

## **Guidelines for Documents Required For Various Categories**

### **Important points:**

1. Copies of all documents submitted by applicants should be self-attested.
2. The copies of all documents should be accompanied by original for verification by POS.
3. In case the original of any document is not produced for verification then the copies should be properly attested by entities authorized to attest the copy as per the list of persons authorized for attestation.
4. In case of NRIs, a Consular Officer or an authorized official of overseas branches of scheduled commercial banks registered in India can attest the documents.
5. Further, if any proof of identity or address is in a foreign language, then translation in to English is required.

### **Proof of Identity: - Self attested copy of PAN card is mandatory.**

**Permanent Account Number (PAN)–As per the regulatory guidelines quoting Permanent Account Number (PAN) for all investment in Mutual Fund is mandatory. To comply with the same PAN has been made mandatory for all categories of investors.**

**PAN field in the application form is a mandatory field. The POS should ensure that PAN field in the application form is not left blank by the investor and the name on the PAN card copy should tally with that mentioned on the KAF.**

### **Proof of Address: - List of documents admissible as Proof of Address:**

1. Passport
2. Voters Identity Card
3. Ration Card
4. Registered Lease/ Sale Agreement Of Residence
5. Driving License

(Documents having an expiry date should be valid on the date of submission)

6. Utility bills like Telephone Bill (only land line), Electricity bill, Gas bill - Not more than 6 months old.
7. Demat Account Statement -- Not more than 6 months
8. Bank Account Statement / Passbook -- Not more than 6 months old
9. Proof of address issued by Bank Managers of Scheduled Commercial Banks/ Scheduled Co-Operative Bank/ Multinational Foreign Banks/ Gazetted Officer/ Notary public/ Elected representatives to the Legislative Assembly/ Parliament/ Documents issued by any Govt. or Statutory Authority.

**Note 1:** If correspondence & permanent address are different then proof for the both has to be submitted.

**Note 2: Proprietor:** In case of sole proprietors, sole proprietor must make the application in his individual name & capacity. Proprietorship firm comes under the Individual Category. Investment application may be in the name of his firm but the applicant has to give his/her own PAN. Other requirements remain same as in case of Individual.

**Note 3: Non-Resident Indian: Submission of passport copy is mandatory.** (Relevant pages of passport having details of Name, Photo, Date of Birth, Validity Date & Address should be submitted). **Also in case of NRI, overseas address is mandatory.** (Out of permanent & correspondence address, one address must be that of overseas)

**Note 4:** In case of Merchant Navy NRIs, Mariner's declaration or Certified copy of CDC (Continuous Discharge Certificate) is to be obtained.

**Note 5:** Foreign nationals are not allowed to apply, except persons within the definition of "Resident" as per FEMA rules or Persons of Indian Origin (PIO). In such cases appropriate proof must be obtained.

**Note 6:** In case of "Care of Address", proper supporting documents must be obtained such as relationship proof or lease/leave license agreement. Otherwise "Care of Address" in the name of third person / company is not acceptable.

**Non-Individual:** Additional documents to be obtained for non-individual, over & above POI & POA, are mentioned below.

1. Corporate Bodies: -

**Mandatory self certified true documents to be submitted.**

1. Certificate of Incorporation
2. Memorandum & Articles of Association
3. Authorized signatories list with specimen signatures
4. Board resolution for investment in Mutual Fund

**2. Partnership Firm: -**

**Mandatory certified documents to be submitted.**

1. Certificate Of Registration (for registered partnership firms only)
2. Partnership Deed
3. Authorized signatories list with specimen signatures

**3. Hindu Undivided Family (HUF): -**

**Proof of Identity: - Self attested copy of PAN card in HUF name is mandatory.**

**Mandatory certified documents to be submitted.**

1. Deed of declaration of HUF or PAN in name of Karta AND Bank pass book / bank statement / Demat statement in the name of HUF.

**4. Trusts: -**

**Mandatory certified documents to be submitted.**

1. Certificate of registration (for registered trusts)
2. Trust deed
3. Authorized signatories list with specimen signatures

**5. Unincorporated association or a body of individuals: -**

**Mandatory certified documents to be submitted.**

1. Proof of Existence/Constitution document {Resolution of the managing body & Power of Attorney granted to transact business on its behalf are mentioned currently)
2. Authorized signatories list with specimen signatures

**6. Banks/Institutional Investors:**

**Mandatory certified documents to be submitted.**

1. Copy of constitution/registration documents.
2. List of authorized signatories.

**7. Foreign Institutional Investors: -**

**Mandatory certified documents to be submitted.**

1. Certificate of registration with SEBI.
2. Authorized signatories list with specimen signatures.

**8. Army / Government Bodies: -**

**Mandatory certified documents to be submitted.**

1. List of authorized signatories.
2. Self-certification on letterhead. (It was copy of constitution/ registration documents earlier)

## GUIDELINES TO FILL UP KYC FORM

The **KYC Application Form (KAF)** or **Change Request Form (CRF)** should be filled as per instructions – i.e. in legible block letters with each letter in appropriate box provided in blue or black ink only (preferably in black ink).

1. Applicant has to fill in all the required information as per the KAF Instructions.
2. There should not be overwriting in the KAF. Any overwriting in the application form is counter signed by the applicant.
3. In case any information is struck off, then the applicant has to sign the same and the signature matches with the signature in the signature block.
4. **PAN field is not to be left blank and copy of PAN card copy should be submitted.**
5. **If the applicant name as mentioned on the KAF does not match with the PAN card name then additional document for proof of identity should also be provided.**
6. Applicant has to submit Proof of Identity & Proof of Address as per list of admissible documents – list mentioned in this document and also available on the KAF / CRF. In case of change in name by the applicant, POI for the new name should be submitted and POA would be required if the applicant wishes to change any of the addresses.
7. Copies of all documents submitted should be legible and signed by the applicant.
8. **There is no prima facie evidence to suspect tampering with the original documents or the copies submitted by applicant.**
9. When the applicant does not submit the original document for verification, the copies should be properly attested by entities authorized to attest the copy as per the list of persons authorized for attestation. In such case, the attested copy submitted should be original. Photocopy of attested document would not be acceptable as Proof.

**NOTE: List Of Entities Authorized To Attest The Documents.**

Notary Public, Gazzeted Officer, Manager of a Schedule Commercial / Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy)

10. When the Present Address is other than the Current / correspondence address, proof is required for both the addresses. In case the applicant has written the same address at both the places instead of writing "SAME AS ABOVE", only one proof for the address provided would be sufficient. The address proof should not be more than three month old.
11. When documents like Passport, Driving License carrying an expiry date is submitted as proof of address; the document must be current on the date of acceptance.
12. Affix most recent colour photograph of size 30mm \* 40mm & applicant has to sign across the photograph.
13. Applicant should sign the KAF in the specific space provided for. Authorised person in case of non-individual case should sign the KAF with proper stamp.

## GUIDELINES TO POS

After receiving the **KYC Application Form (KAF)** and the mandatory documents of proofs from the prospective investor, the POS will verify all the documents. The KYC documents should be verified with the original of the documents. If original copy of documents has not been submitted for verification then Notarized/ True copy of the same should be submitted in original & not the photocopy/is. **Further, POS should ensure that information such as PAN, name of applicant & address mentioned on the KAF matches with the document submitted.**

### **Guidelines for Verification of KYC Application Form:**

#### **A: IDENTITY DETAILS:**

##### *Individual:*

1. **Name** – The name in the application form should match with the name mentioned in the PAN card.
2. **Father's Name** – Father's name should be provided for married women also.
3. **Date of Birth** – DOB should be provided in *dd/mm/yyyy* format only. Also, as minors are not allowed to apply for KYC, it should be checked that the applicant age is not less than 18 years.
4. **Nationality** – Nationality should be provided in the space provided. Foreign nationals are not allowed to apply, unless they are Non-Resident Indian (NRI) or Person of Indian Origin (PIO). **In such cases appropriate proof must be obtain.**
5. **Status** – The status of individual can be either Resident Indian (RI) or Non Resident Indian (NRI). PAN will be mandatory document for all status of individuals (NRIs also need to submit PAN no. along with the proof of PAN document & copy of passport & details of overseas address & proof for the same.)
6. **Permanent Account Number (PAN)** – **As per the regulatory guidelines quoting Permanent Account Number (PAN) for all investments in Mutual**

**Fund is mandatory. To comply with the same PAN has been made mandatory for all categories of investors.**

**PAN field in the application form is a mandatory field. The POS should ensure that PAN field in the application form is not left blank by the investor and the name on the PAN card copy should tally with that mentioned on the KAF**

If there is a major mismatch in the name appearing in the PAN card and name mentioned in the KAF then the investor should submit one additional document as proof of identity from the permissible list of document for proof of identity.

**GENERAL:**

1. The applicant should not be a minor (less than 18 years).
2. Name in KAF should exactly match with the name mentioned in the proof of identity.
3. All the mandatory fields are filled by the applicant.
4. In case of PAN, Passport, Voter ID card or UIN provided as proof of identity or address, the document number is to be mentioned in the space provided.

**B: ADDRESS DETAILS:**

**Guidelines for verification of Proof of Address (POA):**

- Self attested copy of Proof of Address should be verified with the original. If original copy of documents has not been submitted for verification then Notarized/ True copy of the same should be submitted in original & not the photocopy/is.
- The proof of address should be on A4 paper size only and one-sided copy.
- If correspondence & permanent address are different then proof for the both are required.
- Take care to obtain all the relevant pages of POA where name & address are appearing on separate pages.



**List of documents admissible as a Proof of Address:**

- a. Passport
- b. Voter Identity Card
- c. Ration Card
- d. Registered Lease/ Sale Agreement of Residence
- e. Driving License
- f. Continuous Discharge Certificate (CDC)
- g. Telephone Bill (Not Mobile Bill)
- h. Electricity bill
- i. Bank Passbook
- j. Bank Account Statement
- k. Demat Account Statement
- l. Mahanagar gas bill
- m. Proof of address issued by Bank Managers of Scheduled Commercial Banks/ Scheduled Co-Op. Bank / Multinational Foreign Banks/ Gazetted Officer/ Notary public/ Elected representatives to the Legislative Assembly/ Parliament/ Documents issued by any Govt. or Statutory Authority.

**Note:**

- 1. Document submitted should not have expired on the day of submission at POS i.e. it should not be more than 6 months old or documents having an expiry date should be valid on the date of submission.**
- 2. Details of address submitted in a POA should match with details of address given in KYC form.**
- 3. In case if address proof submitted is not in the name of applicant then additional document supporting the relationship with the addressee should be submitted such as marriage certificate, gazetted copy of name change or passport, visa etc. stating name of spouse/ guardian & their relationship.**

### **C: OTHER DETAILS:**

1. **Annual Income** – The client has tick the appropriate income slab from the list provided in the KAF. Only one of the options must be ticked.
2. **Occupation** – The client has tick any one of the options provided in KAF as his/her primary occupation. Only one of the options must be ticked.
3. **Signature** – Signature has to be provided within the space specified in the application form. Black Ink should be preferred for signing the application form.
4. **Photograph** – One recent colour photograph (30mm\*40mm) should be pasted (not stapled) at the specified region in the application form. The applicant has sign across the photograph and the signature should match with the signature on the application form. The photograph matches with photograph on Proof of Identity document provided by the investor.

### *Non-Individuals:*

#### **A: IDENTITY DETAILS:**

1. **Name** - Name should match with the name mentioned in the document for Proof of Identity submitted.
2. **Date of Registration/ Incorporation** – The date of registration/ incorporation should match with the date mentioned in the Memorandum and Article of Association.
3. **Status** – The best applicable choice should be selected from the list provided in the application form.

#### **B: ADDRESS DETAILS:**

1. **Present and Permanent Address** – Present address will be used for all correspondence. Permanent address for FII should be overseas address. Address proofs for both present and permanent address should be provided and it should be verified with the original.
2. **Authorized Signatures** – The persons signing KAF should be one of the persons authorized by the Board Resolution to open an account for investment in mutual funds.

**C: OTHER DETAILS:**

- 1. Gross Annual Income** - The client should tick the appropriate income slab from the list provided in the KAF. Only one of the options must be ticked.
- 2. Mandatory Certified Documents** – All the mandatory documents referred under the respective category should be obtained with duly certified.

### **Guidelines for verification of Proof of Documents submitted**

- Self attested copy of Proof of Identity should be verified with the original.
- Attested copies by competent authority should be accepted in original only.
- The name in the KAF should match with the name in proof of identity. If there is mismatch in the name on POI & KAF, then additional proof of identity should be submitted.
- The appropriate box should be ticked in the application form for proof of identity.
- In case of PAN, Passport, Voter ID Card or UIN the applicant must write the document number in the space provided in the KAF. POS should carefully capture this number in the software at the time of data entry.
- POS should check for any proof of tampering with the copy of the document.
- **After the POS completes verification they should stamp the copy of proof of identity with “Original of <name of Document> verified”** along with signature & name of the verifying official. The name of the document i.e. ration card, driving license etc. should be clearly mentioned on the stamp.
- For documents produced in vernacular, the POS should verify the contents of the document with the details provided in the application form and stamp it with “**Original of <name of Document> & contents of the same verified**”. The name of the document i.e. ration card, driving license etc. should be clearly mentioned on the stamp.
- For vernacular documents in non-local languages, which cannot be verified by the POS staff, the client should also submit the translated copy attested by a competent authority.(judicial court currently)
- Verifying officer should sign against the stamp of the POS, which should contain the name of the POS, POS ID (for the identification of branch) and name of the verifying officer.

- Present address will be treated as the address for correspondence and all communications to the client will be addressed to the present address. Address proofs for both the addresses should be provided.
- The proof of address copy should be verified with the original copy of the document. Documents submitted should not have expired on the day of submission at POS i.e. it should not be more than 3 months old or documents having an expiry date should be valid on the date of submission.
- Ensure that copy of POI & POA submitted along with KAF should be clear & legible. KYC application is liable to reject if any one of the copy submitted is not clear or legible.

**When the POS should reject KYC application form (KAF)**

1. Any of the mandatory fields are left blank in the KYC Application Form (KAF).
2. The age of the applicant is less than 18 years i.e. if a minor has applied for KYC.
3. Permanent Account Number (PAN) is not provided in the application form, except for PAN exempt category.
4. POI and POA and any constitution documents for Non-Individuals not submitted.
5. If the name in PAN card does not match with the name in KYC application form and if not accompanied with a Marriage certificate OR Gazette notification. POS to ensure that the name in the marriage certificate and Gazette notification matches with the application form.
6. Changes/ overwriting in the application form have not been signed or the signature does not match with the signature on the KAF.
7. Electricity bill, Telephone bill (land line) Gas bill, Bank passbook, Bank statement, Demat account statement submitted as proof of address should be valid on the day of submission to the POS i.e. not more than 6 months old.
8. Any evidence of tampering with the original document for proof copies submitted.
9. If the copy of supporting documents are not legible.
10. If the photo has not been affixed & the applicant have not signed across the photo.
11. Passport copy not submitted in case of NRI.
12. Details in the application form do not match with the document/s submitted.
13. Respective form, Individual or Non-Individual, according to investor's category, is not used.
14. If application is not signed by the applicant.