



## **Housing & Urban Development Corporation Limited**

### **Dehradun 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 Dehradun from experienced Valuers to prepare a panel of Valuers for Valuation of Immovable Property and Plant & Machinery.

#### **Important Dates:**

- Date of invitation of EOI : 30/07/2026
- Last date of submission of EOI : 20/08/2026 at 16:00 Hrs
- Date of opening of EOI : 20/08/2026 at 17:00 Hrs

For the details of selection criteria and other terms and conditions of empanelment, please refer to our website [www.hudco.org](http://www.hudco.org)

**Regional Chief**

**Dehradun Regional Office**



## Dehradun Regional Office

HUDCO/DHRO/2026-28/130

Date: 30/07/2026

**Subject: Expression of Interest for Empanelment of valuers by HUDCO Dehradun 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, Dehradun 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) (Individual/Legal Entity, as applicable). 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. 1.50 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. 1.50 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 Uttarakhand and shall furnish supporting documents in this regard.
7. The applicant shall have a functional office/establishment in the State of Uttarakhand preferably at Dehradun, capable of handling valuation assignments of HUDCO Regional Office Dehradun. Documentary evidence of such office shall be submitted along with the application. The empanelled valuer shall personally carry out the inspection of the property and prepare the valuation report. Sub-contracting or delegation of inspection work to employees, associates or any third party shall not be permitted. HUDCO reserves the right to verify the office and the manner in which assignments are executed at any stage during the empanelment period.
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, Dehradun Regional Office for valuation of Immovable Property/Plant & Machinery as per requirement which will be posted on the website of HUDCO.
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 (including all Annexures) 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 Dehradun Regional Office Addressed to:

The Regional Chief  
HUDCO, Dehradun Regional Office,  
GMVN Building(2nd Floor), 74/1, Rajpur Road,  
Dehradun, Uttarakhand – 248001 Tel: (0135) 2748405

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 04:00 p.m. of Date 20/08/2026. 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 20/08/2026 at 05:00 PM at the HUDCO office (at the address specified in Point No. 15). 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 Dehradun Regional Office shall be final and binding on both the parties in respect of all matters of dispute.
20. Courts located in Dehradun 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 Dehradun Regional Office, provided the bidding firm/agency has a local office in the state of Uttarakhand.
- b) Valuers empanelled with HUDCO Dehradun Regional Office during the period of 2024- 26 needs to apply a fresh for the present empanelment.

Regards,

Yours Faithfully

  
Regional Chief  
Dehradun Regional Office





## Dehradun 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 behalf.
- 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:**





Annexure-II

## Dehradun Regional Office

### **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<br>(indicating Name of Key Valuer)                                                                                                               |                   |                    |                                    |                            |
| 2        | Tick the relevant constitution                                                                                                                                    | <b>Individual</b> | <b>Firm</b>        | <b>Company</b>                     |                            |
| 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)<br>(please enclose copy)                                                                                                           |                   |                    |                                    |                            |
| 5        | Office Address                                                                                                                                                    |                   |                    |                                    |                            |
|          | Phone No.                                                                                                                                                         |                   |                    |                                    |                            |
|          | Flex No.                                                                                                                                                          |                   |                    |                                    |                            |
|          | Email ID                                                                                                                                                          |                   |                    |                                    |                            |
| 6        | In case Office Address mentioned in point 5 above, is out of Uttarakhand mention local office address situated in state of Uttarakhand<br>Contact No.<br>Email ID |                   |                    |                                    |                            |
| 7        | Educational Qualification of Valuer / Partners / Proprietor / Associate / Director (Certificate to be annexed)                                                    | <b>S No.</b>      | <b>Degree</b>      |                                    |                            |
|          |                                                                                                                                                                   |                   |                    |                                    |                            |
|          |                                                                                                                                                                   |                   |                    |                                    |                            |
| 8        | Brief details of Major Valuation work taken up: (Separate sheet may be attached, if required)                                                                     |                   |                    |                                    |                            |
|          | <b>S.No.</b>                                                                                                                                                      | <b>Details</b>    | <b>Value (Rs.)</b> | <b>Agency for which undertaken</b> | <b>Years of Evaluation</b> |
|          | 8.1                                                                                                                                                               |                   |                    |                                    |                            |
|          | 8.2                                                                                                                                                               |                   |                    |                                    |                            |
|          | 8.3                                                                                                                                                               |                   |                    |                                    |                            |
|          | 8.4                                                                                                                                                               |                   |                    |                                    |                            |
|          | 8.5                                                                                                                                                               |                   |                    |                                    |                            |

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



|    |                                                                                                                                                                                        |               |                                    |                                                      |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------|------------------------------------------------------|
| 16 | Have you been empanelled for valuation in any HUDCO Regional Office? If Yes, please give details (Please enclose authentication letter). (Separate sheet may be attached, if required) | <b>S. No.</b> | <b>Name of the Regional Office</b> | <b>Duration of empanelment (date from....to....)</b> |
|    |                                                                                                                                                                                        | 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

**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



**Vendor Profile Form**

|   |                                                                                                                   |            |                                                                             |       |
|---|-------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------|-------|
| 1 | Name and Legal Status of the Bidder                                                                               |            |                                                                             |       |
| 2 | Organization Registration Details (Incorporation or Commencement of Business / Other Statutory Registration etc.) |            | Date of Incorporation/ Registration:                                        |       |
| 3 | GST No:                                                                                                           |            | PAN No:                                                                     |       |
| 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 | Uttarakhand Office Address of any & Contact Details                                                               |            |                                                                             |       |
| 7 | Names and Designations of persons authorised for single point interaction with HUDCO                              |            |                                                                             |       |
| 8 | Mobile No. of Contact Persons:                                                                                    |            | Email of Contact Person:                                                    |       |
| 9 | a) MSME Registration                                                                                              | (Yes / No) | If Yes, Regd. No:                                                           |       |
|   |                                                                                                                   |            | Date:                                                                       |       |
|   |                                                                                                                   |            | Category:                                                                   |       |
|   |                                                                                                                   |            | Range of Supply / Services:                                                 |       |
|   | b) GeM (Government Marketplace) Registration:                                                                     | (Yes / No) | If Yes, Mention GeM Seller ID:                                              |       |
|   |                                                                                                                   |            | Date:                                                                       |       |
|   |                                                                                                                   |            | Category:                                                                   |       |
|   |                                                                                                                   |            | Range of Supply/Service                                                     |       |
|   |                                                                                                                   |            | If No, Then provide the date by which you will be registered on GeM portal: | Date: |

|  |                                                               |            |                                                                                                              |       |
|--|---------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------|-------|
|  | c) TReDS (Trade Receivables Discounting System) Registration: | (Yes / No) | If Yes, regd. No:                                                                                            |       |
|  |                                                               |            | Date:                                                                                                        |       |
|  |                                                               |            | Category:                                                                                                    |       |
|  |                                                               |            | Range of Supply / Services:<br>If No, then provide the date by which you will be registered on TReDS Portal: | Date: |
|  | 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. 01<sup>st</sup> Nov, 2020, all vendors of any CPSE (eg. 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 MSMEs will not be 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 atleast 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



## 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

|                                         |                                 |                                                                                                            |
|-----------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------|
| Application Type*                       | <input type="checkbox"/> New    | <input type="checkbox"/> Update                                                                            |
| (To be filled by financial institution) | KYC Number                      | (Mandatory for KYC update request)                                                                         |
| Account Type*                           | <input type="checkbox"/> Normal | <input type="checkbox"/> Minor <input type="checkbox"/> 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 |
| <input type="checkbox"/> Name* (Same as ID proof) |                                  |                                    |                                            |           |
| Maiden Name                                       |                                  |                                    |                                            |           |
| Father / Spouse Name                              |                                  |                                    |                                            |           |
| Mother Name                                       |                                  |                                    |                                            |           |
| Date of Birth*                                    | DD - MM - YYYY                   |                                    |                                            |           |
| Gender*                                           | <input type="checkbox"/> M- Male | <input type="checkbox"/> F- Female | <input type="checkbox"/> T-Transgender     |           |
| PAN*                                              |                                  |                                    | <input type="checkbox"/> 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 codeV ☐ 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)

[illegible]

☐ 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 |
|---|---|---|---|

[illegible]

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

|                  |    |    |    |    |
|------------------|----|----|----|----|
| Date             | DD | MM | YY | YY |
| Emp. Name        |    |    |    |    |
| Emp. Code        |    |    |    |    |
| Emp. Designation |    |    |    |    |
| Emp. Branch      |    |    |    |    |

## INSTITUTION DETAILS

[illegible]

**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 Pol does not have current address or address as per Pol 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   |
| 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 & 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                      | 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           | Namibia                                      | 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                                        | QA           | Virgin Islands, British                      | VG           |
| Cote d'Ivoire  Cote 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  Curacao                      | 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           |                                              |              |

## 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 &amp; 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\*  DD -  MM -  YY  YY

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

District\*  Pin / Post Code\*  City / Town / Village\*  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

District\*

Pin / Post Code\*

State / U.T Code\*

City / Town / Village\*

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 :

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

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

Name

Code

[Employee Signature]

[Institution Stamp]



**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

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

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)

[illegible]

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 of Authorised Person(s)

### 8. ATTESTATION / FOR OFFICE USE ONLY

KYC VERIFICATION CARRIED OUT BY

- 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[Pol]' 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 Pol does not have an address or address as per Pol 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 | State / U.T   | 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   |
| Chhattisgarh           | 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           | Namibia                                      | 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                                        | QA           | Virgin Islands, British                      | VG           |
| Cote d'Ivoire ICote d'Ivoire          | CI           | Korea, DemocraticPeople'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           |                                              |              |

# 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



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) | <input type="text"/>                | <input type="text"/>                                                          | <input type="text"/>                       | <input type="text"/> |
| Maiden Name              | <input type="text"/>                | <input type="text"/>                                                          | <input type="text"/>                       | <input type="text"/> |
| Father / Spouse Name     | <input type="text"/>                | <input type="text"/>                                                          | <input type="text"/>                       | <input type="text"/> |
| Mother Name              | <input type="text"/>                | <input type="text"/>                                                          | <input type="text"/>                       | <input type="text"/> |
| Date of Birth*           | <input type="text"/>                | <input type="text"/>                                                          | <input type="text"/>                       | <input type="text"/> |
| Gender*                  | <input type="checkbox"/> M- Male    | <input type="checkbox"/> F- Female                                            | <input type="checkbox"/> T-Transgender     |                      |
| Nationality*             | <input type="checkbox"/> IN- Indian | <input type="checkbox"/> Others (ISO 3166 Country Code <input type="text"/> ) |                                            |                      |
| PAN*                     | <input type="text"/>                |                                                                               | <input type="checkbox"/> 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*                | <input type="text"/> |
| Line 2                 | <input type="text"/> |
| Line 3                 | <input type="text"/> |
| District*              | <input type="text"/> |
| Pin / Post Code*       | <input type="text"/> |
| State / U.T Code*      | <input type="text"/> |
| ISO 3166 Country Code* | <input type="text"/> |

## ☐ 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

District\*

City / Town / Village\*

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 : DD-MM-YYYY

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

Date

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

Employee Signature

INSTITUTION DETAILS

Name

Code

Institution Stamp