



**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)

<input type="checkbox"/> A - Passport Number	<input type="text"/>	<input type="checkbox"/> B - Voter ID Card	<input type="text"/>
<input type="checkbox"/> C - Driving License	<input type="text"/>		
<input type="checkbox"/> D - NREGA Job Card	<input type="text"/>		
<input type="checkbox"/> E - National Population Register Letter	<input type="text"/>		
<input type="checkbox"/> F - Proof of Possession of Aadhaar	<input type="text"/>		

**II) E-KYC Authentication**  **III) Offline verification of Aadhaar**

**IV) Deemed Proof of Address - Document Type code**  (Please refer instruction B (6) at the end)

**Address**  
Line 1\*   
Line 2   
Line 3   
City/Town/Village\*  District\*  Pin/Post Code\*   
State/U.T  State/U.T Code\*  Country  ISO 3166 Country Code\*

**4. Contact Details (All communications will be sent to Mobile Number / Email-ID provided) (Please refer instruction C at the end)**

Tel. (Off.)  -  Tel. (Res.)  -   
Mobile  -   
Email ID

**5. Remarks (If any)**

**6. Applicant 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. My personal/ KYC details may be shared with Central KYC Registry.
- 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**

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 (To be completed mandatorily)**

Employee Name   
Employee Code  Employee EIN   
Designation   
Branch   
Sol ID   
Date --

Employee Signature

**Institution Details**

Name   
Code

Institution Stamp

**Instructions / Check list / Guidelines for filling Individual KYC Application Form**
**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 **Proof of Address** such as utility bill, the document need not be uploaded on CKYCR.
2. **Proof of Address** to be submitted only if the submitted **Proof of Identity** does not have current address or address as per **Proof of Identity** 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. The Bank 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. 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.