

TRANSMISSION DOCUMENTS MATRIX - READY RECKONER

| Sr. No. | Documents required for Transmission | Transmission to Surviving Holders | Transmission to Surviving Holders | Sole Holder / All Joint holders deceased & Nomination has been registered | Sole Holder / All Joint holders deceased & NO Nomination registered | Karta of HUF deceased | Karta of HUF deceased |
|---------|---|-----------------------------------|-----------------------------------|---|---|-----------------------|-----------------------|
| | | 2nd or 3rd Holder deceased | 1st Holder deceased | | | New Karta Appointed | HUF Dissolved |
| 1 | Prescribed Transmission Request Form | ✓ Form T1 | ✓ Form T2 | ✓ Form T3 | ✓ Form T3 | ✓ Form T4 | ✓ Form T5 |
| 2 | Death Certificate of deceased Unit Holder/s / Karta in original or Photocopy duly attested by a Notary Public or a Gazetted Officer.or photocopy self-attested by the nominee(s) / claimant(s) / legal heir(s) subject to verification with original by AMC branches. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 3 | Copy of Birth Certificate (in case the claimant is a minor) | N.A. | N.A. | ✓ | ✓ | N.A. | ✓ |
| 4 | Self-attested copy of PAN of the claimant/ new Karta/ Guardian | ✓* | ✓* | ✓ | ✓ | ✓ | ✓ |
| 4 | KYC of the Claimant / New Karta / Guardian (in case of nominee /claimant being a minor / of unsound mind). | ✓** | ✓** | ✓ | ✓ | ✓ | ✓ |
| 5 | Cancelled cheque leaf with name and bank account number pre-printed OR copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 6 | Bank Attestation of Signature of the Claimant/ Guardian (in case the Claimant is a minor) by the Bank Manager as per Annexure-I(a) where Transmission value upto ₹500,000 | N.A. | ✓ | ✓ | ✓ | N.A. | ✓ |
| 7 | Bank's letter certifying / attesting the signature and details of new Karta in the bank account of the HUF as per Annexure-1(b) | N.A. | N.A. | N.A. | N.A. | ✓ | N.A. |
| 8 | Attestation of Signature of the Claimant by a Notary Public or a Judicial Magistrate First Class (in the space provided in TRF) if the Transmission value is more than ₹500,000 | N.A. | N.A. | ✓ | ✓ | N.A. | ✓ |

*If PAN not submitted previously **If not KYC compliant

SUPPORTING LEGAL DOCUMENTS

| Sr. No. | Documents required for Transmission | Transmission to Surviving Holders | Transmission to Surviving Holders | Sole Holder / All Joint holders deceased & Nomination has been registered | Sole Holder / All Joint holders deceased & NO Nomination registered | Karta of HUF deceased | Karta of HUF deceased |
|---------|--|-----------------------------------|-----------------------------------|---|---|-----------------------|-----------------------|
| | | 2nd or 3rd Holder deceased | 1st Holder deceased | | | New Karta Appointed | HUF Dissolved |
| (i) | Indemnity Bond duly signed and executed by all legal heir/s confirming the claimants (Annexure II) -Duly notarised # | N.A. | N.A. | N.A. | ✓ | N.A. | N.A. |
| (ii) | Individual Affidavit by all legal heir/s (Annexure III) - Duly Notarised | N.A. | N.A. | N.A. | ✓ | N.A. | N.A. |
| (iii) | For Transmission value upto ₹500,000: | | | | | | |
| | Document evidencing relationship of the claimant/s with the deceased unitholder/s | N.A. | N.A. | N.A. | ✓ | N.A. | N.A. |
| | NOC from other Legal Heirs (Annexure - IV) | N.A. | N.A. | N.A. | ✓ | N.A. | N.A. |
| | Any appropriate document evidencing relationship of the new Karta and the other coparceners with the deceased Karta. | N.A. | N.A. | N.A. | N.A. | ✓ | N.A. |
| | <i>Note: If the value at PAN level is upto ₹5 lakh, a notarized indemnity bond from the legal heir(s) / claimant(s) to whom the securities are to be transmitted, in the specified format is required. However, No Objection certificate from all non-claimants shall be required only where there are multiple beneficiaries as per the Registered Will, but all of them have renounced their claim and have no objection to the applicant (claimant) making the claim for transmission of Units. In such cases, the PAN/any OVD of such other legal heirs may also be obtained along with the NOC duly attested by a notary public or by a gazetted officer as per the specified format.</i> | | | | | | |
| (iv) | Where Transmission value is more than ₹ 500,000 but upto ₹10,00,000**: | | | | | | |
| | a) Notarised copy of the Probated or Registered Will. In case of Registered Will, the same shall be accompanied with a notarised Indemnity bond from the claimant (i.e., appropriate beneficiary of the Will) OR b) Legal Heirship Certificate or its equivalent, along with - 1) a notarized indemnity bond as per Annexure II from the legal heir(s) / claimant(s) to whom the securities are transmitted, as per the format specified provided; and | N.A. | N.A. | N.A. | ✓ | N.A. | N.A. |

| Sr. No. | Documents required for Transmission | Transmission to Surviving Holders | Transmission to Surviving Holders | Sole Holder / All Joint holders deceased & Nomination has been registered | Sole Holder / All Joint holders deceased & NO Nomination registered | Karta of HUF deceased | Karta of HUF deceased |
|---------|--|-----------------------------------|-----------------------------------|---|---|-----------------------|-----------------------|
| | | 2nd or 3rd Holder deceased | 1st Holder deceased | | | New Karta Appointed | HUF Dissolved |
| | b) Legal Heirship Certificate or its equivalent, along with - 2) No Objection Certificate as per Annexure IV from all the non-claimants (remaining legal heirs), duly attested by a notary public or by a gazetted officer as per the format provided. | | | | | | |
| | Where transmission value at the PAN-level is more than ₹10 lakhs, any one of the documents mentioned below : a) Notarised copy of Probated Will; OR b) Succession Certificate issued by competent court, OR c) Letter of Administration or court decree, in case of Intestate Succession. <i>Note: In the above three scenarios, Indemnity Bond as mentioned at point no (i) is not required.</i> | N.A. | N.A. | N.A. | ✓ | N.A. | N.A. |
| | For change of Karta of HUF or Dissolution of HUF | | | | | | |
| (v) | Indemnity bond signed by all co-parceners including the new Karta (Annexure V) | N.A. | N.A. | N.A. | N.A. | ✓ | N.A. |
| (vi) | Indemnity bond signed by the Claimant, where there is no surviving co-parcener or the HUF has been dissolved/partitioned after demise of the Karta (Annexure VI) | N.A. | N.A. | N.A. | N.A. | N.A. | ✓ |
| | <i>Note: Notarized copy of Decree of the relevant competent Court or Deed of Settlement or Deed of Partition. In case of no surviving co-parceners and the transmission value is more than ₹500,000 or where there is an objection from any surviving members of the HUF</i> | | | | | | |

Additional documentation required:

ID proof [PAN/Redacted Aadhaar/Voter ID / Passport or any other OVD as per PMLA guidelines] of the deceased person attested by the claimant(s), duly notarized or originals can be shown at the AMC branches and OSV seal attested by them.

DOCUMENTS REQUIRED

Change of Karta upon death of the Karta of Hindu Undivided Family (HUF):

If the case of a HUF, the property of the HUF is managed by the Karta and the HUF does not come to an end in the event of death of the Karta. In such a case, the members of the HUF will need to appoint a new Karta, who needs to submit following documents for transmission:

- i. Request Form (Form T4) for change of Karta upon demise of the registered Karta.
- ii. Death Certificate of the deceased Karta in original OR photocopy of the death certificate self-attested and attested by a notary public/gazette officer in original.
- iii. Bank's letter certifying that the signature and details of the new Karta have been updated in the bank account of the HUF & attesting the signature of the new Karta as per Annexure-1(b).
- iv. KYC acknowledgment OR KYC form of the new Karta and the HUF, if not KYC-compliant. Transmission will be completed only after the KYC status is updated as "KYC complied".
- v. Indemnity Bond as per Annexure V signed by all surviving coparceners (including the new Karta).
- vi. Any appropriate document evidencing relationship of the new Karta and the other coparceners with the deceased Karta. Additional documentation required:
 - a) ID proof [PAN/Redacted Aadhaar/Voter ID / Passport or any other valid OVD as per PMLA guidelines] of the deceased Karta attested by the new Karta, duly notarized or originals to be shown at the AMC branches.
 - b) If the transmission amount is for more than ₹ 5 lakh, the signature of the new Karta shall be attested by a Notary Public or a JMFC in the space provided for signature attestation in the TRF itself below the signature of the claimant.

Transmission Request Form for Change of Karta upon demise of the registered Karta

To:
The Trustees,

Date : _____

Mutual Fund

Name of the HUF:

Name of the new Karta: Mr./Ms.

PAN of the new Karta

KYC Acknowledgment attached KYC form attached

I, the surviving co-parcener of abovenamed HUF, hereby inform you that, Mr.

_____, the Karta of the above HUF who was managing the affairs of the HUF, expired on _____ and I have taken over the affairs of the above HUF as its new Karta, being the senior most coparcener. I therefore, request you to replace the name of the deceased Karta with my name as the new Karta of the HUF in your records in respect of the investments of the HUF in the following schemes / folios:

| Scheme Name | Folio No. | No. of Units |
|-------------|-----------|--------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

Contact Details of the new Karta

Mobile No.+91

Land Line No. with STD code

Email Address

Address of HUF (Please note that the address of the HUF will be updated as per address on KYC form / KYC Registration Agency records)

Address Line 1

Address Line 2

City:

State

PIN

Bank Account Details of the HUF

Bank Name

Account No.

11-digit IFSC

A/c. Type (✓) SB Current

9-digit MICR No.

Name of bank branch

City

PIN

Please attach a cancelled cheque (with name of the HUF pre-printed) OR Bank Statement/Passbook of the HUF to validate your bank details & Banker's Certification of the bank account details and signature of the new Karta as per Annexure 1.

- I also request you to pay the UNCLAIMED amounts, if any, in respect of the HUF by direct credit to the bank account mentioned above.
- I undertake to keep _____ Mutual Fund / its AMC/RTA informed about any changes/modification to the above information in future and also undertake to provide any other additional information as may be required by the AMC / RTAs.
- I hereby authorize _____ Mutual Fund and its AMC/RTA to share/disclose any of the information provided by me/us, including any changes in respect thereof to the Mutual Fund's Bankers or my Distributor / Investment Advisor and to such other service providers as may be necessary for any operational reason, including to verify/validate my / our bank account details. I / We also authorize the Mutual Fund & its AMC/RTA to provide/ share any of the information provided by me/us including my holdings in the Mutual Fund to any governmental or statutory or judicial authorities/agencies as required by law without any obligation of informing me/us of the same.
- I hereby state that whatever is stated herein above are true to the best of my/our knowledge & belief.

Name the new Karta

Signature

| | |
|--|--|
| | |
|--|--|

Documents Attached

- Copy of Death Certificate of the deceased Karta
- Cancelled cheque with HUF name pre-printed OR Bank Statement/Passbook of the HUF
- Banker's Certification of the bank account details and signature of the new Karta as per Form Annexure 1
- KYC Acknowledgment OR KYC Form of the new Karta
- KYC Acknowledgment OR KYC Form of the HUF (*if the HUF is not KYC compliant*)
- Bond of Indemnity signed by all surviving coparceners (including the new Karta) as per Annexure IV.
- Document evidencing relationship of the new Karta and the other coparceners with the deceased Karta

Bank Attestation of Account Details & signature of the New Karta of the HUF

{To be issued on the Bank's Letter Head

OR

This form itself with Bank Official's name and Employee code mentioned & Bank seal affixed in the space below}

Date: DD / MM / YYYY

TO WHOMSOEVER IT MAY CONCERN

This is to certify that , _____ *Name of the HUF* _____ HUF
has the below-mentioned the Bank Account with our bank, namely, _____ *Name of the bank & branch* _____ branch

| | |
|--|---------------|
| Account number | |
| A/C type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> Others (Pl. specify) | |
| 9-Digit MICR No. | 11-Digit IFSC |

As per our Bank records, Mr./Ms. , _____ *Name of the Karta* _____ ,
is the registered Karta of the abovenamed HUF and the address of the said HUF is as follows:

| | | |
|------|-----|-------|
| | | |
| | | |
| City | PIN | State |

Signature Verification by Bankers

| | |
|---|-----------------------------------|
| Signature of the abovenamed customer in the box alongside, verified & validated with his/her specimen signature as per Bank's records | Signature of the registered Karta |
| | |
| Signature of the bank official with Bank's Seal | |
| Name* of the attesting Bank Official | |
| Designation* | |
| Employee Code* | |
| Telephone Number* | |

*Mandatory

Version : 27-02-2024

SURETY

I/we, the undersigned Surety, certify that the above facts are true to the best of my/our knowledge and bind myself/ourselves as Surety to make good all claims, charges, costs, damages, demands, expenses and losses which the _____ Mutual Fund, its successors and assigns may sustain, incur or be liable for in consequence of complying with the request contained above of the coparceners hereinabove and the said Mutual Fund and its successors, assigns will be entitled to claim and realise all claims, charges, costs, damages, demands, expenses and losses from me or from my properties, as the case may be.

| Sr. No. | Sureties Name & Address (Mandatory) | PAN | Signature of the Surety |
|---------|-------------------------------------|-----|-------------------------|
| 1. | | | / |
| 2. | | | / |

| | |
|------------------|---|
| Signed before me | |
| Place: _____ | ----- Signature of Notary with Official Seal of Notary |
| Date : _____ | |

Central KYC Registry | Know Your Customer (KYC) Application Form | Legal Entity/Other than Individuals



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* <input type="checkbox"/> New <input type="checkbox"/> Update | |
| (To be filled by financial institution) | KYC Number | (Mandatory for KYC update request) |

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

| | | | |
|-----------------------------------|---|---|-----------------------------------|
| <input type="checkbox"/> Name* | | | |
| Entity Constitution Type* | <input type="checkbox"/> Others (Specify) | (Please refer instruction B at the end) | |
| Date of Incorporation/Formation* | DD - MM - YYYY | Date of Commencement of Business | DD - MM - YYYY |
| Place of Incorporation/Formation* | | Country of Incorporation/Formation* | TIN or Equivalent Issuing Country |
| PAN* | | | |
| TIN/GST Registration Number | | | |

2. PROOF OF IDENTITY (POI)* (Please refer instruction B at the end)

| | | | |
|---|--|-------------------------------------|--|
| <input type="checkbox"/> Officially valid document(s) in respect of person authorised to transact | | | |
| <input type="checkbox"/> Certificate of Incorporation/Formation | <input type="checkbox"/> Registration Certificate | Regn Certificate No. | |
| <input type="checkbox"/> Memorandum and Articles of Association | <input type="checkbox"/> Partnership Deed | <input type="checkbox"/> Trust Deed | |
| <input type="checkbox"/> Resolution of Board/Managing Committee | <input type="checkbox"/> Power of Attorney granted to its manager, officers or employees to transact on its behalf | | |
| <input type="checkbox"/> Activity proof - 1 (For Sole Proprietorship Only) | <input type="checkbox"/> 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* <input type="checkbox"/> Certificate of Incorporation/Formation <input type="checkbox"/> Registration Certificate <input type="checkbox"/> Other Document | | | |
| Line 1* | | | |
| Line 2 | | | |
| Line 3 | | | City / Town / Village* |
| 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 | | | City / Town / Village* |
| District* | Pin / Post Code* | State / UT 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 fill Annexure A-2 for each related persons & also refer instruction E at the end)

**Annexure A2 | Legal Entity | Other than Individuals
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* | <input type="checkbox"/> New | <input type="checkbox"/> Update | |
| (To be filled by financial institution) | KYC Number | | | (Mandatory for KYC update 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

DIN (Director Identification Number) (Mandatory if Related Person Type is Director) (Please specify)

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 (If any*) | <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="text"/> | <input type="text"/> | <input type="text"/> |

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 Driving Licence Expiry Date

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*

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 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 PoA

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*

1.4 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) - 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 hereby declare that I am not making this application for the purpose contravention of any Act, Rules, Regulations or any statute of legislation or any notifications/directions issued by any governmental or statutory authority from time to time
- I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address. I also providing consent to MF/AMC/KRA to share this KYC data with CKYCR, download the information from CKYCR and other participating intermediaries as mandated by PMLA Act/Rules/SEBI guidelines.

Signature/Thumb Impression of Applicant

Date: -- Place:

6. 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 documents verification carried out by

Date: --

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

[Employee Signature]

Institution details

Name

Code

[Institution Stamp]

A. Clarification / Guidelines on filling 'Entity Details' section

- | | | |
|--|--|---|
| 1. Entity Constitution Type | | |
| A – Sole Partnership | H – Trust | O – Artificial Juridical 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 Age | |
| G – Association of Persons (AOP)/Body of Individuals (BOI) | N – Section 8 Companies (Companies Act, 2013) | |

B. Clarification / Guidelines on filling 'Proof of Identity [POI]' section

- A. 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.
- B. Please refer to the relevant instructions issued by the regulator regarding applicable documents for the legal entity.
- C. Certified copy of document or equivalent e-document or OVD obtained through Digital KYC process to be submitted.
- D. '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.
- E. 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.
- F. 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

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

D. Clarification/Guidelines for filling 'Related Person Details' section

- A. Please mention two-digit 'country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).
- B. 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 PoI does not have an address or address as per PoI 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.

F. Provision for capturing signature of multiple authorised persons is to be made by the RE.

G. List of people authorized to attest the documents after verification with the originals:

1. Authorised officials of Asset Management Companies (AMC).
2. Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.
3. KYD compliant mutual fund distributors.
4. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
5. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.
6. Government authorised officials who are empowered to issue Apostille Certificates.

General instructions:

1. Self-Certification of documents is mandatory.
2. Copies of all documents that are submitted need to be compulsorily self-attested by the applicant and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the list mentioned under [F].
3. If any proof of identity or address is in a foreign language, then translation into English is required duly attested by the official as indicated above
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If current & permanent addresses are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport / PIO Card /OCI and overseas address proof is mandatory.
8. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.

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 | TamilNadu | TN |
| Chandigarh | CH | Lakshadweep | LD | Telangana | TS |
| Chattisgarh | CG | Madhya Pradesh | MP | Tripura | TP |
| Dadra and Nagar Haveli | DN | Maharashtra | MH | Uttar Pradesh | UP |
| Daman & Diu | DD | Manipur | MN | Uttarakhand | UK |
| 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 | AF | Egypt | EG | Lithuania | LT | Samoa | WS |
| Algeria | DZ | El Salvador | SV | Luxembourg | LU | San Marino | SM |
| American Samoa | AS | Equatorial Guinea | GQ | 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 (Dulch part) | SX |
| Aruba | AW | France | FR | Marshall Islands | MH | Slovakia | SK |
| Australia | AU | French Guiana | GF | Martinique | MQ | Slovenia | SI |
| Austria | AT | French Polynesia | PF | Mauritania | MR | Solomon Islands | SB |
| Azerbaijan | AZ | French Southern Territories | TF | Mauritius | MU | Somalia | SO |
| Bahamas | BS | Gabon | GA | Mayotte | 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 | Monlenegro | ME | Suriname | SR |
| Benin | BJ | Greenland | GL | Moniserrat | MS | Svalbard and Jan Mayen | SJ |
| 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 | NR | 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 | Hong Kong | HK | Niue | NU | Trinidad and Tobago | TT |
| CaboVerde | 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 | CI | Korea, Democratic People's Republic of | KP | Reunion IReunion | RE | Virgin Islands, 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 | CW | Kyrgyzstan | KG | Rwanda | RW | Yemen | YE |
| Cyprus | CY | Lao People's Democratic Republic | LA | Saint Barthelemy I Saint Barthelemy | BL | Zambia | ZM |
| Czech Republic | CZ | Latvia | LV | Saint Helena, Ascension and Tristan da Cunha | SH | Zimbabwe | ZW |
| Denmark | DK | Lebanon | LB | Saint Kitts and Nevis | KN | | |
| Djibouti | DJ | Lesotho | LS | Saint Lucia | LC | | |
| Dominica | DM | Liberia | LR | Saint Martin (French part) | MF | | |