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



						WITH BARR
For office use only	Application Type*	□New	Update			
(To be filled by financial institu	tion) KYC Number			(Mandatory	for KYC update	request)
	Account Type*	☐ Normal	☐ Simplified (for low risk customers)	☐ Small	
☐ 1. PERSONAL DETAI	LS (Please refer instruction	A at the end)				
_		irst Name		Middle Name		Last Name
☐ Name* (Same as ID proof)						
Maiden Name (If any*)						
Father / Spouse Name*						
Mother Name*						
Date of Birth*	D D — M M — Y Y	/ Y				РНОТО
Gender*	☐ M- Male		☐ F- Female	☐ T-Transgender		
Marital Status*	☐ Married		Unmarried	Others		
Citizenship*	☐ IN- Indian		Others (ISO 3	166 Country Code)		
Residential Status*	☐ Resident Individual☐ Foreign National		☐ Non Resident I☐ Person of India			
Occupation Type*	☐ S-Service (☐ Privat	e Sector	Public Sector	Government Sector)		
,	☐ O-Others (☐ Profes		☐ Self Employed	Retired Housewife	e	
	B-Business					
	☐ X- Not Categorised					
☐ 2. TICK IF APPLICAB	LE RESIDENCE FOR	TAX PURP	OSES IN JURISD	ICTION(S) OUTSIDE INDIA	(Please refer ins	truction B at the end)
ADDITIONAL DETAILS RE	OUIRED* (Mandatory only	if section 2 is t	ticked)			
ISO 3166 Country Code of						
Tax Identification Number of						
Place / City of Birth*			ISO 3166 Country	Code of Birth*		
				,		
☐ 3. PROOF OF IDENTI	TY (Pol)* (Please refer ins	truction C at th	ne end)			
(Certified copy of any one of the	•					
☐ A- Passport Number	o removing r root or tachtity.	on neede to b	o dabriiittod)	Passport Expiry Date		M — Y Y Y Y
☐ B- Voter ID Card				r doopon Expiry Bato		
☐ C- PAN Card						
☐ D- Driving Licence				Driving License Evening De	to DD III	M VVVV
☐ E- UID (Aadhaar)				Driving Licence Expiry Da	ate DDD—M	
F- NREGA Job Card				Islandification Number		
` •	notified by the central gover			Identification Numb		
S- Simplified Measures	Account - Document Ty	pe code		Identification Numb	er	
4. PROOF OF ADDR	ESS (PoA)*					
4.1 CURRENT / PERMAN				on D at the end)		
(Certified copy of any one of the	e following Proof of Address	[PoA] needs to	o be submitted)			
,,	sidential / Business	Reside	ential	Business Reg	jistered Office	☐ Unspecified
_	ssport		Licence	UID (Aadhaar)		
	ter Identity Card nplified Measures Accou			Others	ndase specify	
Address						
Line 1*						
Line 2						
Line 3				City / Town / '	\/illogs*	

4.2 CORRESPONDENCE	E / LOCAL ADDRESS DETAILS * (Please see inst	struction E at the end)
☐ Same as Current / Perma	anent / Overseas Address details (In case of multip	tiple 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*
_		RESIDENT OUTSIDE INDIA FOR TAX PURPOSES* (Applicable if section 2 is ticked)
☐ Same as Current / Perma	anent / Overseas Address details	Same as Correspondence / Local Address details
Line 1*		
Line 2		
Line 3		City / Town / Village*
State*		ZIP / Post Code* ISO 3166 Country Code*
☐ 5. CONTACT DETAILS	(All communications will be sent on provided Mobile r	no. / Email-ID) (Please refer instruction F at the end)
Tel. (Off)	— Tel. (Res)	
FAX	Email ID	
☐ 6. DETAILS OF RELAT	FED PERSON (In case of additional related persons	ns, please fill 'Annexure B1') (please refer instruction G at the end)
Addition of Related Person	Deletion of Related Person	KYC Number of Related Person (if available*)
Related Person Type*	☐ Guardian of Minor ☐ Assigne	•
Nama*	Prefix First Name	Middle Name Last Name
Name*	(If KYC number and name are provided, below detai	ails of section 6 are optional)
PROOF OF IDENTITY (Po	ol] OF RELATED PERSON* (Please see instruction (H)	
☐ A- Passport Number	ij er i izza i za i za iza i i i i i i i i i	Passport Expiry Date
_		assport 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 documer	nt notified by the central government)	Identification Number
S- Simplified Measure	es Account - Document Type code	Identification Number
☐ 7. REMARKS (If any)		
8. APPLICANT DECL		d halfafand I undadala la informação de analysis
	rnished above are true and correct to the best of my knowledge and of the above information is found to be false or untrue or misleading or	
I hereby consent to receiving inform	mation from Central KYC Registry through SMS/Email on the above re	
Date: DD-MM-	Place :	Signature / Thumb Impression of Applicant
9 ATTESTATION / FO	OR OFFICE USE ONLY	
	☐ Certified Copies	
		INSTITUTION DETAILS
Date		Name
Emp. Name		Code
Emp. Code		
Emp. Designation		
Emp. Branch		
		Inetitution Stamp
		[Institution Stamp]

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 [PoI]' 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.

O 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.
- 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).
- Do not add '0' in the beginning of Mobile number.

G Clarification / Guidelines on filling 'Related Person details' section

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

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miguelon	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	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	of 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	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	Islands 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	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
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 Botswana	BW	Guinea	GN	Nepal	NP.	Taiikistan	TJ
	BV		GW	•			
Bouvet Island		Guinea-Bissau	GY	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana		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	то
Burundi	BI	Hong Kong	HK	Niue	NU	Trinidad and Tobago	π
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	Iraq	IQ	Palau	PW	Uganda	UG
Chad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panama	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	СО	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	VE
the Cook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Costa Rica	CR CR	Kenya Kiribati	KI	Qatar	QA	Virgin Islands, British	VN
Cote d'Ivoire !Côte d'Ivoire	CI	Korea, Democratic People's Republic	KP	Reunion !Réunion	RE	Virgin Islands, U.S.	VI
Croatia	HR	of Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
	CU		KW		RU		EH
Cuba		Kuwait		Russian Federation		Western Sahara	
Curação !Curação	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus Czech Republic	CY CZ	Lao People's Democratic Republic Latvia	LA LV	Saint Barthelemy !Saint Barthélemy Saint Helena, Ascension and Tristan da	BL SH	Zambia Zimbabwe	ZM ZW
				Cunha			
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		

CENTRAL KYC REGISTRY Instructions / Check list / Guidelines for filling Know Your Customer (KYC) Application Form
General instructions of the Course of Multiple Correspondence / local addresses, please fill 'Annexure A1')
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2 Tick (/) wherever applicable. Unable trainfunctions in an additional and the state of the stat
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A. Clayification/guidelines excitally a fraction 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 in her backgode clare that the details furnished above are true and correct to the best of my/our knowledge and belief and I undertake to inform you of any changes therein, immediately.
2 Either father is name an septise fan and is far by manufactority fund is had step as a construction of a time and the step as a construction of a time and the step as a construction of a time and the state of th
B. Classification (s) of Residence: It may be mentioned that since US taxes the global income of its citizen, every US citizen if whatever nationality, is also a resident for tax purpose in USA.
2 Tax identification Number (TIN): In the footnote it may be mentioned that TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued
Dispensibility 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 bigger bity/insurance number, citizen/personal identification/services code/number, and resident registration number) City / Tov
Signature / thumb Impression of Applicant
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 mumber if Z_Others (any-document notified by the central government) is ticked. Notary
DROSKr@attgonguidelines on filling Higher of Address [PoAlMcChimrent / Permanent / Overseas Address details' section 1. PoA to be submitted in only if the submitted Pol does not have an address or address as per Pol is invalid or not in force.
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2 In case of multiple correspondence / local addresses, Please fill 'Annexure A1' Date Code
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1 Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-999999999). 2 500 or in the beginning of Mobile number.
Emp. Designation
G. Clarification/guidelines on filling 'Related Person details section 1 Entire Chumber of related person if available.
H. Clarification/guidelines on filling 'Related Person details – Proof of Identity [Pol] section In case of nominees, proof of identity is not required.
2 Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.

CENTRAL KYC RE	
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	lines on filling Heighof of Address [PoAMecLiument / Permanent / Overseas Address details' section
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	IN PERSON VERIFICATON DETAILS IN PERSON VERIFICATON DETAILS ines on filling 'Proof of Address [PoA] - Correspondence / Local Address details' section
	case the PoA is mehte local address or address where the customer is several to be submitted.
In case of multiple cor Date	orrespondence / local addresses, Please fill 'Annexure A1'
	ines on filling 'Contact details' section
Please mention two- d	digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-999999999). beginning of Mobile number.
Emp. Designation	
. Clarification/guidelir Empagrapeh	lines on filling 'Related Person details section r of related person if available.
	[Institution Stamp]
. Clarification/guidelir	lines on filling 'Related Person details – Proof of Identity [Pol] section
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. Clarification/guidelir In case of nominees, p	lines on filling 'Related Person details – Proof of Identity [Pol] section , proof of identity is not required.
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