

## Central KYC Registry | Know Your Customer (KYC) Application Form | Legal Entity/Other than Individuals

### 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 [KIN] 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

(To be filled by financial institution)

Application Type\*

☐ New

☐ Update

KYC Number [KIN]

(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\*

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

Regn Certificate No.

☐ 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

City/Town/Village\*

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

City/Town/Village\*

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 fill Annexure A-2 for each related persons & also refer instruction E at the end)

