

## Know Your Client (KYC) Application Form (For Individuals Only)

Please fill this form in ENGLISH and in BLOCK LETTERS (All Information as applicable in Sections A, B and C below is mandatory)

### A. Identity Details (Please see guidelines A1 to A6 overleaf)

**1. Name of Applicant** (As appearing in supporting identification document) Title  Mr.  Ms.  Others  Please specify Gender  Male  Female

Name

Father's Name

**2. Date of Birth**

D	D	/	M	M	/	Y	Y	Y	Y
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**3. Nationality**  Indian  Others  Please specify

**4. Status** Please tick ( )  Resident Individual  Non Resident: Passport / PIO Card / OCI card No. \_\_\_\_\_  
(Passport copy & overseas address proof mandatory for NRI)

**5. Proof of Identity** Permanent Account Number (PAN) (MANDATORY) 



  
Please tick ( )  Copy of PAN Card attached

Please affix  
most recent  
colour photograph  
  
30 mm x 40 mm  
Sign across the photograph

### B. Address Details (Please see guidelines B1 to B4 overleaf)

**1. Address for Correspondence**



City / Town / Village Postal Code

State Country

**2. Contact Details**

Tel. (Off.)	(ISD)	(STD)	Tel. (Res.)	(ISD)	(STD)
Mobile	(ISD)	(STD)	Fax	(ISD)	(STD)
E-Mail Id.					

**3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick ( ) against the document attached.**  
 Latest Land Line Telephone Bill  Latest Electricity Bill  Passport  Driving License  Latest Bank Passbook  Latest Bank Account Statement  
 Latest Demat Account statement  Voter Identity Card  Ration Card  Registered Lease / Sale Agreement of residence  Any other proof of address document (as listed overleaf)

**4. Permanent Address of Resident Applicant if different from B1 above OR Overseas Address (Mandatory) for Non-Resident Application**



City / Town / Village Postal Code

State Country

**5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick ( ) against the document attached.**  
 Latest Land Line Telephone Bill  Latest Electricity Bill  Passport  Driving License  Latest Bank Passbook  Latest Bank Account Statement  
 Latest Demat Account statement  Voter Identity Card  Ration Card  Registered Lease / Sale Agreement of residence  For NRIs - Any other document attested by local authority.

### C. Other Details (Please see guidelines C1 and C2 overleaf)

**1. Gross Annual Income Details** Please tick ( )  
 Upto Rs. 5,00,000  Rs. 5,00,001 to Rs. 25,00,000  Rs. 25,00,001 to Rs. 1,00,00,000  Rs. 1,00,00,001 to Rs. 5,00,00,000  Rs. 5,00,00,001 and above.

**2. a. Occupation Details** Please tick ( ) any one  
 Private Sector Service  Public Sector / Government Service  Business  Professional  Agriculturist  Retired  Housewife  
 Student  Forex Dealer  Others (Please specify) \_\_\_\_\_

**b. If the following is additionally applicable to you** Please tick ( ) as applicable  
 Politically Exposed Person (PEP)  Related to a Politically Exposed Person (PEP)  
 For definition of PEP, please refer guideline C3 overleaf

### DECLARATION

I hereby declare 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, in case any of the above information is found to be false or untrue on misleading or misrepresenting, in am/we are aware that/we may be held liable for it.

<b>Place</b>	<b>Signature fo Applicant</b>
<b>Date</b>	

### FOR OFFICE USE ONLY

Details of Employee/SB/AP	Document Verified with Originals	Client Interviewed by & In-Person Verification done by	SEAL & SIGNATURE
Name & E Code			
Designation			
Date	DD/MM/YYYY	DD/MM/YYYY	
Signature			

## IMPORTANT NOTES - PLEASE READ BEFORE FILLING UP THE FORM

### A. IMPORTANT POINTS:

1. Self attested copy of PAN card is mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorized to deal in securities on behalf of company/firm/others.
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 a 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 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 (Continuous Discharge Certificate) is to be submitted.
10. 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.
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 of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.

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

1. Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.
2. PAN card with photograph.
3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its 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.

### 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/ Voters Identity Card/ Ration Card/ Registered 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/Passbook -- 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 issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives 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 Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted

**Investors Applying for KYC, Please Submit the KYC Documents on A4 Size Paper Only.**

### CHECKLIST

**(Before submitting this form, please go through the following checklist)**

1. Please ensure that the form is completed in all respects and signed by you.
2. Please affix your recent photograph and sign across the photograph.
3. Please attach your PAN card as proof of Identity. This should be a photocopy plus original for verification.
4. Please attach a Proof of Address Document (one for each distinct address). These should be either original + photocopies or attested / notarised photocopies.
5. If you are an NRI, you must mention your overseas address in B(4).
6. Please submit a photocopy of the duly completed KYC Application Form.

**For assistance or enquiries please approach the Point of Service where you had submitted your KYC Application Form.**