



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* [] New [] Update
KYC Number (Mandatory for KYC update request)
Account Type* [] Normal [] Minor [] Aadhar OTP based (in non-face to face mode)

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

Name* (Same as ID proof) Prefix First Name Middle Name Last Name
Maiden Name
Father / Spouse Name
Mother Name
Date of Birth* DD-MM-YYYY
Gender* [] M- Male [] F- Female [] T-Transgender
Marital Status [] Married [] Unmarried [] Others
Citizenship [] IN-Indian [] Others (ISO 3166 Country Code)
Residential Status [] Residential Individual [] Non-Resident Indian [] Foreign National [] Person of Indian Origin
PAN*

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 (any one 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 Aadhar
II. E-KYC Authentication
III. Offline verification of Aadhar
Address
Line 1*
Line 2
Line 3
District* Pin/Post Code* State/U.T. Code* ISO 3166 Country Code*

PHOTO*
Affix recent passport size Photograph and Sign across it
Signature / Thumb Impression

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 (any one 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 Aadhar
II. E-KYC Authentication
III. Offline verification of Aadhar
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* ISO 3166 Country Code*

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

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

5. REMARKS (If any)

6. APPLICANT DECLARATION

- I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. 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 am aware of other modes of KYC which are available and I have chosen Aadhaar based method voluntarily. My Aadhaar record can be used by KRA only for the specific purpose of validating/ maintaining/sharing my KYC record and as an audit evidence. I will have an option to request for deletion of my Aadhaar record.
- I am/We are also aware that for Aadhaar OVD based KYC request shall be validated against Aadhaar details. I/We hereby consent to sharing my/our masked Aadhaar card with readable QR code or my Aadhaar XML/Digilocker XML file, along with passcode and as applicable, with KRA and other Intermediaries with whom I have business relationship for KYC purposes only.
- I hereby consent to receiving information from Central KYC/KRA Registry through SMS/Email on the above registered number/email address.

[Signature / Thumb Impression]

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 DOCUMENT VERIFIED BY Client interviewed by

Date --

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

[Employee Signature]

IN PERSON VERIFICATION (IPV) CARRIED OUT BY

Date --

Name

Code

Designation

Name of the Organisation

[Signature]

INSTITUTION DETAILS

Name Ashika Stock Services LTD.

Code IN0711

[Institution Stamp]

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

- A Clarification / Guidelines on filling 'Personal Details' section
- Name: The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
 - One the following is mandatory : Mother's name, Spouse's name, Father's name.
- B Clarification / Guidelines on filling 'Current Address details' section
- In case of deemed PoA such as utility bill, the document need not be uploaded on CKYCR
 - 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.
 - State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
 - 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.
 - 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.
 - 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. |
- 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.
 - "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.
 - 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.
 - REs may use the Self Declaration check box where Aadhar 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
- Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).
 - Do not add '0' in the beginning of Mobile number.
- D Clarification / Guidelines on filling 'Related Person details' section
- Provide KYC number of related person, if available.
- E Clarification on Minor
- Guardian details are optional for minors above 10 years of age for opening of bank account only
 - 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.