

KNOW YOUR CLIENT (KYC) APPLICATION FORM

Please fill the application in English and in BLOCK letters

<p>A. Identity Details:</p> <p>1. Name of the Applicant: Father/Spouse Name: Mother Name:</p> <p>2. Gender : Marital Status Date of Birth:</p> <p>3. Nationality: Residential Status:</p> <p>4. PAN Aadhar No if any _____</p> <p>5. Proof of Identity submitted PAN exception cases please Tick (v):</p> <p><input type="checkbox"/>Passport <input type="checkbox"/> Voter ID <input type="checkbox"/>Driving Licenses <input type="checkbox"/>Rational Card <input type="checkbox"/>Latest Telephone Bill (only LL) <input type="checkbox"/>Electricity Bill <input type="checkbox"/>Reg. Lease Sale Agreement <input type="checkbox"/> Gas Bill* <input type="checkbox"/>Aadhar Card <input type="checkbox"/>Others</p>	<div style="border: 1px solid black; padding: 5px;"> <p><i>Photograph. Please affix your resent passport size photograph and sign</i></p> </div>
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<p>B. Address Details(Please see guideline overleaf)</p> <p>1. Address for correspondence: City/town/Village: Pin: State: Country:</p> <p>2. Contract Details: Tel with STD Code: Mobile: Email ID:</p> <p>3. Proof of address to be provided by applicant. Please submit any one of the following valid documents and tick (v) against the document attached <input type="checkbox"/>Passport <input type="checkbox"/> Voter ID <input type="checkbox"/>Driving Licenses <input type="checkbox"/>Rational Card <input type="checkbox"/>Latest Telephone Bill (only LL) <input type="checkbox"/>Electricity Bill <input type="checkbox"/>Reg. Lease Sale Agreement <input type="checkbox"/> Gas Bill* <input type="checkbox"/>Aadhar Card <input type="checkbox"/>Others</p> <p>•Note more than 3 months old. Validity/expiry date of proof of address submitted</p> <p>4. Permanent Address of Resident applicant if different from B1 above or oversee address (mandatory for non-resident applicant) x x City/town/village: xx Pin: xx State: xx Country: xx</p> <p>5. Proof of address to be provided by applicant. Please submit any one of the following valid documents and tick against the document attached <input type="checkbox"/>Passport <input type="checkbox"/> Voter ID <input type="checkbox"/>Driving Licenses <input type="checkbox"/>Rational Card <input type="checkbox"/>Latest Telephone Bill (only LL) <input type="checkbox"/>Electricity Bill <input type="checkbox"/>Reg. Lease Sale Agreement <input type="checkbox"/> Gas Bill * <input type="checkbox"/>Aadhar Card <input type="checkbox"/>Others Click here to enter text.</p> <p>• Note more than 3 months old. Validity/expiry date of proof of address submitted Click here to enter a date.</p>	
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<p>Declaration</p> <p>I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I under take to inform you of any changes there in, immediately. In case any of the above Information if found to be false or untrue or misleading or miss representative. I am/we are aware that I/We may be held liable for it.</p> <p>I hereby consent to receive information form CKYC registry through SMS/Email on the above mention Registered number/Email ID</p> <p>Place: _____ Date: _____</p>	<p align="center">Client Signature</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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<p>For Office Use Only</p> <p><input type="checkbox"/> (Originals Verified) Self Certified Documents copies received</p> <p><input type="checkbox"/> (Attested) True copies of documents received Main intermediary</p>	<p>IPV Done <input type="checkbox"/> on Click here to enter a date.</p> <p>Name of the person</p> <p>Designation:</p> <p>Place :</p> <p>Employee ID:</p> <p>Signature & Seal:</p>	
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INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

1. Self-attested copy of PAN card is mandatory for all clients.
2. Copies of all the documents submitted by the applicant should be self-attested 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 below mentioned list.
3. If any proof of identity or address is in foreign language, then translation into English is required.
4. Name & Address of the applicant mentioned on the KYC form, should match with the documentary/proof submitted.
5. If any correspondence & permanent address are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals,(allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory
8. For foreign entities, CIN is optional and in the absence of DIN no. for the directors, their passport copy should be given.
9. In case of merchant navy NRI's, mariner's declaration or certified copy of CDC(Continues Discharged Certificated) is to be submitted.
10. For opening an account with depository participant or mutual fund, for minor, photocopy of school living certificate mark sheet issued by higher secondary board /passport of minor/Birth certificate must be provided.
11. Politically exposed persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or Governments, senior politicians, senior government/judicial/military officers, senior executive of state owned corporation, important political party, etc.

B. Proof of Identity(POI): List of documents admissible as Proof of Identity

1. Unique Identity Number (UID) (Adhar)/Passport/Voter ID Card/Driving License.
2. PAN Card with Photograph.
3. Identity card/document with application's Photo, issued by any of the following Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc. to their Member and Credit cards/Debit cards issued by Bank.

C. Proof of Address(POA): List of documents admissible as Proof of Address:

(* Documents having an expiry date should be valid on the date of submission)

1. Passport/Voter ID Card/Ration Card/Registered Leases or sale agreement of residence/Driving License/Flat Maintenance Bill/Insurance Copy.
2. Utility Bills like telephone bill (only land line), Electricity Bill or Gas Bill not more than 3 months old.
3. Bank Account Statement/Pass Book not more than 3 months old.
4. Self-Declaration by High Court and Supreme Court Judges, giving the new address in respect of their own accounts.
5. Proof of Address issue by ED any of the following: Bank Managers of scheduled commercial bank/scheduled co-operative bank/multinational foreign banks/gazette officers/lottery public/elected representative to the legislative assembly/parliament/documents issued by any govt., or statutory authority.
6. Identity card/document with address, issued by any of the following: central/state govt. and its department, statutory /regulatory authorities, public sector under takings, scheduled commercial banks, public financial institutions, college affiliated to universities and professional bodies such as ICAI, ICWAI, ICSI, Bar council etc., to their members.
7. For Fill/Sub account, power of attorney giving by Fill/Sub account to the custodians (which are duly notarized and /or apostle or consularised) that gives the registered address should be taken.
8. The proof of address in the name of spouse may be accepted.

D. Exceptions/clarifications to PAN (* sufficient documentary evidence in support of such claims to collected)

1. In case of transaction under taken on behalf of central government and /or state government and by officials appointed by court. E.g. official liquidator. Code receiver etc.
2. Investor residing in state of Sikkim.
3. UN entities/multilateral agency except from paying taxes fillings tax returns in India.
4. SIP of mutual funds up to Rs. 50,000 p.a.
5. In case of institutional clients, namely.

FIs, Mfs, VCAs, AVCI, scheduled commercial banks, multilateral and bilateral development financial intuitions, state industrial development commercial, insurance companies registered with IRDA and public financial intuitions as defined under section 4A of the companies act., 1956, custodians shall verify the PAN card details with original PAN card and provided duly certified copies of such verified PAN details to the intermediary.

E. List of people authorized to attested to the documents:

1. Notary public, gazette officer, manager of a scheduled commercial/co-operative banks or multinational foreign banks (name, designation and seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of scheduled commercial banks registered in India, Notary public, court magistrate, judge, Indian embassy/ consulate general in the country where the client resides are permitted to attest the document.