

Know Your Client
Application Form (For Individuals only)

(Please fill the form in English and in BLOCK Letters)

Fields marked with '**' mandatory fields

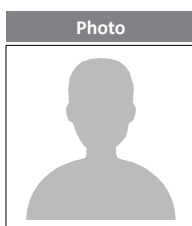
Application Type* ☐ New ☐ Update KYC Number*

KYC Type* ☐ Normal ☐ Normal (PAN is mandatory) ☐ PAN Exempt Investors (Refer instruction K)

1. IDENTITY DETAILS (Please refer instruction A at the end)

PAN Please enclose a duly attested copy of your PAN Card

	Prefix	First Name	Middle Name	Last Name
Name* (same as ID proof)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden Name (if any)*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father/Spouse Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender*	<input type="checkbox"/> M-Male	<input type="checkbox"/> F-Female	<input type="checkbox"/> T-Transgender	
Marital Status*	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried	<input type="checkbox"/> Others	
Citizenship*	<input type="checkbox"/> IN-Indian	<input type="checkbox"/> Others - Country	Country Code	<input type="text"/>
Residential Status*	<input type="checkbox"/> Resident Individual	<input type="checkbox"/> Non Resident Indian		
	<input type="checkbox"/> Foreign National	<input type="checkbox"/> Person of Indian Origin		
Occupation Type*	<input type="checkbox"/> S-Service	<input type="checkbox"/> Private Sector	<input type="checkbox"/> Public Sector	<input type="checkbox"/> Government Sector
	<input type="checkbox"/> O-Others	<input type="checkbox"/> Professional	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Retired
	<input type="checkbox"/> B-Business	<input type="checkbox"/> X-Not Categorized	<input type="checkbox"/> Housewife	<input type="checkbox"/> Student



Signature/
Thumb Impression

2. PROOF OF IDENTITY (PoI)* (for PAN exempt Investor or if PAN card copy not provided) (Please refer instruction C & K at the end)

(Certified copy of **any one** of the following Proof of Identity [PoI] needs to be submitted)

<input type="checkbox"/> A-Passport Number	<input type="text"/>	Passport Expiry Date	<input type="text"/>
<input type="checkbox"/> B-Voter ID Card	<input type="text"/>	Driving Licence Expiry Date	<input type="text"/>
<input type="checkbox"/> D-Driving Licence	<input type="text"/>		
<input type="checkbox"/> E-Aadhaar Card	<input type="text"/>		
<input type="checkbox"/> F-NREGA Job Card	<input type="text"/>		
<input type="checkbox"/> Z-Others (any document notified by the Central Government)	<input type="text"/>	Identification Number	<input type="text"/>

3. PROOF OF ADDRESS (PoA)*
☐ **3.1 Current/Permanent/Overseas Address Details** (Please see Instruction D at the end)

Address

Line 1*

Line 2*

Line 3

District*

State/UT*

City/Town/Village*

Zip/Post Code*

State/U.T. Code

Country*

Country Code

Address Type* ☐ Residential/Business ☐ Residential ☐ Business ☐ Registered Office ☐ Unspecified

(Certified copy of **any one** of the following Proof of Address [PoA] needs to be submitted)

Proof of Address*

<input type="checkbox"/> Passport Number	<input type="text"/>	Passport Expiry Date	<input type="text"/>
<input type="checkbox"/> Voter ID Card	<input type="text"/>	Driving Licence Expiry Date	<input type="text"/>
<input type="checkbox"/> Driving Licence	<input type="text"/>		
<input type="checkbox"/> Aadhaar Card	<input type="text"/>		
<input type="checkbox"/> NREGA Job Card	<input type="text"/>		
<input type="checkbox"/> Others (any document notified by the Central Government)	<input type="text"/>	Identification Number	<input type="text"/>

☐ **3.2 Correspondence/Local Address Details*** (Please see Instruction E at the end)

Same as Current/Permanent/Overseas Address details (in case of multiple correspondence/local addresses, please fill 'Annexure A1' submit relevant documentary proof)

Line 1*

Line 2*

Line 3

District*

State/UT*

City/Town/Village*

Zip/Post Code*

State/U.T. Code

Country*

Country Code

4. CONTACT DETAILS* (All communications will be sent on provided Mobile no./Email-ID) (Please refer instruction F at the end)

Email ID

Mobile - Tel. (Off.) - Tel. (Res.) -

5. FATCA/CRS Information (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 above option (5) is ticked)

Country of Jurisdiction of Residence* Country Code of Jurisdiction of Residence as per ISO 3166

Tax Identification Number or equivalent (if issued by Jurisdiction)*

Place/City of Birth* Country of Birth* Country Code as per ISO 3166

Address

Line 1*

Line 2*

Line 3 City/Town/Village*

District* Zip/Post Code* State/U.T. Code as per Indian Motor Vehicle Act, 1988

State/UT* Country* Country Code as per ISO 3166

6. DETAILS OF RELATED PERSON (Optional) (Please refer instruction G at the end) (in case of additional related persons, please fill 'Annexure B1')

☐ Related Person ☐ Deletion of Related Person KYC Number of Related Person (if available*)

Related Person Type* ☐ Guardian of Minor ☐ Assignee ☐ Authorised Representative

Name* Prefix First Name Middle Name Last Name

(If KYC number and name are provided, below details of section 6 are optional)

☐ Proof of Identity [Pol] of Related Person* (Please see Instruction H at the end)

(Certified copy of **any one** of the following Proof of Identity [Pol] needs to be submitted)

☐ A-Passport Number Passport Expiry Date - -

☐ B-Voter ID Card

☐ C-PAN Card

☐ D-Driving Licence Driving Licence Expiry Date - -

☐ E-Aadhaar Card

☐ F-NREGA Job Card

☐ Z-Others (any document notified by the Central Government) Identification Number

7. REMARKS (If any)

8. APPLICANT DECLARATION

- I/We hereby declare that the KYC details furnished by me are true and correct to the best of my/our knowledge and belief and I/we under-take 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/We are aware that I/We may be held liable for it. I/We hereby consent to receiving information from KRA through SMS/Email on the above registered number/Email address.
- I am/We are also aware that for Aadhaar OVD based KYC, my KYC request shall be validated against Aadhaar details. I/We hereby consent to sharing my/our masked Aadhaar card with readable QR code or my Aadhaar XML/Digilocker XML file, along with passcode and as applicable, with KRA and other Intermediaries with whom I have a business relationship for KYC purposes only.

Date: - - Place:

Signature/Thumb Impression of Applicant

9. ATTESTATION/FOR OFFICE USE ONLY

Documents Received ☐ Certified Copies

KYC Verification Carried Out by (Refer Instruction I)

Date - -

Emp. Name

Emp. Code

Emp. Designation

[Employee Signature]

In-Person Verification (IPV) Carried out by (Refer Instruction J)

Date - -

Emp. Name

Emp. Code

Emp. Designation

[Employee Signature]

Institution Details

Emp. Name

Emp. Code

Emp. Branch

[Institution Stamp]

Institution Details

Emp. Name

Emp. Code

Emp. Branch

[Institution Stamp]

INSTRUCTIONS/GUIDELINES for filling Individual KYC Application Form

General Instructions:

1. Self-Clarification of documents is mandatory.
2. KYC number of applicant is mandatory for update/change of KYC details.
3. For particular section update, please (✓) in the box available before the section number and strike off the sections not required to be updated.
4. Copies of all documents that are submitted need to be compulsorily self-attested by the applicant 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 list mentioned under [I].
5. If any proof of identity or address is in a foreign language, then translation into English is required.
6. Name and address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
7. If correspondence and permanent addresses are different, proofs for both have to be submitted.
8. Sole proprietor must make the application in his individual name & capacity.
9. 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.
10. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
11. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.

A. Certification/Guidelines on filling 'Identity 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 mandatory furnished. In case PAN is not available father's name is mandatory.

B. Clarification/Guidelines on filling details if applicant residence for tax purpose 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 name 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, if PAN Card copy is not enclosed/For PAN exempt investors

1. If driving licence number of passport is provided as proof of identity then expiry date is to be mandatory furnished.
2. Mention identification/reference number if 'Z - Others (any document notified by the central government)' is ticked.
3. Others - Identity card with applicant's photograph issued by any of the following: Central/Statement Government Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, 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 Banks.
4. Letter issued by a gazetted officer, with a duly attested photograph of the person.

D. Clarification/Guidelines on filling 'Proof of Address [PoA]' section

1. PoA to be submitted only if the submitted Pol does not have an address or address as per Pol is invalid or not in force.
2. State/U.T. Code and Pin/Post Code will not be mandatory for Overseas addresses.
3. Others includes - Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill), Bank account or Post Office savings bank account statement; Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India; Identity card with applicant's photograph and address issued by any of the following: Central/State Government Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, etc. to their Members and Credit cards/Debit cards issued by Banks.

E. Clarification/Guidelines on filling 'Proof of Address [PoA] - Correspondences/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'
3. Others includes - Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill); Bank account or Post Office savings bank account statement; Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India; Identity card with applicant's photograph and address issued by any of the following: Central/State Government Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, etc. to their Members; and Credit cards/Debt cards issued by Banks.

F. Clarification/Guidelines on filling 'Contact details' section

1. Please mention two-digit country code and 10 digit mobile number (e.g. for India 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.

I. List of people authorized to attest the documents after verification with the originals

1. Authorised officials of Asset Management Companies (AMC)
2. Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.
3. KYD complaint mutual fund distributors.
4. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
5. 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 documents.
6. Government authorised officials who are empowered to issue Apostille Certificates.

J. List of people authorized to perform in Person Verification (IPV)

1. Authorised officials of Asset Management Companies (AMC)
2. Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.
3. KYD complaint mutual fund distributors.
4. Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (for investors investing directly).
5. In case of NRIs applicants, a person permitted to attest documents, may also conduct the in Person Verification and confirm this in the KYC Form.

K. PAN Exempt Investor Category

1. Investments (including SIPs), in Mutual Fund schemes up to INR 50,000/- per investor per year per Mutual Fund.
2. Transactions undertaken on behalf of Central/State Government, by officials appointed by Courts, e.g. Official liquidator, Court receiver, etc.
3. Investors residing in the state of Sikkim.
4. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.

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
Chattisgarh	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					
Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY
Aland Islands	AX	Eucuador	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
Baharain	BH	Gambia	GM	Mexico	MX
Bangladesh	BD	Georgia	GE	Micronesia, Federated State 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	Nambia	NA
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	MZ
Botswana	BW	Guinea	GN	Nepal	NP
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL
Brazil	BR	Guyana	GY	Nee Caledonia	NC
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Niceragua	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	Pitcaim	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 ICote D'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion IReunion	RE
Croatia	HR	Korea, Republic of	KR	Romania	RO
Cuba	CU	Kuwait	KW	Russian Federation	RU
Curacao ICuracao	CW	Kyrgyzstan	KG	Rwanda	RW
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy ISaint BartheJemy	BL
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH
Denmark	DK	Lebanon	LB	Saint Kittsand Nevis	KN
Djibouli	DJ	Lesotho	LS	Saint Lucia	LC
Dominica	DM	Liberia	LR	Saint Martin (French Part)	MF