

**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 (-) 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) KYC Number

(Mandatory for KYC update request)

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

Name*

Entity Constitution Type*

 Others (Specify)

(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

 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 see 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

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

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)

A. Clarification / Guidelines for filing Entity Details section

1 Entity Constitution Type

A - Sole Proprietorship
 B - Partnership Firm
 C - HUF
 D - Private Limited Company
 E - Public Limited Company
 F - Society
 G - Association of Persons (AOP) / Body of Individuals (BOI)

H - Trust
 I - Liquidator
 J - Limited Liability Partnership
 K - Artificial Liability Partnership
 L - Public Sector Banks
 M - Central/State Government Department or Agency
 N - Section 8 Companies (Companies Act, 2013)

O - Artificial Juridical Person
 P - International Organisation or Agency / Foreign Embassy or Consular Office etc.
 Q - Not Categorized
 R - Others
 S - Foreign Portfolio Investors

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 filing 'Proof of Identity [PoI]' section

- 1 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.
- 2 Please refer to the relevant instructions issued by the regulator regarding applicable documents for the legal entity.
- 3 Certified copy of document or equivalent e-document or OVD obtained through Digital KYC process to be submitted.
- 4 '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.
- 5 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.
- 6 KYC requirements for Foreign Portfolio Investors (FPIs) will be as specified by the concerned regulator from time to time.

C. Clarification / Guidelines for filing 'Proof of Address [PoA]' section

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

D. Clarification / Guidelines for filing '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 'V' in the beginning of Mobile number.

E. Clarification / Guidelines for filing '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 Person' are required.
- 4 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.

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	Pondichery	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
Assam	AS	Jharkhand	JH	Rajasthan	RJ
Bihar	BR	Karnataka	KA	Sikkim	SK
Chandigarh	CH	Kerala	KL	Tamil Nadu	TN
Chattisgarh	CG	Lakshadweep	LD	Telangana	TS
Dadra and Nagar Haveli	DN	Madhya Pradesh	MP	Tripura	TR
Daman & 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	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Åland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Albania	AL	Egypt	EG	Lithuania	LT	Sainto	WS
Algeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SM
American Samoa	AS	Equatorial Guinea	GQ	Macao	MO	San Tomé and Príncipe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AO	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV	Sierra Leone	SL
Argentina	AR	Fiji	FJ	Malta	MT	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Australia	AU	France	FR	Marshall Island	MH	Slovakia	SK
Austria	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	Mozambique	MZ	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Germany	DE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Georgia	GE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Morocco	MA	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	Swatara and Jan Mayen	SI
Bermuda	BM	Grenada	GD	Mozambique	MA	Sweden	SE
Bhutan	BT	Guadeloupe	GP	Nicaragua	NI	Sweden	SE
Bolivia, Plurinational State of	BO	Guam	GU	Niger	NE	Switzerland	CH
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Nigeria	NG	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guinea	GN	Norfolk Island	NF	Taiwan, province of China	TW
Botswana	BW	Guinea-Bissau	GW	Northern Mariana Islands	MP	Tajikistan	TJ
Bouvet Island	BV	Guyana	GY	Norway	NO	Tanzania, United Republic of	TZ
Brazil	BR	Haiti	HT	New Zealand	NZ	Thailand	TH
British Indian Ocean Territory	IO	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Brunei Darussalam	BN	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Bulgaria	BG	Honduras	HN	Nigeria	NG	Tonga	TO
Burkina Faso	BF	Hong Kong	HK	Norfolk Island	NF	Trinidad and Tobago	TT
Burundi	BI	Hungary	HU	Northern Mariana Islands	MP	Tunisia	TN
Cabo Verde	CV	Iceland	IS	Norway	NO	Turkey	TR
Cambodia	KH	India	IN	Oman	OM	Turkmenistan	TM
Cameroon	CM	Indonesia	ID	Pakistan	PK	Turks and Caicos Islands	TC
Canada	CA	Iran, Islamic Republic of	IR	Paraguay	PY	Tuvalu	TV
Cayman Islands	KY	Iraq	IQ	Peru	PE	Uganda	UG
Central African Republic	CF	Ireland	IE	Papua New Guinea	PG	Ukraine	UA
Chad	TD	Isle of Man	IM	Paraguay	PY	United Arab Emirates	AE
Chile	CL	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
China	CN	Italy	IT	Paraguay	PY	United States	US
Christmas Island	CX	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Cocos (Keeling) Islands	CC	Japan	JP	Philippines	PH	Uruguay	UY
Colombia	CO	Jersey	JE	Poland	PL	Uzbekistan	UZ
Comoros	KM	Jordan	JO	Portugal	PT	Viet Nam	VN
Congo	CG	Kazakhstan	KZ	Puerto Rico	PR	Virgin Islands, British	VG
Congo, the Democratic Republic of the	CD	Kenya	KE	Qatar	QA	Virgin Islands, U.S.	VI
Cook Islands	CK	Korea, Democratic People's Republic of	KP	Reunion (France)	RE	Wallis and Futuna	WF
Costa Rica	CR	Korea, Republic of	KR	Romania	RO	Western Sahara	EH
Cote d'Ivoire (Côte d'Ivoire)	CI	Kuwait	KW	Russian Federation	RU	Yemen	YE
Croatia	HR	Kyrgyzstan	KG	Rwanda	RW	Zambia	ZM
Cuba	CU	Lao People's Democratic Republic	LA	Saint Barthélemy (Saint-Barthélemy)	BL	Zimbabwe	ZW
Curaçao (Curaçao)	CW	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH		
Cyprus	CY	Lebanon	LB	Saint Kitts and Nevis	KN		
Czech Republic	CZ	Lesotho	LS	Saint Lucia	LC		
Denmark	DK	Liberia	LR	Saint Martin (French Part)	MF		
Djibouti	DJ						
Dominica	DM						