

**Important Instructions:**

- A) Fields marked with "\*" are mandatory fields.  
 B) Tick '✓' wherever applicable.  
 C) Please fill the form in English and in BLOCK letters.  
 D) Please fill the date in DD-MM-YYYY format.  
 E) For particular section update, please tick (✓) in the box section number and strike off the sections not required to be updated
- F) Please read section wise detailed guidelines / instructions at the end.  
 G) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.  
 H) List of two character ISO 3166 country codes is available at the end.  
 I) KYC number of applicant is mandatory for update application.



For office use only      Application Type\*       New       Update       Delete  
 (To be filled by financial institution) KYC Number            (Mandatory for KYC update request)

**1. DETAILS OF RELATED PERSON** (Please refer instruction D & E at the end)

Addition of Related Person       Deletion of Related Person       Updation      KYC Number of Related Person (if available\*)     

Related Person Type\*       Guardian of Minor       Assignee       Authorized Representative

Name\*      Prefix      First Name      Middle Name      Last Name

                      

(If KYC number and name are provided, below details are optional)

Maiden Name     

Father / Spouse Name     

Mother Name     

Date of Birth\*        -   -

Gender\*       M- Male       F- Female       T-Transgender

PAN\*             Form 60 furnished

**2. PROOF OF IDENTITY AND ADDRESS\***

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

PHOTO\*

**Address**

Line 1\*     

Line 2     

Line 3     

District\*            Pin / Post Code\*            State / U.T Code\*            City / Town / Village\*            ISO 3166 Country Code\*     

**3. CURRENT ADDRESS DETAILS** (Please refer instruction B 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 Proof of Address - Document Type code
- V  Self Declaration

**Address**

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

**4. CONTACT DETAILS**

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

**5. REMARKS (If any)**

**6. 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 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

**7. 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  Video Based KYC

**KYC VERIFICATION CARRIED OUT BY**

Date --  
Emp. Name   
Emp. Code   
Emp. Designation   
Emp. Branch

**INSTITUTION DETAILS**

Name   
Code

[Employee Signature]

[Institution Stamp]