

**CENTRAL KYC REGISTRY I Know Your Customer (KYC) Application Form I Legal Entity / Other than Individuals**



**Important Instructions:**

- A) Fields marked with "\*" are mandatory fields.
- B) Tick "✓" wherever applicable.
- C) Please fill the form in English and in BLOCK letters.
- D) Please fill the date in DD-MM-YYYY format.
- E) For particular section update, please tick (✓) in the box section number and strike off the sections not required to be updated
- F) Please read section wise detailed guidelines / instructions at the end.
- G) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.
- H) List of two character ISO 3166 country codes is available at the end.
- I) KYC number of applicant is mandatory for update application.

For office use only      Application Type\*     New     Update     Delete  
 (To be filled by financial institution) KYC Number    \_\_\_\_\_    (Mandatory for KYC update request)

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

Name\*    \_\_\_\_\_  
 Entity Constitution Type\*     \_\_\_\_\_ (Please refer instruction B at the end)  
 Date of Incorporation / Formation\*    --    Date of Commencement of business    --  
 Place of Incorporation / Formation\*    \_\_\_\_\_ Country of Incorporation / Formation\*     TIN or Equivalent Issuing Country      
 PAN\*    \_\_\_\_\_     Form 60 furnished  
 TIN / GST Registration Number    \_\_\_\_\_

**2. PROOF OF IDENTITY (PoI)\*** (Please refer instruction B at the end)

Officially valid document(s) in respect of person authorised to transact  
 Certificate of Incorporation / Formation    \_\_\_\_\_     Registration Certificate     Ream Certificate No.  
 Memorandum and Articles of Association     Partnership Deed     Trust Deed  
 Resolution of Board / Managing Committee     Power of Attorney granted to its manager, officers or employees to transact on its behalf  
 Activity Proof - 1 (For Sole Proprietorship Only)     Activity Proof - 2 (For Sole Proprietorship Only)

**3. Address\*** (Please refer instruction C at the end)

**3.1 Registered Office Address / Place of Business\***

Proof of Address\*     Certificate of Incorporation / Formation     Registration Certificate     Other Document  
 Line 1\*    \_\_\_\_\_  
 Line 2    \_\_\_\_\_  
 Line 3    \_\_\_\_\_ City / Town / Village\*    \_\_\_\_\_  
 District\*    \_\_\_\_\_ Pin/Post Code\*    \_\_\_\_\_ State/U.T. Code\*    \_\_\_\_\_ ISO 3166 Country Code\*    \_\_\_\_\_

**3.2 Local Address in India (if different from Above)\***

Line 1\*    \_\_\_\_\_  
 Line 2    \_\_\_\_\_  
 Line 3    \_\_\_\_\_ City / Town / Village\*    \_\_\_\_\_  
 District\*    \_\_\_\_\_ Pin/Post Code\*    \_\_\_\_\_ State/U.T. Code\*    \_\_\_\_\_ ISO 3166 Country Code\*    \_\_\_\_\_

**4. Contact Details** (All communications will be sent to Mobile number / Email-ID provided\* may be used) (Please refer instruction D at the end)

Tel (Off.)    \_\_\_\_\_    FAX    \_\_\_\_\_  
 Mobile    \_\_\_\_\_    Email ID    \_\_\_\_\_  
 Mobile    \_\_\_\_\_    Email ID    \_\_\_\_\_

**5. NUMBER OF RELATED PERSONS**     (Please refer instruction E at the end)

**6. REMARKS** (If any)

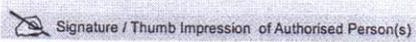
\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 7. 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 may be held liable for it
- I/we hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/ email address.

Date :   -   -

Place :

 Signature / Thumb Impression of Authorised Person(s)

## 8. ATTESTATION / FOR OFFICE USE ONLY

Documents Received  Certified Copies  Equivalent e-document

### KYC DOCUMENT VERIFIED CARRIED OUT BY

Identity Verification  Done Date   -   -

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

 Employee Signature

### INSTITUTION DETAILS

Name

Code

 Institution Stamp

## CENTRAL KYC REGISTRY | Instructions / Check List / Guidelines for filling Legal Entity / Other than Individuals KYC Application Form

### A Clarification / Guidelines for filing Entity Details section

#### 1 Entity Constitution Type

- |  |   |   |
|--|---|---|
| A - Sole Proprietorship                                      | H - Trust   | O - Artificial Jurisdictional Person  |
| B - Partnership Firm   | I - Liquidator                                    | P - International Organisation or Agency /Foreign Embassy or Consular Office etc. |
| C - HUF  | J - Limited Liability Partnership                 | Q - Not Categorized   |
| D - Private Limited Company                                  | K - Artificial Liability Partnership              | R - Others  |
| E - Public Limited Company                                   | L - Public Sector Banks                           | S - Foreign Portfolio Investors   |
| F - Society  | M - Central/State Government Department or Agency |   |
| G - Association of Persons (AOP) / Body of Individuals (BOI) | N - Section 8 Companies (Companies Act, 2013)     |   |

2 In case of companies and partnerships, PAN of the entity is mandatory. In case of other entities, FORM 60 may be obtained if PAN is not available.

### B Clarification / Guidelines for filling 'Proof of Identity[PoI]' section

- Activity Proof - 1 and Activity Proof - 2 are applicable for accounts in case of proprietorship firms. Please refer to relevant instructions issued by the Reserve Bank of India in this regard.
- Please refer to the relevant instructions issued by the regulator regarding applicable documents for the legal entity.
- Certified copy of document or equivalent e-document or OVD obtained through Digital KYC process to be submitted.
- 'Equivalent e-document' means an electronic equivalent of a document, issued by the issuing authority of such document with its valid digital signature including documents issued to the digital locker account of the client as per rule 9 of the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker Facilities) Rules, 2016.
- 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.
- KYC requirements for Foreign Portfolio Investors (FPIs) will be as specified by the concerned regulator from time to time.

### C Clarification / Guidelines for filling 'Proof of Address [PoA]' section

- State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- Certified copy of document or equivalent e-document to be submitted.

### D Clarification / Guidelines for 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.

### E Clarification / Guidelines for filling 'Related Person Details' section

- Personal Details
  - The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
- Proof of Address [PoA]
  - 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 deemed PoA such as utility bill, the document need not be uploaded on CKYCR
  - REs may use the Self Declaration check box where Aadhaar authentication has been carried out successfully for a client and client wants to provide a current address, different from the address as per the identity information available in the Central Identities Data Repository.
- If KYC number of Related Person is available, no other details except 'Person Type' and 'Name of the Related Person' are required.
- Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents such as proof of possession of Aadhaar, while uploading on CKYCR.

F Provision for capturing signature of multiple authorised persons is to be made by the RE.



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- E) KYC number of applicant is mandatory for update application.
- F) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.
- G) List of two character ISO 3166 country codes is available at the end.
- H) Please read section wise detailed guidelines / instructions at the end.
- I) 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**      Application Type\*     New     Update     Delete  
 (To be filled by financial institution)    KYC Number    \_\_\_\_\_    (Mandatory for KYC update and delete request)

**1. DETAILS OF RELATED PERSON\*** (Please refer instruction E at the end)

Addition of Related Person       Deletion of Related Person       Update Related Person Details

KYC Number of Related Person (if available\*) \_\_\_\_\_ If KYC number is available only 'Related Person Type' & 'Name' is mandatory

**Related Person Type\***     Director     Promoter     Karta     Trustee     Partner     Court Appointment Official     Proprietor  
 Beneficiary     Authorised Signatory     Beneficiary Owner     Other (Please Specify)     Other (Please Specify)

DIN (Director Identification Number) \_\_\_\_\_ (Mandatory if Related Person Type is Director)

**1.1 PERSONAL DETAILS** (Please refer instruction E at the end)

	Prefix	First Name	Middle Name	Last Name
<input type="checkbox"/> Name* (Same as ID proof)	_____	_____	_____	_____
Maiden Name	_____	_____	_____	_____
Father / Spouse Name	_____	_____	_____	_____
Mother Name	_____	_____	_____	_____
Date of Birth*	____-____-____			
Gender*	<input type="checkbox"/> M- Male	<input type="checkbox"/> F- Female	<input type="checkbox"/> T-Transgender	
Nationality*	<input type="checkbox"/> IN- Indian	<input type="checkbox"/> Others (IS) 3166 Country Code (____)		
PAN*	_____	<input type="checkbox"/> Form 60 furnished		

**1.2 PROOF OF IDENTITY AND ADDRESS\*** (Please refer instruction E at the end)

i. Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (any one of the following OVDs)

- A- Passport Number    \_\_\_\_\_
- B- Voter ID Card    \_\_\_\_\_
- C- Driving Licence    \_\_\_\_\_
- D- NREGA Job Card    \_\_\_\_\_
- E- National Population Register Letter    \_\_\_\_\_
- F- Proof of Possession of Aadhar    \_\_\_\_\_
- ii.  E-KYC Authentication    \_\_\_\_\_
- iii.  Offline verification of Aadhar    \_\_\_\_\_

PHOTO\*



Signature / Thumb Impression

**Address**

Line 1\* \_\_\_\_\_  
 Line 2 \_\_\_\_\_  
 Line 3 \_\_\_\_\_      City / Town / Village\* \_\_\_\_\_  
 District\* \_\_\_\_\_      Pin/Post Code\* \_\_\_\_\_      State/U.T. Code\* \_\_\_\_\_      ISO 3166 Country Code\* \_\_\_\_\_

**1.3 CURRENT ADDRESS DETAILS** (Please refer instruction E at the end)

Same as above mentioned address (in such cases address details as below need not be provided)

i. Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (any one of the following OVDs)

- A- Passport Number    \_\_\_\_\_
- B- Voter ID Card    \_\_\_\_\_
- C- Driving Licence    \_\_\_\_\_
- D- NREGA Job Card    \_\_\_\_\_
- E- National Population Register Letter    \_\_\_\_\_
- F- Proof of Possession of Aadhar    \_\_\_\_\_
- ii.  E-KYC Authentication    \_\_\_\_\_
- iii.  Offline verification of Aadhar    \_\_\_\_\_
- iv.  Deemed PoA
- v.  Self Declaration

**Address**

Line 1\*   
Line 2   
Line 3  City / Town / Village\*   
District\*  Pin/Post Code\*  State/U.T. Code\*  ISO 3166 Country Code\*

**1.4 Contact Details** (All communications will be sent to Mobile number / Email-ID (Please refer instruction D at the end))

Tel (Off) - Tel (Res) - Mobile -  
Email ID

**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 may be held liable for it
- I/we hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/ email address.

[Signature / Thumb Impression]  
 Signature / Thumb Impression of Applicant

Date : -- Place :

**3. ATTESTATION / FOR OFFICE USE ONLY**

- Documents Received  Certified Copies  E-KYC data received from UIDAI  Data received from Offline verification  
 Digital KYC process  Equivalent e-document

**KYC DOCUMENT VERIFIED CARRIED OUT BY**

Date --  
Emp. Name   
Emp. Code   
Emp. Designation   
Emp. Branch

**INSTITUTION DETAILS**

Name   
Code

[Institution Stamp]

[Employee Signature]