

Simple Guide on CKYC Forms

Section	Particulars	Mandatory	Details to be furnished / checked
Top	Application Type	Good to have	If KYC is done for the first time under CKYC – Investor should tick the same as 'New', not ticked, it shall be inferred as 'New' If the investor has already completed CKYC and has KYC No., then investor has to be select 'Update' and write KYC Number in the box provided. If KYC Identification Number (KIN) is provided and 'Update' is not ticked, it will be inferred as 'Update'
Top	KYC Number	Mandatory (for any updates / changes)	Unique Number allotted by CKYCR for reference and quoted in all future transactions or for any updates
Top	KYC Type	Good to have	'Normal' to be selected (If PAN is provided, this field in optional) 'PAN Exempt Investors – Applicable for select category of investors - for those who do not have PAN (They can invest upto INR. 50,000/- per mutual fund per year)
1	Identity details		
1	PAN	Mandatory (exempted for select category and they may opt for PAN Exempt category)	PAN Card copy to be submitted by the investor If it is not available – any other valid ID proof as indicated in the part of KYC form is to be submitted – any one ID proof is mandatory, if PAN card copy is not provided PAN card copy is not mandatory as PAN is subject to validation with Income Tax database
1	Name	Mandatory	Prefix is Mandatory Name to be provided as First, Middle & Last(<i>Representation has been made to CKYCR for acceptance of all Names in one line without specific break-up but initials are not allowed</i>) Name in the KYC form should match with the Name available in the ID Proof(<i>No deviations / subjectiveness allowed in order of name / initials etc.</i>)
1	Maiden Name	Mandatory, if available	Prefix is Mandatory Mandatory requirement, if available Name to be provided as First, Middle & Last (<i>Representation has been made to CKYCR for acceptance of all Names in one line without specific break-up but initials are not allowed</i>)
1	Father / Spouse Name	Mandatory(<i>if PAN is not available</i>)	Prefix is Mandatory Any one name is mandatory requirement If PAN is not available, Father's Name is mandatory Name to be provided as First, Middle & Last(<i>Representation has been made to CKYCR for acceptance of all Names in one line without specific break-up but initials are not allowed</i>)
1	Mother Name	Mandatory	Prefix is Mandatory Name to be provided as First, Middle & Last (<i>Representation has been made to CKYCR for acceptance of all Names in one line without specific break-up but initials are not allowed</i>)
1	Date of Birth	Mandatory	To be given in the given format
1	Gender	Mandatory	Any one of the given option to be ticked
1	Marital Status	Mandatory	Any one of the given option to be ticked

Simple Guide on CKYC Forms

1	Citizenship	Mandatory	Any one of the given option to be ticked 'IN' – to be selected if the citizenship is in India, else 'Others' to be ticked –Exact Country Name to be provided. Country Code as per ISO 3166 is good to have
1	Residential Status	Mandatory	Any one of the given option to be ticked
1	Occupation Type	Mandatory	Any one of the given option to be ticked
2	Proof of Identity (POI)	Mandatory	Any one of the ID Proof to be provided and to be ticked Wherever requested, relevant Expiry Date should be provided Expiry Date cannot be current date or earlier than current date If any other proof other than listed one is submitted by ticking 'Others' option – details of the document submitted needs to be specified along with ID Number in the respective boxes
3.1	Proof Address (POA) – Current / Permanent / Overseas address details	Mandatory	Any one of the permissible address Proof to be provided and to be ticked Wherever requested, relevant Expiry Date should be provided Expiry Date cannot be current date or earlier than current date If any other proof other than listed one is submitted by ticking 'Others' option – details of the document submitted needs to be specified along with ID Number in the respective boxes Address provided in the form should match with the documentary proof submitted Documents submitted should be valid at the time of KYC process Wherever POI also contains the address and matching with the details written on the KYC form, no additional copies required, provided if the investor has opted the same proof for POA Country Code, State/UT code is good to have but Country Name, State/UT name is mandatory
3.2	Proof Address (POA) – Correspondence / Local Address	Optional	Only information to be provided – No need for documentary proof. If submitted, the same needs to be cross verified as stated above
4	Contact details	Mandatory	All requested information to be provided In case of Mobile Number, customer to provide Country Code + 10 digit mobile number '0' should not be added as part of Mobile Number In case of Telephone Numbers, STD Code to be specified in the given boxes
5	FATCA / CRS Information (appropriate box to be ticked if applicable)	Mandatory, if ticked as Applicable	If Applicable, investor to state - Residence for Tax purposes in jurisdiction(s) outside India tick is mandatory, if the customer is having tax residency outside India
5	Country of Jurisdiction of	Mandatory [conditional]	Mandatory if tax residency is outside India Exact Country Name to be provided. Country Code as

Simple Guide on CKYC Forms

	Residence Name / Code –		per ISO 3166 is good to have
5	Tax Identification Number or equivalent	Mandatory [conditional]	Mandatory if tax residency is outside India
5	Place / City of Birth	Mandatory [conditional]	Mandatory if tax residency is outside India
5	Country of Birth – Name / Code	Mandatory [conditional]	Mandatory if tax residency is outside India Exact Country Name to be provided. Country Code as per ISO 3166 is good to have
5	Address	Mandatory [conditional]	Mandatory if tax residency is outside India Exact Country Name to be provided. Country Code as per ISO 3166 is good to have
6	Details of related person	Optional	Related Person refers to Guardian for Minor / Assignee (<i>Nominee</i>) / Authorized Representative [<i>Power of Attorney Holder</i>] Appropriate option to be ticked Related Person Type and Name is mandatory if any one of the option under Section 6 is ticked Identity of proof of such persons to be submitted Name and Address as given in the form should match with relevant documentary proof submitted
7	Remarks	Optional	Optional
8	Declaration and Signature	Mandatory	Wet Signature is mandatory
9	Attestation / Office use only	Mandatory	Not to be filled by the customers Details of persons who has verified documentary proof with 'Originals' is to be specified with relevant details and seal Details of persons who has done 'In-Person verification (IPV)' is to be specified with relevant details and seal

Note:

- Person who is accepting the CKYC Form must ensure that all mandatory columns are filled
- Photo of the customer is mandatory preferably in Colour
- Signature below the photo is mandatory
- All documents submitted is to be self-attested by the customer and should match with the details given in KYC form
- Documents not fulfilling above criteria may be liable for rejection
- As CKYCR do not cross check, quality of the verification and data entry is very critical at Intermediary's end and hence greater care to be taken