

# Form for Additional KYC, FATCA & CRS Annexure for Individual Accounts (Form 1A)

(Including Sole Proprietor) (Refer to instructions)

(Please consult your professional tax advisor for further guidance on your tax residency)

(Fields marked with \* are mandatory for all and <sup>\*</sup> are mandatory for PAN exempt cases)

## FIRST / SOLE APPLICANT

Name \_\_\_\_\_

PAN \_\_\_\_\_ or PAN Exempt KYC Ref No. (PERN) \_\_\_\_\_

Place of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Nationality  Indian  U.S.  Others \_\_\_\_\_ (Please specify) Tax Residence Address (for KYC address)  Residential  Registered Office  Business

Are you a tax resident (i.e. are you assessed for Tax) in any other outside India? →  Yes  No

If 'NO' please proceed for the signature of declaration

If 'YES', please fill for ALL countries (other than India) in which you are Resident for tax purposes i.e. where you are a Citizen / Resident / Green Card Holder / Tax Resident in the respective countries

Sr. No.	Country of Tax Residency	Tax Identification Number or Functional Equivalent	Identification Type (TIN or Other, please specify)	If TIN is not available, please tick <input checked="" type="checkbox"/> the reason A, B or C (as defined overleaf)
1.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____
2.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____
3.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____

## SECOND APPLICANT

Name \_\_\_\_\_

PAN \_\_\_\_\_ or PAN Exempt KYC Ref No. (PERN) \_\_\_\_\_

Place of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Nationality  Indian  U.S.  Others \_\_\_\_\_ (Please specify) Tax Residence Address (for KYC address)  Residential  Registered Office  Business

Are you a tax resident (i.e. are you assessed for Tax) in any other outside India? →  Yes  No

If 'NO' please proceed for the signature of declaration

If 'YES', please fill for ALL countries (other than India) in which you are Resident for tax purposes i.e. where you are a Citizen / Resident / Green Card Holder / Tax Resident in the respective countries

Sr. No.	Country of Tax Residency	Tax Identification Number or Functional Equivalent	Identification Type (TIN or Other, please specify)	If TIN is not available, please tick <input checked="" type="checkbox"/> the reason A, B or C (as defined overleaf)
1.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____
2.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____
3.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____

## THIRD APPLICANT

Name \_\_\_\_\_

PAN \_\_\_\_\_ or PAN Exempt KYC Ref No. (PERN) \_\_\_\_\_

Place of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Nationality  Indian  U.S.  Others \_\_\_\_\_ (Please specify) Tax Residence Address (for KYC address)  Residential  Registered Office  Business

Are you a tax resident (i.e. are you assessed for Tax) in any other outside India? →  Yes  No

If 'NO' please proceed for the signature of declaration

If 'YES', please fill for ALL countries (other than India) in which you are Resident for tax purposes i.e. where you are a Citizen / Resident / Green Card Holder / Tax Resident in the respective countries

Sr. No.	Country of Tax Residency	Tax Identification Number or Functional Equivalent	Identification Type (TIN or Other, please specify)	If TIN is not available, please tick <input checked="" type="checkbox"/> the reason A, B or C (as defined overleaf)
1.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____
2.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____
3.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____

# GUARDIAN / POA / PROPRIETOR

Name \_\_\_\_\_

PAN \_\_\_\_\_ or PAN Exempt KYC Ref No. (PERN) \_\_\_\_\_

Place of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Nationality  Indian  U.S.  Others \_\_\_\_\_ (Please specify) Tax Residence Address \_\_\_\_\_ (for KYC address)  Residential  Registered Office  Business

Are you a tax resident (i.e. are you assessed for Tax) in any other outside India? →  Yes  No

If 'NO' please proceed for the signature of declaration

If 'YES', please fill for ALL countries (other than India) in which you are Resident for tax purposes i.e. where you are a Citizen / Resident / Green Card Holder / Tax Resident in the respective countries

Sr. No.	Country of Tax Residency	Tax Identification Number or Functional Equivalent	Identification Type (TIN or Other, please specify)	If TIN is not available, please tick <input checked="" type="checkbox"/> the reason A, B or C (as defined overleaf)
1.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____
2.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____
3.				→Reason <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C _____

- Reason A → The country where the Account Holder is liable to pay tax does not issue Tax Identification Number to its residents.
- Reason B → No TIN required. (select this reason Only if the authorities of the respective country of tax residence do not require the TIN to be collected)
- Reason C → others, please state the reason thereof

Additional KYC Information*	First Applicant (Including Minor)	Second Applicant	Third Applicant	Guardian/POA/Proprietor																																
<b>Gross Annual Income (Rs.) - Categories *</b>  Below 1 Lac, 1 - 5 Lac, 5 Lac - 10 Lac, 10 Lac - 25 Lac, 25 Lac - 1 Cr, 1 Cr - 5 Cr, 5 Cr - 10 Cr, above 10 Cr	Gross annual Income (Rs.)  Please write from options given	Gross annual Income (Rs.)  Please write from options given	Gross annual Income (Rs.)  Please write from options given	Gross annual Income (Rs.)  Please write from options given																																
<b>Net-worth</b> (Mandatory for Non-Individuals) (Rs.)	Rs. _____ as on  <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (Not older than 1 year)	D	D	M	M	Y	Y	Y	Y	Rs. _____ as on  <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (Not older than 1 year)	D	D	M	M	Y	Y	Y	Y	Rs. _____ as on  <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (Not older than 1 year)	D	D	M	M	Y	Y	Y	Y	Rs. _____ as on  <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (Not older than 1 year)	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y																													
D	D	M	M	Y	Y	Y	Y																													
D	D	M	M	Y	Y	Y	Y																													
D	D	M	M	Y	Y	Y	Y																													
<b>Source of Wealth</b>																																				
<b>Occupation - Categories*</b>  Private Sector Service, Public Sector Service, Government Service, Business, Professional, Agriculturist, Retired, Housewife, Student, Forex Dealer & Others	Please write from options given	Please write from options given	Please write from options given	Please write from options given																																
<b>In case of business / profession, indicate the details</b> (Including nature of goods/ services dealt in)																																				
<b>Politically Exposed Person (PEP) Status*</b> (Also applicable for authorised signatories/Promoters/Karta/ Trustee /Whole time Directors)	<input type="checkbox"/> I am PEP <input type="checkbox"/> I am a relative / associate of PEP <input type="checkbox"/> None of these	<input type="checkbox"/> I am PEP <input type="checkbox"/> I am a relative / associate of PEP <input type="checkbox"/> None of these	<input type="checkbox"/> I am PEP <input type="checkbox"/> I am a relative / associate of PEP <input type="checkbox"/> None of these	<input type="checkbox"/> I am PEP <input type="checkbox"/> I am a relative / associate of PEP <input type="checkbox"/> None of these																																
<b>Any other KYC related information which you wish to provide</b>																																				

**Note :** Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior government/judicial/military officers, senior executives of state-owned corporations, important political party officials, etc.

\*Under Rule 9 of PMLA Rules, 2005, investments in MF schemes of upto Rs. 50,000/- per investor per Mutual Fund per Financial year shall be exempted from requirement of Additional KYC information.

## DECLARATION

I/We hereby acknowledge and confirm that the information provided above is/are true, correct and complete to the best of my/our knowledge and belief. In case any of the above specified information is found to be false or untrue or misleading or misrepresenting, I/we shall be liable for it. I/We also undertake to keep you informed immediately in writing about any changes/modification to the above information in future and also undertake to provide any other additional information as may be required at your end. I/We hereby authorise you to disclose, share, remit in any form, mode or manner, all / any of the information provided by me/us, including all changes, updates to such information as and when provided by me/us to the Mutual Fund, its Sponsor, Asset Management Company, Trustees, their employees, agents / service providers, other SEBI registered intermediaries or any Indian or foreign governmental or statutory or judicial authorities / agencies, the tax / revenue authorities and other investigation agencies without any obligation of advising me/us of the same.

## CERTIFICATION

I/ We have understood the information requirements of this Form (read along with the FATCA, Additional KYC & CRS Instructions) and hereby confirm that the information provided by me/us on this Form is true, correct, and complete. I/ We also confirm that I/ We have read and understood the FATCA & CRS Terms and Conditions below and hereby accept the same.

First / Sole Applicant / Guardian / Authorised Signatory	Second Applicant	Third Applicant	POA Holder

Date 

D	D	M	M	Y	Y	Y	Y
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Place \_\_\_\_\_

# FATCA & CRS TERMS & CONDITIONS

Note : The Guidance Note/notification issued by the CBDT shall prevail in respect to interpretation of the terms specified in the form)

**Details under FATCA & CRS:** The Central Board of Direct Taxes has notified Rules 114F to 114H, as part of the Income- tax Rules, 1962, which Rules require Indian financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In relevant cases, information will have to be reported to tax authorities / appointed agencies. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days.

Please note that you may receive more than one request for information if you have multiple relationships with IDFC Mutual Fund or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

## FATCA & CRS INSTRUCTIONS

If you have any questions about your tax residency, please contact your tax advisor. If you are a US citizen or resident or greencard holder, please include United States in the foreign country information field along with your US Tax Identification Number.

It is mandatory to supply a TIN or functional equivalent if the country in which you are tax resident issues such identifiers. If no TIN is yet available or has not yet been issued, please provide an explanation and attach this to the form.

In case customer has the following Indicia pertaining to a foreign country and yet declares self to be non-tax resident in the respective country, customer to provide relevant Curing Documents as mentioned below:

FATCA & CRS Indicia observed (ticked)	Documentation required for Cure of FATCA/ CRS Indicia
U.S. place of birth	<ol style="list-style-type: none"><li>1. Self-certification that the account holder is neither a citizen of United States of America nor a resident for tax purposes;</li><li>2. Non-US passport or any non-US government issued document evidencing nationality or citizenship (refer list below); AND</li><li>3. Any one of the following documents: Certified Copy of "Certificate of Loss of Nationality" <b>or</b> Reasonable explanation of why the customer does not have such a certificate despite renouncing US citizenship; <b>or</b> Reason the customer did not obtain U.S. citizenship at birth</li></ol>
Residence/mailing address in a country other than India	<ol style="list-style-type: none"><li>1. Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; <b>and</b></li><li>2. Documentary evidence (refer list below)</li></ol>
Telephone number in a country other than India	<p><b>If no Indian telephone number is provided</b></p> <ol style="list-style-type: none"><li>1. Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; <b>and</b></li><li>2. Documentary evidence (refer list below)</li></ol> <p><b>If Indian telephone number is provided along with a foreign country telephone number</b></p> <ol style="list-style-type: none"><li>1. Self-certification that the account holder is neither a citizen of United States of America nor a tax resident for tax purposes of any country other than India; <b>OR</b></li><li>2. Documentary evidence (refer list below)</li></ol>

List of acceptable documentary evidence needed to establish the residence(s) for tax purposes:

1. Certificate of residence issued by an authorized government body\*
2. Valid identification issued by an authorized government body\* (e.g. Passport, National Identity card, etc.)

\*Government or agency thereof or a municipality of the country or territory in which the payee claims to be a resident.

## ADDITIONAL KYC DETAILS INSTRUCTIONS

- 1) Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior government/judicial/military officers, senior executives of state-owned corporations, important political party officials, etc.
- 2) Country of Tax Residence and Tax ID number: Tax Regulations require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with relevant tax authorities. If you have any questions about your tax residency, please contact your tax advisor. Should any information provided change in the future, please ensure you advise us of the changes promptly. If you are a US citizen or resident, please include United States in this related field along with your US Tax Identification Number.

### IDFC MUTUAL FUND - ACKNOWLEDGMENT SLIP (To be filled in by the investor.)

Received, subject to realisation, verification and conditions, form for application KYC Details, FATCA and CRS declarations for Individual Accounts

**IDFC**  
IDFC MUTUAL FUND

From

Stamp & Signature

In Folio No.

on Date  DD MM YY YY

For Financial Transactions  
Toll free 1-800-2-666688  
Available between 8.00 am to 7.00 pm on business days only.

For Non Financial Queries/Requests  
Toll free 1-800-300-66688  
Available between 8.00 am to 7.00 pm on business days only.

Please note our investor service email id  
[investormf@idfc.com](mailto:investormf@idfc.com)

[www.idfcmf.com](http://www.idfcmf.com)

**Know Your Client (KYC)**  
**Application Form (For Individuals Only)**

Application No. :

**CAMSKRA**  
 KYC Services

Please fill this form in ENGLISH and in BLOCK LETTERS.

[www.camskra.com](http://www.camskra.com)

**A. Identity Details (please see guidelines overleaf)**

**1. Name of Applicant** (As appearing in supporting identification document)

Name \_\_\_\_\_

Father's / Spouse's Name \_\_\_\_\_

COLOUR

PHOTOGRAPH

Please affix

a recent passport size photograph and sign across it

**2a. Gender** Please tick (✓)  Male  Female **2b. Marital Status** Please tick (✓)  Single  Married

**2c. Date of Birth**  D  D /  M  M /  Y  Y  Y  Y

**3. Nationality** Please tick (✓)  Indian  Others \_\_\_\_\_ Please specify \_\_\_\_\_

**4. Status** Please tick (✓)  Resident Individual  Non Resident  Foreign National (Passport copy mandatory for NRIs and Foreign Nationals)

**5. PAN** \_\_\_\_\_ Please enclose a duly attested copy of your PAN Card.

Unique Identification Number (UID)/Aadhaar, if any \_\_\_\_\_

**6. Proof of Identity submitted for PAN exempt cases** Please tick (✓)

UID (Aadhaar)  Passport  Voter ID  Driving License  Others

Please specify \_\_\_\_\_

|(please see guideline 'D' overleaf)

**B. Address Details (please see guidelines overleaf)**

**1. Address for Correspondence**

\_\_\_\_\_

City / Town / Village \_\_\_\_\_

Pin Code \_\_\_\_\_

State \_\_\_\_\_

Country \_\_\_\_\_

**2. Contact Details**

Tel. (Off.)	(ISD)	(STD)	_____	_____	_____	_____	Tel. (Res.)	(ISD)	(STD)	_____	_____	_____
Mobile	(ISD)	(STD)	_____	_____	_____	_____	Fax	(ISD)	(STD)	_____	_____	_____
E-Mail Id.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

**3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.**

Passport  Ration Card  Registered Lease / Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank Account Statement/Passbook  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others \_\_\_\_\_ Please specify \_\_\_\_\_ \*Not more than 3 months old.

**4. Permanent Address of Resident Applicant if different from B1 above OR Overseas Address (Mandatory) for Non-Resident Applicant**

\_\_\_\_\_

City / Town / Village \_\_\_\_\_

Pin Code \_\_\_\_\_

State \_\_\_\_\_

Country \_\_\_\_\_

**5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.**

Passport  Ration Card  Registered Lease / Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank Account Statement/Passbook  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others \_\_\_\_\_ Please specify \_\_\_\_\_ \*Not more than 3 months old.

**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. I hereby declare that I am not making this application for the purpose of contravention of any Act, Rules, Regulations or any statute of legislation or any notifications/directions issued by any governmental or statutory authority from time to time. I hereby authorise sharing of the information furnished on this form with all SEBI registered KYC Registration Agencies/SEBI Registered Intermediaries

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**SIGNATURE OF APPLICANT**

**FOR OFFICE USE ONLY**

AMC/Intermediary name OR code \_\_\_\_\_

(Originals Verified) Self Certified Document copies received

(Attested) True copies of documents received

Main Intermediary

Seal/Stamp of the intermediary should contain  
 Staff Name  
 Emp.No./ARN. No  
 Designation  
 Name of the Organization  
 Signature  
 Date  
 Documents Attestation

IPV Done  on  D  D /  M  M /  Y  Y  Y  Y

Seal/Stamp of the intermediary should contain  
 Staff Name  
 Emp.No./ARN. No  
 Designation  
 Name of the Organization  
 Signature  
 In Person Verification

## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

1. Self attested copy of PAN card.
2. Copies of all documents that are submitted need to be compulsorily self-attested by the applicant and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the list mentioned under [E].
3. If any proof of identity or address is in a foreign language, then translation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent addresses are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals,(allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIOCard/OCICard and overseas address proof is mandatory.
8. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
9. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/ Mark sheet issued by Higher Secondary Board/Passport of Minor/ Birth Certificate must be provided.

### B. Proof of Identity (POI): List of documents admissible as Proof of Identity (\*Documents having an expiry date should be valid on the date of submission.):

1. PAN card with photograph. This is a mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
2. Unique Identification Number (UID) (Aadhaar)/Passport/Voter ID card/Driving license.
3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

### C. Proof of Address (POA): List of documents admissible as Proof of Address: (\*Documents having an expiry date should be valid on the date of submission.)

1. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.
2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill -Not more than 3 months old.

3. Bank Account Statement/Passbook -Not more than 3 months old.

4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.

5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly or Parliament/Documents issued by any Govt. or Statutory Authority.

6. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.

7. The proof of address in the name of the spouse may be accepted.

### D. Exemptions/clarifications to PAN (\*Sufficient documentary evidence in support of such claims to be collected.)

1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
2. Investors residing in the state of Sikkim.
3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
4. Investments(including SIPs), in Mutual Fund schemes upto Rs.50000/ per investor per year per mutual fund.

### E. List of people authorized to attest the documents after verification with the originals:

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.
3. Government authorised officials who are empowered to issue Apostille Certificates.

In case of Mutual Fund following persons can additionally attest

1. KYD compliant mutual fund distributors.
2. Authorised officials of Asset Management Companies (AMC).
3. Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.

### F. List of people authorized to perform In Person Verification (IPV):

1. Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (for investors investing directly).
2. In case of NRI applicants, a person permitted to attest documents in E(5) above, may also conduct the In Person Verification and confirm the Same in the KYC Form.

In case of Mutual Fund following persons can additionally attest

1. KYD compliant mutual fund distributors.
2. Authorised officials of Asset Management Companies (AMC).
3. Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.

Please fill this update / modification form in ENGLISH and in BLOCK LETTERS (Please strike off Sections that are not used). [www.camskra.com](http://www.camskra.com)

## ► A Name of Applicant (As per original KYC records)

PAN	PAN Exempt Ref. No.	UID/Aadhaar, if any:
Title Please tick (✓) Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>		
Name		

## ► B. New Identity Details (please see guidelines overleaf)

1. New Name (As appearing in supporting identification document).		
2. New Status Please tick (✓) <input type="checkbox"/> Resident Individual <input type="checkbox"/> Non Resident (Passport Copy Mandatory for NRIs & Foreign Nationals)		
3. New PAN Please enclose a duly attested copy of your PAN Card		
4. Father's / Spouse's Name		
5. Marital Status Please tick (✓) <input type="checkbox"/> Single <input type="checkbox"/> Married		
6. Nationality Please tick (✓) <input type="checkbox"/> Indian <input type="checkbox"/> Others Please specify		

## ► C. New Address Details (please see guidelines overleaf)

1. New Address for Correspondence		
City / Town / Village		Pin Code
State		Country

Tel. (Off.) (ISD) (STD)	Tel. (Res.) (ISD) (STD)
Mobile (ISD) (STD)	Fax (ISD) (STD)
E-Mail Id.	

3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents &amp; tick (✓) against the document attached.

Passport  RationCard  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify)

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted  d  d /  m  m /  y  y  y  y

4. New Permanent Address of Resident Applicant if different from above C1 OR Overseas Address (Mandatory) for Non-Resident Applicant

City / Town / Village		
State		Pin Code
Country		

5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents &amp; tick (✓) against the document attached.

Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify)

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted  d  d /  m  m /  y  y  y  y

## ► D. Other Details (please see guidelines overleaf)

1. Gross Annual Income Details Please tick (✓)  Below 1 Lac  1-5 Lacs  5-10 Lacs  10-25 Lacs  >25 Lacs

[OR]

Net-worth in ₹ (\* Net worth should not be older than 1 year) as on (date)  D  D /  M  M /  Y  Y  Y  Y

2. New Occupation (Please tick (✓) any one and give brief details):

Private Sector Service  Public Sector  Government Service  Business  Professional  Agriculturist  Retired  
 Housewife  Student  Forex Dealer  Others (Please specify)

3. Please tick, if applicable:  Politically Exposed Person  Related to a Politically Exposed Person

For definition of PEP, please refer guideline overleaf

4. Any other information:

## 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. I hereby declare that I am not making this application for the purpose of contravention of any Act, Rules, Regulations or any statute of legislation or any notifications directions issued by any governmental or statutory authority from time to time. I hereby authorise sharing of the information furnished on this form with all SEBI registered KYC Registration Agencies/ SEBI Registered Intermediaries

Place: Date 

## SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY	
AMC/Intermediary name OR code	IPV Done <input type="checkbox"/> on <input type="checkbox"/> d <input type="checkbox"/> d / <input type="checkbox"/> m <input type="checkbox"/> m / <input type="checkbox"/> y <input type="checkbox"/> y <input type="checkbox"/> y <input type="checkbox"/> y
<input type="checkbox"/> (Originals Verified) Self Certified Document copies received	Seal/Stamp of the intermediary should contain Staff Name Emp.No./ARN. No Designation Name of the Organization Signature Date
<input type="checkbox"/> (Attested) True copies of documents received	Seal/Stamp of the intermediary should contain Staff Name Emp.No./ARN. No Designation Name of the Organization Signature Date
Main Intermediary	

## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

**A. IMPORTANT POINTS:**

1. **Self attested copy of PAN card is mandatory for all clients in all type of change request.**
2. Copies of all documents that are submitted need to be compulsorily self-attested by the applicant and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the list mentioned under [E].
3. If any proof of identity or address is in a foreign language, then translation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent addresses are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals,(allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIOCard/OCICard and overseas address proof is mandatory.
8. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
9. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.

**B. Proof of Identity (POI): List of documents admissible as Proof of Identity (\*Documents having an expiry date should be valid on the date of submission.):**

1. PAN card with photograph. This is a mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
2. Unique Identification Number (UID) (Aadhaar)/Passport/Voter ID card/Driving license.
3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

**C. Proof of Address (POA): List of documents admissible as Proof of Address: (\*Documents having an expiry date should be valid on the date of submission.)**

1. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.

2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill -Not more than 3 months old.
3. Bank Account Statement/Passbook -Not more than 3 months old.
4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly or Parliament/Documents issued by any Govt. or Statutory Authority.
6. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
7. The proof of address in the name of the spouse may be accepted.

**D. List of people authorized to attest the documents after verification with the originals:**

1. Authorised officials of Asset Management Companies (AMC).
2. Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.
3. KYD compliant mutual fund distributors.
4. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
5. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.
6. Government authorised officials who are empowered to issue Apostille Certificates.

**E. List of people authorized to perform In Person Verification (IPV):**

1. Authorised officials of Asset Management Companies (AMC).
2. Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.
3. KYD compliant mutual fund distributors.
4. Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (for investors investing directly).
5. In case of NRI applicants, a person permitted to attest documents in E(5) above, may also conduct the In Person Verification and confirm this in the KYC Form.