

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 (To be filled by financial institution)

Application Type* New Update

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
<input type="checkbox"/> 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"/>
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

District* Pin/Post Code* State/U.T Code* City / Town / Village* 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

Address

Line 1*

Line 2

Line 3

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

A. Clarification / Guidelines on filling '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 be rejected.
- 2 One the following is mandatory : Mother's name, Spouse's name, Father's name.

B. Clarification / Guidelines on filling 'Current Address details' section

- 1 In case of deemed PoA such as utility bill, the document need not be uploaded on CKYCR
- 2 PoA to be submitted only if the submitted PoI does not have current address or address as per PoI is invalid or not in force.
- 3 State / U.T 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) 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.
- 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, 2005.

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 & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Anhra 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	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	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	Malta	MT	Singapore	SG
America	AM	Finland	FI	Marshall Island	MH	Sint Maarten (Dutch part)	SX
Australia	AU	France	FR	Marlinique	MQ	Slovakia	SK
Austria	AT	French Guiana	GF	Mauritania	MR	Slovenia	SI
Azerbaijan	AZ	French Polynesia	PF	Mauritius	MU	Solomon Island	SB
Bahamas	BS	French Southern Territories	TF	Mexico	MX	Somalia	SO
Bahrain	BH	Gabon	GA	Moyotte	YT	South Africa	ZA
Bangladesh	BD	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Barbados	BB	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Belarus	BY	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belgium	BE	Ghana	GH	Monaco	MC	Sri Lanka	LK
Belize	BZ	Gibraltar	GI	Mongolia	MN	Sudan	SD
Benin	BJ	Greece	GR	Montenegro	ME	Suriname	SR
Bermuda	BM	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	SI
Bhutan	BT	Grenada	GD	Morocco	MA	Swaziland	SZ
Bolivia, Plurinational State of	BO	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bonaire, Sint Eustatius and Saba	BQ	Guam	GU	Myanmar	MM	Switzerland	CH
Bosnia and Herzegovina	BA	Cuatemala	CT	Namibia	NA	Syrian Arab Republic	SY
Botswana	BW	Guernsey	GG	Nauru	NZ	Taiwan province of china	TW
Bouvet Island	BV	Guinea	GN	Nepal	NP	Tajikistan	TJ
Brazil	BR	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
British Indian Ocean Territory	IO	Guyana	GY	New Caledonia	NC	Thailand	TH
Brunei Darussalam	BN	Haiti	HT	New Zealand	NZ	Timor-Leste	TL
Bulgaria	BG	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Burkina Faso	BF	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Burundi	BI	Honduras	HN	Nigeria	NG	Tonga	TO
Cabo Verde	CV	Hongkong	HK	Niue	NU	Trinidad and Tobago	TT
Cambodia	KH	Hungary	HU	Norfolk Island	NF	Tunisia	TN
Cameroon	CM	Iceland	IS	Northern Mariana Islands	MP	Turkey	TR
Canada	CA	India	IN	Norway	NO	Turkmenistan	TM
Cayman Islands	KY	Indonesia	ID	Oman	OM	Turks and Caicos Islands	TC
Central African Republic	CF	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	TV
Chad	TD	Iraq	IQ	Palau	PW	Uganda	UG
Chile	CL	Ireland	IE	Palestine, State of	PS	Ukraine	UA
China	CN	Isle of Man	IM	Panama	PA	United Arab Emirates	AE
Christmas Island	CX	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
Cocos (Keeling) Islands	CC	Italy	IT	Paraguay	PY	United States	US
Colombia	CO	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Comoros	KM	Japan	JP	Philippines	PH	Uruguay	UY
Congo	CG	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo, the Democratic Republic of the	CD	Jordan	JO	Poland	PL	Vanuatu	VU
Cook Islands	CK	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	VE
Costa Rica	CR	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Cote d'Ivoire Cote d'Ivoire	CI	Kiribati	KI	Qatar	QA	Virgin Islands, British	VG
Croatia	HR	Korea, Democratic People's Republic of	KP	Reunion Reunion	RE	Virgin Island, U.S.	VI
Cuba	CU	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
Curacao Curacao	CW	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Cyprus	CY	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Czech Republic	CZ	Lao People's Democratic Republic	LA	Saint Barthelemy Saint Barthelemy	BL	Zambia	ZM
Denmark	DK	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Djibouti	DJ	Lebanon	LB	Saint Kitts and Nevis	KN		
Dominica	DM	Lesotho	LS	Saint Lucia	LC		
		Liberia	LR	Saint Martin (French Part)	MF		