



Know Your Customer Form

Important Instructions

- A) Fields marked with "*" are mandatory fields
- C) Please fill the date in DD-MM-YYYY format

- B) Please fill the form in English and in BLOCK letters
- D) Please read section wise detailed guidelines/instructions

For office use only (to be filled by financial institution)

Application Type* New Update

KYC Number (Mandatory for KYC update request)

Account Type Normal Simplified (for low risk customers) Small

Risk classification _____

1. PERSONAL DETAILS (Please refer to instruction A at the end of the form)

Prefix _____

First Name* _____ Middle Name* _____

Last Name* _____ Maiden Name* (if any) _____

Father/Spouse Name* _____ Mother Name* _____

Date of Birth*

Gender* Male Female Transgender

Marital Status* Married Unmarried Other

Minority Community _____

Citizenship* IN-Indian Others (ISO 3166 Country Code)

Residential Status*

Resident Individual Non-Resident Indian Foreign National Person of Indian Origin

Occupation Type*

S-Service Private Sector Public Sector Government Sector

O-Others Professional Self-Employed Retired Housewife Student

B-Business X-Not Categorized Politically Exposed Person (PEP) Yes No

Profession/Occupation

Educational Qualification _____

Company Name _____

No. of Years in Employment/Business _____ No. of Years in Present Employment/Business _____

Nature of Business _____ Nature of Employment _____

Income Details _____ Gross Annual Income (in Indian Rupees) _____

Gross Annual Turnover (in case of self-employed or business owner) _____

Source of Funds (list sources other than income) _____

2. TICK IF APPLICABLE RESIDENCE FOR TAX PURPOSES IN JURISDICTION(S) OUTSIDE INDIA (Please refer instruction B at the end) (For Non-Resident customers this information should be filled)

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 (PoI)* (Please refer instruction C at the end)
(Certified copy of any one of the following Proof of Identity (PoI) needs to be submitted)

<input type="checkbox"/> A - Passport No.	<input type="checkbox"/> Passport Expiry Date
<input type="checkbox"/> B - Voter ID Card	
<input type="checkbox"/> C - PAN Card	
<input type="checkbox"/> D - Driving License	<input type="checkbox"/> Driving License Expiry Date
<input type="checkbox"/> E - UID (Aadhaar)	
<input type="checkbox"/> F - NREGA Job Card	
<input type="checkbox"/> Z - Others (any document notified by the central government)	
Identification No.	
<input type="checkbox"/> S - Simplified Measures Account - Document Type Code	Identification No.

(For Non-Resident Customers: Passport Number, Passport expiry date should be filled.)

Passport Issuance Date	Place of Issuance
VISA Reference	Visa Expiry Date

4. PROOF OF ADDRESS(PoA)*

4.1 Current/Permanent/Overseas Address Details (Please see instruction D at the end)
(Certified copy of any one of the following Proof of Address (PoA) needs to be submitted)

Address Type

<input type="checkbox"/> Residential/Business	<input type="checkbox"/> Residential	<input type="checkbox"/> Business	<input type="checkbox"/> Registered Office	<input type="checkbox"/> Unspecified
---	--------------------------------------	-----------------------------------	--	--------------------------------------

Proof of Address

<input type="checkbox"/> Passport	<input type="checkbox"/> Driving License	<input type="checkbox"/> UID (Aadhaar)	<input type="checkbox"/> Voter Identity Card
<input type="checkbox"/> NREGA Job Card	<input type="checkbox"/> Others	<input type="checkbox"/> Simplified Measures Account - Document Type Code	

Address

City/Town/Village	District	
PIN/Post Code*	State/U.T Code*	ISO 3166 Country Code*

(In case of Indian Address)

Residence Accommodation Ownership

4.2 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')

City/Town/Village	District	
PIN/Post Code*	State/U.T Code*	ISO 3166 Country Code*

(In case of Indian Address)

Residence Accommodation Ownership

4.3 Address in the Jurisdiction details where applicant is resident outside India for Tax Purposes* (Applicable if section 2 is ticked)

<input type="checkbox"/> Same as Current/Permanent/Overseas Address details	<input type="checkbox"/> Same as Correspondence/Local Address details
---	---

City/Town/Village	District	
PIN/Post Code*	State/U.T Code*	ISO 3166 Country Code*

(In case of Indian Address)

Residence Accommodation Ownership

Tel. (Off)	Tel. (Res)
Mobile	Fax
Email	

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

<input type="checkbox"/> Addition of Related Person	<input type="checkbox"/> Deletion of Related Person
---	---

KYC No. of Related Person (if available*)

Related Person Type	<input type="checkbox"/> Guardian of Minor	<input type="checkbox"/> Assignee	<input type="checkbox"/> Authorized Representative
---------------------	--	-----------------------------------	--

Prefix

First Name*	Middle Name*
Last 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)

A - Passport No. Passport Expiry Date

B - Voter ID Card

C - PAN Card

D - Driving License Driving License Expiry Date

E - UID (Aadhaar)

F - NREGA Job Card

Z - Others (any document notified by the central government)

Identification No.

S - Simplified Measures Account - Document Type Code Identification No.

7. REMARKS (if any)

8. APPLICANT DECLARATION

- I hereby declare that the details furnished above are true and correct to the rest of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case of 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.
- Acknowledgment for Bank to disclose information about customer if required and permitted by law, rule or regulation or at request of any public regulatory authority or if such disclosure is required for the purpose of preventing fraud, without any specific consent or authorization from me/us.

Date Place _____ Signature/Thumb Impression of Applicant _____

9. ATTESTATION/FOR OFFICE ONLY

Documents Received Certified Copies

KYC VERIFICATION CARRIED OUT BY

Date

Employee Name _____

Employee Code _____

Employee Designation _____

Employee Branch _____

INSTITUTION DETAILS

Name _____

Code _____

General Instructions

- Fields marked with '*' are mandatory fields.
- Tick '✓' wherever applicable.
- Self-Certification of documents is mandatory.
- Please fill the form in English and in BLOCK Letters.
- 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.
- KYC number of applicant is mandatory for updation of KYC details.
- For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated.
- 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

- 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.
- 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

- 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

- If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- Mention identification/reference number if 'Z - Others (any document notified by the central government)' is ticked.
- 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

- 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.
- 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

- 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.
- In case of multiple correspondence/local addresses, please fill 'Annexure A1'

F Clarification/Guidelines on filling 'Contact details' section

- Please mention two-digit country code and 10-digit mobile number (e.g. for Indian mobile number mention 91-9999999999).
- 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 [PoI] of Related Person' section

- 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	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	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	The former Yugoslav Republic of Macedonia	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	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	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Federated States of Micronesia	FM	South Sudan	SS
Barbados	BB	Germany	DE	Republic of Moldova	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
Plurinational State of Bolivia	BO	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	United Republic of Tanzania	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	IO	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	TT
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	Islamic Republic of Iran	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	CO	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
The Democratic Republic of Congo	CD	Kazakhstan	KZ	Portugal	PT	Bolivarian Republic of Venezuela	VE
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	Democratic People's Republic of Korea	KP	Reunion Réunion	RE	Virgin Islands, U.S.	VI
Croatia	HR	Republic of Korea	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao Curaçao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Democratic Republic Lao People's	LA	Saint Barthelemy	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		

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 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.

For office use only (to be filled by financial institution)

Application Type* New UpdateKYC Number (Mandatory for KYC update request) 1. CORRESPONDENCE/LOCAL ADDRESS DETAILS (Please see instruction E at the end) Same as Current/Permanent/Overseas Address details

City/Town/Village _____ District _____

PIN/Post Code* _____ State/U.T Code* 2. CONTACT DETAILS (All communications will be sent on provided Mobile No./Email ID) (Please refer to instruction F at the end)

Tel. (Off) _____ Tel. (Res) _____

Mobile _____ Fax _____

Email _____

 3. APPLICANT 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.

Date Place _____ Signature/Thumb Impression of Applicant _____

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 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.

For office use only (to be filled by financial institution)

Application Type* New UpdateKYC Number (Mandatory for KYC update request) 1. DETAILS OF RELATED PERSON (Please see instruction G at the end) Addition of Related Person Deletion of Related PersonKYC No. of Related Person (if available*)

Prefix _____

First Name* _____ Middle Name* _____

Last 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)

 A - Passport No. Passport Expiry Date B - Voter ID Card C - PAN Card D - Driving License Driving License Expiry Date E - UID (Aadhaar) F - NREGA Job Card Z - Others (any document notified by the central government) Identification No. S - Simplified Measures Account - Document Type Code Identification No. 2. APPLICANT 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.

Date Place _____ Signature/Thumb Impression of Applicant _____