Housing & Urban Development Corporation Limited
Kolkata Regional Office

Expression of Interest for Empanelment of Valuers for Valuation of Immovable Property and Plant & Machinery

Expression of interest is invited by HUDCO Regional Office at Kolkata from experienced Valuers to prepare a panel of Valuers for Valuation of Immovable Property and Plant & Machinery.

Important Dates:

- Date of invitation of EOI : 23/07/2026
- Last date of submission of EOI: 13/08/2026 at 15:00 Hrs
- Date of opening of EOI : 13/08/2026 at 16:00 Hrs

For the details of selection criteria and other terms and conditions of empanelment, please refer to our website www.hudco.org and www.eprocure.gov.in.

Regional Chief
Kolkata Regional Office

hudco
A NAVRATNA CPSE

Kolkata Regional Office

No: HUDCO/KRO/Valuation/2026-28/ 97 Date: 23/07/2026

Subject: Expression of Interest for Empanelment of Valuers by HUDCO-Kolkata Regional Office for a period of two years for valuation of Land & Building and Plant & Machinery.

Housing and Urban Development Corporation Ltd (HUDCO), a "Navratna" Public Sector Enterprise, is a premier techno-financial institution in the field of Housing and Urban Development and is functioning under the administrative control of the Ministry of Housing and Urban Affairs (MoHUA), Government of India.

HUDCO Regional Office, Kolkata intends to empanel reputed valuers for valuation of financially assisted projects/immovable properties (other than Agricultural Land, Plantation, Quarries & Mines) and Plant & Machinery in accordance with the terms and conditions specified in Annexure-I.

The following general terms and conditions would be applicable for submission of application for empanelment of valuers:

1. The Terms of Reference for Empanelment and the Undertaking for compliance to be submitted by the applicants, in order to be considered for empanelment as valuers is enclosed as **Annexure-I.**

2. Separate empanelment will be undertaken for the following categories:
   a) Land and Building
   b) Plant and Machinery
   Valuers may apply for empanelment in one or both categories based on their area of expertise and must provide the requisite supporting documents. Each category will be evaluated independently as part of the empanelment process.

3. The proposed empanelment would be valid for a period of two years from the date of empanelment or as extended by HUDCO.

4. The checklist of information/documents to be furnished shall be submitted by each valuer as per format enclosed as **Annexure-II, Annexure-IV (Vendor Profile) & Annexure-V (KYC).** Attested photocopies of qualifications, registration, other relevant professional achievement etc. shall be furnished.
   a. The valuer must submit a copy of the registration certificate obtained under Rule 8A (2) of the Wealth Tax Rules, 1957.
   b. The valuer must provide documents/certificates evidencing a minimum of five years post registration experience.
   c. The valuer must submit proof of an annual income of at least Rs. 2.50 lakh for the preceding three years, duly certified by a Chartered Accountant.

5. Minimum gross income from valuation in any three of the preceding years of practice out of last five years of post-registration experience should not be less than Rs. 2.5 lakh per year. The valuer should provide a certificate from a Chartered Accountant regarding the fee received from valuation in the last 5 Financial years. The valuer should submit income details for each category separately, if applying for both the categories. A proforma to be duly signed by CA in this regard is enclosed at **Annexure–III** for submission by the valuer seeking empanelment.

6. The valuer should have experience in carrying out valuation assignments in West Bengal and/or Sikkim and shall furnish supporting documents in this regard.

7. The valuer shall have an office in West Bengal and/or Sikkim with adequate infrastructure and qualified personnel to cater to the requirements of the proposed valuation services.

8. The EOI submitted will need to be valid for 30 days.

9. HUDCO shall not be held responsible for any accident occurring during the course of the work, for any reason whatsoever.

10. The valuer shall be required to attend the office as and when necessary.

11. Payment of valuation works will be through RTGS/NEFT against the Bill/Invoice submitted after deduction of applicable taxes (If any).

12. The empanelled valuer firms are requested to participate & submit quotation in response to the e-tenders of HUDCO, Kolkata Regional Office for valuation of Immovable Property/Plant & Machinery as per requirement which will be posted on the website of HUDCO and www.eprocure.gov.in.

13. The valuers will need to submit to HUDCO, the details of Registration with Insolvency & Bankruptcy Board of India (IBBI) in case the same has been done.

14. While performing work under the work order, the valuer shall not share or disclose the office's internal official matters, information or documents with outsiders.

15. The valuer should submit duly signed copy of terms of empanelment attached at Annexure-I along with the bio-data for empanelment of valuer with HUDCO in the proforma attached at Annexure-II with requisite documents to support his eligibility for empanelment in a sealed envelope marked as "Application for Empanelment of Valuers". The application should be sent by post or deposited in Tender Box available at the HUDCO Kolkata Regional Office Addressed to:

    The Regional Chief,
    Housing & Urban Development Corporation Ltd. (HUDCO),
    Kolkata Regional Office,
    HUDCO Bhawan, DJ-11, Sector – II,
    Karunamoyee, Salt Lake,
    Kolkata – 700 091, West Bengal.

    The envelope shall clearly bear the name and address of the valuer, along with the Tender No. The application should reach us on or before 03.00 p.m. of Date 13/08/2026. The applications received either by fax/email or late/beyond the closing time/date will not be entertained. HUDCO shall not be liable for any postal delays.

16. The tender will be opened on 13/08/2026 at 04:00 PM at the HUDCO office (at the address specified in Point No. 16). Representatives of the valuer may be present during opening of EOI.

17. The valuers shall convey acceptance of the Terms of Empanelment within seven days from the date of issue of the empanelment letter.

18. The empanelment does not automatically entitle the valuer to any privilege such as award of work. The issue of work order for valuation in each Region / Division of the State would be based on evaluation of quotations received for specific assignments or such other criteria decided by the competent authority of HUDCO in the event of exigency and shall be as per extant HUDCO norms.

19. HUDCO reserves the right to accept / reject any or all applications for Empanelment of Valuers without assigning any reason whatsoever and the decision of the Regional Chief, HUDCO Kolkata Regional Office shall be final and binding on both the parties in respect of all matters of dispute.

20. Courts located in Kolkata shall have exclusive jurisdiction to settle all disputes arising out of this empanelment and the subsequent process of inviting quotations from the empanelled valuers for the proposed valuation works.

Note:

a) Valuers already empanelled with other HUDCO Regional Offices may apply for empanelment with the Kolkata Regional Office, provided the bidding firm/agency has a local office in the state of West Bengal.

b) Valuers empanelled with HUDCO Kolkata Regional Office during the period of 2024-26 need to apply afresh for the present empanelment.

Regards,

Yours faithfully,

Regional Chief
Kolkata Regional Office

hudco
A NAVRATNA CPSE

Kolkata Regional Office

Annexure-I

Terms of Empanelment

1. A valuer of immovable/movable properties must be a Government Registered Valuer in accordance with Rule 8A (2) or 8A (8) of the Wealth-Tax Rules, 1957. The valuer shall possess a minimum of five years of post-registration experience as a consulting valuer for reputed clients such as banks, PSUs, and Government Departments. The valuer must also be empanelled with at least one major Public Sector Bank (State Bank of India, Punjab National Bank, Bank of Baroda, Union Bank of India, or Canara Bank).

2. For valuation of properties/assets of Companies, in terms of Companies (Registered Valuers and Valuation) Rules, 2017 notified by MCA on 18.10.2017, the valuer must be registered with Insolvency and Bankruptcy Board (IBBI) for the relevant asset class and be on the panel of at least one major Public Sector Bank (as listed above). Such valuers shall also be eligible to undertake valuations of properties/assets pertaining to other than Companies.

3. A Valuer of immovable/movable property shall have to make an unprejudiced and factual valuation of any immovable property, which he may be required to value as per the Guidelines as may be prescribed by HUDCO from time to time.

4. A valuer of immovable/movable property shall have to:
   (i) Exhaustively and understandably carry out the valuation and give the duly signed and stamped valuation report in a manner that will not be deceptive.
   (ii) Present adequate information to allow those who read and trust on the report to fully understand the data, reasoning, analysis and conclusion underlying the Valuer's finding, opinions and conclusions.
   (iii) Clearly identify and describe the property being valued and the rights associated with the property to be valued.
   (iv) Define the value being estimated and state the purpose of the valuation, the effective valuation date and the date of the report.
   (v) Fully and exhaustively explain the valuation basis applied and the reasons for their applications and conclusions.
   (vi) State realistic and practicable assumptions and limiting conditions upon which the valuation is based.
   (vii) Avoid ambiguous, flimsy assumptions and limiting conditions.
   (viii) Furnish a signed professional certificate of objectivity, non-bias, professional contribution and other relevant disclosures along with the valuation report.
   (ix) Capture the Geo-tagging of the property adding geographical information, like latitude and longitude, photos, videos, or websites, allowing users to identify the location where the content was created or taken for the purpose of valuation.

5. HUDCO shall have power to modify the norms for empanelment of valuer from time to time without prior notice and it shall be retrospectively binding on concerned empanelled Valuers from the date of such modification.

6. HUDCO may remove the name of any person from the empanelment list without prior notice if he fails to fulfil any of above-mentioned requirements, without giving any reasons thereof.

7. The performance of valuers shall be reviewed every two years by the Regional Chief and valuers shall be informed accordingly.

8. For the purpose of valuation work to be carried out, Regional Chief/Regional Head shall explain the requirement, location, scope and purpose of valuation work proposed to be carried out and shall call for quotations from the empanelled valuers for awarding proposed valuation work. Valuation work will be assigned to the empanelled valuer who has quoted lowest valuation fee.

   The valuer should clearly indicate:

   a. Fair Market Value
   b. Realisable Value
   c. Distress Sale Value
   d. Circle Rate Value (Government Value)

   It shall be the sole discretion of HUDCO to award/not to award the valuation work to any of the bidder. The decision regarding this shall be final & binding to all the empanelled valuers.

9. The services of the empanelled valuers will be utilized on the basis of competitive quotations called from empanelled valuers. Valuation work will be assigned to the empanelled valuer who has quoted lowest valuation fee.

10. As per the GoI directives, efforts shall be made to obtain the financial bids at the time of valuation through GeM. Accordingly, valuers are advised to register on the GeM portal.

Declaration:

a) I hereby declare that, above mentioned information is true to the best of my knowledge and belief.
b) I hereby declare that, I have no conflict of interest in the concerned valuation work.
c) I unconditionally accept the "Terms of Empanelment" for consideration as an empanelled valuer in HUDCO.

Signature & Seal

Name:

Place:

Date:

Kolkata Regional Office

Annexure-II

PROFORMA FOR BIO-DATA FOR EMPANELMENT OF VALUER WITH HUDCO

Empanelment for

	Real estate / Land & Building
	Plant & Machinery

Please tick, whichever is applicable
(Separate application is to be provided for each category)

1	Name / Firm Name (indicating Name of Key Valuer)			
2	Tick the relevant constitution	Individual	Firm	Company
3	Please attach a signed copy of relevant document as per the Constitution (mention the number also)	Pan Card	GST	GST & CIN
		Yes / No	Yes / No	Yes / No
4	MSME Registration No. (if any) (please enclose copy)			
5	Office Address			
	Phone No.			
	Fax No.			
	E-mail ID			
6	In case Office Address mentioned in point 5 above, is out of West Bengal, mention the local office address situated in the State of West Bengal. Contact No. E-mail ID			
7	Educational Qualification of Valuer / Partners / Proprietor/ Associate / Director (certificate to be annexed)	**SI. No.**	**Degree**	

8 Brief details of Major Valuation work taken up: (Separate sheet may be attached, if required)

SI. No.	Details	Value (Rs.)	Agency for which undertaken	Year of Evaluation
8.1				
8.2				
8.3				
8.4				
8.5				

<table>
<tr><td rowspan="7">9</td><td colspan="5">Details of Valuation work done at West Bengal/Sikkim (please enclose details along with copy of work order)</td></tr>
<tr><td>SI. No.</td><td>Details</td><td>Value (Rs.)</td><td>Agency for which undertaken</td><td>Year of Evaluation</td></tr>
<tr><td>9.1</td><td></td><td></td><td></td><td></td></tr>
<tr><td>9.2</td><td></td><td></td><td></td><td></td></tr>
<tr><td>9.3</td><td></td><td></td><td></td><td></td></tr>
<tr><td>9.4</td><td></td><td></td><td></td><td></td></tr>
<tr><td>9.5</td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="5">10</td><td colspan="2" rowspan="5">Date of registration as Govt. registered valuer (along with a copy of post registration experience as consulting valuer not less than 5 years of issuance of Registration Letter), supported by a Copy of Registration Certificate as per rule 8A (2) of the Wealth Tax Rule 1957</td><td colspan="2">Registered</td><td></td></tr>
<tr><td colspan="2">Year of Registration</td><td></td></tr>
<tr><td colspan="2">Registration Number</td><td></td></tr>
<tr><td colspan="2">Copy of certificate enclosed</td><td></td></tr>
<tr><td colspan="2">Post Registration Experience in Years</td><td></td></tr>
<tr><td rowspan="4">11</td><td colspan="2" rowspan="4">Certificate of registration issued by Insolvency and Bankruptcy Board of India as per Companies (Registered Valuers & Valuation) Rule, 2017</td><td colspan="2">Registered</td><td></td></tr>
<tr><td colspan="2">Year of Registration</td><td></td></tr>
<tr><td colspan="2">Registration Number</td><td></td></tr>
<tr><td colspan="2">Copy of certificate enclosed</td><td></td></tr>
<tr><td rowspan="6">12</td><td colspan="2" rowspan="6">Have you been empanelled for valuation with any other bank / financial institution? If yes, please furnish details, along with proof:</td><td>S. No.</td><td>Name of the Institution</td><td>Duration of Empanelment (Date From …To....)</td></tr>
<tr><td>12.1</td><td></td><td></td></tr>
<tr><td>12.2</td><td></td><td></td></tr>
<tr><td>12.3</td><td></td><td></td></tr>
<tr><td>12.4</td><td></td><td></td></tr>
<tr><td>12.5</td><td></td><td></td></tr>
<tr><td rowspan="6">13</td><td colspan="2" rowspan="6">Year wise income earned from valuation, supported by a Chartered Accountant's certificate on actual fee received each year against valuation work only.
(Please specify valuation income from (i) Plant and machinery or (ii) Land and building based on the category for which applying.)</td><td>Year</td><td>Valuation Income (Rs. In Lakhs)</td><td>CA Certificate enclosed</td></tr>
<tr><td>2021-22</td><td></td><td></td></tr>
<tr><td>2022-23</td><td></td><td></td></tr>
<tr><td>2023-24</td><td></td><td></td></tr>
<tr><td>2024-25</td><td></td><td></td></tr>
<tr><td>2025-26</td><td></td><td></td></tr>
<tr><td>14</td><td colspan="2">Have you ever been blacklisted for valuation by any bank / financial institution?</td><td colspan="3">Yes / No</td></tr>
<tr><td>15</td><td colspan="2">Signed copy of Terms for empanelment of valuers in HUDCO (Annexure-I) as a token of your acceptance attached?</td><td colspan="3">Yes / No</td></tr>
</table>

16	Have you been empanelled for valuation in any HUDCO Regional Offices? If yes, please give details (Please enclose authenticated copy of empanelment letter). (Separate sheet may be attached, if required)	S. No.	Name of the Regional Office	Duration of Empanelment (Date From …To....)
		16.1		
		16.2		
		16.3		
		16.4		
		16.5		

Note: Any additional details may kindly be given in separate sheet.

Signature of Valuer with Date & Seal

Annexure-III

TO WHOM SO EVER IT MAY CONCERN

We have verified the books of accounts of ……………………………………………and as per the information and explanation provided to us, and to the best of our knowledge and belief, we certify that ……………………… has received the following income from valuation works in preceding five financial years: -

Real Estate/Land & Building

Financial Year	Gross Receipts (Rs.)	Fees from Valuation work (Rs.)
2021-22		
2022-23		
2023-24		
2024-25		
2025-26		

Plant & Machinery

Financial Year	Gross Receipts (Rs.)	Fees from Valuation work (Rs.)
2021-22		
2022-23		
2023-24		
2024-25		
2025-26		

*Please strike off whichever is not applicable. Chartered Accountant Name, Seal, Signature UDIN:

Place:

Date:

Annexure-IV

Vendor Profile Form

1.	Name & Legal Status of the Bidder			
2.	Organization Registration Details (Incorporation or Commencement of Business/ Other Statutory Registrations etc.)		Date of Incorporation/ Registration:	
3.	GST Number:		PAN Number:	
4.	Registered / Corporate office Address of Bidder			
5.	Address & Contact Details (E-Mail, Ph. Nos, etc.) of Proprietor / Directors of the Bidders	1.		
		2.		
		3.		
6.	Delhi (NCR) Office Address if any & Contact Details:			
7.	Names and Designations of the persons authorized for single point interaction with HUDCO			
8.	Mobile Numbers of Contact persons:		E-mail of Contact persons:	
9.	a) MSME Registration:	(Yes/No)	If Yes, Regd. No.:	
			Date:	
			Category:	
			Range of Supply/ Services:	
	b) GeM (Government e-Marketplace) Registration:	(Yes/No)	If Yes, mention GeM Seller ID:	
			Date:	
			Category:	
			Range of Supply/Services:	
			If No, then provide the date by which you will be registered on GeM portal:	Dt.:

	c) TReDS (Trade Receivables Discounting System) Registration:	(Yes/No)	If Yes, Regd. No:	
			Date:	
			Category: .	
			Range of Supply/Services: If No, then provide the date by which you will be registered on TReDS portal:	Dt.:
	d) Whether SC/ST/OBC Entrepreneur:	(Yes/No)	(If Yes, Please provide Supporting Documents)	
	e) Whether Women Entrepreneur:	(Yes/No)	(If Yes, Please provide Supporting Documents)	

Note:

1. As per latest GoI directives, w.e.f. 01st Nov., 2020, all vendors of any CPSE (e.g., HUDCO Ltd.) must provide their GeM Seller ID to be indicated compulsorily by the respective CPSEs on their Letter of Awards issued to the successful bidders.
2. In case of non-furnishing the required MSME registration details, benefits of MSME will be not allowed presuming the agency a non-MSME Entrepreneur.
3. The bidders will only be considered Women and SC/ST MSE respectively, if:
    i. In case of proprietary MSE, the proprietor should be Women or SC/ST unit; and
    ii. In case of partnership MSE, the Women or SC/ST partners should be holding at least 51% shares in the unit; and
    iii. In case of private limited companies, at least 51% shares shall be held by Women or SC/ST promoters as the case may be.

Signature with Date & Seal

Annexure V

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

Important Instructions:

A) Fields marked with '*' are mandatory fields.
B) Tick '✓' wherever applicable.
C) Please fill the form in English and in BLOCK letters.
D) Please fill the date in DD-MM-YYYY format.
E) For particular section update, please tick (✓) in the box section number and strike off the sections not required to be updated.
F) Please read section wise detailed guidelines / instructions at the end.
G) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.
H) List of two character ISO 3166 country codes is available at the end.
I) KYC number of applicant is mandatory for update application.
J) The 'OTP based E-KYC' check box is to be checked for accounts opened using OTP based E-KYC in non-face to face mode

For office use only

(To be filled by financial institution)

Application Type* ☐ New ☐ Update

KYC Number (Mandatory for KYC update request)

Account Type* ☐ Normal ☐ Minor ☐ Aadhaar OTP based E-KYC (In non-face to face mode)

☐ 1. PERSONAL DETAILS* (Please refer instruction A at the end)

	Prefix	First Name	Middle Name	Last Name
☐ Name* (Same as ID proof)				
Maiden Name				
Father / Spouse Name				
Mother Name				

Date of Birth* __-__-____

Gender* ☐ M- Male ☐ F- Female ☐ T-Transgender

PAN* ☐ Form 60 furnished

☐ 2. PROOF OF IDENTITY AND ADDRESS* (Please refer instruction B at the end)

I. Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

☐ A- Passport Number
☐ B-Voter ID Card
☐ C-Driving Licence
☐ D-NREGA Job Card
☐ E-National Population Register Letter
☐ F-Proof of Possession of Aadhaar

II ☐ E-KYC Authentication

III ☐ Offline verification of Aadhaar

☐ PHOTO*

Address

Line 1*
Line 2
Line 3 City / Town / Village*
District* Pin/Post Code* State/U.T Code* ISO 3166 Country Code*

☐ 3. CURRENT ADDRESS DETAILS (Please refer instruction B at the end)

☐ Same as above mentioned address (In such cases address details as below need not be provided)

I. Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

☐ A- Passport Number
☐ B-Voter ID Card
☐ C- Driving Licence
☐ D-NREGA Job Card
☐ E- National Population Register Letter
☐ F - Proof of Possession of Aadhaar

II ☐ E-KYC Authentication

III ☐ Offline verification of Aadhaar

IV ☐ Deemed Proof of Address - Document Type code

V ☐ Self Declaration

Address

Line 1*
Line 2
Line 3 City / Town / Village*
District* Pin / Post Code* State/U.T Code* ISO 3166 Country Code*

☐ **4. CONTACT DETAILS** (All communications will be sent to Mobile number/ Email-ID provided) (Please refer instruction **C** at the end)

Tel. (Off) | Tel. (Res) | Mobile

Email ID

☐ **5. REMARKS (If any)**

6. APPLICANT 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. Incase 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 consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Date : D D - M M - Y Y Y Y Place:

[Signature / Thumb Impression]

Signature / Thumb Impression of Applicant

7. ATTESTATION / FOR OFFICE USE ONLY

Documents Received

☐ Certified Copies ☐ E-KYC data received from UIDAI ☐ Data received from Offline verification ☐ Digital KYC Process

☐ Equivalent e-document ☐ Video Based KYC

KYC VERIFICATION CARRIED OUT BY	INSTITUTION DETAILS
Date	Name
Emp. Name	Code
Emp. Code	
Emp. Designation	
Emp. Branch	
[Employee Signature]	[Institution Stamp]

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

A Clarification / Guidelines on filling 'Personal Details' section

1. Name: The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
2. One the following is mandatory : Mother's name, Spouse's name, Father's name.

B Clarification / Guidelines on filling 'Current Address details' section

1. In case of deemed PoA such as utility bill, etc. or self declaration, the document need not be uploaded on CKYCR
2. PoA to be submitted only if the submitted PoI does not have current address or address as per PoI is invalid or not in force.
3. State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
4. In Section 2, one of I, II, and III is to be selected. In case of online E-KYC authentication, II is to be selected.
5. In Section 3, one of I, II, III and IV is to be selected. In case of online E-KYC authentication, II is to be selected.
6. List of documents for 'Deemed Proof of Address':

Document Code	Description
01	Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
02	Property or Municipal tax receipt.
03	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
04	Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation.

7. Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents such as proof of possession of Aadhaar, while uploading on CKYCR.
8. "Equivalent e-document" means an electronic equivalent of a document, issued by the issuing authority of such document with its valid digital signature including documents issued to the digital locker account of the client as per rule 9 of the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker Facilities) Rules, 2016.
9. 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.
10. REs may use the Self Declaration check box where Aadhaar authentication has been carried out successfully for a client and client wants to provide a current address, different from the address as per the identity information available in the Central Identities Data Repository

C 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 91-9999999999).
2. Do not add '0' in the beginning of Mobile number.

D Clarification / Guidelines on filling 'Related Person details' section

1. Provide KYC number of related person, if available.

E Clarification on Minor

1. Guardian details are optional for minors above 10 years of age for opening of bank account only
2. However, in case guardian details are available for minor above 10 years of age, the same (or CKYCR number of guardian) is to be uploaded.

List of two digit state / U.T codes as per Indian Motor Vehicle Act, 1988

State/U.T	Code	State / U.T	Code	State / U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
ArunachalPradesh	AR	Jharkhand	JH	Rajasthan	RJ
Assam	AS	Karnataka	KA	Sikkim	SK
Bihar	BR	Kerala	KL	Tamil Nadu	TN
Chandigarh	CH	Lakshadweep	LD	Telangana	TS
Chattisgarh	CG	Madhya Pradesh	MP	Tripura	TR
Dadra & Nagar Haveli and Daman & Diu	DD	Maharashtra	MH	Uttar Pradesh	UP
Ladakh	LA	Manipur	MN	Uttarakhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	WB
Goa	GA	Mizoram	MZ	Other	XX
Gujarat	GJ	Nagaland	NL		
Haryana	HR	Orissa	OR		

List of ISO 3166 two digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Albania	AL	Egypt	EG	Lithuania	LT	Samoa	WS
Algeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SM
American Samoa	AS	Equatorial Guinea	GQ	Macao	MO	Sao Tome and Principe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV	Sierra Leone	SL
Argentina	AR	Fiji	FJ	Mali	ML	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Marshall Island	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Martinique	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Mauritania	MR	Solomon Island	SB
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	SO
Bahamas	BS	Gabon	GA	Moyotte	YT	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Monaco	MC	Sri Lanka	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Sudan	SD
Belize	BZ	Greece	GR	Montenegro	ME	Suriname	SR
Benin	BJ	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	SI
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bolivia, Plurinational State of	BO	Guam	GU	Myanmar	MM	Switzerland	CH
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Nambia	NA	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	MZ	Taiwan province of china	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ	Timor-Leste	TL
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Bulgaria	BG	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Burkina Faso	BF	Honduras	HN	Nigeria	NG	Tonga	TO
Burundi	BI	Hongkong	HK	Niue	NU	Trinidad and Tobago	TT
Cabo Verde	CV	Hungary	HU	Norfolk Island	NF	Tunisia	TN
Cambodia	KH	Iceland	IS	Northern Mariana Islands	MP	Turkey	TR
Cameroon	CM	India	IN	Norway	NO	Turkmenistan	TM
Canada	CA	Indonesia	ID	Oman	OM	Turks and Caicos Islands	TC
Cayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	TV
Central African Republic	CF	Iraq	IQ	Palau	PW	Uganda	UG
Chad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panama	PA	United Arab Emirates	AE
China	CN	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
Christmas Island	CX	Italy	IT	Paraguay	PY	United States	US
Cocos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Colombia	CO	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	VE
Cook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Costa Rica	CR	Kiribati	KI	Qatar	OA	Virgin Islands, British	VG
Cote d'Ivoire ICote d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion IReunion	RE	Virgin Island, U.S.	VI
Croatia	HR	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao ICuracao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy ISaint BartheJemy	BL	Zambia	ZM
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Denmark	DK	Lebanon	LB	Saint Kittsand Nevis	KN		
Djibouti	DJ	Lesotho	LS	Saint Lucia	LC		
Dominica	DM	Liberia	LR	Saint Martin (French Part)	MF		

Annexure A1

CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Related Person

Important Instructions:

A) Fields marked with '*' are mandatory fields.

B) Tick '✓' wherever applicable.

C) Please fill the form in English and in BLOCK letters.

D) Please fill the date in DD-MM-YYYY format.

E) For particular section update, please tick (✓) in the box section number and strike off the sections not required to be updated

F) Please read section wise detailed guidelines / instructions at the end.

G) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.

H) List of two character ISO 3166 country codes is available at the end.

I) KYC number of applicant is mandatory for update application.

For office use only — Application Type* ☐ New ☐ Update ☐ Delete

(To be filled by financial institution) KYC Number (Mandatory for KYC update request)

☐ 1. DETAILS OF RELATED PERSON (Please refer instruction **D & E** at the end)

☐ Addition of Related Person ☐ Deletion of Related Person ☐ Updation KYC Number of Related Person (if available*)

Related Person Type* ☐ Guardian of Minor ☐ Assignee ☐ Authorized Representative

Name* Prefix First Name Middle Name Last Name

(If KYC number and name are provided, below details are optional)

Maiden Name

Father / Spouse Name

Mother Name

Date of Birth*

Gender* ☐ M- Male ☐ F- Female ☐ T-Transgender

PAN* ☐ Form 60 furnished

☐ 2. PROOF OF IDENTITY AND ADDRESS*

I Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

☐ A- Passport Number

☐ B-Voter ID Card

☐ C- Driving Licence

☐ D-NREGA Job Card

☐ E- National Population Register Letter

☐ F - Proof of Possession of Aadhaar

II ☐ E-KYC Authentication

III ☐ Offline verification of Aadhaar

☐ **PHOTO***

Address

Line 1*

Line 2

Line 3 City / Town / Village*

District* Pin / Post Code* State / U.T Code* ISO 3166 Country Code*

☐ 3. CURRENT ADDRESS DETAILS (Please refer instruction **B** at the end)

☐ Same as above mentioned address (In such cases address details as below need not be provided)

I Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

☐ A- Passport Number

☐ B-Voter ID Card

☐ C- Driving Licence

☐ D-NREGA Job Card

☐ E- National Population Register Letter

☐ F - Proof of Possession of Aadhaar

II ☐ E-KYC Authentication

III ☐ Offline verification of Aadhaar

IV ☐ Deemed Proof of Address - Document Type code

V ☐ Self Declaration

Address
Line 1*
Line 2
Line 3 City / Town / Village*
District* Pin / Post Code* State / U.T Code* ISO 3166 Country Code*

☐ 4. CONTACT DETAILS

Tel. (Off) Tel. (Res) Mobile
Email ID

☐ 5. REMARKS (If any)

6. APPLICANT 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. Incase 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 consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Date : D D - M M - Y Y Y Y Place:

Signature /Thumb Impression of Applicant

7. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ☐ Certified Copies ☐ E-KYC data received from UIDAI ☐ Data received from Offline verification ☐ Digital KYC Process ☐ Equivalent e-document ☐ Video Based KYC

KYC VERIFICATION CARRIED OUT BY	INSTITUTION DETAILS
Date	Name
Emp. Name	Code
Emp. Code	
Emp. Designation	
Emp. Branch	
[Employee Signature]	[Institution Stamp]

CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Legal Entity/ Other than Individuals

Important Instructions:

A) Fields marked with '*' are mandatory fields.
B) Tick '✓' wherever applicable.
C) Please fill the date in DD-MM-YYYY format.
D) Please fill the form in English and in BLOCK letters.
E) KYC number of applicant is mandatory for update application.
F) List of State / U.T code as per Indian Motor Vehicle Act,1988 is available at the end.
G) List of two character ISO 3166 country codes is available at the end.
H) Please read section wise detailed guidelines / instructions at the end.
I) For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated.

For office use only Application Type* ☐ New ☐ Update

(To be filled by financial institution) KYC Number *(Mandatory for KYC update request)*

☐ **1. ENTITY DETAILS*** (Please refer instruction **A** at the end)

☐ Name*

Entity Constitution Type* Others (Specify) (Please refer instruction B at the end)

Date of Incorporation / Formation* Date of Commencement of Business

Place of Incorporation / Formation* Country of Incorporation / Formation* TIN or Equivalent Issuing Country

PAN * ☐ Form 60 furnished

TIN / GST Registration Number

☐ 2. PROOF OF IDENTITY (PoI)* (Please refer instruction **B** at the end)

☐ Officially valid document(s) in respect of person authorised to transact
☐ Certificate of Incorporation / Formation ☐ Registration Certificate Regn Certificate No.
☐ Memorandum and Articles of Association ☐ Partnership Deed ☐ Trust Deed
☐ Resolution of Board / Managing Committee ☐ Power of attorney granted to its manager, officers or employees to transact on its behalf
☐ Activity Proof - 1 (For Sole Proprietorship Only) ☐ Activity Proof - 2 (For Sole Proprietorship Only)

☐ 3. ADDRESS* (Please see instruction **C** at the end)

3.1 Registered Office Address / Place of Business*

Proof of Address* ☐ Certificate of Incorporation / Formation ☐ Registration Certificate ☐ Other Document

Line 1*
Line 2
Line 3 City / Town / Village*
District* PIN / Post Code* State / U.T Code* ISO 3166 Country Code*

3.2 Local Address in India (If different from Above)*

Line 1*
Line 2
Line 3 City / Town / Village*
District* PIN / Post Code* State / U.T Code* ISO 3166 Country Code*

☐ 4. CONTACT DETAILS (All communications will be sent to Mobile number/ Email-ID provided" may be used) (Please refer instruction **D** at the end)

Tel. (Off) FAX
Mobile Email ID
Mobile Email ID

☐ 5. NUMBER OF RELATED PERSONS (Please refer instruction **E** at the end)

☐ **6. REMARKS** (If any)

7. APPLICANT DECLARATION (Please refer Instruction **G** at the end)

- 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/we hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

[Signature / Thumb Impression]

Date : D D – M M – Y Y Y Y   Place:

Signature / Thumb Impression of Authorised Person(s)

8. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ☐ Certified Copies ☐ Equivalent e-document

KYC VERIFICATION CARRIED OUT BY

Identity Verification ☐ Done Date D D – M M – Y Y Y Y

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

[Employee Signature]

INSTITUTION DETAILS

Name

Code

[Institution Stamp]

CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Legal Entity / Other than Individuals KYC Application Form

A Clarification / Guidelines for filing Entity Details section

1 Entity Constitution Type

A - Sole Proprietorship	H - Trust	O - Artificial Jurisdical Person
B - Partnership Firm	I - Liquidator	P - International Organisation or Agency /Foreign Embassy or Consular Office etc.
C - HUF	J - Limited Liability Partnership	Q - Not Categorized
D - Private Limited Company	K - Artificial Liability Partnership	R - Others
E - Public Limited Company	L - Public Sector Banks	S - Foreign Portfolio Investors
F - Society	M - Central/State Government Department or Agency	
G - Association of Persons (AOP) / Body of Individuals (BOI)	N - Section 8 Companies (Companies Act, 2013)	

2 In case of companies and partnerships, PAN of the entity is mandatory. In case of other entitites, FORM 60 may be obtained if PAN is not available.

B Clarification / Guidelines for filling 'Proof of Identity[PoI]' section

1 Activity Proof - 1 and Activity Proof - 2 are applicable for accounts in case of proprietorship firms. Please refer to relevant instructions issued by the Reserve Bank of India in this regard.

2 Please refer to the relevant instructions issued by the regulator regarding applicable documents for the legal entity.

3 Certified copy of document or equivalent e-document or OVD obtained through Digital KYC process to be submitted.

4 'Equivalent e-document' means an electronic equivalent of a document, issued by the issuing authority of such document with its valid digital signature including documents issued to the digital locker account of the client as per rule 9 of the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker Facilities) Rules, 2016.

5 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.

6 KYC requirements for Foreign Portfolio Investors (FPIs) will be as specified by the concerned regulator from time to time.

C Clarification / Guidelines for filling 'Proof of Address [PoA]' section

1 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.

2 Certified copy of document or equivalent e-document to be submitted.

D Clarification / Guidelines for filling 'Contact Details' section

1 Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).

2 Do not add '0' in the beginning of Mobile number.

E Clarification / Guidelines for filling 'Related Person Details' section

1 Personal Details

- The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.

2 Proof of Address [PoA]

- 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.
- State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- In case of deemed PoA such as utility bill, the document need not be uploaded on CKYCR
- REs may use the Self Declaration check box where Aadhaar authentication has been carried out successfully for a client and client wants to provide a current address, different from the address as per the identity information available in the Central Identities Data Repository.

3 If KYC number of Related Person is available, no other details except 'Person Type' and 'Name of the Related Person' are required.

4 Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents such as proof of possession of Aadhaar, while uploading on CKYCR.

F Provision for capturing signature of multiple authorised persons is to be made by the RE.

List of two digit state / U.T codes as per Indian Motor Vehicle Act, 1988

State/U.T	Code	State / U.T	Code		Code
Andaman & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
Arunachal Pradesh	AR	Jharkhand	JH	Rajasthan	RJ
Assam	AS	Karnataka	KA	Sikkim	SK
Bihar	BR	Kerala	KL	Tamil Nadu	TN
Chandigarh	CH	Lakshadweep	LD	Telangana	TS
Chattisgarh	CG	Madhya Pradesh	MP	Tripura	TR
Dadra and Nagar Haveli	DN	Maharashtra	MH	Uttar Pradesh	UP
Daman & Diu	DD	Manipur	MN	Uttarakhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	WB
Goa	GA	Mizoram	MZ	Other	XX
Gujarat	GJ	Nagaland	NL		
Haryana	HR	Orissa	OR		

List of ISO 3166 two digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Albania	AL	Egypt	EG	Lithuania	LT	Samoa	WS
Algeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SM
American Samoa	AS	Equatorial Guinea	GO	Macao	MO	Sao Tome and Principe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV	Sierra Leone	SL
Argentina	AR	Fiji	FJ	Mali	ML	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Marshall Island	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Martinique	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Mauritania	MR	Solomon Island	SB
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	SO
Bahamas	BS	Gabon	GA	Moyotte	YT	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Monaco	MC	Sri Lanka	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Sudan	SD
Belize	BZ	Greece	GR	Montenegro	ME	Suriname	SR
Benin	BJ	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	SI
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bolivia, Plurinational State of	BO	Guam	GU	Myanmar	MM	Switzerland	CH
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Nambia	NA	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	MZ	Taiwan province of china	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ	Timor-Leste	TL
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Bulgaria	BG	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Burkina Faso	BF	Honduras	HN	Nigeria	NG	Tonga	TO
Burundi	BI	Hongkong	HK	Niue	NU	Trinidad and Tobago	TT
Cabo Verde	CV	Hungary	HU	Norfolk Island	NF	Tunisia	TN
Cambodia	KH	Iceland	IS	Northern Mariana Islands	MP	Turkey	TR
Cameroon	CM	India	IN	Norway	NO	Turkmenistan	TM
Canada	CA	Indonesia	ID	Oman	OM	Turks and Caicos Islands	TC
Cayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	TV
Central African Republic	CF	Iraq	IQ	Palau	PW	Uganda	UG
Chad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panama	PA	United Arab Emirates	AE
China	CN	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
Christmas Island	CX	Italy	IT	Paraguay	PY	United States	US
Cocos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Colombia	CO	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	VE
Cook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Costa Rica	CR	Kiribati	KI	Qatar	OA	Virgin Islands, British	VG
Cote d'Ivoire ICote d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion !Reunion	RE	Virgin Island, U.S.	VI
Croatia	HR	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao ICuracao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy !Saint BartheJemy	BL	Zambia	ZM
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Denmark	DK	Lebanon	LB	Saint Kittsand Nevis	KN		
Djibouti	DJ	Lesotho	LS	Saint Lucia	LC		
Dominica	DM	Liberia	LR	Saint Martin (French Part)	MF		

Annexure A2 | Legal Entity / Other than Individuals

CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Related Person

Important Instructions:

A) Fields marked with '*' are mandatory fields.
B) Tick '✓' wherever applicable.
C) Please fill the date in DD-MM-YYYY format.
D) Please fill the form in English and in BLOCK letters.
E) KYC number of applicant is mandatory for update application.
F) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.
G) List of two character ISO 3166 country codes is available at the end.
H) Please read section wise detailed guidelines / instructions at the end.
I) For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated

CERSAI

For office use only Application Type* ☐ New ☐ Update ☐ Delete

(To be filled by financial institution) KYC Number *(Mandatory for KYC update and delete request)*

1. DETAILS OF RELATED PERSON* (Please refer instruction E at the end)

☐ Addition of Related Person ☐ Deletion of Related Person ☐ Update Related Person Details

KYC Number of Related Person (if available*) *If KYC number is available, only 'Related Person Type' & 'Name' is mandatory*

Related Person Type* ☐ Director ☐ Promoter ☐ Karta ☐ Trustee ☐ Partner ☐ Court Appointment Official ☐ Proprietor ☐ Beneficiary ☐ Authorised Signatory ☐ Beneficial Owner ☐ Power of Attorney Holder ☐ Other (Please specify)

DIN (Director Identification Number) *(Mandatory if Related Person Type is Director)*

1.1 PERSONAL DETAILS (Please refer instruction E at the end)

	Prefix	First Name	Middle Name	Last Name
Name* (Same as ID proof)				
Maiden Name				
Father / Spouse Name				
Mother Name				

Date of Birth* __ - __ - ____

Gender* ☐ M- Male ☐ F- Female ☐ T-Transgender

Nationality* ☐ IN- Indian ☐ Others (ISO 3166 Country Code ☐☐)

PAN* ☐ Form 60 furnished

1.2 PROOF OF IDENTITY AND ADDRESS* (Please refer instruction E at the end)

I Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

☐ A- Passport Number
☐ B-Voter ID Card
☐ C- Driving Licence
☐ D-NREGA Job Card
☐ E- National Population Register Letter
☐ F - Proof of Possession of Aadhaar

II ☐ E-KYC Authentication

III ☐ Offline verification of Aadhaar

☐ **PHOTO***

Address

Line 1*

Line 2

Line 3 City / Town / Village*

District* Pin / Post Code* State / U.T Code* ISO 3166 Country Code*

☐ 1.3. CURRENT ADDRESS DETAILS (Please refer instruction E and the end)

☐ Same as above mentioned address (In such cases address details as below need not be provided)

I Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

☐ A- Passport Number
☐ B-Voter ID Card
☐ C- Driving Licence
☐ D-NREGA Job Card
☐ E- National Population Register Letter
☐ F - Proof of Possession of Aadhaar

II ☐ E-KYC Authentication

II ☐ Offline verification of Aadhaar

IV ☐ Deemed PoA

V ☐ Self Declaration

Address

Line 1*

Line 2

Line 3 City / Town / Village*

District* Pin / Post Code* State / U.T Code* ISO 3166 Country Code*

1. 4 CONTACT DETAILS (All communication will be sent on provided mobile no. / Email-ID) (Please refer instruction **D** at the end)

Tel. (Off) – Tel. (Res) – Mobile –

Email ID

2. APPLICANT 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/we hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Date : – – Place:

Signature /Thumb Impression of Applicant

3. ATTESTATION / FOR OFFICE USE ONLY

Documents Received

- ☐ Certified Copies
- ☐ E-KYC data received from UIDAI
- ☐ Data received from Offline verification
- ☐ Digital KYC process
- ☐ Equivalent e-document

KYC VERIFICATION CARRIED OUT BY		INSTITUTION DETAILS	
Date	– –	Name	
Emp. Name		Code	
Emp. Code			
Emp. Designation			
Emp. Branch			

[Employee Signature]

[Institution Stamp]