

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

Application No. :

Please fill this form in ENGLISH and in BLOCK LETTERS.

Ver. 02-2012

A. Identity Details (please see guidelines overleaf)

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

Name

Father's / Spouse's Name

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
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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)

PHOTOGRAPH

Please affix a recent passport size photograph and sign across it

B. Address Details (please see guidelines overleaf)

1. Address for Correspondence

City / Town / Village

 Postal 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

 Postal 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.

C. 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 v

 (* Net worth should not be older than 1 year) as on (date)

D	D	/	M	M	/	Y	Y	Y	Y
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2. Occupation Details (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 (PEP) Related to a Politically Exposed Person (PEP) For definition of PEP, please refer guideline overleaf

4. Any other information:

DECLARATION	SIGNATURE OF APPLICANT
<p>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 authorise sharing of the information furnished on this form with all SEBI registered KYC Registration Agencies.</p> <p>Place : <table border="1" style="width:100%; height:20px;"></table> Date : <table border="1" style="width:100%; height:20px;"></table></p>	<table border="1" style="width:100%; height:80px;"></table>

FOR OFFICE USE ONLY	PV Done <input type="checkbox"/> on <table border="1" style="width:100%; text-align:center;"> <tr> <td style="width:20px;">D</td><td style="width:20px;">D</td><td style="width:20px;">/</td> <td style="width:20px;">M</td><td style="width:20px;">M</td><td style="width:20px;">/</td> <td style="width:20px;">Y</td><td style="width:20px;">Y</td><td style="width:20px;">Y</td><td style="width:20px;">Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y	
D	D	/	M	M	/	Y	Y	Y	Y			
AMC/Intermediary name OR code <table border="1" style="width:100%; height:20px;"></table>	Seal/Stamp of the intermediary should contain Staff Name Designation Name of the Organization	Seal/Stamp of the intermediary should contain Staff Name Designation Name of the Organization										

INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

A. IMPORTANT POINTS:

1. Self attested copy of PAN card is mandatory.
 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/PIO Card/OC Card 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.
 10. 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/Rat 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. Micro schemes such as Systematic Investment Plan (SIP), where aggregate of installments in a rolling 12 month period or in a financial year i.e. April to March does not exceed Rs 50,000.
- E. 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.
- F. 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.

IDBI Capital Market Services Limited
(www.idbipaisabuilder.com)
Client Profile/Account Modification Form

Please tick in appropriate box
Please note that an incomplete form is subject to rejection

Client Code: _____ Login ID: _____ Date:

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Client Name: _____

Demat A/c No DPID: _____ (Demat A/c Client ID): _____

Pan No:

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 (Please attach a Self Attested photo copy of your PAN card)

(A self certified copy of PAN card is mandatory)

Father's Name: _____

Latest Email Address: _____ Latest Mobile Number:

9	1														
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Latest Landline Number : STD Code

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 Number:

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Date of Birth:

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Latest Correspondence address (Please attach a self attested documentary proofs as mentioned towards the end of this document)

City: _____ State: _____ Country: _____ Pin

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Latest Permanent address (Please provide a self attested proof of residence – any one of the listed at "a")

City: _____ State: _____ Country: _____ Pin

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Gender: Male Female

Marital Status: Married Unmarried

Nationality: Indian Others (Specify) _____

Occupation: Private Sector Public Sector Government Service Business

Professional Agriculturist Retired Housewife Student

Others (Please specify) _____

Activation of FNO segment : (Please provide any one Self attested proof of financial information as listed under "b")

Annual Income: < Rs 1 Lac Rs 1-5 Lac Rs 5-10 Lac Rs 10-25 Lac > 25 Lac

Networth (Rs): _____ as on Date: _____ DD/MM/YYYY (Net worth details will be valid for 12 months from the date of network)

Change of Demat details: Primary Demat Account Additional Demat details (Please provide any one Self attested copy of documents mentioned under "C")

Depository Participant Name: _____ Depository Name: NSDL CDSL

BO Name: _____ DP ID: _____ DP A/c: _____ BO ID: _____

Change of Bank Details: Primary Demat Account Additional Demat details (Documents required d)

Bank Name: _____ Bank Branch: _____ Bank A/c type: Savings Current

IFSC code:

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 MICR code:

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A/c No:

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 Branch Code/SOL ID:

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Name of 1st Holder _____ Name of 2nd Holder _____ Name of 3rd Holder _____

Signature of 1st Holder _____ Signature of 2nd Holder _____ Signature of 3rd Holder _____

In case you do not have a Mobile number and Email id, if you do not wish to provide the same for our records, kindly provide us a declaration to this effect in the DECLARATION appended hereto.

I do not have/do not wish to update/record my email id with IDBI Capital Market Services Ltd.

I do not have/do not wish to update/record my mobile number with IDBI Capital Market Services Ltd.

(All details sought in this Client Profile/Account Modification Form need to provided along with this declaration)

Name of 1st holder _____ Name of 2nd holder _____ Name of 3rd holder _____

Signature of 1st holder _____ Signature of 2nd holder _____ Signature of 3rd holder _____

Date:

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Notes:

a) Proof of Address: 1) Passport 2) Voter ID 3) Driving License 4) Ration Card 5) Bank Passbook/Statement (Last 3 months with copy of cancelled cheque leaf) 6) Electricity or Telephone bill – Landline (Not older than 3 months) 7) Aadhar Card - **In case of request for change of address, please submit this form to the nearest branch of IDBI Capital Markets Ltd.**

b) Financial Proof for F & O : Copy of ITR Acknowledgement, Copy of Annual Accounts, Copy of Form 16 in case of Salary Income, Networth Certificate (Networth should not be older than one year), Salary Slip, Any other relevant documents substantiating ownership of Assets, Bank Statement for 6 months or DP holding alongwith valuation statement, Self declaration alongwith relevant supporting

c) Change of Demat details/ Additional Demat details: Copy of Client Master List (CML) with NSDL/CDSL Logo or stamp compulsory); In case of linking of new demat account for Online Trading Account:

(i) IDBI Bank Demat Account : Power of Attorney of IDBI Bank demat account and ICMS duly franked and notarized to be submitted along with CML with SMS alert activation flag (ii) ICMS & Other Banking Alliance Demat Account: Power of Attorney of ICMS duly franked and notarized to be submitted along with CML & SMS alert activation flag.

d) Change of Bank Details/Additional bank details: Documents required: 1) Cancelled cheque leaf (With printed name of A/C Holder) 2) Bank statement/Passbook

e) Additional Demat/Bank details can be linked only for Offline Trading Account