

CENTRAL KYC REGISTRY Know Your Customer (KYC) Application Form Individual

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.
- J) The 'OTP based E-KYC' check box is to be checked for accounts opened using OTP based E-KYC in non-face to face mode.



For office use only Application Type* New Update
 (To be filled by financial institution) KYC Number (Mandatory for KYC update request)
 Account Type* Normal Minor Aadhaar OTP based E-KYC (in non-face to face mode)

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

	Prefix	First Name	Middle Name	Last Name
Name* (Same as ID proof)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father / Spouse Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Gender*	<input type="checkbox"/> M-Male	<input type="checkbox"/> F-Female	<input type="checkbox"/> T-Transgender	
PAN	<input type="text"/>	<input type="checkbox"/> Form 60 furnished		

2. PROOF OF IDENTITY AND ADDRESS* (Please refer instruction B 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 (anyone 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 Aadhaar

II. E-KYC Authentication

III. Offline verification of Aadhaar

PHOTO*

Address

Line 1*

Line 2

Line 3 City / Town / Village

District* Pin / Post Code State / U.T. Code ISO 3166 Country Code*

3. CURRENT ADDRESS DETAILS (Please refer instruction B 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 (anyone 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 Aadhaar

II. E-KYC Authentication

III. Offline verification of Aadhaar

IV. Deemed Proof of Address - Document Type code

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*

A Clarification / Guidelines on Riling 'Personal Details' section

- 1 Name: The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to
- 2 One the following is mandatory : Mother's name, Spouse's name, Father's name.

B Clarification / Guidelines on fitting 'Current Address details' section

- 1 In case of deemed PoA such as utility bilf, etc. or self declaration, the document need not be uploaded on CKYCR
- 2 PoA to be submitted only if the submitted Pol does not have current address or address as per Pol is invalid or not in force.
- 3 State / UT Code and Pin / Post Code will not be mandatory for Overseas addresses.
- 4 In Section 2. one of I, II, and III is to be selected. In case of online E-KYC authentication, II is to be selected.
- 5 In Section 3, one of I, II, III and IV is to be selected. In case of online E-KYC authentication, II is to be selected.
- 6 List of documents for 'Deemed Proof of Address':

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	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
04	Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation.

- 7 Regulated Entity (RE)shaii redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents such as proof of possession of Aadhaar, while unloading on CKYCR.
- 8 "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.
- 9 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2Q05.
- 10 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

C 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.

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

- 1 Provide KYC number of related person, if available,

E Clarification on Minor

- 1 Guardian details are optional for minors above 10 years of age for opening of bank account only
- 2 However, in case guardian details are available for minor above 10 years of age, the same (or CKYCR number of guardian) is to be uploaded.

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 and Nicobar Islands	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu and 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	TG
Chhattisgarh	CT	Madhya Pradesh	MP	Tripura	TR
Dadra & Nagar Haveli and Daman and Diu	DD	Maharashtra	MH	Uttar Pradesh	UP
Delhi	DL	Manipur	MN	Uttarakhand	UA
Goa	GA	Meghalaya	ML	West Bengal	WB
Gujarat	GJ	Mizoram	MZ	Other	XX
Haryana	HR	Nagaland	NL		
		Orissa	OR		

List of ISO 3166 two digit Country Code

Country	Code	Country	Code	Country	Code	Country	Code
Afghanistan	AF	Egypt	EG	Lithuania	LT	San Marino	SM
Albania	AL	El Salvador	SV	Luxembourg	LU	Sao Tome and Principe	ST
Algeria	DZ	Equatorial Guinea	GQ	Macao	MO	Saudi Arabia	SA
American Samoa	AS	Eritrea	ER	Madagascar	MG	Senegal	SN
Andorra	AD	Estonia	EE	Malawi	MW	Serbia	RS
Angola	AO	Eswatini	SZ	Malaysia	MY	Seychelles	SC
Anguilla	AI	Ethiopia	ET	Maldives	MV	Sierra Leone	SL
Antarctica	AQ	Falkland Islands (the) [Malvinas]	FK	Mali	ML	Singapore	SG
Antigua and Barbuda	AG	Faroe Islands (the)	FO	Malta	MT	Sint Maarten (Dutch part)	SX
Argentina	AR	Fiji	FJ	Marshall Islands (the)	MH	Slovakia	SK
Armenia	AM	Finland	FI	Martinique	MQ	Slovenia	SI
Aruba	AW	France	FR	Mauritania	MR	Solomon Islands	SB
Australia	AU	French Guiana	GF	Mauritius	MU	Somalia	SO
Austria	AT	French Polynesia	PF	Mayotte	YT	South Africa	ZA
Azerbaijan	AZ	French Southern Territories (the)	TF	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bahamas (the)	BS	Gabon	GA	Micronesia (Federated States of)	FM	South Sudan	SS
Bahrain	BH	Gambia (the)	GM	Moldova (the Republic of)	MD	Spain	ES
Bangladesh	BD	Georgia	GE	Monaco	MC	Sri Lanka	LK
Barbados	BB	Germany	DE	Mongolia	MN	Sudan (the)	SD
Belarus	BY	Ghana	GH	Montenegro	ME	Suriname	SR
Belgium	BE	Gibraltar	GI	Montserrat	MS	Svalbard and Jan Mayen	SJ
Belize	BZ	Greece	GR	Morocco	MA	Sweden	SE
Benin	BJ	Greenland	GL	Mozambique	MZ	Swaziland	CH
Bermuda	BM	Grenada	GD	Myanmar	MM	Syrian Arab Republic	SY
Bhutan	BT	Guadeloupe	GP	Namibia	NA	Taiwan (Province of China)	TW
Bolivia (Plurinational State of)	BO	Guam	GU	Nauru	NR	Tajikistan	TJ
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Nepal	NP	Tanzania, United Republic of	TZ
Bosnia and Herzegovina	BA	Guernsey	GG	Netherlands (the)	NL	Thailand	TH
Botswana	BW	Guinea	GN	New Caledonia	NC	Timor-Leste	TL
Bouvet Island	BV	Guinea-Bissau	GW	New Zealand	NZ	Togo	TG
Brazil	BR	Guyana	GY	Nicaragua	NI	Tokelau	TK
British Indian Ocean Territory (the)	IO	Haiti	HT	Niger (the)	NE	Tonga	TO
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nigeria	NG	Trinidad and Tobago	TT
Bulgaria	BG	Holy See (the)	VA	Niue	NU	Tunisia	TN
Burkina Faso	BF	Honduras	HN	Norfolk Island	NF	Turkey	TR
Burundi	BI	Hong Kong	HK	Northern Mariana Islands (the)	MP	Turkmenistan	TM
Cabo Verde	CV	Hungary	HU	Norway	NO	Turks and Caicos Islands (the)	TC
Cambodia	KH	Iceland	IS	Oman	OM	Tuvalu	TV
Cameroon	CM	India	IN	Pakistan	PK	Uganda	UG
Canada	CA	Indonesia	ID	Palau	PW	Ukraine	UA
Cayman Islands (the)	KY	Iran (Islamic Republic of)	IR	Palestine, State of	PS	United Arab Emirates (the)	AE
Central African Republic (the)	CF	Iraq	IQ	Panama	PA	United Kingdom of Great Britain and Northern Ireland	GB
Chad	TD	Ireland	IE	Papua New Guinea	PG	United States Minor Outlying Islands	UM
Chile	CL	Isle of Man	IM	Paraguay	PY	United States of America (the)	US
China	CN	Israel	IL	Peru	PE	Uruguay	UY
Christmas Island	CX	Italy	IT	Philippines (the)	PH	Uzbekistan	UZ
Cocos (Keeling) Islands (the)	CC	Jamaica	JM	Pitcairn	PN	Vanuatu	VU
Colombia	CO	Japan	JP	Poland	PL	Venezuela (Bolivarian Republic of)	VE
Comoros (the)	KM	Jersey	JE	Portugal	PT	Viet Nam	VN
Congo (the Democratic Republic of the)	CD	Jordan	JO	Puerto Rico	PR	Virgin Islands (British)	VG
Congo (the)	CG	Kazakhstan	KZ	Qatar	QA	Virgin Islands (U.S.)	VI
Cook Islands (the)	CK	Kenya	KE	Republic of North Macedonia	MK	Wallis and Futuna	WF
Costa Rica	CR	Kiribati	KI	Romania	RO	Western Sahara	EH
Croatia	HR	Korea (the Democratic People's Republic of)	KP	Russian Federation (the)	RU	Yemen	YE
Cuba	CU	Korea (the Republic of)	KR	Rwanda	RW	Zambia	ZM
Curaçao	CW	Kuwait	KW	Réunion	RE	Zimbabwe	ZW
Cyprus	CY	Kyrgyzstan	KG	Saint Barthélemy	BL		
Czechia	CZ	Lao People's Democratic Republic (the)	LA	Saint Helena, Ascension and Tristan da Cunha	SH		
Côte d'Ivoire	CI	Latvia	LV	Saint Kitts and Nevis	KN		
Denmark	DK	Lebanon	LB	Saint Lucia	LC		
Djibouti	DJ	Lesotho	LS	Saint Martin (French part)	MF		
Dominica	DM	Liberia	LR	Saint Pierre and Miquelon	PM		
Dominican Republic (the)	DO	Libya	LY	Saint Vincent and the Grenadines	VC		
Ecuador	EC	Liechtenstein	LI	Samoa	WS		

Annexure A1

CENTRAL KYC REGISTRY Know Your Customer (KYC) Application Form / Related Person

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. DETAILS OF RELATED PERSON (Please refer instruction D & E at the end)

Addition of Related Person Deletion of Related Person Updation KYC Number of related Person (if available*)

Related Person Type* Guardian of Minor Assignee Authorized Representative

Name* Prefix First Name Middle Name Last Name
 (If KYC number and name are provided, below details are optional)

Maiden Name

Father / Spouse Name

Mother Name

Date of Birth* DD MM YY YY

Gender* M-Male F-Female T-Transgender

PAN Form 60 furnished

2. PROOF OF IDENTITY AND ADDRESS*

I. Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone 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 Aadhaar

II. E-KYC Authentication

III. Offline verification of Aadhaar

PHOTO*

Address

Line 1*

Line 2

Line 3 City / Town / Village

District* Pin / Post Code State / U.T. Code ISO 3166 Country Code*

3. CURRENT ADDRESS DETAILS (Please refer instruction B 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 (anyone 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 Aadhaar

II. E-KYC Authentication

III. Offline verification of Aadhaar

IV. Deemed Proof of Address - Document Type code

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*

4. CONTACT DETAILS

Tel. (Off) - Tel. (Resi) - Mobile -

E-mail ID

5. REMARKS (If any)

6. 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.

Date : - -

Place :

Signature /Thumb Impression of Applicant

7. ATTESTATION FOR OFFICE USE ONLY (In Person Verification (IPV) Details)

Documents Received Certified Copies E-KYC data received from UIDAI Data received from Offline verification

Digital KYC Process Equivalent e-document Video Based KYC

KYC VERIFICATION CARRIED OUT BY	INSTITUTION DETAILS
Date <input type="text"/>	Name <input type="text"/>
Emp. Name <input type="text"/>	Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Emp. Code <input type="text"/>	<div style="border: 1px solid black; width: 100%; height: 100%;"></div> <p>(Institution Stamp)</p>
Emp. Designation <input type="text"/>	
Emp. Branch <input type="text"/>	
<div style="border: 1px solid black; width: 100%; height: 40px;"></div> <p>(Employee Signature)</p>	