

CUSTOMER INFORMATION FORM | Know Your Customer (KYC) LEGAL ENTITY

Important Instructions:

- A. Fields marked with *are mandatory.
 B. Please fill the form in English and in BLOCK letters.
 C. List of two character ISO 3166 country codes is available at the end.
 D. List of state/ UT code as per Indian motor Vehicle Act 1988 is available at the end.
 E. KYC number of entity is mandatory for update application.

For office use only

(To be filled by financial institution)

Application Type*

☐ New

☐ Update

KYC Number

(Mandatory for KYC update request)

Account Holder Type*

US Reportable ☐

Other Reportable ☐

(Please refer instruction A at the end)

Entity Constitution Type*

☐ (Please refer instruction B at the end)

Nature of Business

(Please refer Occupation Code on Page 4)

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

Name*

Date of Incorporation*

Date of Commencement of Business*

Place of Incorporation*

Country of Incorporation*

Country of Residence as per Tax laws*

Identification Type

☐

Tax Identification Number(TIN)

TIN issuing Country

PAN

GST / Sales Tax / Service Tax No.

Number of controlling person (s) resident outside India for tax purposes

Annual Turnover

(Please provide details of each Controlling Person resident outside India for Tax purposes, in separate Customer Information Form)

2. PROOF OF IDENTITY (PoI)* (Please refer instruction D at the end)

(Certified copy of anyone of the following Proof of Identity (PoI) needs to be submitted)

☐ Certificate of Incorporation / Formation

☐ Registration Certificate

☐ Resolution of Board /Managing Committee

☐ Memorandum and Article of Association/ Partnership Deed / Trust Deed

☐ Officially valid documents (s)in respect of person authorized to transact

☐ Other (Specify).....

Pol Type

Pol No.

Pol Expiry Date

3. PROOF OF ADDRESS (PoA)* (Certified copy of the Proof of Address (PoA) needs to be submitted) (Please see instruction E at the end)

PoA Type

PoA No.

PoA Expiry Date

3.1 PERMANENT ADDRESS DETAILS*

Address Type*

☐ Residential / Business

☐ Residential

☐ Business

☐ Registered Office

☐ Unspecified

Proof of Address*

☐ Certificate of Incorporation / Formation

☐ Registration Certificate

Line 1*

Line 2

Line 3

City/ Town /village*

State / U.T Code*

Pin / Post Code*

ISO 3166 Country Code*

3.2 COMMUNICATION ADDRESS DETAILS*

☐ Same as Permanent address details

Address Type*

☐ Residential / Business

☐ Residential

☐ Business

☐ Registered Office

☐ Unspecified

Proof of Address*

☐ Certificate of Incorporation / Formation

☐ Registration Certificate

Line 1*

Line 2

Line 3

City/ Town /village*

State / U.T Code*

Pin / Post Code*

ISO 3166 Country Code*

3.3 ADDRESS IN THE JURISDICTION WHERE ENTITY IS RESIDENT OUTSIDE INDIA FOR TAX PURPOSES*

☐ Same as Permanent / Overseas address details

☐ Same as correspondence / Local address details

Address Type*

☐ Residential / Business

☐ Residential

☐ Business

☐ Registered Office

☐ Unspecified

Proof of Address*

☐ Certificate of Incorporation / Formation

☐ Registration Certificate

Line 1*

Line 2

Line 3

City/ Town /village*

State*

Zip / Post Code*

ISO 3166 Country Code*

4. CONTACT DETAILS (All communications will be sent on provided Mobile No./Email ID) (Please refer instruction F at the end)

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

5. REMARKS (If any)

6. APPLICANT DECLARATION

- We hereby declare that the furnished above are true and correct to the best of my our knowledge and belief and I/we undertake to inform you of any changes there in immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/we am/are aware that I/we may be held liable or it.
- My /Our personal KYC details may be shared with central KYC Registry.
- I/We hereby consent to receiving information from Central KYC Registry through SMS Email on the above registered number/email address.

Signature of Authorized Signatory I

Signature of Authorized Signatory II

Signature of Authorized Signatory III

Date:

Place:

(Authorized Signatories should sign, affixing rubber stamp of the entity)

7. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ☐ Self - Certified ☐ True Copies ☐ Notary ☐ Risk Category ☐ High ☐ Medium ☐ Low

IN PERSON VERIFICATION CARRIED OUT BY

Identify Verification: ☐ Done Date
 Emp. Name
 Emp. Code
 Emp. Designation
 Emp. Branch

[Employee Signature]

INSTITUTION DETAILS

Name:
 Code:

[Institution Stamp]

CENTRAL KYC REGISTRY / Instructions/ Check List / Guidelines for filling legal Entity KYC Application Form

General Instructions:

1. Fields Marked with '*' are mandatory.
2. Tick wherever applicable.
3. Please fill the form in English and BLOCK Letters.
4. Please fill the Date in DD- MM- YYYY format.
5. Wherever state code and country code is to be furnished, the same should be the two digit code as per the Indian Motor Vehicle, 1988 and ISO 1366 country code.
6. KYC number of applicant is mandatory of application.
7. For particular section is update, please tick in the box available before the section number and strike off the sections not required to be update.

A Clarification/Guidelines for filling 'Account Holder 'type sections

US reportable

- F1 Owner Documents FI with specified US owner(s)
- F2 Passive non- financial entity with substantial owner(s)
- F3 Non- participating FFI
- F4 specified US person
- F5 Direct Reporting NFFE
- XX Not applicable

Other Reportable

- C1 Passive Non- Financial entity with one or more controlling person that is reportable person
- C2 Other reportable person
- C3 Passive non- Financial entity that is a CRS Reportable
- XX Not applicable

B Clarification/Guidelines for filling 'Nature of Business' /Entity Constitutions 'type sections

Entity Constitutions 'type

- A. Sole proprietorship
- B. Partnership Firm
- C. HUF
- D. Private Limited Company
- E. Public Limited Company
- F. Society

- H. Trust
- I. Liquidator
- J. Limited Liability Partnership
- K. Artificial Juridical Person
- Z. Others
- X. Not Categorized

C Clarification/Guidelines for filling Entity Constitutions Details sections

Identification Type:

- T- TIN
- C- Company Identification Number
- G- US GIIN
- E- Global Entity Identification Number (EIN)
- O- Other

D Clarification/Guidelines for filling Proof of Identity (Pol) sections

1. Certified copy of any one of the mentioned proof of identity (Pol) needs to be submitted

E Clarification/Guidelines for filling Proof of Address (PoA) sections

1. Site / UT Code and Pin / Post code will not be mandatory for Overseas Addresses.
2. In case of multiple correspondence / local addresses please fill Annexure A2'

F Clarification/Guidelines for filling Contact Details Section

1. Please mention Two digit country code and 10 digit mobile no (e.g for Indian Mobile Number mention 91+ 99999 99999)
2. Do not add 'O' in the beginning of Mobile no.

G Clarification/Guidelines for filling Related Person Details**I. Personal Details**

1. Name : Please state the name with the prefix (Mr/ Mrs/ Ms / Dr/ etc) the name should match the name as mentioned in the proof of identity submitted to failing which the application is liable to be rejected
2. Either Father's name or spouse's to be mandatorily furnished In case PAN is not available father's name is mandatory.

II. Resident Outside India for Tax Purposes

1. **Jurisdiction(s) of Residence:** It may be mentioned that since the US Taxes the global income of its citizen, every US citizen of whatever nationality, is also a resident of tax purpose in USA
2. **Tax Identification Number:** 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 (Functional equivalent) In the same may be reported. Examples of that type of number for individual include, a social security / insurance number, citizen and personal identifications / service code / number and resident registration number)

III Proof for identity (Pol)

1. It driving License number or passport is provided as a Pol expiry date is to be mandatory furnished.
2. Mention identification/ reference number if Z others (any document notified by the central government) is ticked

IV Proof of Address (PoA)

1. PoA to be submitted only if the submitted Pol does not have an address as per Pol is invalid or not in force.
2. Site / UT Code and Pin / Post code will not be mandatory for Overseas Addresses.

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

State / UT	Code	State / UT	Code	State / UT	Code
Andaman & Nicobar	AN	Arunachal Pradesh	AR	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
Chattisgrah	CG	Madhya Pradesh	MP	Tripura	TR
Dadra & Nagar Hawali	DN	Maharashtra	MH	Uttar Pradesh	UP
Daman & Diu	DD	Manipur	MN	Uttarakhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	VB
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 Island	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Alabnia	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	ER	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua & 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
Azrbaijan	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 state of	FM	South sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Monaco	MC	Sri Lankha	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Suden	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,pluri national state of	BO	Guam	GU	Myanmar	MM	Switzerland	CH
Bon aire sint Eustatius and saba	BQ	Guatemala	GT	Namibia	NA	Syrian Arab Republic	SY
Bosnia & Heizegovina	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				
British Indian Ocean Territory	IO	Haiti	HT				
Brunei Draussalam	BN	Heard Island and	HM				

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Bulgaria	BG	Mc Donald Islands		New Caledonia	NC	Thailand	TH
Burkina Faso	BF	Holy see (Vatican City state)	VA	New Zealand	NZ	Timor, Leste	TL
Burundi	BI	Honduras	HN	Nicaragua	NI	Togo	TG
Cabo Verde	CV	Hong Kong	HK	Niger	NE	Tokelau	TK
Cambodia	KH	Hungary	HU	Nigeria	NG	Tongo	TO
Cameroon	CM	Ice land	IS	Niue	NU	Trinidad and Tobago	TT
Canada	CA	Indian	IN	Nor flok Island	NF	Tunisia	TN
Cayman Islands	KY	Indonesia	ID	Northern Mariana Islands	MP	Turkey	TR
Central African Republic	CF	Iran, Islamic ,Republic of	IR	Norway	NO	Turkmenistan	TM
Chad	TD	Iraq	IQ	Oman	OM	Turks and caicos Islands	TC
Chile	CL	Ireland	IE	Pakistan	PK	Tuvalu	TV
China	CN	Isle of Man	IM	Palau	PW	Uganda	UG
Christmas Island	CX	Israel	IL	Palestine state of	PS	Ukraine	UA
Cocos(Keeling Islands)	CC	Italy	IT	Panama	PA	United Arab Emirates	AE
Colombia	CO	Jamaica	JM	Papua New Guinea	PG	United States	US
Comoros	KM	Japan	JP	Paraguay	PY	United Kingdom	GB
Congo	CG	Jersey	JE	Peru	PE	United State Manor	UM
Congo the Democratic Republic of the	CD	Jordan	JO	Philippines	PH	Outlying Islands	
Cook Islands	CK	Kazakhstan	KZ	Pitcairn	PN	Uruguay	UY
Costa Rica	CR	Kenya	KE	Poland	PL	Uzbekistan	UZ
Cote d' Ivoire ICote Ivoire	CI	Kiribati	KI	Portugal	PT	Vanuatu	VU
		Korea, Democratic people's republic of	KP			Venezuela, Bolivarian Republic of	VE
Croatia	HR	Korea republic of	KR	Puerto Rico	PR	Viet Nam	VN
Cuba	CU	Kuwait	KW	Qatar	QA	Virgin Islands, British	VG
Curacao Kuracao	CW	Kyrgyzstan	KG	Reunion Reunion	RE	Virgin Islands US	VI
Cyprus	CY	Lao People's Democratic Republic	LA	Romania	RO	Wallis and Futuna	VF
		Latvia	LV	Russian Federation	RU	Western Sahara	EH
Czech Republic	CZ	Lebanon	LB	Rwanda	RW	Yemen	YE
Den mark	DK	Lesotho	LS	Saint Barthelemy	BL	Zambia	ZM
Djibouti	DJ	Liberia	LR	Saint Helena Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Dominica	DM			Saint Kitts and Nevis	KN		
				Saint Luda	LC		
				Saint Martin French Part	MF		

Occupation Code	Description
A36	Government Companies
A75	Real Estate Promoters
A80	Service - Private Sector
A81	Service - Public Sector
A82	Services - Others
A83	Small Road Transport Operator
A92	Trader - Retail / Wholesale
A94	Travel Agent
EI	Information Technology
EO	Others
IM	Industry Manufacturing
IP	Industry Processing
PA	Professional - Architect
PCA	Professional - CA/CS
PL	Professional - Lawyer
PD	Professional - Doctor
SCN	Consultant
SEM	Self Employed - Manufacturing
SES	Self Employed - Services
X1	Investments and Securities broker
X3	Convenience stores
X4	Restaurant
X5	Liquor Stores
X6	Cigarette-Tobacco distributor
X9	Art And Antique Dealers
X99	Shell Company