

<input type="checkbox"/> Z-Others (any document notified by the central government)	_____
Identification Number	_____

<input type="checkbox"/> S-Simplified Measures Account - Document Type code	____
Identification Number	_____

4. PROOF OF ADDRESS (PoA)*

4.1 CURRENT/PERMANENT/OVERSEAS ADDRESS DETAILS *(Please refer instruction D at the end)*

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

Address Type* Residential / Business Residential Business Registered Office Unspecifie

Proof of Address* Driving Licence Passport UID (Aadhaar)

Voter Identity Card NREGA Job Card Others (Please specify)_____

Simplified Measures Account - Document Type code ____

Address

City / Town / Village*	District*
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Pin / Post Code* _____	State / U.T Code* ____	ISO 3166 Country Code* ____
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4.2 CORRESPONDENCE / LOCAL ADDRESS DETAILS* *(Please refer instruction E at the end)*

Same as Current / Permanent / Overseas Address details (In case of multiple correspondence / local addresses, please fill Annexure A1')

Address

City / Town / Village*	District*
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Pin / Post Code* _____	State / U.T Code* ____	ISO 3166 Country Code* ____
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4.3 ADDRESS IN THE JURISDICTION DETAILS WHERE APPLICANT IS RESIDENT OUTSIDE INDIA FOR TAX PURPOSES* *(Applicable if section 2 is ticked)*

Same as Current / Permanent / Overseas Address details Same as Correspondence / Local Address details

Address

City / Town / Village*	District*
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Pin / Post Code* _____	State / U.T Code* ____	ISO 3166 Country Code* ____
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5. CONTACT DETAILS (All communications will be sent on provided Mobile no. / Email-ID) *(Please refer instruction F at the end)*

Tel. (Off) _____ - _____	Tel. (Res) _____ - _____
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FAX _____ - _____	Mobile _____ - _____
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Email ID

6. DETAILS OF RELATED PERSON (In case of additional related persons, 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 Assignee Authorized Representative

Prefix	First Name	Middle Name	Last Name
Name*			

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

PROOF OF IDENTITY [PoI] OF RELATED PERSON*

(Please see instruction (H) at the end)

<input type="checkbox"/> A-Passport Number	<input type="text"/>	Expiry Date	<input type="text"/>
<input type="checkbox"/> B-Voter ID Card	<input type="text"/>		
<input type="checkbox"/> C-PAN Card	<input type="text"/>		
<input type="checkbox"/> D-Driving Licence	<input type="text"/>	Expiry Date	<input type="text"/>
<input type="checkbox"/> E-UID (Aadhaar)	<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"/>		
<input type="checkbox"/> S-Simplified Measures Account - Document Type code	<input type="text"/>		
Identification Number	<input type="text"/>		

7. REMARKS (If any)

8. APPLICATION DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and 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 misrepresenting, I am aware that I may be held liable for it.

I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number / email address.

CLIENT'S SIGNATURE

X _____

PLACE:

DATE (DD/MM/YYYY)

FOR OFFICE USE ONLY

Documents Received Certified copies

KYC VERIFICATION CARRIED OUT BY

Emp. Name:	Emp. Code:	Emp. Designation:
Emp. Branch:	Employee Signature	
DATE (DD/MM/YYYY) <input type="text"/>		

INSTITUTION DETAILS

Emp. Name:	Institution Stamp
Emp. Code:	

General Instructions:

1. Fields marked with “* “ are mandatory fields
2. Tick V 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.
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 (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 [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 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. 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 AI’

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 91-9999999999).
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.