

# APPLICATION FOR OPENING OF A DEPOSITORY ACCOUNT

(For Individuals Only)

Farm Type

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Da	te: D D M M	XYYY	LEI	CODE								Ī
/T-	CLIENT ID be filled by Participant)		NSE	OL CDSL	E	BDE Code:		So	ID:		Т	T
	Employee ID Cod		S	cheme Code	1-11	N	SDL DP ID	IN:	3 0	0	4 8	Ť,
BSI	DA (Please p	provide separate Dec	laration) Bran	ch:		c	DSL DP ID	1 3 0	0 2	7	5 0	1
A)	DETAILS OF A details: (Please fill	CCOUNT HOLDE all the details in CAPITA First	R(S): I / We reque L LETTERS only) Name		a Deposito	ory Account in	my / our n		s per		follov	vir
	Sole / First Holde	r:					1					Τ
	PAN First Holder		Ex	isting Customer	(Y) (N)	If Yes, Cust	omer ID:					Ť
	UCC (In case of CDSL/NSI	DI.)		Exchange Na	me & ID		- 1					
	Second Holder:								$\Box$		Т	Т
	PAN Second Holde	er:	Ex	isting Customer	(Y) (I	N) If Yes, Cust	omer ID:		$\Box$	T		T
	Third Holder:									Ť		1
	PAN Third Holder:		Ex	isting Customer	(Y) (	N) If Yes, Cust	omer ID:		П			Ī
B)	natural persons, mentioned below	f Persons (AOP), Par the Name & PAN o r:				ship Firm, Un	registered					
_	a) Name					b) PA	IN			_		Ţ
C)	TYPE OF ACCO	•			lon.	Oth	ers*					
	Resi	dent	Promoter		NOP		ease Specify		Othe	ers*		
	NRI NRI-	- NRI-Non otriable Repotria	14171-1517		NRI-Repotric Promoter		l-Non Repat moter	riable	(*Ph	ease	<b>Speci</b>	fy)
	Foreign DR National	Foreign National	Foreign National-P		foreign Portfolio-Inv	ector				ers* ease	Spec	fy)
		for CDSL* Pirector's Relative	Individual Mar	gin Trading /	A/c (MANT	RA) Indi	vidual Dir	ector provide de	Min tails as			UF
	Approval Referen					RBI Approva	Date D	D M	M	Y	ΥY	Ţ
E)	OTHER DETAIL	S			7				-			Ť
	Gross Annual Inc											
	Income range pe	r annum: Below	₹1 lakh ₹1 - 5 la	khs ₹5 - 10	lakhs	₹10 - 25 lakhs	More th	an ₹25 lal	khs			
	Net worth as on (Only in CDSL)	Date: D D M /	V A A A A	₹		N	et worth sho	uld not be	older	than	1 year	•
2.		e tick 🗸 any one and give										
	First Holder	Private Sector	Public Sector	Governmen	nt Service	Business	Profes	sional	Agı	ricul	turist	
	Self Employed	Retired	Housewife	Student	Others (	(Please Specif	y)					
٨	Brief Description											
^ 무	Second Holder	Private Sector	<b>Public Sector</b>	Governmen	nt Service	Business	Profes	sional	Ag	ricul	turist	
2	Self Employed	Retired	Housewife	Student	Others	(Please Specif	y)					
< <dprtl-sep 1="" 2021="" ver="">&gt;</dprtl-sep>	Brief Description											
02 I V	Third Holder	Private Sector	<b>Public Sector</b>	Governmen	nt Service	Business	Profes	sional	Ag	ricul	turist	
er 1	Self Employed	Retired	Housewife	Student	Others (	(Please Specif	y)					
V	Brief Description											
3.	Please tick, if app	plicable: Politica	illy Exposed Person	(PEP) Re	lated to a F	Politically Expe	sed Person	(PEP)#				
4.	Any Other Inform	nation:			# if yes th	en provide deta	ıils as per an	nexure				
5.		n be e-mailed to us v						050				
4	On a daily basis	On weekly be		ortnightly basis		monthly basis		s per SEBI		lion		
0.		cess to my / our Demo agree to be bound by					Yes	N	D			
	i / we do nereby	agree to be bound by	iernis & conditions	mennonea in A	Aillexure A	-ruri Z						

This form is processed through automated system. Please ensure that all mandatory fields have been filled correctly, else the form is liable to be rejected.

	STANDING INSTE I / We authorise you			matically Int	o my / ou	r account.	Yes	No	(If not marked, be 'Yes')	default op	otion would
2.	Account to be operat	ed through	Power of At	Horney (PoA	).		Yes	No			
	Account to be operate SMS Alert Facility: (AM ( Applicable only for Sole)	andotory if you / First Holder	ore giving Powe in cose of CDSL	er of Allomey (Po )(Refer to Term	OA/DDPI). En	isure that the	ART 03 for NS	DL and PART	04 for CDSL)		
_	1. Sole / First Holder		No	2. Second		Yes	No	3. Third		Yes	No
6.	Mode of receiving St Mode of receiving of (If not marked the defaul 1 / We would like to:	Rights and	Obligation of the	he Beneficiary	Owner an		Participant (	that extrick any one)	Note 3 of Annexure and ID is provided in Physical	KYC Appl Electron	
8.	I / We would like to i	receive the	Annual Rep	ort Ph	ysical	Electron	nic Bo	th Physical	and Electronic		
	(Tick the opplicable box.  1 / We hereby author for all the charges re side is received in we	If not morked ise you to delating to n	d the default op lebit my / our ny / our Dem	tion would be r operative i at Account.	in physicol) Bank A/c_ Please tre	eat this aut	horisation c	as Irrevocal	with Axis Ba		Branch om my / our
		ls	t Holder			2nd Holde			3rd Holder		
1.	I/We wish to receiv	ve dividend rethat!/we	/ interest direct	otly in to my b	ank oecou	nt as given b	elow throug	h ECS (If not	ther further instruction marked, the defaulternment Securities (	option w	ould be "Yes").
5)	BANK DETAILS										
	Bank Account Type	Savings	Account	Current A	Account	Other	s (Please S	pecify)			
	Bank Account No.										
	Bank Name										
	Bank Address										
				City	/ Town /	Village			PIN Code		
	Si	tate					Country				
	MICR Code							IFSC			
Gu	GUARDIAN DETA [For account of a Minor, pardian Name lationship of Guardian NOMINATION O	two KYC Ap	or I / We Wis	must be filled	nominat	ion. (Details	ore provided	P#	or (to be signed by Gu  AN  ion Form prescribed t of nomination as pr	oy SEBI)	y SEBI)
	A AMA Lavator de de	Al A Al		L. T.	:1.15	At	Y6 F L	1	LOUI CONTRACTOR INVESTIGATION		
J	1 / We hereby decla	re mar me	mobile num			nonea in K	TC FORM DE	elongs to:	44.19.55		1
			- A A C	E-mai		F 14 aa		4.4	Mobile No.	A40 F. 11	40
	2000		Me		Му	Family**		Мө		My Family	
	1st Holder				/						
	2nd Holder					- 4					
	3rd Holder	nt abil									
	**Spouse, Dependent (	Children and	I Dependent P	orents.							
K)	MODE OF OPERA Mode of Operations For Joint accounts communication to be	for Joint A		Jointly		yone of the First ho	holder or	survivor			

# L) DECLARATION

The rules and regulations of the Depository and Depository Participants, pertaining to an account which are in force now, have been read by me / us and I / We have understood the same and I / We agree to abide by, and to be bound by the rules as are in force from time to time for such accounts. I / We hereby declare that the details furnished above are true and correct to the best of my / our knowledge and belief, and I / We 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 / We are aware that I / We may be held liable for it. In case non-resident account, I / We also declare that I / We have complied, and will continue to comply with FEMA regulations. We hereby undertake that we would comply with the guidelines prescribed by RBI vide its notification reference number FEMA. 361/2016-RB dated 15th February, 2016. I/We will not invest in securities prohibited for purchase vide above said RBI notification dated 15th February 2016 or in any future RBI notification in this regard. If mode of Operation for Joint Account is chosen as anyone of the holder or survivor(s), only specified operations such as transfer of securities including Inter-Depository Transfer, pledge / hypothecation / margin pledge / margin re-pledge (creation, closure and invocation and confirmation thereof as applicable) of securities and freeze/unfreeze of account and / or securities and / or specific number of securities will be permitted. The stock broker and depository participant shall not directly/indirectly compel the clients to execute power of Attorney (PoA) or Demat Debit and pledge Instruction (DDPI) or deny any services to the client if the client refuses to execute PoA or DDPI.

I / We acknowledge the receipt copy of Annexure A documents. I / We further confirm having read and understand the contents of Annexure A of the Account Opening Form comprising of Rights and Obligation of the Beneficiary Owner and Depository Participant, Guidance Note, additional terms & conditions & Schedule of Charges. I / We do hereby agree to be bound by such provisions as outline in these documents.

Sole / First Holder / Guardian (in case Sole Hold	er is Minor) Second Holder		Third Holder
(Mr. / Ms.)	(Mr. / Ms.)	(Mr. / Ms.)	
Signature of 1st Holder	Signature at 2nd Holder	310	pollure of 3rd Holder
(For Central Office use only) Name on PAN Card			
Name of the Officer	Employee No.	Sign	a & Bank Stamp
A/c verified by	Name of DP Official		



# CENTRAL KYC REGISTRY Know Your Customer (KYC) Application Form | Individual

# **Important Instructions:**

A) Fields marked with '*'	are mandatory fields. B) Plea	ase fill the form in Englis	h and in BLOCK letters.	C) Please fill the date in DD-	MM-YYYY format.	
For office use only (To be filled by Financial Institution)	Application Type * KYC Number Account Type *	New Normal	Update Simplified (for low risk co		KYC update request)	
1. PERSONAL DETAILS	(Please refer instruction A-Pai					
Name* (Same as ID proof)	Prefix	First Name		Middle Name	L	ast Name
Maiden Name (If any*)		++				
Father / Spouse Name*						
Mother Name*						
Date of Birth*	D D - M M - Y Y	7 7 7				
Gender*	M · Male	F - Female	T - Transgender			
Marital Status*	Married	Unmarried	Others			
Citizenship*	IN-Indian	Others (ISO 3166 Coun				РНОТО
Residential Status*	Resident Individual	Non Resident India	Foreign National	Person of Indian Orgin		PHUTU
Occupation Type*	S-Service ( Private S	Sector Public Sector	Government Sector	1		
	O-Others ( Professi	onal Self Employe	d Retired Hou	sewife Student)		
	B-Business X Not C	atagorised				
2. TICK IF APPLICABLE	RESIDENCE FOR TAX PU	RPOSES IN JURISOICTION	(S) OUTSIDE INOIA (Please	refer instruction B-Part 6)		
	IRED* (Mandatory only if section 2		To A STATE OF THE			
ISO 3166 Country Code of Ju Place / City of Birth*	urisdiction of Residence	l ax Identification Number	or equivalent (If issued by			
			ISO 3166 Country	Code Birtii		
3. PROOF OF IDENTITY	[Pol]* (Please see instruction	C-Part 6)				
	the following Proof of Identity [Pol	needs to be submitted)				
A- Passport Number				Passport Expiry Date		
B- Voter ID Card						
C- PAN Card						
O- Driving Licence				Driving Licence Expiry Da	ate High - High	-1111111
E- UIO (Aadhaar)						
F- NREGA Job Card						
G- Letter Issued by National Population Register						
		D.D. + 0\				
4. PROUF OF ADDRESS	S [PoA]* (Please see instruction	on U-Part 6)				
	7 / OVERSEAS ADDRESS DETAILS					
	following Proof of Identity [Pol] nee					
The second secon	tial / Business Residential	Business	Registered			
	t Number Driving Licence			ty Card		
Address	Job Card Letter issued b	y National Population Regi	Stei			
Line 1*						
Line 2				City / To	own / Village *	
Line 3 District*	Pin / P	ostal Code*	State / U.T Co			
			L-L-MINNEY CO.			
	CAL AOORESS OETAILS* (Please			fru en		
	/ Overseas Address details (In case	of multiple correspondence	ce / local addresses, please	fill 'Annexure A1')		<del></del>
Line 1*						
Line 3				City / To	own / Village *	
District*	Pin / P	ostal Code*	State / U.T Co	de" ISO 3166 Count	try Code Birth*	
4.3 ADDRESS IN THE JURIS	DICTION DETAILS WHERE APPLIC	ANT IS RESIDENT OUTSID	E INOIA FOR TAX PURPOS	SES* (Applicable if section 2 is	s ticked)	
Same as Current / Permanent	/ Overseas Address details	Same as Cor	respondence / Local Addres	s details	T-T-1	
Line 1*						
Line 2				City / To	own / Village <sup>a</sup>	
Ctate*			Zin	/ Postal Code*		untry Code Rirth*

5. CONTACT DETAILS (All communica	tion will be sent on provided Mobile no. / Ema	il-ID) (Please see instruction E-Part 6)
Tel.(Off) — — FAX — —	Tel.(Res) — — — — — — — — — — — — — — — — — — —	Mobile —
6. DETAILS of RELATED PERSON (In	case of additional related persons, fill 'Annex	ure B1') (Please see instruction F-Part 6)
Addition of Related Person	Deletion of Related Person	KYC Number of Related Person (If available*)
Related Person Type*	Guardian of Minor	Assignee Authorized Representative
Name* Prefix (if KYC nu	First Name First Name The state of section o	Middle Name  Last Name  on 6 are optional)
PROOF OF IDENTITY [PoI] OF RELATED	PERSON* (Please see instruction G-Part 6)	
A- Passport Number		Passport Expiry Date
B- Voter ID Card		
C- PAN Card		
D- Driving Licence		Driving Licence Expiry Date
E- UID (Aadhaar)		
F-NREGA Job Card		
G- Letter Issued by National Population Register		
7. REMARKS (If any)		
8. APPLICANT DECLARATION		
inform you of any changes therein, imme misrepresenting, I am aware that I may b	diately. In case any of the above information i	my knowledge and behalf and I undertake to is found to be false or untrue or misleading or bove registered number/email address  Signature / Thumb Impression of Applicant
9. ATTESTATION / FOR OFFICE USE	ONLY	
Document Received Certified Co	pies In-Person Verification Done	Originals verified and Self-Attested Document copies received
	ication Carried Out By	INSTITUTION DETAILS
Date of IPV 0 0 - M M - Y Y	YY	
Emp. Name		Name
Emp. Code Emp. Designation		Code
Emp. Branch		



# **FATCA-CRS Declaration Form - Individuals**

Form Type



# (Please consult your professional Tax Advisor for further guidance on your tax residency, if required)

Primary A	Applicant				
1) Existing	Customer* Y	N If Yes, Customer ID			
2) Address	Type* (a) R	esidential (b) Business	(c) Registered	Office	
3) City of B	irth*		Country of Birth*		
4) Identifica	ation Type and Identifi	cation Number (Documents submitte	ed as Proof of Identity of the i	ndividual):	
Name o	f the document submit	tedIdentification	Number	<u> </u>	
5) Please ti	ck the applicable tax r	esident declaration: (Any One)*			
l ai	m a tax resident of Inc	lia and not resident of any other cou	untry or I am a tax resid	dent of the country/ies me	entioned in the table below:
Country*	Tax Identification Number*	Identification Type (TIN or Other*, please specify)	Communication Address	Address for Tax Purpo Permanent Address	se Please note the Address below
					\
				Landmark	/
	//		Pin S	itate	Country
% In case T Permissible FATCA-CR I have unde	ax Identification No. i documents are Passp S Certification erstood the informatio	e individual is a citizen / green cardl s not available, kindly provide functi ort – Election ID Card – PAN Card – n requirements of this Form (and Te te and hereby accept the same.	onal equivalent\$ - ID Card – Driving License –		
	Signature:				
Date:	/			Place:	
*Mandator	y Fields				
2 <sup>nd</sup> Holde	r:				
1) Existing	Customer* Y	N If Yes, Customer ID			
2) Address		esidential (b) Business	(c) Registered	Office	
3) City of B			Country of Birth*		
		cation Number (Documents submitte		individual):	
	f the document submit	or an income of the contract o		natviadaly.	
		esident declaration: (Any One)*	Triomber		
1		lia and not resident of any other cou	untry or     am a tax resid	lent of the country/ies me	entioned in the table below:
Country*	Tax Identification Number*	Identification Type (TIN or Other*, please specify)	Communication Address	Address for Tax Purpo Permanent Address	se Please note the Address below
				Landmark	
			Pin S	itate	Country
# To also i	nclude USA, where the	e individual is a citizen / green card		N	
% In case T	ax Identification No. i	s not available, kindly provide functi ort – Election ID Card – PAN Card -	onal equivalent\$	UIDAI Card NREGA Jo	b Card – Others
	S Certification		9 C 1'a'. \	Constitution of	ata a sa thaile
		n requirements of this Form (and Te e and hereby accept the same.	rms & Conditions) and hereb	y confirm that the inform	ation provided by me on this
	Signature:	7			

\*Mandatory Fields

Place:

3rd Holder	r									
1) Existing	Customer*	Y N If	Yes, Customer ID							
2) Address	Type* (a)	Residential	(b) Business	(c)	Re	egistered O	Office			
3) City of B	Birth*			Country o	of Birth*					
4) Identific	ation Type and Id	lentification Numb	er (Documents submitte	ed as Proof of	f Identity	of the ind	ividual):			
Name o	of the document s	ubmitted	Identification	Number				- 14		
5) Please ti	ck the applicable	tax resident decla	ration: (Any One)*				1			
			esident of any other cou	intry or	I am a	tax residen	t of the co	untrv/ies	mentioned in	the table below:
				,				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Country	Tax Identificat Number*		ntification Type her*, please specify)	Communi	ication A		Address for Permaner			note the Address below
								1		
-							Lan	dmark		_
		A		Pin		Stat	e		Country	-
% In case T Permissible FATCA-CR	Tax Identification a documents are I	No. is not availabl Passport – Election	s a citizen / green cardle, kindly provide functi ID Card – PAN Card – nts of this Form (and Te	onal equivale - ID Card – D	ent\$ Priving Li					
			y accept the same.		,				7	,
_										
Date:		<del></del> :						Place:		
*Mandator	y Fields									
financial in our accour ensuring a please ens US citizen o \$It is mand	astitutions such as nt holders. In rele ppropriate withhoure you advise us or resident or gre datory to supply a	the Bank to seek of the Bank to seek of the seek of the Bank to se	additional personal, tax nation will have to be re ccount or any proceeds thin 30 days. If you hav ase include United State	and beneficion eported to tax is in relation the re any question in the foreing in which you	ial owne x author thereto. ons abo ign cour	r information ities / apportude of the state	on and cer ointed age ere be any residency, ation field o	tain certi encies / w change please c along with	fications and vithholding ag in any inform contact your T h your US Tax	ich Rules require Indian documentation from all gents for the purpose of nation provided by you, fax Advisor. If you are a x Identification Number. yet available or has not
<ol> <li>In case</li> <li>Fill-up t</li> </ol>	of NRI customers he Bank Account	if client has mark Number and obta	ag Account Opening standing instruction as ain the signature/s of ac ed in Savings / Current	"Yes" then m	r/s for d					roval Date. tify the same. (Signature
Account O		AML confirmation								ink details furnished on oval in case of NRI client
(i) Photoco (ii) Photoco (iii) Photoco (iv) Letter fr	opy of the Bank S opy of the Passborom the Bank.	led cheque having Statement having ook having name	g the name of the acco name and address of and address of the BC CR code of the branch	the BO D, (or)						
	dentity and Ad		and a station				2.7.17.0			
(1) Proof o	of Possession of A	Aadhaar number								
(3) Driving	rt (which is valid License (which i									
	rd by NREGA du		fficer af the State Government		Address	and photo	).			
.,		_						1.45		
-	De	tails of Branch (	Smicial Smicia			Br	ranch He	ua / Op	erations He	:00
Name:				N	Name:					

Designation:

Signature:

Employee Code:

Designation:

Signature:

Employee Code:

SS No.



	Nomination Details									(To	o be	fille							ATION ing singly	or j	jointly	)						
	Date	(E	) p	M	M Y		Y .		¥.	NSDL UCC/ DP ID	I	N	3	0	0	4	8	4	Client I	D								
	_	1								CDSL UCC/DP ID	1	3	0	2	7	5	0	0	Client I	D		-						
																					d							
I/V	I/We wish to make a nomination. [As per details giv			ven	below	]	_					_	_	_	-		-/-											
Noi								_						-														
		nination	and do	herel	by nom	nina	te the	follo	wi	ng person(s) who sh	all r	eceiv	e al	ll th	e as	sets	helo	l in 1	my/ourac	coı	unt in	the	evei	nt of	тy	/ ou	r	
		de upto	three	nom	ninees	in 1	the			Details of 1 <sup>st</sup> No	mir	iee			D	etai	ls of	2 <sup>nd</sup> ]	Nominee		1	Det	ails (	of 3	rd No	min	ee	
1	Name of the nomin	nee(s) (M	1r./M:	s.)				b		10				1	1													
2			-		K							9/	ó						9/	•							%	
		[If no percen		y, pleas	e specify	4		Ai	ny	odd lot after division	sh	all be	tra	ınsf	erre	d to	the	first	nominee n	ıen	tionea	l in	the f	โอเาท				
3	Relationship With	the App	plicant	(If	Any)						1																	
4		ee(s)																										
	City / Place: State & Country:																											
					PIN C	Code					0	N																
5	Relationship With the Applicant ( If Any)  4 Address of Nominee(s)  City / Place: State & Country:  PIN Country				1				1	V					3.													
6	State & Country:  PIN C  Mobile / Telephone no. of Nominee												<u>.</u>															



7	Nominee Identification details - [Plone of following and provide details of Photograph   Signature   PAN   Saving Bank account no.   Proof   Demat Account ID	of same] □ Aadhaar						
Sr. No	s. 8-14 should be filled only if nomine	e(s) is a minor:						
8	Date of Birth {in case of minor non	ninee(s)}						
9	Name of Guardian (Mr./Ms.) {in canominee(s) }	ase of minor	ş.					
10	Address of Guardian(s)					44		
	City / Place: State & Country:			0	N	Y A	•	
	1	PIN Code			J W /			
11	Mobile / Telephone no. of Guardian	•						
12	Email ID of Guardian	b		)	/			
13	Relationship of Guardian with non	ninee		A				
14	Guardian Identification details - [ one of following and provide details of the control of the c	of same]  ☐ Aadhaar						
		Nam	e(s) of holder(s)				Signature(s)	of holder*
Sol	e / First Holder (Mr./Ms.)		$\mathcal{A}$					
Sec	ond Holder (Mr./Ms.)							
Thi	rd Holder (Mr./Ms.)			1				

\*Optional Fields (Information required at Serial nos. 5, 6, 7, 11, 12 & 14 is not mandatory)

Note: This nomination shall supersede any prior nomination made by the account holder(s), if any

The Trading Member / Depository Participant shall provide acknowledgement of the nomination form to the account holder(s)

Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature



# Declaration Form for opting out of nomination [Annexure B - Mandatory Nomination for Eligible Trading and Demat Accounts]

То	Dat	e			1		7	
Axis Bank Ltd. Depository Services Gigaplex, Building No.1, 4 <sup>th</sup> Plot No.1.T.5, MIDC Airoli Knowledge Park, Airoli, Navi Mumbai - 40070								
UCC/DP ID - NSDL	1	2	3	0	0	4	8	4
UCC/DPIDCDSL	1	3	0	2	7	5	0	0
Client ID (only for Demat account	nt)				1			
Sole/First Holder Name			_		3			
Second Holder Name			17	)U	A			
Third Holder Name		-71		4	/			
1/ We hereby confirm that I / We do account and understand the issues that in case of death of all the accorequisite documents / information which may also include documents value of assets held in the trading /	involved in no ount holder(s), for claiming o issued by Cou	n-appo my/c f asset rt or o	ointmen our legal s held i	it of nom I heirs w n my/or	inee(s) ar ould need ur trading	nd furthed to subg / dem	er are aw omit all that at accoun	vare ne nt.
Na	me and Sign	ature	of Hold	ler(s)*				
1. 2					3			

<sup>\*</sup> Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature

# Annexure A

(This document is to be read along with Demat Account Opening Form)

#### PART - 01

# Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories

#### General Clause

- 1. The Beneficial Owner and the Depository Participant (DP) shall be bound by the provisions of the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996, Rules and Regulations of Securities and Exchange Board of India (SEBI), Circulars / Notifications / Guidelines issued thereunder, Bye Laws and Business Rules / Operating Instructions issued by the Depositories and relevant notifications of Government Authorities as may be in force from time to time.
- The DP shall open / activate Demat Account of a Beneficial Owner in the Depository system only after receipt of complete Account Opening Form, KYC and supporting documents as specified by SEBI from time to time.

#### **Beneficial Owner Information**

- 3. The DP shall maintain all the details of the Beneficial Owner(s) as mentioned in the Account Opening Form, supporting documents submitted by them, and / or any other information pertaining to the Beneficial Owner confidentially, and shall not disclose the same to any person, except as required by any statutory, legal or regulatory authority in this regard.
- 4. The Beneficial Owner shall immediately notify the DP in writing, if there is any change in details provided in the Account Opening Form, as submitted to the DP at the time of opening the Demat Account or furnished to the DP from time to time.

#### Fees / Charges / Tariff

- 5. The Beneficial Owner shall pay such charges to the DP for the purpose of holding and transfer of securities in Dematerialised Form, and for availing Depository Services as may be agreed to, from time to time between the DP and the Beneficial Owner, as set out in the Tariff Sheet provided by the DP. It may be informed to the Beneficial Owner that 'no charges are payable for opening of Demat Accounts.'
- In case of Basic Services Demat Accounts, the DP shall adhere to the charge structure as laid downunder the relevant SEBI and / or Depository Circulars / directions / notifications issued from time to time.
- The DP shall not increase any charges / tariff agreed upon, unless it has given a notice in writing of not less than thirty days, to the Beneficial Owner regarding the same.

#### Dematerialisation

 The Beneficial Owner shall have the right to get the Securities, which have been admitted on the Depositories, dematerialised in the form and manner laid downunder the Bye Laws, Business Rules and Operating Instructions of the Depositories.

# Separate Accounts

- The DP shall open Separate Accounts in the name of each of the Beneficial Owners, and Securities of each Beneficial Owner shall be segregated, and shall not be mixed up with the Securities of other Beneficial Owners and / or DP's own Securities held in dematerialised form.
- 10. The DP shall not facilitate the Beneficial Owner to create or permit any pledge, and / or hypothecation, or any other interest or encumbrance over all or any of such securities submitted for dematerialisation, and / or held in Demat Account except in the form and manner prescribed in the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996, and Bye Laws / Operating Instructions / Business Rules of the Depositories.

## Transfer of Securities

- 11. The DP shall effect transfer to and from the Demat Accounts of the Beneficial Owner only on the basis of an order, instruction, direction or mandate, duly authorised by the Beneficial Owner, and the DP shall maintain the original documents and the audit trail of such authorisations.
- 12. The Beneficial Owner reserves the right to give standing instructions with regard to the crediting of Securities in his Demat Account, and the DP shall act according to such instructions.

# Statement of Account

- 13. The DP shall provide Statements of Accounts to the Beneficial Owner in such form and manner, and at such time as agreed with the Beneficial Owner and as specified by SEBI / Depository in this regard.
- 14. However, if there is no transaction in the Demat Account, or if the balance has become Nil during the year, the DP shall send one physical statement of holding, annually, to such BOs and shall resume sending the Transaction Statement as and when there is a transaction in the account.
- 15. The DP may provide the services of issuing the statement of Demat Accounts in an electronic mode, if the Beneficial Owner so desires. The DP will furnish to the Beneficial Owner the Statement of Demat Accounts under its digital signature, as governed under the Information Technology Act, 2000. However, if the DP does not have the Facility of providing the Statement of Demat Account in the electronic mode, then the Participant shall be obliged to forward the Statement of Demat Accounts in physical form.

16. In case of Basic Services Demat Accounts, the DP shall send the Transaction Statements as mandated by SEBI and / or Depository from time to time.

#### Manner of Closure of Demat Account

- 17. The DP shall have the right to close the Demat Account of the Beneficial Owner, for any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days, to the Beneficial Owner, as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his / her Demat Account held with the DP provided no charges are payable by him / her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their Demat Account should be transferred to another Demat Account of the Beneficial Owner, held with another DP, or to rematerialise the security balances held.
- 18. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances, or rematerialise such security balances within a period of thirty days, as per procedure specified from time to time by the Depository. Provided further, closure of Demat Account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

#### **Default in Payment of Charges**

- 19. In event of Beneficial Owner committing a default in the payment of any amount provided in Clause 5 & 6, within a period of thirty days from the Date of Demand, without prejudice to the right of the DP to close the Demat Account of the Beneficial Owner, the DP may charge interest at a rate as specified by the Depository from time to time, for the period of such default.
- 20. In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5 & 6 specified above, the DP after giving two days notice to the Beneficial Owner, shall have the right to stop processing of instructions of the Beneficial Owner, till such time he makes the payment along with interest, if any.

## Liability of the Depository

- 21. As per Section 16 of Depositories Act, 1996,
  - Without prejudice to the provisions of any other law for the time being in force, any loss caused to the Beneficial Owner due to the negligence of the Depository or the Participant, the Depository shall indemnify such Beneficial Owner.
  - Where the loss due to the negligence of the Participant under Clause (1) above, is indemnified by the Depository, the Depository shall have the right to recover the same from such Participant.

#### Freezing / Defreezing of Accounts

- 22. The Beneficial Owner may exercise the right to freeze / defreeze his / her Demat Account maintained with the DP in accordance with the procedure and subject to the restrictions under the Bye Laws and Business Rules / Operating Instructions.
- 23. The DP or the Depository shall have the right to freeze / defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court, or any statutory authority.

## Redressal of Investor Grievance

24. The DP shall redress all grievances of the Beneficial Owner against the DP, within a period of thirty days from the Date of Receipt of the complaint.

## **Authorised Representative**

25. If the Beneficial Owner is a body corporate or a legal entity, it shall, along with the Account Opening Form, furnish to the DP, a list of officials authorised by it, who shall represent and interact on its behalf with the Participant. Any change in such list including additions, deletions or alterations thereto, shall be forthwith communicated to the Participant.

## Law and Jurisdiction

- 26. In addition to the specific rights set out in this document, the DP and the Beneficial Owner shall be entitled to exercise any other rights which the DP or the Beneficial Owner may have under the Rules, Bye Laws and Regulations of the respective Depository, in which the Demat Account is opened, and circulars / notices issued thereunder or Rules and Regulations of SEBI.
- 27. The provisions of this document shall always be subject to Government notification, any rules, regulations, guidelines and circulars / notices issued by SEBI, and Rules, Regulations and Bye Laws of the relevant Depository, where the Beneficial Owner maintains his / her account, that may be in force from time to time.
- 28. The Beneficial Owner and the DP shall abide by the arbitration and conciliation procedure prescribed under the Bye Laws of the Depository, and that such procedure shall be applicable to any disputes between the DP and the Beneficial Owner.
- 29. Words and expressions which are used in this document, but which are not defined herein, shall unless the context otherwise requires, have the same meanings as assigned thereto in the Rules, Bye Laws and Regulations, and circulars / notices issued thereunder by the Depository and / or SEBI.
- Any changes in the rights and obligations which are specified by SEBI / Depositories shall also be brought to the notice of the clients at once.
- 31. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and Regulations of SEBI, or Bye Laws, Rules and Regulations of the relevant Depository, where the Beneficial Owner maintains his / her account, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.

# ACKNOWLEDGEMENT

Axis Bank Ltd., Gigaplex Building No. 1, 4th Floor, Plot No. I.T.5, MIDC, Airoli Knowledge Park, Airoli, Navi Mumbai - 400 708. E-mail: dp.operations@axisbank.com

Received the application from Mr. / Ms.	as the Sole / First Holder along with Mr. / Ms.
and Mr. / Ms.	as the Second and Third Holder's respectively, for opening of a Depository
Account. Please quote the DP ID & Client ID allotted to you	in all your future correspondence.
Date: D D M M Y Y Y Y	

# Terms & Conditions for requisition for DIS booklet through Website / Tele Depository & Transaction and Holding Statement through Website and / or by e-mail

- I / We am / are aware that I / We will not receive the Transaction Statements in paper form.
- 2. I / We agree that Delivery Instruction Slip (DIS) booklet requested through Internet Banking Depository / Tele Depository Services should be treated as request given by me / us in terms of the NSDL requirements entirely as to our risk & consequences. The Bank shall be absolved of its duties / liabilities if the DIS booklet requested is dispatched at my / our registered address for communications as recorded in above stated Demat Account (as intimated and recorded by the Axis Bank Limited from time to time) at applicable cost (if any) that the Bank may now or subsequently prescribe.
- I / We will take all the necessary steps to ensure confidentiality and secrecy of the login name & password of the internet / e-mailed account.
- 4. I / We am / are aware that the Transaction Statement may be accessed by other entities in case the confidentiality / secrecy of the login name and password is compromised. I / We take the entire responsibility of the same.

- I / We agree that the Transaction Statement are sent by e-mail, I / We shall immediately inform the DP about change in e-mail address, if any.
- I / We agree and aware that DP shall have the right to terminate such service provided a written notice is given at least 10 days in advance and vice versa.
- 7. I / We agree that the above terms and conditions are in addition to and not in contravention of the terms and conditions forming a part of the 'Rights and Obligations of the Beneficial Owner and Depository Participant' signed by me / us at the time of opening the Demat Account.

Please do the needful at the earliest at my / our sole responsibility, and activate the services as mentioned above for my / our Demat Account.

# **PART - 03**

# Terms and Conditions for SMS Alerts Facility (NSDL)

#### 1.1 Definition

In these Terms and Conditions, the following terms shall have the following meanings: 'Alerts' or 'Facility' means the customised messages with respect to specific events / transactions relating to an Investor's Account sent as Short Messaging Service ('SMS') over mobile phone to the Investor;

'Investor' means the person who holds an Account;

'Account' means the Demat Account of the Investor with NSDL maintained through its Depository Participant;

'ISIN' means an International Securities Identification Number assigned to a security;
'CSP' means the Cellular Service Provider through whom the Investor or NSDL receives the mobile services.

#### 1.2 Availability

- 1.2.1 NSDL at its sole discretion may discontinue the Facility at any time by providing a prior intimation through its website or any other medium of communication. NSDL may at its discretion extend the Facility to Investors who register mobile phones originating outside India.
- 1.2.2 The Alerts would be generated by NSDL and will be sent to the Investors on the mobile number provided by the Investor and the delivery of the Alert would be entirely based on the service availability of the Service Provider and connectivity with other cellular circles of the CSPs or in circles forming part of the roaming GSM network agreement between such CSPs. The Alerts are dependent on various factors including connectivity and, therefore, NSDL cannot assure final and timely delivery of the Alerts.
- 1.2.3 The Investor will be responsible for the security and confidentiality of his / her Mobile phone and mobile phone number to be used for this Facility.

## 1.3 Process

- 1.3.1 This Facility provides Alerts to Investors over mobile phones for the debits (transfers) that have taken place in their Accounts, a day after the debit (transfer). These Alerts will be sent to those Investors who have requested such a Facility and have provided their mobile numbers to their Depository Participants. Alerts will be sent if the debits (transfers) are up to five ISINs in a day. Investors who have provided their mobile numbers to Depository Participants but do not wish to avail of this Facility may do so by informing their Depository Participants accordingly.
- 1.3.2 The Investor is duty bound to acquaint himself / herself with the detailed process for using the Facility and interpreting the Alerts for which NSDL is not responsible for any error / omissions by the Investor.
- 1.3.3 The Investor acknowledges that the Alerts will be implemented in a phased manner and NSDL may at a later stage; as and when feasible, add more Alerts. NSDL may, at its discretion, from time to time change the features of any Alert. The Investor will be solely responsible for keeping himself / herself updated of the available Alerts, which shall, on best-effort basis, be notified by NSDL through its website or any other medium of communication.

# 1.4 Receiving Alerts

- 1.4.1 The Investor is solely responsible for intimating in writing to his / her Depository Participant any change in his / her mobile phone number and NSDL will not be liable for sending Alerts or other information over his / her mobile phone number recorded with NSDL.
- 1.4.2 The Investor acknowledges that to receive Alerts, his / her mobile phone must be in an 'ON' mode. If his / her mobile is kept 'OFF' for a specified period from the time of delivery of an Alert message by NSDL, that particular message may not be received by the Investor.

- 1.4.3 The Investor acknowledges that the Facility is dependent on the infrastructure, connectivity and services provided by the CSPs within India. The Investor accepts that timeliness, accuracy and readability of Alerts sent by NSDL will depend on factors affecting the CSPs and other Service Providers. NSDL shall not be liable for non-delivery or delayed delivery of Alerts, error, loss or distortion in transmission of Alerts to the Investor.
- 1.4.4 NSDL will endeavour to provide the Facility on a best-effort basis and the Investor shall not hold NSDL responsible / liable for non-availability of the Facility or non performance by any CSPs or other Service Providers or any loss or damage caused to the Investor as a result of use of the Facility (including relying on the Alerts for his / her investment or business or any other purposes) for causes which are attributable to / and are beyond the control of NSDL NSDL shall not be held liable in any manner to the Investor in connection with the use of the Facility.
- 1.4.5 The Investor accepts that each Alert may contain certain account information relating to the Investor. The Investor authorises NSDL to send any other account related information, though not specifically requested, if NSDL deems that the same is relevant.

#### 1.5 Withdrawal or Termination

- 1.5.1 NSDL may, in its discretion, withdraw temporarily or terminate the Facility, either wholly or in part, at any time. NSDL may suspend temporarily the Facility at any time during which any maintenance work or repair is required to be carried out or in case of any emergency or for security reasons, which require the temporary suspension of the Facility.
- 1.5.2 Notwithstanding the terms laid down in Clause 1.5.1 above, either the Investor or NSDL may, for any reason whatsoever, terminate this Facility at any time. In case the Investor wishes to terminate this Facility, he / she will have to intimate his / her Depository Participant accordingly.

## 1.6 Fees

1.6.1 At present, NSDL is levying no charge for this Facility on the Depository Participants. The Investor shall be liable for payment of airtime or other charges, which may be levied by the CSPs in connection with the receiving of the Alerts, as per the terms and conditions between the CSPs and Investors, and NSDL is in no way concerned with the same.

# 1.7 Disclaimer

- 1.7.1 This Facility is only an Alert mechanism for the Investors and is not in lieu of the Transaction Statements required to be provided by the Depository Participant to its clients.
- 1.7.2 NSDL shall not be concerned with any dispute that may arise between the Investor and his / her CSP and makes no representation or gives no warranty with respect to the quality of the service provided by the CSP or guarantee for timely delivery or accuracy of the contents of each Alert.
- 1.7.3 The Investor shall verify the transactions and the balances in his / her account from his / her Depository Participant and not rely solely on Alerts for any purpose.
- 1.7.4 NSDL will not be liable for any delay or inability of NSDL to send the Alert or for loss of any information in the Alerts in transmission.

## 1.8 Liabilit

1.8.1 NSDL shall not be liable for any losses, claims and damages arising from negligence, fraud, collusion or violation of the terms herein on the part of the Investor and / or a third party.

# Terms and Conditions-cum-Registration / Modification Form for receiving SMS Alerts from CDSL (SMS Alerts will be sent by CDSL to BOs for all debits)

#### **Definitions:**

In these Terms and Conditions the terms shall have following meaning unless indicated otherwise:

- 1 'Depository' means Central Depository Services (India) Limited a company incorporated in India under the Companies Act, 1956 and having its registered office at 17th Floor, P.J. Towers, Dalal Street, Fort, Mumbai 400001 and all its branch offices and includes its successors and assigns
- 2 'DP' means Depository Participant of CDSL. The term covers all types of DPs who are allowed to open Demat Accounts for Investors
- 3 'BO' means an entity that has opened a Demat Account with the Depository. The term covers all types of Demat Accounts, which can be opened with a Depository as specified by the Depository from time to time
- 4 SMS means 'Short Messaging Service'
- 5 'Alerts' means a customised SMS sent to the BO over the said mobile phone number
- 6 'Service Provider' means a cellular Service Provider(s) with whom the Depository has entered / will be entering into an arrangement for providing the SMS Alerts to the BO
- 7 'Service' means the Service of providing SMS Alerts to the BO on best-effort basis as per these terms and conditions

#### Availability:

- 1 The Service will be provided to the BO at his / her request and at the discretion of the Depository. The Service will be available to those account holders who have provided their mobile numbers to the Depository through their DP. The Services may be discontinued for a specific period / indefinite period, with or without issuing any prior notice for the purpose of security reasons or system maintenance or for such other reasons as may be warranted. The Depository may also discontinue the Service at any time without giving prior notice for any reason whatsoever
- 2 The Service is currently available to the BOs who are residing in India
- 3 The Alerts will be provided to the BOs only if they remain within the range of the Service Provider's service area or within the range forming part of the roaming network of the Service Provider
- 4 In case of joint accounts and non-individual accounts the Service will be available, only to one mobile number i.e. to the mobile number as submitted at the time of registration / modification
- 5 The BO is responsible for promptly intimating to the Depository in the prescribed manner any change in mobile number, or loss of handset, on which the BO wants to receive the Alerts from the Depository. In case of change in mobile number not intimated to the Depository, the SMS Alerts will continue to be sent to the last registered mobile phone number. The BO agrees to indemnify the Depository for any loss or damage suffered by it on account of SMS Alerts sent on such mobile number

## **Receiving Alerts**

- 1 The Depository shall send the Alerts to the mobile phone number provided by the BO while registering for the Service or to any such number replaced and informed by the BO from time to time. Upon such registration / change, the Depository shall make every effort to update the change in mobile number within a reasonable period of time. The Depository shall not be responsible for any event of delay or loss of message in this regard
- 2 The BO acknowledges that the Alerts will be received only if the mobile phone is in 'ON' and in a mode to receive the SMS. If the mobile phone is in 'OFF' mode i.e. unable to receive the Alerts then the BO may not get / get after delay any Alerts sent during such period
- 3 The BO also acknowledges that the readability, accuracy and timeliness of providing the service depend on many factors including the infrastructure, connectivity of the Service Provider. The Depository shall not be responsible for any non-delivery, delayed delivery or distortion of the Alert in any way whatsoever
- 4 The BO further acknowledges that the Service provided to him is an additional Facility provided for his convenience and is susceptible to error, omission and / or inaccuracy. In case the BO observes any error in the information provided in the Alert, the BO shall inform the Depository and / or the DP immediately in writing and the Depository will make best possible efforts to rectify the error as early as possible. The BO shall not hold the Depository liable for any loss, damages, etc. that may be incurred / suffered by the BO on account of opting to avail SMS Alerts Facility
- 5 The BO authorises the Depository to send any message such as promotional, greeting or any other message that the Depository may consider appropriate, to the BO. The BO agrees to an ongoing confirmation for use of name, e-mail address and mobile number for marketing offers between CDSL and any other entity
- 6 The BO agrees to inform the Depository and DP in writing of any unauthorised debit to his BO Account / unauthorised transfer of Securities from his BO Account, immediately, which may come to his knowledge on receiving SMS Alerts. The BO may send an e-mail to CDSL at complaints@cdslindia.com. The BO is advised not to inform the Service Provider about any such unauthorised debit to / transfer of Securities from his BO Account by sending a SMS back to the Service Provider as there is no reverse communication between the Service Provider and the Depository

- 7 The information sent as an Alert on the mobile phone number shall be deemed to have been received by the BO and the Depository shall not be under any obligation to confirm the authenticity of the person(s) receiving the Alert
- 8 The Depository will make best efforts to provide the Service. The BO cannot hold the Depository liable for non-availability of the Service in any manner whatsoever
- 9 If the BO finds that the information such as mobile number etc., has been changed without proper authorisation, the BO should immediately inform the DP in writing

#### Fees:

Depository reserves the right to charge such fees from time to time as it deems fit for providing this Service to the BO.

#### Disclaimer:

The Depository shall make reasonable efforts to ensure that the BO's personal information is kept confidential. The Depository does not warranty the confidentiality or security of the SMS Alerts transmitted through a Service Provider. Further, the Depository makes no warranty or representation of any kind in relation to the system and the network or their function or their performance or for any loss or damage whenever and howsoever suffered or incurred by the BO or by any person resulting from or in connection with availing of SMS Alerts Facility. The Depository gives no warranty with respect to the quality of the Service provided by the Service Provider. The Depository will not be liable for any unauthorised use or access to the information and / or SMS Alert sent on the mobile phone number of the BO or for fraudulent, duplicate or erroneous use / misuse of such information by any third person.

#### **Liability and Indemnity:**

The Depository shall not be liable for any breach of confidentiality by the Service Provider or by any third person due to unauthorised access to the information meant for the BO. In consideration of the Depository providing the Service, the BO agrees to indemnify and keep safe, harmless and indemnified the Depository and its officials from any damages, claims, demands, proceedings, loss, cost, charges and expenses whatsoever which a Depository may at any time incur, sustain, suffer or be put to as a consequence of or arising out of interference with or misuse, improper or fraudulent use of the Service by the BO.

#### Amendments:

The Depository may amend the terms and conditions at any time with or without giving any prior notice to the BOs. Any such amendments shall be binding on the BOs who are already registered as user of this Service.

#### Governing Law and Jurisdiction:

Providing the Service as outlined above shall be governed by the laws of India and will be subject to the exclusive jurisdiction of the courts in Mumbai.

I / We wish to avail the SMS Alerts Facility provided by the Depository on my / our mobile number provided in the Registration Form subject to the terms and conditions mentioned below. I / We consent to CDSL providing to the Service Provider such information pertaining to account / transactions in my / our account as is necessary for the purposes of generating SMS Alerts by Service Provider, to be sent to the said mobile number.

I / We have read and understood the terms and conditions mentioned above and agree to abide by them and any amendments thereto made by the Depository from time to time. I / We further undertake to pay fee / charges as may be levied by the Depository from time to time.

I / We further understand that the SMS Alerts would be sent for a maximum four ISINs at a time. If more than four debits take place, the BOs would be required to take up the matter with their DP

I / We am / are aware that mere acceptance of the Registration Form does not imply in any way that the request has been accepted by the Depository for providing the Service.

#### Notes:

- 1. All communication shall be sent at the address of the Sole / First Holder only.
- 2. Thumb impressions must be attested by witness or a Magistrate or a Notary Public or a Special Executive Magistrate
- 3. Signatures other than English or Hindi or any of the other language not contained in the 8th Schedule of the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate
- 4. The nomination and Declaration form may be signed using e-Sign facility or wet signature and in these cases, witness will not be required.
- 5. For receiving Statement of Account in electronic form:
  - I. Client must ensure the confidentiality of the password of the email account ,
  - II. Client must promptly inform the Participant if the email address has changed.
  - III. Client may opt to terminate this facility by giving 10 days prior notice. Similarly, Participant may also terminate this facility by giving 10 days prior notice.
- 6. In case of joint account, on death of any the joint account holders, the surviving account holder(s) has to inform Participant about death of the account holder(s) with required documents within one year of the date of demise.
- 7. In case if 'first holder' is selected, the communication will be sent as per the preference mentioned at Sr.No.4. In case 'All joint account holders' is opted, communication to first holder will be sent as per the preference mentioned at Sr.No.4. and communication to other holders will be in electronic mode. The default option will be communication to 'first holder', if no option selected.
- 8. Strike off whichever is not applicable.
- 9. Easi (Applicable for CDSL Only): To register for easi, please visit website www.cdslindia.com Easi allows a BO to view his ISIN balance, Transaction and value of the Portfolio online.

# **PART - 06**

# CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Individual KYC Application Form

#### General Instructions:

- 1 Fields marked with '\*' are mandatory fields.
- 2 Tick '√' wherever applicable.
- 3 Self-Certification of documents is mandatory.
- 4 Please fill the form in English and in BLOCK Letters.
- 5 Please fill all dates in DD-MM-YYYY format.
- 6 Wherever state code and country code is to be furnished, the same should be the two-digit code as per Indian Motor Vehicle, 1988 and ISO 3166 country code respectively list of which is available at the end.
- 7 KYC number of applicant is mandatory for updation of KYC details.
- 8 For particular section update, please tick (</) in the box available before the section number and strike off the sections not required to be updated.
- 9 In case of 'Small Account type' only personal details at section number 1 and 2, photograph, signature and selfcertification required.
- A Clarification / Guidelines on filling 'Personal Details' section
  - 1 Name: Please state the name with Prefix (Mr/Mrs/Ms/Dr/etc.). The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
  - 2 Either father's name or spouse's name is to be mandatorily furnished. In case PAN is not available father's name is mandatory.
- B Clarification / Guidelines on filling 'Proof of Identity [Pol]' section
  - 1 If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
  - 2 Mention identification / reference number if 'Z-Others (any document notified by the central government)' is ticked.
  - 3 In case of Simplified Measures Accounts for verifying the identity of the applicant, any one of the following documents can also be submitted and undernoted relevant code may be mentioned in point 2 (S).

Document Code	Description
1	Identity card with applicant's photograph issued by Central/ State Government Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions.
2	Letter issued by a gazetted officer, with a duly attested photograph of the person.

- C Clarification / Guidelines on filling 'Proof of Address [PoA] Current / Permanent / Overseas Address details' section (Refer KYC Application form)
  - 1 PoA to be submitted only if the submitted PoI does not have an address or address as per PoI is invalid or not in force.
  - 2 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
  - 3 In case of Simplified Measures Accounts for verifying the address of the applicant, any one of the following documents can also be submitted and under noted relevant code may be mentioned.

Document Code	Description
1	Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
2	Property or Municipal Tax receipt.
3	Bank account or Post Office savings bank account statement.
4	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
5	Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation.
6	Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India.

# D Clarification / Guidelines on filling 'Proof of Address [PoA] - Correspondence / Local Address details' section (Refer KYC Application form)

- 1 To be filled only in case the PoA is not the local address or address where the customer is currently residing. No separate PoA is required to be submitted.
- 2 In case of multiple correspondence / local addresses, Please fill 'Annexure A1'
- E Clarification / Guidelines on filling 'Contact details' section
  - 1 Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 9199999999).
  - $2\,$  Do not add 'O' in the beginning of Mobile number.
- F Clarification / Guidelines on filling 'Related Person details' section
  - Provide KYC number of related person if available.
- G Clarification / Guidelines on filling 'Related Person details Proof of Identity [Pol] of Related Person' section

  1 Mention identification / reference number if 'Z-Others (any document notified by the central government)' is ticked.