Central KYC Registry | Know Your Customer (KYC) Application Form | Legal Entity/Other than Individuals



Important Instructions:

- A. Fields marked with '*' are mandatory fields.
- B. Tick '✓' wherever applicable.
- C. Please fill the date in DD-MM-YYYY format.
- D. Please fill the form in English and in BLOCK letters.
- 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 (\checkmark) 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		
(To be filled by financial institution	n) KYC Number		(Mandatory for H	KYC update request)
1. Entity Details* (Pl	ease refer instruction A at	the end)		
Name*				
Entity Constitution Type*	Others (Specify)	(Please refer instr	ruction B at the end)	
Date of Incorporation/Formation*	D D - M M - Y Y Y	Y Date o	f Commencement of Business	D D - M M - Y Y Y
Place of Incorporation/Formation*		Country of Incorporation/Form	nation* TIN or Equivaler	nt Issuing Country
PAN*				
TIN/GST Registration Number				
2. PROOF OF IDENT	「ITY (POI)* (Please refer in	nstruction B at the end)		
	respect of person authorised to to	· ·		
Certificate of Incorporation/Fo	ormation	Registra	tion Certificate Regn Certificate	No.
Memorandum and Articles of		nership Deed Trust De		<u> </u>
Resolution of Board/Managing		ver of Attorney granted to its manager,		t on its hehalf
Activity proof – 1 (For Sole Pr		vity proof – 2 (For Sole Proprietorship		
			Only)	
	e see instruction C at the e			
	e Address/Place of Busin tificate of Incorporation/Formation	Registration Certificate	Other Document	
Line 1*				
Line 2				
Line 3			City/Town/Village*	
District*	Pin/Post	t Code*	State/U.T Code*	ISO 3166 Country Code*
☐ 3.2 Local Address in	ı India (If different from a	bove)*		
Line 1*				
Line 2				
Line 3			City/Town/Village*	
District*	Pin/Post	t Code*	State/U.T Code*	ISO 3166 Country Code*
4. Contact Details (A	All communications will be sen	nt to Mobile number/Email-ID prov	vided may be used) (Please r	efer instruction D at the end)
Tel. (Off)		Fax -		
Mobile	Em;	ail ID		
Mobile -	Ema	ail ID		
5. Number of Relate	d Persons (Pleas	e fill Annexure A-2 for each re	elated persons & also refer	instruction E at the end)

6. Remarks (If any)						
7. Applicant Declaration (Please refer instruction G at the end)						
8. Attestation / For Office Use only Documents Received Certified Copies Equivalent e-document						
	Institution details					

Annexure A2 I Legal Entity I Other than Individuals 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 date in DD-MM-YY format.
- $\ensuremath{\mathsf{D}}.$ Please fill the form in English and in BLOCK letters.
- 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 (\checkmark) in the box available before the section number and strike off the sections not required to be updated.

application.								
For office use only (To be filled by financial institution)		plication Typ 'C Number	e* Nev	w Upo	date Del	lete (Mandat	ory for KYC upd	ate and delete request)
1. Details of Related Po	erson* (Ple	ease refer	instruction E	at the end				
Addition of Related Person				Related Persor		Undate F	Related Person [Notaile .
KYC Number of Related Perso		·)	Deletion of t	velated i ersor		C number is available, only 'i		
	Director	Promoter	Karta	Trustee	Partner	Court Appointme		Proprietor
	Beneficiary	Authorised		Benefici		Power of Attorne	_	Other (Please specify)
DIN (Director Identification Nur						/ if Related Person Type	,	
1.1 Personal Details (P	lease refer	instructio	n E at the en	d)				
	Prefix		First Name	- /	Midd	dle Name		Last Name
Name* (Same as ID proof)								
Maiden Name								
Father / Spouse Name*								
Mother Name								
Date of Birth*	D D - N	л M - Y	YYY					
Gender*	M- Male		F- Female)	T- Transgende	er		
Nationality*	N- Indiar	1	Others (IS	O 3166 Coun	try Code ()			
PAN*								
4.2 Droof of Identify on	d Addrood	* /Dlagge	rofor inatruot	ion E at the	and)			
1.2 Proof of Identity an							6.11 6.11	·
I Certified copy of OVD or equiv	valent e-docur	nent of OVD	or OVD obtained	through digita	al KYC process ne	eeds to be submitted (an	yone of the follo	wing OVDs)
A-Passport Number				-				☐ PHOTO*
B-Voter ID Card								
C-Driving Licence				Driving	Licence Expiry D	Date DD - MM	- Y Y Y Y	
D-NREGA Job Card								
E-National Population Re	egister Letter							
F-Proof of Possession of	f Aadhaar							
II E-KYC Authentication								
III Offline verification of Aad	dhaar							
Address								
Line 1*								
Line 3						City/Town/Vil	lane*	
District*			Pin/Post Code*		St	tate/U.T Code*	•	66 Country Code*
1.3 Current Address Do	etails (Plea	ase refer i		t the end)			100 011	Je country cour
Same as above mentioned	•			<u> </u>	ot be provided)			
Certified copy of OVD or equiv	valent e-docur	nent of OVD	or OVD obtained	I through digita	al KYC process ne	eds to be submitted (an	vone of the follo	wing OVDs)
A-Passport Number						(-	,	3,
B-Voter ID Card				1				
C-Driving Licence								
D-NREGA Job Card								
E-National Population Re	agister Latter							
F-Proof of Possession of	_							
🗖	i Adulidal	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX						
III Offline verification of Aac	onaar	XXXXX	XXXX					
IV Deemed PoA								
V Self-Declaration								

Address Line 1* Line 2 Line 3 District* 1.4 Contact Deta Tel. (Off) Email ID 2. Applicant Dec	- То	Pin/Post Code* De sent on provided Mobile el. (Res)	State/U.T Code	ease refer instruction D at the end)
inform you of any misleading or misrep I hereby declare the statute of legislation I hereby consent to address. I also pro CKYCR, and other p Date:	the details furnished above are true changes therein, immediately. Incas cresenting, I am aware that I may be I at I am not making this application for any notifications/directions issued receiving information from Central KY viding consent to MF/AMC/KRA to varticipating intermediaries as mandated in the control of the	se any of the above informationeld liable for it. or the purpose contravention of by any governmental or statutor C Registry through SMS/Email can share this KYC data with CKY	n is found to be false or untrue of any Act, Rules, Regulations or an y authority from time to time on the above registered number/ema (CR, download the information from	or Iy iil
Documents Received	Certified Copies Digital KYC Process	E-KYC data received fr		om Offline verification
KY	C documents verification carrie	ed out by		Institution details
Date: Emp. Name Emp. Code	D D - M M - Y Y Y	Y	Name Code	
Emp. Designation Emp. Branch	[Employee Signature]			[Institution Stamp]

Central KYC Registry | Instructions / Check list / Guidelines for filling Legal Entity / Other than Individuals KYC Application Form

A. Clarification / Guidelines on filling 'Entity Details' section

1. Entity Constitution Type

A – Sole Partnership H – Trust O – Artificial Juridical Person
B – Partnership Firm I – Liquidator P – International Organisation or

C – HUF J – Limited Liability Partnership Agency/Foreign Embassy or Consular Office, etc.

D – Private Limited Company K – Artificial Liability Partnership Q – Not Categorized

E – Public Limited Company L – Public Sector Banks R – Others

F – Society M – Central/State Government Department or Agency S – Foreign Portfolio Investors

G - Association of Persons (AOP)/Body of Individuals (BOI) N - Section 8 Companies (Companies Act, 2013)

B. Clarification / Guidelines on filling 'Proof of Identity [POI]' section

- A. 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.
- B. Please refer to the relevant instructions issued by the regulator regarding applicable documents for the legal entity.
- C. Certified copy of document or equivalent e-document or OVD obtained through Digital KYC process to be submitted.
- D. '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.
- E. 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.
- F. 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

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

D. Clarification/Guidelines for filling 'Related Person Details' section

- A. Please mention two-digit 'country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-999999999).
- B. Do not add '0' in the beginning of Mobile number.

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

- 1. 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.
- 2. 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.
- 3. If KYC number of Related Person is available, no other details except 'Person Type' and 'Name of the Related' are required.
- 4. Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents while uploading on CKYCR.

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

G. List of people authorized to attest the documents after verification with the originals:

- 1. Authorised officials of Asset Management Companies (AMC).
- 2. Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.
- 3. KYD compliant mutual fund distributors.
- 4. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
- In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.
- 6. Government authorised officials who are empowered to issue Apostille Certificates.

General instructions:

- 1. Self-Certification of documents is mandatory.
- 2. Copies of all documents that are submitted need to be compulsorily self-attested by the applicant 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 list mentioned under [F].
- 3. If any proof of identity or address is in a foreign language, then translation into English is required duly attested by the official as indicated above
- 4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
- 5. If current & permanent addresses 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 and overseas address proof is mandatory.
- 8. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.

List of two digit state / U.T codes as per Indian Motor Vehicle Act, 1988

State/U.T	Code	State/U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP
Andhra Pradesh	AP	Jammu & Kashmir	JK
Arunachal Pradesh	AR	Jharkhand	JH
Assam	AS	Karnataka	KA
Bihar	BR	Kerala	KL
Chandigarh	CH	Lakshadweep	LD
Chhattisgarh	CG	Madhya Pradesh	MP
Dadra and Nagar Haveli	DN	Maharashtra	MH
Daman & Diu	DD	Manipur	MN
Delhi	DL	Meghalaya	ML
Goa	GA	Mizoram	MZ
Gujarat	GJ	Nagaland	NL
Haryana	HR	Orissa	OR

State/U.T	Code
Pondicherry	PY
Punjab	PB
Rajasthan	RJ
Sikkim	SK
Tamil Nadu	TN
Telangana	TS
Tripura	TR
Uttar Pradesh	UP
Uttarkhand	UA
West Bengal	WB
Other	XX

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	GO	Macao	MO	Sao Tome and Principe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	Al	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
	AG	` ′	FO	Maldives		· '	SL
Antigua and Barbuda		Faroe Islands			MV	Sierra Leone	
Argentina	AR	Fiji	FJ	Mali	ML	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Marshall Island	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Martinique	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Mauritania	MR	Solomon Island	SB
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	SO
Bahamas	BS	Gabon	GA	Moyotte	YT	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MΧ	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	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	SI
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
	ВО		GU			Switzerland	CH
Bolivia, Plurinational State of		Guam		Myanmar	MM		
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Namibia	NA	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	MZ	Taiwan province of China	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	10	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	Iran, Islamic Republic of	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		IM				AE
China	CN	Isle of Man	IL	Panama	PA PG	United Arab Emirates	GB
		Israel		Papua New Guinea		United Kingdom	
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	Pitcaim	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	VE
Cook Islands	CK	Kenya	KE	Puerto Rica	PR	Viet Nam	VN
Costa Rica	CR	Kiribati	KI	Qatar	OA	Virgin Islands, British	VG
Cote d'Ivoire Code d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion Reunion	RE	Virgin Island, U.S.	VI
Croatia	HR	Korea, Republic	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao Curacao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy Saint Barthelemy	BL	Zambia	ZM
Czech Republic	CZ	Latvia	LV	Saint Barthelemy Saint Barthelemy Saint Helena, Ascensino and Tristan da Cunha	SH	Zimbabwe	ZW
Ozcori Nepublic		Lebanon		Saint Helena, Ascensino and Tristan da Cunha Saint Kittsand Nevis	KN	ZITIDADWC	ZVV
Donmark			LB	Dailli Killsano Nevis	NIN		
Denmark Djibouti	DK DJ	Lesotho	LS	Saint Lucia	LC		

CHECKLIST FOR ADDITIONAL DOCUMENTS

Type of entity	Documentary requirements	Type of entity	Documentary requirements
A – Sole Partnership	 PAN Certificate of Incorporation / Formation Board Resolution ASL / POA issued Activity Proof (1) Activity Proof (2) Proof of address document 	K – Artificial Liability Partnership	 PAN Certificate of Incorporation / Formation Board Resolution ASL / POA issued Proof of address document
B – Partnership Firm	 PAN Certificate of Incorporation / Formation Board Resolution ASL / POA issued Partnership Deed Proof of address document 	L – Public Sector Banks	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document
C – HUF	PAN HUF Deed/List of Co-parceners Proof of address document	M – Central/State Government Department or Agency	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document
D – Private Limited Company	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document 	N – Section 8 Companies (Companies Act, 2013)	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document
E – Public Limited Company	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document 	O – Artificial Juridical Person	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document
F – Society	 PAN Certificate of Incorporation / Formation Board Resolution ASL / POA issued Society Deed Proof of address document 	P – International Organisation or Agency/Foreign Embassy or Consular Office, etc.	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document
G – Association of Persons (AOP)/Body of Individuals (BOI)	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document 	Q – Not Categorized	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document
H – Trust	 PAN Certificate of Incorporation / Formation Board Resolution ASL / POA issued Trust Deed Proof of address document 	R – Others	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document
I – Liquidator	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document 	S – Foreign Portfolio Investors	 PAN Certificate of Incorporation / Formation MOA / AOA / Constitution documents Board Resolution ASL / POA issued Proof of address document FATCA / CRS form UBO form
J – Limited Liability Partnership	 PAN Certificate of Incorporation / Formation Board Resolution ASL / POA issued Proof of address document 		