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| Section  | Particulars | Mandatory | Details to be furnished / checked |
| Top | Application Type | Good to have | If KYC is done for the first time under CKYC – Investor should tick the same as ‘New’, not ticked, it shall be inferred as ‘New’If the investor has already completed CKYC and has KYC No., then investor has to be select ‘Update’ and write KYC Number in the box provided. If KYC Identification Number (KIN) is provided and ‘Update’ is not ticked, it will be inferred as ‘Update’ |
| Top | KYC Number | Mandatory (for any updates / changes) | Unique Number allotted by CKYCR for reference and quoted in all future transactions or for any updates |
| Top | KYC Type | Good to have | ‘Normal’ to be selected (If PAN is provided, this field in optional)‘PAN Exempt Investors – Applicable for select category of investors - for those who do not have PAN *(They can invest upto INR. 50,000/- per mutual fund per year)* |
| 1 | **Identity details** |  |  |
| 1 | PAN | Mandatory (exempted for select category and they may opt for PAN Exempt category | PAN Card copy to be submitted by the investorIf it is not available – any other valid ID proof as indicated in the part of KYC form is to be submitted – any one ID proof is mandatory, if PAN card copy is not providedPAN card coy is not mandatory as PAN is subject to validation with Income Tax database |
| 1 | Name  | Mandatory | Prefix is MandatoryName to be provided as First, Middle & Last *(Representation has been made to CKYCR for acceptance of all Names in one line without specific break-up but initials are not allowed)*Name in the KYC form should match with the Name available in the ID Proof *(No deviations / subjectiveness allowed in order of name / initials etc.)* |
| 1 | Maiden Name | Mandatory, if available | Prefix is MandatoryMandatory requirement, if availableName to be provided as First, Middle & Last *(Representation has been made to CKYCR for acceptance of all Names in one line without specific break-up but initials are not allowed)* |
| 1 | Father / Spouse Name | Mandatory *(if PAN is not available)* | Prefix is MandatoryAny one name is mandatory requirementIf PAN is not available, Father’s Name is mandatoryName to be provided as First, Middle & Last *(Representation has been made to CKYCR for acceptance of all Names in one line without specific break-up but initials are not allowed)* |
| 1 | Mother Name  | Mandatory | Prefix is MandatoryName to be provided as First, Middle & Last *(Representation has been made to CKYCR for acceptance of all Names in one line without specific break-up but initials are not allowed)* |
| 1 | Date of Birth | Mandatory | To be given in the given format |
| 1 | Gender | Mandatory | Any one of the given option to be ticked |
| 1 | Marital Status | Mandatory | Any one of the given option to be ticked |
| 1 | Citizenship | Mandatory | Any one of the given option to be ticked‘IN’ – to be selected if the citizenship is in India, else‘Others’ to be ticked – Exact Country Name to be provided. Country Code as per ISO 3166 is good to have |
| 1 | Residential Status | Mandatory | Any one of the given option to be ticked |
| 1 | Occupation Type  | Mandatory | Any one of the given option to be ticked |
| 2 | **Proof of Identity (POI)** | Mandatory | Any one of the ID Proof to be provided and to be tickedWherever requested, relevant Expiry Date should be providedExpiry Date cannot be current date or earlier than current dateIf any other proof other than listed one is submitted by ticking ‘Others’ option – details of the document submitted needs to be specified along with ID Number in the respective boxes |
| 3.1 | **Proof Address (POA) – Current / Permanent / Overseas address details** | Mandatory | Any one of the permissible address Proof to be provided and to be tickedWherever requested, relevant Expiry Date should be providedExpiry Date cannot be current date or earlier than current dateIf any other proof other than listed one is submitted by ticking ‘Others’ option – details of the document submitted needs to be specified along with ID Number in the respective boxesAddress provided in the form should match with the documentary proof submittedDocuments submitted should be valid at the time of KYC processWherever POI also contains the address and matching with the details written on the KYC form, no additional copies required, provided if the investor has opted the same proof for POACountry Code, State/UT code is good to have but Country Name, State/UT name is mandatory |
| 3.2 | **Proof Address (POA) – Correspondence / Local Address** | Optional | Only information to be provided – No need for documentary proof.If submitted, the same needs to be cross verified as stated above |
| 4 | **Contact details** | Mandatory | All requested information to be providedIn case of Mobile Number, customer to provide Country Code + 10 digit mobile number‘0’ should not be added as part of Mobile NumberIn case of Telephone Numbers, STD Code to be specified in the given boxes |
| 5 | **FATCA / CRS Information (appropriate box to be ticked if applicable)** | Mandatory, if ticked as Applicable | If Applicable, investor to state - Residence for Tax purposes in jurisdiction(s) outside India tick is mandatory, if the customer is having tax residency outside India |
| 5 | Country of Jurisdiction of Residence – Name / Code | Mandatory [conditional] | Mandatory if tax residency is outside IndiaExact Country Name to be provided. Country Code as per ISO 3166 is good to have |
| 5 | Tax Identification Number or equivalent | Mandatory [conditional] | Mandatory if tax residency is outside India |
| 5 | Place / City of Birth | Mandatory [conditional] | Mandatory if tax residency is outside India |
| 5 | Country of Birth – Name / Code | Mandatory [conditional] | Mandatory if tax residency is outside IndiaExact Country Name to be provided. Country Code as per ISO 3166 is good to have |
| 5 | Address | Mandatory [conditional] | Mandatory if tax residency is outside IndiaExact Country Name to be provided. Country Code as per ISO 3166 is good to have |
| 6 | **Details of related person** | Optional | Related Person refers to Guardian for Minor / Assignee *(Nominee*) / Authorized Representative *[Power of Attorney Holder]*Appropriate option to be tickedRelated Person Type and Name is mandatory if any one of the option under Section 6 is tickedIdentity of proof of such persons to be submittedName and Address as given in the form should match with relevant documentary proof submitted |
| 7 | Remarks | Optional | Optional |
| 8 | **Declaration and Signature** | Mandatory | Wet Signature is mandatory |
| 9 | **Attestation / Office use only** | Mandatory | Not to be filled by the customersDetails of persons who has verified documentary proof with ‘Originals’ is to be specified with relevant details and sealDetails of persons who has done ‘In-Person verification (IPV)’ is to be specified with relevant details and seal |

Note:

* Person who is accepting the CKYC Form must ensure that all mandatory columns are filled
* Photo of the customer is mandatory preferably in Colour
* Signature below the photo is mandatory
* All documents submitted is to be self-attested by the customer and should match with the details given in KYC form
* Documents not fulfilling above criteria may be liable for rejection
* As CKYCR do not cross check, quality of the verification and data entry is very critical at Intermediary’s end and hence greater care to be taken