

**ADDITIONAL KYC APPLICATION FORM FOR INDIVIDUAL APPLICANT  
AS APPLICABLE TO CENTRAL KYC RECORDS REGISTRY (CKYCR)**

*(As per SEBI Circular dated 21/07/2016, Intermediaries are required to update following information related to KYC in addition to that provided on KRA-KYC form at CKYCR effective 01/08/2016)*

- Please read the instructions carefully before filling this form.
- For State/Union Territory Codes or Country codes, refer the code list and use the correct code.
- This form is to be submitted with Account Opening Form & also with KYC Modification Form. Joint-holders of demat account to submit along with their KRA-KYC Form. If already registered with KRA, then please submit this form duly filled to complete CKYCR registration

Application Type		<input type="checkbox"/> New			<input type="checkbox"/> Update									
KYC Number <i>(mandatory for KYC updation)</i>														
Account Type		<input type="checkbox"/> Normal			<input type="checkbox"/> Simplified			<input type="checkbox"/> Small						
<b>PERSONAL DETAILS</b>														
	Prefix	First name			Middle Name			Last Name						
Applicant Name *														
Name of Father *														
Name of Mother *														
Name of Spouse *														
Maiden Name * <i>(for married female applicant)</i>														
Gender*:		<input type="checkbox"/> M - Male			<input type="checkbox"/> F - Female			<input type="checkbox"/> T – Transgender						
Marital Status*:		<input type="checkbox"/> Married			<input type="checkbox"/> Unmarried			<input type="checkbox"/> Others						
Citizenship *		<input type="checkbox"/> IN – Indian			<input type="checkbox"/> Others (ISO 3166 Country Code)									
Residential Status *		<input type="checkbox"/> Resident Individual			<input type="checkbox"/> Non Resident Indian									
		<input type="checkbox"/> Person of Indian Origin			<input type="checkbox"/> Foreign National									
<b>ADDRESSES (mandatory information)</b>														
<b>Correspondence / Local Address *</b>														
City*:				District*:				State/U.T Code*:						
ISO 3166 Country Code*:						Pin/Post Code:								
<b>Permanent / Overseas Address</b>														
City*:				District*:				State/U.T Code*:						
ISO 3166 Country Code*:						Pin/Post Code*:								
<b>Address in the jurisdiction where applicant is Resident outside India for tax purpose (if applicable)</b>														
City*:						State*:								
ISO 3166 Country Code*:								ZIP/Post Code*:						
<b>DETAILS OF RELATED PERSON (in case of additional related persons, please fill "Annexure B1")</b>														
<input type="checkbox"/> Addition of Related Person							<input type="checkbox"/> Deletion of Related Person							
Type	<input type="checkbox"/> Guardian of Minor			<input type="checkbox"/> Assignee			<input type="checkbox"/> Authorised Representative							
KYC Number														
Name	Mr./Mrs./Ms./Dr.													
<i>If KYC number &amp; name is provided then below details of related person are optional</i>														
Proof of Identity of Related Person <i>(any one document to be submitted)</i>		<input type="checkbox"/> C - PAN Card: _____												
		<input type="checkbox"/> E - UID (Aadhaar): _____												
		<input type="checkbox"/> A - Passport Number: _____ Expiry Date: __/__/____												
		<input type="checkbox"/> B - Voter ID Card: _____												
		<input type="checkbox"/> D - Driving Licence Number: _____ Expiry Date: __/__/____												
		<input type="checkbox"/> F - NREGA Job Card: _____												
<input type="checkbox"/> Z - Others <i>(any document notified by Central government):</i> _____ Identification Number: _____														
<input type="checkbox"/> S - Simplified Measures Account – Document Type Code <input type="checkbox"/> <input type="checkbox"/> Identification Number: _____														

REMARKS (if any)											
<b>APPLICANT'S DECLARATION</b>											<b>APPLICANT'S SIGNATURE / THUMB IMPRESSION ↓</b>
<ul style="list-style-type: none"> <li>I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. 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.</li> <li>I hereby consent to receiving information from Central KYC Registry through SMS/E-mail on my Mobile number / E-mail address given on KYC Form</li> </ul>											
DATE			---			2	0			Place	
ATTESTATION/FOR OFFICE USE ONLY:			Documents Received				<input type="checkbox"/> Certified Copies				
KYC VERIFICATION CARRIED OUT DATE			---			2	0				
EMPLOYEE NAME						EMPLOYEE DESIGNATION					
EMPLOYEE CODE		EMPLOYEE BRANCH (PLACE)					EMPLOYEE SIGNATURE				
INSTITUTION DETAILS	PRABHUDAS LILLADHER PVT. LTD										
INSTITUTION CODE						INSTITUTION STAMP					

#### INSTRUCTIONS/GUIDELINES

- Please state name with Prefix (Mr./Mrs./Ms./Dr.)
- The name should match the name as mentioned in the Proof of Identity (i.e. PAN Card) submitted failing which the application is liable to be rejected.
- Father's name is mandatory in case PAN is not available.
- District, City, State, Country & Pin-code is mandatory for all addresses in India.
- In KRA-KYC Form under Contact Details, please mention 2-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.
- In case of landline telephone numbers, please mention STD or ISD code and then the telephone number.
- Applicant must register his/her own Mobile Number & E-mail ID with Stock-broker / Depository Participant as per SEBI guidelines. However, client under a "family" can seek registration of Mobile number/E-mail ID owned by a family member restricted to spouse, dependant father, dependent mother, dependent son & dependant daughter as per SEBI.

#### DOCUMENTS ACCEPTED AS PROOF OF IDENTITY & ADDRESS BY CKYC RECORDS REGISTRY

- In case of 'Normal' Accounts, any one of the six Officially Valid Documents (OVDs) i.e. PAN, Aadhaar, Voter ID, Passport, Driving Licence, NREGA Job card are accepted as proof of identity & address
- In case of 'Simplified Measures' Account any one of the following documents under proof of identity & proof of address are accepted
  - Proof of Identity:
    - Identity Card with applicant's photograph issued by Central/State Government Department or Statutory / Regulatory authority or Public Sector Undertaking or Scheduled Commercial Bank or Public Financial Institution
    - Letter issued by Gazetted Officer, with duly attested photograph of the person
  - Proof of Address:
    - Utility Bill not more than 2 months old (i.e. Electricity Bill, Telephone Bill, post-paid Mobile Phone Bill, Piped Gas Bill, & Water Bill)
    - Property or Municipal Tax Receipt
    - Bank Account or Post Office Savings Bank Account Statement
    - Pension or Family Pension Payment Orders (PPO) bearing address issued to retired employees by Government Departments or public sector undertakings
    - Letter of allotment of accommodation from employer or Leave & License agreements allotting official accommodation issued by Central/State Government Department or Statutory / Regulatory authority or Public Sector Undertaking or Scheduled Commercial Bank or Public Financial Institution or listed companies
    - Documents issued by Government departments of foreign jurisdictions or by Foreign Embassy or Mission in India<sup>1</sup>

#### GENERAL INFORMATION ON KYC REGISTRATION WITH CKYC RECORDS REGISTRY

- Small' accounts are not applicable for accounts to be opened in securities market
- CERSAI, performing the function of CKYCR, is a centralized repository of KYC records of customers in financial sector with uniform KYC norms & inter-usability of KYC records across the sector. The KYC data and documents are stored in a digitally secure electronic format.
- If a bank or mutual fund or insurance company or pension fund has uploaded their client's KYC data with CKYCR, then stock-broker or DP can fetch the same KYC data to open Broking/Demat account or vice-versa. They need not ask for fresh proof of Identity and Address unless client's details have changed
- CKYCR has a unique 14-digit** KYC Number for each applicant. The applicant needs to quote this ID in all applications where KYC details are to be given. Data is de-duplicated under various parameters to ensure single KYC identifier per applicant.

**GENERAL INSTRUCTIONS:**

- 1 Fields marked with '\*' are mandatory fields.
- 2 Tick '✓' wherever applicable.
- 3 Self-Certification of documents is mandatory.
- 4 Please fill the form in English and in BLOCK Letters.
- 5 Please fill all dates in DD-MM-YYYY format.
- 6 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.
- 7 KYC number of applicant is mandatory for updation of KYC details.
- 8 For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated
- 9 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**

- 1 **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.
- 2 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**

- 1 **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**

- 1 If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- 2 Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.
- 3 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**

- 1 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.
- 2 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- 3 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**

- 1 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.
- 2 In case of multiple correspondence / local addresses, Please fill '**Annexure A1**'

**F 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.

**G Clarification / Guidelines on filling 'Related Person details' section**

- 1 Provide KYC number of related person if available.

**H Clarification / Guidelines on filling 'Related Person details – Proof of Identity [PoI] of Related Person' section**

- 1 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	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	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	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	SJ
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bolivia, Plurinational State of	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	Tanzania, United Republic of	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	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	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
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	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	CI	Korea, Democratic People's Republic of	KP	Reunion	RE	Virgin Islands, U.S.	VI
Croatia	HR	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	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		