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 () in the box available before the section number and strike off the sections not required to be updated. (To be filled by financial institution) FOR OFFICE USE ONLY Application Type* ☐ New Update **KYC Number** (Mandatory for KYC update request) Account Type* □ Normal ☐ Simplified (or low risk customers) ☐ Small ☐ 1. PERSONAL DETAILS (Please refer instruction A at the end) Prefix Middle Name First Name Last Name ☐ Name* (Same as ID proof) PLEASE AFFIX A RECENT PASSPORT Maiden Name (If any*) PHOTOGRAPH Father / Spouse Name* Mother Name* Date of Birth* **CLIENT'S SIGNATURE** Gender* ☐ M-Male ☐ F-Female ☐ T-Transgender ☐ Others Marital Status* Married ☐ Unmarried Citizenship* Residential Status* ☐ Resident Individual ■ Non Resident Indian ☐ Foreign National ☐ Person of Indian Origin ☐ S-Service (☐ Private Sector ☐ Public Sector ☐ Government Sector) Occupation Type* ☐ O-Others (☐ Professional ☐ Self Employed ☐ Retired ☐ Housewife ☐ Student) □ B-Business ☐ X-Not Categorised 2. TICK IF APPLICABLE RESIDENCE FOR TAX PURPOSES IN JURISDICTION(S) OUTSIDE INDIA (Please refer instruction B at the end) ADDITIONAL DETAILS REQUIRED* (Mandatory only if Section 2 is ticked) ISO 3166 Country Code of Jurisdiction of Residence* Tax Identification Number or equivalent (If issued by jurisdiction)* Place / City of Birth* ISO 3166 Country Code of Birth* ☐ 3. PROOF OF IDENTITY (Pol)* (Please refer instruction C at the end) (Certified copy of any one of the following Proof of Identity[Pol] needs to be submitted) ☐ A-Passport Number | **Expiry Date** ☐ B-Voter ID Card C-PAN Card ☐ D-Driving Licence **Expiry Date** ☐ E-UID (Aadhaar) ☐ F-NREGA Job Card



☐ Z-Others (any document notified by t Identification Number	he central government) 				
☐ S-Simplified Measures Account - Docu	ument Type code				
4. PROOF OF ADDRESS (PoA)*					
☐ 4.1 CURRENT / PERMANENT / OVER	SEAS ADDRESS DETAILS		(Please refer instruction D at the end)		
(Certified copy of any one of the following F	roof of Identity[PoI] needs to	be submitted)			
Address Type* ☐ Residential / Busi	ness 🗌 Residential	☐ Business	☐ Registered Office ☐ Unspecifie		
Proof of Address* ☐ Driving Licence	☐ Passport	☐ UID (Aadh	aar)		
☐ Voter Identity Car			ease specify)		
	es Account - Document Ty	ype code [
Address					
20. /= /:		1			
City / Town / Village*	. 1	District*			
Pin / Post Code*	State / U.T Code*	:	ISO 3166 Country Code*		
4.2 CORRESPONDENCE / LOCAL AD			(Please refer instruction E at the end)		
	Address details (In case of m	ultiple corresponde	ence / local addresses, please fill Annexure A1')		
Address					
		1			
City / Town / Village*		District*			
Pin / Post Code*	State / U.T Code*		ISO 3166 Country Code*		
☐ 4.3 ADDRESS IN THE JURISDICTION INDIA FOR TAX PURPOSES*	DETAILS WHERE APPLICA	ANT IS RESIDEN	T OUTSIDE (Applicable if section 2 is ticked)		
☐ Same as Current / Permanent / Overseas Address details ☐ Same as Correspondence / Local Address details					
Address					
City / Town / Village*		District*			
Pin / Post Code*	State / U.T Code*	:	ISO 3166 Country Code*		
5. CONTACT DETAILS (All communica					
Tel. (Off) -		Tel. (Res)	-		
FAX [- [Mobile	- [] [] [] [] []		
Email ID					
☐ 6. DETAILS OF RELATED PERSON (Ir	case of additional related pe	ersons, please fill A	Annexure B1') (Please refer instruction G at the end)		
☐ Addition of Related Person	☐ Deletion of Related Pers	son			
KYC Number of Related Person (if available	2*)				
Related Person Type* Guardian of	Minor Assignee	☐ Authorized F	Representative		
Prefix	First Name	Middle Name	Last Name		



(If KYC number and name are provided, below details of section	6 are optiona	1)			
PROOF OF IDENTITY [Pol] OF RELATED PERSON*				(Please see instruction (H) at the end)	
A-Passport Number		E>	piry Date		
☐ B-Voter ID Card					
☐ C-PAN Card					
☐ D-Driving Licence ☐ ☐ ☐ ☐ ☐ Expiry Date ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐					
□ E-UID (Aadhaar)					
F-NREGA Job Card					
☐ Z-Others (any document notified by the central govern	nment) [
☐ S-Simplified Measures Account - Document Type code					
Identification Number					
☐ 7. REMARKS (If any)					
8. APPLICANT DECLARATION					
I hereby declare that the details furnished above are true at to inform you of any changes therein, immediately. In cast misleading or misrepresenting, I am aware that I may be held I hereby consent to receiving information from Central KY email address.	se any of the eld liable fo	above inform it.	nation is fou	und to be false or untrue or	
CLIENT'S		PLACE:			
SIGNATURE X		DATE (DD/MM	/YYYY)		
500.0		NAH V			
	FFICE USE (DNLY			
Documents Received					
KYC VERIFICATION CARRIED OUT BY			F D.	at a setting	
	p. Code:		Emp. De	esignation:	
Emp. Branch:	Employe	e Signature			
DATE (DD/MM/YYYY)					
INSTITUTION DETAILS					
Emp. Name:	Institutio	n Stamp			
Emp. Code:					



CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Individual YC Application Form

General Instructions:

- 1. Fields marked with '*' are mandatory fields
- 2. Tick '√' wherever applicable.
- 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 (M /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.
- 2. 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).

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, 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.



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 ISC					
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
Bhutan	BT		GP		MZ	Sweden	SE
		Guadeloupe		Mozambique			
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	Guernsey	GG	Nauru	NR	Taiwan, Province of China	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	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	П
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	•	IQ	Palau	PW	Uganda	UG
Chad	TD	Iraq Ireland	IĘ IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panestine, State of Panama	PA 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 Congo, the Democratic Republic of	CG CD	Jordan Kazakhstan	JO KZ	Poland Portugal	PL PT	Vanuatu Venezuela, Bolivarian Republic of	VU VE
the				-		•	
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
	CW		KW	Rwanda	RW	Yemen	YE
Curacao !Curaçao		Kyrgyzstan					
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		
Djibouti	DJ	Lesotho	LS	Saint Lucia	LC		
Dominica	DM	Liberia	LR	Saint Martin (French part)	MF		

