

Main Intermediary





Application No.:

Signature

Date

(For Individuals Only) Please fill this update / modification	CVL on form in ENGLISH ar	nd in BLOCK	C LETTE	RS (Ple	ase strik	e off S	ections that a	re not used).	
A Name of Applicant (Mandatory as p	er original KYC records)								
Title Mr. Ms. Other Pleases	Aadhaar Number, if any: _					PAN			
Name									
Please Provide the new KYC details white B. Mandatory fields for KYCs done to	<u> </u>	your KYC re	coras.						
1. Father's/Spouse Name									
2. Current Marital status Single Married		3. Current N	ationality	India	n Othe	r (Please sin	ecify)		
Note "FOR OFFICE USE ONLY": The IPV Col								erified should	
be mandatorily filled for changes to Identity									
C. Identity Details (please see guidel 1. New Name (As appearing in supporting identifind Name) 2. New Status Please tick (✓) ☐ Resident Individual 3. PAN ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	cation document). dual Non Resident (Passpo	' '			ign Nationals	;)			
Aadhaar Card Passport Voter ID	☐ Driving Licence ☐ Othe	ers					(Please see	e guideline 'D' ove	
D. Address Details (please see guide	lines overleaf)								
1. New Address for Correspondence									
City / Town / Village							Pin Code		
State			Country						
2. Contact Details Tel. (Off.) (ISD) (STD)			Tel. (Res.)	(ISD)	(STD)				
Mobile (ISD) (STD)			<u> </u>	(ISD)	(STD)				
E-Mail Id.									
Passport □Ration Card □Registered Lea □*Latest Telephone Bill (only Land Line) □ *Not more than 3 Months old. Validity/Expiry of 4. New Permanent Address of Resident Ap □ City / Town / Village State □ *State □ Passport □Ration Card □Registered □ *Latest Telephone Bill (only Land Line) *Not more than 3 Months old. Validity/Exp 6. Any other information:	Latest Electricity Bill *Latest ate of proof of address submitted plicant if different from ab plicant. Please submit ANY Lease/Sale Agreement of Re *Latest Electricity Bill *	t Gas Bill Ottled d love C1 OR Ov Y ONE of the esidence Dr *Latest Gas Bill	country following living Licer	specify) m / ddress (I	Mandatory Jocuments Oter Identit specify)	y y y y)) for Nor & tick (y Card	Pin Code	ant	
		DECLARAT	ION			CI	CNATURE O	A A A A A A A A A A A A A A A A A A A	
SIGNATURE OF APPLICANT		DECLARATION clare that the details furnished above are true and correct to					SIGNATURE OF APPLICAN		
Old signature as per original KYC Wherever Applicable	the best of my/our know you of any changes then information is found to misrepresenting, I am/we	rledge and bel ein, immediat o be false o	ief and I ely. In cas or untrue t I/we may	underta se any c e or m y be held	ke to infor of the above isleading of d liable for	m ve or it.			
	Place:		vate:	u / III	m / y y y y		1		
	OFFICE USE ONLY				IPV D	one 🗌	on dd/m	m / y y	
MC/Intermediary name OR code	Seal/Stamp of the intermediary should contain		n	Seal/Star	Seal/Stamp of the intermediary should conta				
Originals Verified) Self Certified Document copi	es received	Staff Nan Designati					Staff Nan Designatio		
☐ (Attested) True copies of documents received		Name of the Organization				Name of the Organization			
1 6 recorded has cobies of documents received		Cianatur					Cianatur		

Signature

Date

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.

- Copies of all the documents submitted by the applicant should be self-attested 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 below mentioned list.
- 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 address 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. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
- 9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
- 10. 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.
- 11. 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:

- 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. Aadhaar Number / Passport / Voter ID card / Driving license.
- 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. Aadhaar Number / Passport / Voters Identity Card/Ration

Card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.

- 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.
- 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/Parliament/Documents issued by any Govt. or Statutory Authority.
- 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. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address should be taken.
- 8. 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.)

- 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. SIP of Mutual Funds upto Rs 50,000/- p.a.
- 5. In case of institutional clients, namely, FIIs, Mfs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

E. List of people authorized to attest the documents:

- 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).
- 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.