

Annexure A2 / Legal Entity / Other then Individuals

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

IN-DP-20-2015 NSDL IN301485, SEBI Regn. No.; INZ000004234 NSE & BSE

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 guideline / 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 PERSONAL* (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)

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
 Nationality* ☐ IN-Indian ☐ Others (ISO 3166 Country Code)
 PAN* ☐ Form 60 furnished

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

Certified copy of OVD 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
☐ E-KYC Authentication
☐ Offline verification of Aadhaar

☐ PHOTO*



Address

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

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

- ☐ Same as above mentioned address (In such cases address details as below need not be provided)
 I Certified copy of OVD 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 POA
 V ☐ Self Declaration

Address

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

☐ **1.4. CONTACT DETAILS** (All communications will be sent on provided Mobile no. / Email-ID) (Please refer instruction D at the end)

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

☐ **1.5. Politically Exposed Person (PEP)** (All communications will be sent on provided Mobile no. / Email-ID) (Please refer instruction D at the end)

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

2. APPLICANT DECLARATION

- I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.
- I / We hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Date : - Place :


Signature / Thumb Impression of Applicant

3. ATTESTATION AND / FOR OFFICE USE ONLY

Documents Received ☐ Certified Copies (Self Attested) ☐ E-KYC data received from UIDAI ☐ Data received from Offline verification
☐ Digital KYC process ☐ Equivalent e-document

KYC VERIFICATION CARRIED OUT BY

Date	<input type="text" value="DD"/> <input type="text" value="MM"/> - <input type="text" value="YY"/> <input type="text" value="YY"/>																	
Emp. Name																		
Emp. Code																		
Emp. Designation																		
Emp. Branch																		

(Employee Signature)

INSTITUTION DETAILSName **KIFS TRADE CAPITAL PRIVATE LIMITED**Code **I N O 1 4 4 / NDML MIID - P1192****KIFS**

CIN NO : U65923GJ2012PTC115683

KIFS TRADE CAPITAL PRIVATE LIMITED

Regd. Offi.: Office Nos. PO6-01A, 01B & 01C, 6th Floor, WTC Tower-A, Block No.51, Road 5 E, Zone 5, Gift City, Gandhinagar-382355, Gujarat, India.

H.Offi.:KIFS Corporate House, 4th Floor, Iskon - Ambli Road, Beside Hotel Planet Landmark, Nr. Ashok Vatika BRTS, Ambli, Ahmedabad-380054. Phone : 079 - 69240000 to 09.

CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Individual KYC Application Form**A Clarification/ Guidelines for filing Entity Details Section****1 Entity Constitution Type**

- A - Sole Proprietorship
- B - Partnership Firm
- C - HUF
- D - Private Limited Company
- E - Public Limited Company
- F - Society
- G - Association of Persons (AOP) / Body of Individuals (BOI)

- H - Trust
- I - Liquidator
- J - Limited Liability Partnership
- K - Artificial Liability Partnership
- L - Public Sector Banks
- M - Central/State Government department or Agency
- N - Section 8 Companies (Companies Act, 2013)

- O - Artificial Jurisdical Person
- P - International Organisation or Agency / Foreign Emabassy or Consular Office etc.
- Q - Not Categorized
- R - Others
- S - Foreign Portfolio Investors

2 In case of Companies and partnerships, PAN of the entity is mandatory. In case of other entities, FORM 60 may be obtained if PAN is not available.**B Clarification/ Guidelines for filing Proof of Identity [PoI] section**

- Activity Proof - 1 and Activity Proof - 2 are applicable for accounts in case of proprietorship firms. Please refer to relevant instruction issued by the Reserve Bank of India in this regard.
- Please refer to the relevant instructions issued by the regulator regarding applicable documents for the legal entity.
- Certified copy of document or equivalent e-document or OVD obtained through Digital KYC process to be submitted.
- 'Equivalent e-document' means an electronic equivalent of a document, is 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.
- KYC requirements for Foreign Portfolio Investors (FPIs) will be as specified by the concerned regulator from time to time.

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

- State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- Certified copy of document or equivalent e-document to be submitted.

D Clarification/ Guidelines for filing '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.

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

- Personal Details**
The name should match the name as mentioned in the Proof of Identity submitted falling which the application is liable to be rejected.
- Proof of Address [PoA]**
The name should match the name as mentioned in the Proof of Identity submitted falling which the application is liable to be rejected.
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 Current Identities Data Repository.
- If KYC number of Related Person is available, no other details except 'Person Type' and 'Name of the Related Person' are required.
- 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.