

## General Instructions List for Filling Individual C-KYC Form

1. Fields marked with ‘\*’ are mandatory fields.
  2. Tick ‘ ’ wherever applicable.
  3. Self-Certification of documents is mandatory.
  4. Please fill the form in English and in BLOCK Letters.
  5. Please fill all dates in DD-MM-YYYY format.
  6. Wherever state code and country code is to be furnished, the same should be the two-digit code as per Indian Motor Vehicle, 1988 and ISO 3166 country code respectively list of which is available at the end.
  7. KYC number of applicant is mandatory for updation of KYC details.
  8. For particular section update, please tick ( ) in the box available before the section number and strike off the sections not required to be updated.
- A Clarification / Guidelines on filling ‘Personal Details’ section**
- 1 **Name:** Please state the name with Prefix (Mr/Mrs/Ms/Dr/etc.). The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
  - 2 Either **father’s name or spouse’s** name is to be mandatorily furnished. In case PAN is not available father’s name is mandatory.
- B Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India**
- 1 **Tax identification Number (TIN):** TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a “Functional equivalent”), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number, and resident registration number)
- C Clarification / Guidelines on filling ‘Proof of Identity [PoI]’ section**
- 1 If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
  - 2 Mention identification / reference number if ‘Z- Others (any document notified by the central government)’ is ticked.
- D Clarification / Guidelines on filling ‘Proof of Address [PoA] - Current / Permanent / Overseas Address details’ section**
- 1 PoA to be submitted only if the submitted PoI does not have an address or address as per PoI is invalid or not in force.
  - 2 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- E Clarification / Guidelines on filling ‘Proof of Address [PoA] - Correspondence / Local Address details’ section**
- 1 To be filled only in case the PoA is not the local address or address where the customer is currently residing. The separate PoA is required to be submitted.
- F 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.
- G Clarification / Guidelines on filling ‘Related Person details’ section**
- 1 Provide KYC number of related person if available.

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

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

## List of ISO 3166 two-digit Country Code

Country	Country Code	Country	Country Code
Afghanistan	AF	China	CN
Aland Islands	AX	Christmas Island	CX
Albania	AL	Cocos (Keeling) Islands	CC
Algeria	DZ	Colombia	CO
American Samoa	AS	Comoros	KM
Andorra	AD	Congo	CG
Angola	AO	Congo, the Democratic Republic of the	CD
Anguilla	AI	Cook Islands	CK
Antarctica	AQ	Costa Rica	CR
Antigua and Barbuda	AG	Cote d'Ivoire !Côte d'Ivoires	CI
Argentina	AR	Croatia	HR
Armenia	AM	Cuba	CU
Aruba	AW	Curacao !Curaçao	CW
Australia	AU	Cyprus	CY
Austria	AT	Czech Republic	CZ
Azerbaijan	AZ	Denmark	DK
Bahamas	BS	Djibouti	DJ
Bahrain	BH	Dominica	DM
Bangladesh	BD	Dominican Republic	DO
Barbados	BB	Ecuador	EC
Belarus	BY	Egypt	EG
Belgium	BE	El Salvador	SV
Belize	BZ	Equatorial Guinea	GQ
Benin	BJ	Eritrea	ER
Bermuda	BM	Estonia	EE
Bhutan	BT	Ethiopia	ET
Bolivia, Plurinational State of	BO	Falkland Islands (Malvinas)	FK
Bonaire, Sint Eustatius and Saba	BQ	Faroe Islands	FO
Bosnia and Herzegovina	BA	Fiji	FJ
Botswana	BW	Finland	FI
Bouvet Island	BV	France	FR
Brazil	BR	French Guiana	GF
British Indian Ocean Territory	IO	French Polynesia	PF
Brunei Darussalam	BN	French Southern Territories	TF
Bulgaria	BG	Gabon	GA
Burkina Faso	BF	Gambia	GM
Burundi	BI	Georgia	GE
Cabo Verde	CV	Germany	DE
Cambodia	KH	Ghana	GH
Cameroon	CM	Gibraltar	GI
Canada	CA	Grenada	GD
Cayman Islands	KY	Guadeloupe	GP
Central African Republic	CF	Guam	GU
Chad	TD	Guatemala	GT
Chile	CL	Guernsey	GG

Country	Country Code	Country	Country Code
Guinea	GN	Marshall Islands	MH
Guinea-Bissau	GW	Martinique	MQ
Guyana	GY	Mauritania	MR
Haiti	HT	Mauritius	MU
Heard Island and McDonald Islands	HM	Mayotte	YT
Holy See (Vatican City State)	VA	Mexico	MX
Honduras	HN	Micronesia, Federated States of	FM
Hong Kong	HK	Moldova, Republic of	MD
Hungary	HU	Monaco	MC
Iceland	IS	Mongolia	MN
India	IN	Montenegro	ME
Indonesia	ID	Montserrat	MS
Iran, Islamic Republic of	IR	Morocco	MA
Iraq	IQ	Mozambique	MZ
Ireland	IE	Myanmar	MM
Isle of Man	IM	Namibia	NA
Israel	IL	Nauru	NR
Italy	IT	Nepal	NP
Jamaica	JM	Netherlands	NL
Japan	JP	New Caledonia	NC
Jersey	JE	New Zealand	NZ
Jordan	JO	Nicaragua	NI
Kazakhstan	KZ	Niger	NE
Kenya	KE	Nigeria	NG
Kiribati	KI	Niue	NU
Korea, Democratic People's Republic of	KP	Norfolk Island	NF
Korea, Republic of	KR	Northern Mariana Islands	MP
Kuwait	KW	Norway	NO
Kyrgyzstan	KG	Oman	OM
Lao People's Democratic Republic	LA	Pakistan	PK
Latvia	LV	Palau	PW
Lebanon	LB	Palestine, State of	PS
Lesotho	LS	Panama	PA
Liberia	LR	Papua New Guinea	PG
Libya	LY	Paraguay	PY
Liechtenstein	LI	Peru	PE
Lithuania	LT	Philippines	PH
Luxembourg	LU	Pitcairn	PN
Macao	MO	Poland	PL
Macedonia, the former Yugoslav Republic of	MK	Portugal	PT
Madagascar	MG	Puerto Rico	PR
Malawi	MW	Qatar	QA
Malaysia	MY	Reunion !Réunion	RE
Maldives	MV	Romania	RO
Mali	ML	Russian Federation	RU
Malta	MT	Rwanda	RW

<b>Country</b>	<b>Country Code</b>	<b>Country</b>	<b>Country Code</b>
Saint Barthelemy !Saint Barthélemy	BL	Tuvalu	TV
Saint Helena, Ascension and Tristan da Cunha	SH	Uganda	UG
Saint Kitts and Nevis	KN	Ukraine	UA
Saint Lucia	LC	United Arab Emirates	AE
Saint Martin (French part)	MF	United Kingdom	GB
Saint Pierre and Miquelon	PM	United States	US
Saint Vincent and the Grenadines	VC	United States Minor Outlying Islands	UM
Samoa	WS	Uruguay	UY
San Marino	SM	Uzbekistan	UZ
Sao Tome and Principe	ST	Vanuatu	VU
Saudi Arabia	SA	Venezuela, Bolivarian Republic of	VE
Senegal	SN	Viet Nam	VN
Serbia	RS	Virgin Islands, British	VG
Seychelles	SC	Virgin Islands, U.S.	VI
Sierra Leone	SL	Wallis and Futuna	WF
Singapore	SG	Western Sahara	EH
Sint Maarten (Dutch part)	SX	Yemen	YE
Slovakia	SK	Zambia	ZM
Slovenia	SI	Zimbabwe	ZW
Solomon Islands	SB		
Somalia	SO		
South Africa	ZA		
South Georgia and the South Sandwich Islands	GS		
South Sudan	SS		
Spain	ES		
Sri Lanka	LK		
Sudan	SD		
Suriname	SR		
Svalbard and Jan Mayen	SJ		
Swaziland	SZ		
Sweden	SE		
Switzerland	CH		
Syrian Arab Republic	SY		
Taiwan, Province of China	TW		
Tajikistan	TJ		
Tanzania, United Republic of	TZ		
Thailand	TH		
Timor-Leste	TL		
Togo	TG		
Tokelau	TK		
Tonga	TO		
Trinidad and Tobago	TT		
Tunisia	TN		
Turkey	TR		
Turkmenistan	TM		
Turks and Caicos Islands	TC		