

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



For office use only (To be filled by financial in	Application Type* New Institution) KYC Number Account Type* Norma	☐ Update (Mandatory for KYC update request) If al ☐ Simplified (for low risk customers) ☐ Small			
☐ 1. PERSONAL DE	ETAILS (Please refer instruction A at the end	d)			
☐ Name* (Same as ID p Maiden Name (If any*) Father / Spouse Name Mother Name*		Middle Name Last Name			
Date of Birth*	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	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☐ Foreign National	☐ Non Resident Indian ☐ Person of Indian Origin			
Occupation Type*	☐ S-Service (☐ Private Sector☐ O-Others (☐ Professional☐ B-Business☐ X- Not Categorised	□ Public Sector □ Government Sector) □ Self Employed □ Retired □ Housewife □ Student) Signature / Thumb Impression	1		
☐ 2. TICK IF APPLI	CABLE ☐ RESIDENCE FOR TAX PUR	RPOSES IN JURISDICTION(S) OUTSIDE INDIA (Please refer instruction B at the end)			
	REQUIRED* (Mandatory only if section 2 is				
	le of Jurisdiction of Residence*				
Tax Identification Numl	ber or equivalent (If issued by jurisdiction)*				
Place / City of Birth*		ISO 3166 Country Code of Birth*			
☐ 3. PROOF OF IDE	ENTITY (Pol)* (Please refer instruction C at	t the end)			
(Certified copy of any one	of the following Proof of Identity[Pol] needs to	b be submitted)			
☐ A- Passport Numb	er	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 Ca					
Z- Others (any document notified by the central government)					
S- Simplified Measures Account - Document Type code					
4. PROOF OF AL					
	MANENT / OVERSEAS ADDRESS DETAILS				
(Certified copy of any one of the following Proof of Address [PoA] needs to be submitted)					
Address Type* Residential / Business Business Registered Office Unspecified					
_		ng Licence UID (Aadhaar)			
Г	Uvoter Identity Card □ NRE □ Simplified Measures Account - Docum	GGA Job Card Others pldas specify			
Address					
Line 1*					
Line 2 Line 3		City / Town / Village*			
District*	Pin / Post Code				

4.2 CORRESPONDENCE / LOCAL ADDRESS DETAILS * (Please see instr	uction E at the end)
Same as Current / Permanent / Overseas Address details (In case of multiple	le correspondence / local addresses, please fill 'Annexure A1')
Line 1*	
Line 2	
Line 3	City / Town / Village*
District* Pin / Post Code*	State / U.T Code* ISO 3166 Country Code*
T 4.2 ADDRESS IN THE HIDISDICTION DETAILS WHERE ARRIVEANT IS RE	ESIDENT OUTSIDE INDIA FOR TAY BURDOSES* (Applicable if costion 2 is ticked)
Same as Current / Permanent / Overseas Address details	ESIDENT OUTSIDE INDIA FOR TAX PURPOSES* (Applicable if section 2 is ticked) Same as Correspondence / Local Address details
Line 1*	Same as Correspondence / Local Address details
Line 2	
Line 3	City / Town / Village*
State*	ZIP / Post Code* ISO 3166 Country Code*
Sidie	Zii / i cot couc
5. CONTACT DETAILS (All communications will be sent on provided	
Tel. (Res)	Mobile
FAX Email ID	
6. DETAILS OF RELATED PERSON (In case of additional related persons,	ple ase fill 'Annexure B1') (please refer instruction G at the end)
_	(YC Number of Related Person (if available*)
Related Person Type* Guardian of Minor Assignee	·
Prefix First Name Name*	Middle Name Last Name
(If KYC number and name are provided, below details	s of section 6 are optional) el. (Off)
DDOOF OF IDENTITY ID-II OF DEL ATED DEDOON!* (Discourse one institute (II))	
PROOF OF IDENTITY [Pol] OF RELATED PERSON* (Please see instruction (H) a	
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 document notified by the central government)	Identification Number
☐ S- Simplified Measures Account - Document Type code	Identification Number
7. REMARKS (If any) Mobile no. /	Email-ID) (Please refer instruction F at the end)
T. REMARKO (II arry)	Email-D) (Ficase for insudedon Fature end)
8. APPLICANT DECLARATION	
I hereby declare that the details furnished above are true and correct to the best of my knowledge and leading to the bes	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 r for it.	
I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above reg	jistered number/email address. Signature / Thumb Impression of Applicant
Date: DD - MM - Y Y Y Y Place:	Signature / Hitarib Impression of Applicant
9. ATTESTATION / FOR OFFICE USE ONLY	
☐ Certified Copies Documents Received	
KYC VERIFICATION CARRIED OUT BY	INSTITUTION DETAILS
Date	Name
Emp. Name	Code
Emp. Code	
Emp. Designation	
Emp. Branch	
	[Institution Stamp]
[Employee Signature]	

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.
- 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.

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 '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.
- 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 member	ed in point 3 (3).	
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.

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.			
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 'Z- Others (any document notified by the central government)' is ticked.