



Client Registration Form

RR Investors Capital Services (P) Ltd

47, M M Road, Rani Jhansi Marg,
Jhandewalan, New Delhi - 110055

Phone: +91-11-23636362/63

Fax: +91-11 23636666

www.rrfinance.com

The field marked with (*) are mandatory.

Existing Customer New Customer

*Profile Name

Branch

Associate / M P Code

Relationship Manager

FIRST APPLICANT

*Is KYC Already Registered Yes No

*Title Mr. Miss. Mrs. M/S

*Gender Male Female

*Name

*Pan. No.

*D. O. B.

*Nationality

• If registered, Please attach Copy of KYC acknowledgement

MODE OF HOLDING FIRST APPLICANT (MANDATORY)

Single Either / Anyone or Survivor Jointly

STATUS OF FIRST APPLICANT (MANDATORY)

Individual Firm Minor Bank AOP FII

B. O. I. Club HUF Trust Company Others

OCCUPATION OF FIRST APPLICANT (MANDATORY)

Business Service Professional Student

Retired Housewife Agriculture Others

ADDRESS OF FIRST APPLICANT FOR INDIAN RESIDENT (MANDATORY)

*Address 1 :
*City :
*Pin Code :
*Home Phone :
Fax :
*E-mail ID :

*Address 2 :
*State :
*Country :
Office Phone :
*Mobile :

Signature _____
FIRST APPLICANT

Signature _____
SECOND APPLICANT

Signature _____
THIRD APPLICANT

ADDRESS DETAILS OF OVERSEAS RESIDENT

Address 1 :		Address 2 :	
City :		State :	
Pin Code :		Country :	
Home Phone :		Office Phone :	
Fax :		Mobile :	
E-mail ID :			

BANK DETAILS OF FIRST APPLICANT

*Bank Name :		MICR Code :	
*A/C No. :		*A/C Type :	
*A/C Holder Name :		*Branch Address 1 :	
Branch Address 2 :		*City :	
*State :		*Pin Code :	
*Country :			

SECOND APPLICANT

*Is KYC Already Registered Yes No

Title Mr. Miss. Mrs. M/S Gender Male Female

Name Pan. No.

D. O. B. Nationality

• If registered, Please attach Copy of KYC acknowledge

STATUS OF SECOND APPLICANT

Individual Firm Minor Bank AOP FII

B. O. I. Club HUF Trust Company Others

OCCUPATION OF SECOND APPLICANT

Business Service Professional Student

Retired Housewife Agriculture Others

ADDRESS OF SECOND APPLICANT

Address 1 :		Address 2 :	
City :		State :	
Pin Code :		Country :	
Home Phone :		Office Phone :	
Fax :		Mobile :	
E-mail ID :			

Signature _____
FIRST APPLICANT

Signature _____
SECOND APPLICANT

Signature _____
THIRD APPLICANT

THIRD APPLICANT

*Is KYC Already Registered Yes No

Title Mr. Miss. Mrs. M/S

Gender Male Female

Name

Pan. No.

D. O. B.

Nationality

• If registered, Please attach Copy of KYC acknowledgement

STATUS OF THIRD APPLICANT

Individual Firm Minor Bank AOP FII

B. O. I. Club HUF Trust Company Others

OCCUPATION OF THIRD APPLICANT

Business Service Professional Student

Retired Housewife Agriculture Others

ADDRESS OF THIRD APPLICANT

Address 1 :
 City :
 Pin Code :
 Home Phone :
 Fax :
 E-mail ID :

Address 2 :
 State :
 Country :
 Office Phone :
 Mobile :

GUARDIAN DETAILS

Title Mr. Miss. Mrs. M/S

Gender Male Female

Name

Pan. No.

D. O. B.

Nationality

Relationship with First Applicant

STATUS OF GUARDIAN

Individual Firm Minor Bank AOP FII

B. O. I. Club HUF Trust Company Others

OCCUPATION OF GUARDIAN

Business Service Professional Student

Retired Housewife Agriculture Others

Signature _____
 FIRST APPLICANT

Signature _____
 SECOND APPLICANT

Signature _____
 THIRD APPLICANT

ADDRESS OF GUARDIAN

Address 1 :		Address 2 :	
City :		State :	
Pin Code :		Country :	
Home Phone :		Office Phone :	
Fax :		Mobile :	
E-mail ID :			

NOMINEE DETAILS

Title	<input type="radio"/> Mr. <input type="radio"/> Miss. <input type="radio"/> Mrs. <input type="radio"/> M/S	Gender	<input type="radio"/> Male <input type="radio"/> Female
Name		Pan. No.	
D. O. B.		Nationality	
Relationship with First Applicant			

STATUS OF NOMINEE

<input type="radio"/> Individual	<input type="radio"/> Firm	<input type="radio"/> Minor	<input type="radio"/> Bank	<input type="radio"/> AOP	<input type="radio"/> FII
<input type="radio"/> B. O. I.	<input type="radio"/> Club	<input type="radio"/> HUF	<input type="radio"/> Trust	<input type="radio"/> Company	<input type="radio"/> Others

OCCUPATION OF NOMINEE

<input type="radio"/> Business	<input type="radio"/> Service	<input type="radio"/> Profesional	<input type="radio"/> Student
<input type="radio"/> Retired	<input type="radio"/> Housewife	<input type="radio"/> Agriculture	<input type="radio"/> Others

ADDRESS OF NOMINEE

Address 1 :		Address 2 :	
City :		State :	
Pin Code :		Country :	
Home Phone :		Office Phone :	
Fax :		Mobile :	
E-mail ID :			

GUARDIAN IN CASE NOMINEE IS MINOR

Title	<input type="radio"/> Mr. <input type="radio"/> Miss. <input type="radio"/> Mrs. <input type="radio"/> M/S	Gender	<input type="radio"/> Male <input type="radio"/> Female
Name		Pan. No.	
D. O. B.		Nationality	
Relationship with Nominee			

Signature _____
FIRST APPLICANT

Signature _____
SECOND APPLICANT

Signature _____
THIRD APPLICANT

STATUS OF GUARDIAN IN CASE NOMINEE IS MINOR

Individual Firm Minor Bank AOP FII

B. O. I. Club HUF Trust Company Others

OCCUPATION OF GUARDIAN IN CASE NOMINEE IS MINOR

Business Service Profesional Student

Retired Housewife Agriculture Others

ADDRESS OF GUARDIAN IN CASE NOMINEE IS MINOR

Address 1 :	
City :	
Pin Code :	
Home Phone :	
Fax :	
E-mail ID :	

Address 2 :	
State :	
Country :	
Office Phone :	
Mobile :	

Signature _____
FIRST APPLICANT

Signature _____
SECOND APPLICANT

Signature _____
THIRD APPLICANT

OFFICE USE ONLY

Received by :

Date :

Checked by :

Signature _____



ACKNOWLEDGEMENT SLIP

Branch Name :

Date :

Received From :

RM Signature :

Branch Manager Signature :.....

Power of Attorney

NOW KNOW YOU ALL BY THESE PRESENTS THAT I/WE

First Applicant:

NAME: _____
Address: _____

Second Applicant:

NAME: _____
Address: _____

Third Applicant:

NAME: _____
Address: _____

WHEREAS I/WE wish to participate in the trading facilities, investments, online purchase of Mutual Funds and other services offered by RR INVESTORS CAPITAL SERVICES PVT LTD.

Whereas as a consideration for the services as well as pre-requisite for fulfilling all the various preconditions and requirements so as to become a client of RR INVESTORS CAPITAL SERVICES PVT LTD and to facilitate proper execution of all the transactions including but not limited to transactions for purchase, sale, investments, subscription of Equity IPOs, Mutual Funds, Public provident funds, National Savings of Govt. of India, Fixed deposits, Life Insurance, General Insurance or order for purchase or sale of or application for any offer or public issue of shares, derivatives including but not limited to, forwards, futures, swaps and options, funded margin, scrips, stocks, bonds, debentures, mutual fund units of any collective investment scheme or any other securities or financial instrument and to sell the securities in my/our behalf in any buy back or open offers made by the issuer of such securities or any other financial products offered by RR INVESTORS CAPITAL SERVICES PVT LTD(“Company”) through the website www.rrfinance.com with the Login ID _____ and have read, understood and agreed to be bound by the Terms and Conditions of the services, appearing on the web site www.rrfinance.com or as specified by the company, as amended from time to time.

I am /we are desirous of appointing RR INVESTORS CAPITAL SERVICES PVT LTD as my attorney for such purposes. NOW THESE PRESENTS WITNESS I/We do hereby jointly and severally nominate, constitute and appoint RR INVESTORS CAPITAL SERVICES PVT LTD, a company incorporated under the Companies Act 1956 with its registered office at 47, MM ROAD, RANI JHANSI MARG, JHANDEWALAN, NEW DELHI-110055 acting through any of its officer/s as my/our name and on my/our behalf and at my/our risk and costs to do, perform or execute all or any of the following acts, deeds, matters and things mentioned hereunder.

1. Generally, to do all such acts, deeds, matters and things as may be necessary for or incidental to ensure that all payments for and delivery of securities arising out of transactions undertaken by me/us under the Agreement are duly and properly completed.
2. To subscribe to and/or redeem units of mutual funds, to subscribe to Equity IPOs and to subscribe to and/or redeem units of any other financial products offered on web site www.rrfinance.com on my/our behalf and to pay for the same. The term 'Securities' shall include securities as defined by the Securities Contracts (Regulation) Act,1956 as amended from time to time.
3. To confirm having read and understood the contents of the offer documents of various schemes of mutual funds in which the Company may invest on behalf of myself/ourselves and not to hold the mutual fund/asset management company liable for any transaction processed on the basis of information provided by the Company.
4. To receive statements and other documents pertaining to the above units/securities and to acknowledge receipt of the same.
5. To sign all such application forms, transfer deeds, redemption requests and other documents/deed and to do all such acts as may be required for all or any of the above purposes.
6. To correspond with and give notice to the corresponding asset management company/body corporate(s)/issuer/registrar and transfer agent of securities including giving instructions with regard to nomination/change in investment plans/any other changes that may be necessitated.
7. To do or omit to do all such acts and things as the Company may in its discretion consider to be necessary or desirable in order to exercise its powers hereunder or to comply with any laws, order rules, regulations or directions of any government or regulatory or other authorities.

AND GENERALLY to do,perform and to execute all such other acts, deeds, instruments, matters and things for my/our behalf as the said Attorney may think fit in respect of the above matters as fully and effectually and to all intents and purposes as I/We myself/ourselves could do, if I/We were personally present AND for the further, better and more effectually doing, effecting, executing and performing the several matters and things aforesaid. I/We hereby give and grant unto the said Attorney full power and authority from time to time to appoint one or more substitute and substitutes to do, execute and perform all or any of such matters and things as aforesaid and the substitute or substitutes at pleasure to remove and to appoint another or others in his/her place AND I DO HEREBY for myself, my heirs, executors and administrators agree to ratify and confirm all and whatsoever my said Attorney shall do or purport to do or cause to be done by virtue of these presents.

IN WITNESS WHEREOF I/WE

First Applicant:

NAME: _____
 Address: _____

Second Applicant:

NAME: _____
 Address: _____

Third Applicant:

NAME: _____

Address: _____

have hereunto set our hand(s) at [Place] _____ this [Date] _____
day of [Month] ____ 200 [Year].

SIGNED,SEALED AND DELIVERED

NAME

First Applicant _____

Signature _____

Second Applicant _____

Signature _____

Third Applicant _____

Signature _____

Witness 1

Name _____

Signature _____

Address _____

Witness 2

Name _____

Signature _____

Address _____

IMPORTANT NOTES - PLEASE READ BEFORE FILLING UP THE FORM

- This Application Form is meant to enable a person to comply with the client identification programme laid down by the Prevention of Money Laundering Act, 2002 (PMLA) hereinafter referred to as Know Your Client (KYC) requirements. It is for use by **INDIVIDUALS** only. A separate form is provided for non-individual entities such as Hindu Undivided Family (HUF), Corporates, Trusts, Societies, etc.
- This form is not an Investment Application Form, and is only meant for providing information and documents required for KYC compliance. Applicant must be KYC compliant while investing with any SEBI registered Mutual Fund which has subscribed to the services of CDSL Ventures Limited (CVL) for compliance of the KYC procedure. A list of Mutual Funds is available on the website of AMFI at www.amfiindia.com.
- Subscription to Mutual Fund Units may be made only after obtaining the KYC Acknowledgement at their respective designated Points of Acceptance / Investor Service Centres.
- Each Unitholders / Investors must attach their KYC Acknowledgement along with the Investment Application Form(s) / Transaction Slip(s) while investing for the first time in every folio. Applications Forms / Transaction Slips not accompanied by KYC Acknowledgement are liable to be rejected by the Mutual Funds.
- Joint Holders:** Joint holders need to be individually KYC compliant before they can invest with any Mutual Fund. e.g. in case of three joint holders, all holders need to be KYC compliant and copies of each holder's KYC Acknowledgement must be attached to the investment application form with any Mutual Fund.
- Minors:** In case of investments in respect of a Minor, the Guardian should be KYC compliant and attach their KYC Acknowledgement while investing in the name of the minor. The Minor, upon attaining majority, should immediately apply for KYC compliance in his/her own capacity and intimate the concerned Mutual Fund(s), in order to be able to transact further in his/her own capacity.
- Power of Attorney (PoA) Holder:** Investors desirous of investing through a PoA must note that the KYC compliance requirements are mandatory for both the PoA issuer (i.e. Investor) and the Attorney (i.e. the holder of PoA), both of whom should be KYC compliant in their independent capacity and attach their respective KYC Acknowledgements while investing.
- If an individual becomes a Mutual Fund Investor due to an operation of law, e.g., transmission of units upon death of an investor, the claimant / person(s) entering the Register of Unitholders of the Mutual Fund(s) will be required to be KYC compliant before such transfer can take place.
- The KYC process requires investors to provide their Proof of identity (PAN card copy only) and Proof of Address (any valid documents listed in section B of the KYC Application Form) to comply with KYC requirements. Mutual Funds reserve the right to seek any additional information / documentation in terms of the PMLA at any point of time.
- Mutual Funds/ CVL will not be liable for any errors or omissions on the part of the applicant / Unit holders in the KYC Application Form. Documents received in support of KYC requirements will be verified at the designated "Points of Service" (PoS), on a best effort basis. However acceptance and processing of the KYC Application Form is subject to independent verification by CVL. In the event of any KYC Application Form being rejected for lack of information / deficiency / insufficiency of mandatory documentation, etc. CVL will inform the applicant of such rejection.
- The Mutual Fund, its Asset Management Company (AMC), Trustee Company and their Directors, employees and agents shall not be liable in any manner for any claims arising whatsoever on account of freezing the folios / rejection of any application / non-allotment of units or mandatory redemption of units / refund due to non-compliance with the provisions of the PMLA, SEBI guidelines or where the AMC / Mutual Fund believes that transaction(s) by an applicant / investors is / are suspicious in nature within the purview of the PMLA and SEBI guidelines and requires reporting the same to Financial Intelligence Unit - India (FIU-IND).
- Once the investor is KYC compliant, he will be required to intimate his/her KYC details to all the Mutual Funds with whom he/she has investments. The KYC Compliance will be deemed to have been completed for the investor in all folios held by him/her (identified by his/her PAN) in the records of the Mutual Fund..

GUIDELINES FOR FILLING UP THE KYC APPLICATION FORM

General

- The Application Form should be completed in **ENGLISH** and in **BLOCK LETTERS**.
- Please tick in the appropriate box wherever applicable.
- Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by canceling and re-writing, and such corrections should be counter-signed by the applicant.
- Applications incomplete in any respect and/or not accompanied by required documents are liable to be rejected.
- Applications complete in all respects and carrying necessary documentary attachments should be submitted at the designated PoS. A complete list of PoS is available on the website of AMFI at www.amfiindia.com, www.cdslindia.com and **Mutual Fund websites**.
- You are required to submit a Proof-of-Identity document (PAN card is the only document which can be submitted) and a Proof-of-Address document for each address filled by you in this form. Documents submitted to support Identity and Address should be
 - Proof of Identity**
 - Original PAN Card + Self-attested photocopies (Originals will be returned over-the-counter after verification)
 - Proof of Address**
 - Original Documents + Self-attested photocopies (Originals will be returned over-the-counter after verification) **OR**
 - True Copies attested by a Notary Public / Gazetted Officer / Manager of a Scheduled Commercial Bank or Multinational Foreign Banks (Name, Designation and Seal should be affixed on the copy). Unattested photocopies of an original document are not acceptable
 - If the above documents including attestation / certifications are in regional language or foreign language then the same has to be translated into English for submission.

A. Identity Details

- Name : Please state your name as Title (Mr / Mrs / Ms / Dr / Commander / etc.), First, Middle and Last Name in the space provided. **This should match with the name as mentioned in the PAN card failing which the application is liable to be rejected. If the PAN card has a name by which the applicant has been known differently in the past, than the one provided in this application form, then requisite proof should be provided e.g. marriage certificate, or gazetted copy of name change.**
- Date of Birth: Please ensure that this matches with the Date of Birth as indicated in the PAN card.
- Nationality: Foreign Nationals are not allowed to apply, unless they are Non-Resident Indians (NRIs) or Persons of Indian Origin (PIO).
- Status : Please tick your current residential status.
- PAN : PAN is mandatory to be KYC compliant. Please read instruction given in 6(i) above carefully.
- Please affix most recent colour photograph and sign across the photograph.

B. Address Details

- Address for Communication : Please provide here the address where you wish to receive all communications sent by the Mutual Funds with whom you invest. **The address you give here will supercede existing information in the records of the Mutual Fund / Registrars and Transfer Agent to the Mutual Fund. This address should match with the address in the 'Proof-of-Address' submitted as supporting document; otherwise the KYC Application Form is liable to be rejected.**
- Contact Details: Please provide your Telephone / Email contact details. The contact details given by you here **will not supercede** existing information in the records of the Mutual Fund / Registrars and Transfer Agent to the Mutual Fund. You will have to independently communicate the same to them in case of any change(s).

- Proof of Address Documents : Please note that **each** of the two addresses mentioned by you will need to be supported by a 'Proof-of-Address' bearing your or your spouse's / parent's (documents to establish relationship also to be submitted) name as supporting documents. Please tick the box as applicable, for the document provided by you. You may attach any one of the following documents (Any document having an expiry date should be valid on the date of submission):

• Latest* Telephone Bill • Latest* Electricity Bill • Passport • Driving License • Latest* Bank Passbook • Latest* Bank Account Statement • Voter Identity Card • Ration Card • Latest* Demat Account Statement • Registered Lease / Sale Agreement of residence • Proof of Address issued by Bank Managers of Scheduled Commercial Banks / Multinational Foreign Banks / Gazetted Officer/ Notary Public / Elected Representatives to the Legislative Assembly / Parliament / Document issued by any Government or Statutory Authority
* These documents should not be more than three months old as on the date of submission of this form

- Permanent Address / Overseas Address: If you are a Resident Indian, and your Permanent address is different from the one mentioned in the Address for Correspondence, please state it here. If you are a Non-Resident Indian or a Person of Indian Origin, it is mandatory for you to state your Overseas Address here.

C. Other details

- Gross Annual Income details: Please tick the applicable box indicating your Gross Annual Income (including both taxable and tax-free incomes).
- Occupation details: Please indicate your current occupation by ticking the one most applicable to you. You are required to fill up the next section, if it additionally applies to you.

After you have completed filling up the KYC Application Form, please submit the same along with the entire set of supporting documents to any designated PoS. Please also submit a photocopy of the Form for acknowledgement purpose, which you can retain for your records. Other important notes, after the KYC Acknowledgement is issued to you:

- Please preserve the document from CVL which confirms your KYC compliance. You will need to attach photocopies of this document when you invest for the first time in every folio, in any Mutual Fund.
- If you observe any error in the details captured by CVL, you are requested to approach your nearest designated PoS.
- If you are already holding investments in any Mutual Funds, please provide a copy of your KYC acknowledgement, giving details of your folio / account numbers to such Funds or their Registrars. Please note that your signature on the KYC Application Form should match with that on the records of the Mutual Funds.
- In respect of new investors, signature on the Application Form for investing / transacting in Mutual Fund should match with that on this KYC Application Form.
- After allotment of KYC compliance, if there are any changes in an Applicant's details such as Name, Address, Status, Income bracket, Occupation or Signature, the change should be registered with CVL through a designated PoS expeditiously, by using the KYC Details Change form. **It should be noted that only after such registration will the change be reflected in the Mutual Fund's records. Particularly with respect to change of address, investors should register such change giving 10 days time for the subsequent communications from Mutual Funds to reach them at their new address. Original / Attested copies of documents supporting the change will be required to be submitted together with the KYC Details Change Form. For any other investment related information or changes thereto, the applicant should approach the Mutual Funds or their Registrars.**

CHECKLIST

(Before submitting this form, please go through the following checklist)

- Please ensure that the form is completed in all respects and signed by you.
- Please affix your recent photograph and sign across the photograph.
- Please attach a your PAN card as proof of Identity Document. This should be a photocopy plus original for verification.
- Please attach a Proof of Address Document (one for each distinct address). These should be either original + photocopies or attested / notarised photocopies.
- If you are an NRI, you must mention your overseas address in B(4).
- Please submit a photocopy of the duly completed KYC Application Form.

For assistance or enquiries please approach the Point of Service where you had submitted your KYC Application Form.

IMPORTANT NOTES – PLEASE READ BEFORE FILLING UP THE FORM

1. This KYC Application Form is for use by **NON-INDIVIDUALS** only. A separate form is provided for **INDIVIDUALS**.
2. This form is not an Investment Application Form, and is only meant for providing information and documents required for KYC compliance. Applicant must be KYC compliant while investing with any SEBI registered Mutual Fund which has subscribed to the services of CDSL Ventures Limited (CVL) for compliance of the KYC procedure. A list of Mutual Funds is available on the website of AMFI at www.amfiindia.com.
3. Subscription to Mutual Fund Units may be made only after obtaining the KYC Acknowledgement at their respective designated Points of Acceptance / Investor Service Centres.
4. Investors must attach their KYC Acknowledgement along with the Investment Application Form(s) / Transaction Slip(s) while investing for the first time in every folio. Applications Forms / Transaction Slips not accompanied by KYC Acknowledgement are liable to be rejected by the Mutual Funds.
5. **Power of Attorney (PoA) Holder:** Investors desirous of investing through a PoA must note that the KYC requirements are mandatory for both the PoA issuer (i.e. Investor) and the Attorney (i.e. the holder of PoA), both of whom should be KYC compliant.
6. Mutual Funds require investors to provide their identity and address information, supported by documentary evidence for the "Know Your Client" requirements laid down by the Prevention of Money Laundering Act, 2002 (PMLA). They reserve the right to seek any additional information / documentation in terms of the PMLA at any point of time.
7. Mutual Funds/ CVL will not be liable for any errors or omissions on the part of the applicant / Unit holders in the KYC Application Form. Documents received in support of KYC requirements will be verified at the designated "Points of Service" (PoS) on a best effort basis. However acceptance and processing of the KYC Application Form is subject to independent verification by CVL. In the event of any KYC Application Form being rejected for lack of information / deficiency / insufficiency of mandatory documentation, etc. CVL will inform the applicant of such rejection.
8. The Mutual Fund, its Asset Management Company (AMC), Trustee Company and their Directors, employees and agents shall not be liable in any manner for any claims arising whatsoever on account of freezing the folios / rejection of any application / non-allotment of units or mandatory redemption of units / refund due to non-compliance with the provisions of the PMLA, SEBI guidelines or where the AMC / Mutual Fund believes that transaction(s) by an applicant / investors is / are suspicious in nature within the purview of the PMLA and SEBI guidelines and requires reporting the same to Financial Intelligence Unit - India (FIU-IND).
9. Once the investor is KYC compliant, it will be required to intimate its KYC details to all the Mutual Funds with whom it has investments. The KYC Compliance will be deemed to have been completed for the investor in all folios held by it (identified by its PAN) in the records of the Mutual Fund.

GUIDELINES FOR FILLING UP THE KYC APPLICATION FORM

General

1. The Application Form should be completed in **ENGLISH** and in **BLOCK LETTERS**.
2. Please tick in the appropriate box wherever applicable.
3. Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by canceling and re-writing, and such corrections should be countersigned by the applicant.
4. Applications incomplete in any respect and / or not accompanied by required documents are liable to be rejected.
5. Applications complete in all respects and carrying necessary documentary attachments should be submitted at the designated PoS. A complete list of PoS is available on the website of AMFI at www.amfiindia.com, www.cdslindia.com and Mutual Fund websites.

A. Identity Details

1. Name : **This should match exactly with the name as mentioned in the PAN Card and other supporting documents; otherwise the application is liable to be rejected. If the PAN Card and other supporting document has a name by which the applicant has been known differently in the past, than the one provided in this Application Form, then requisite proof should be provided, e.g. Name Change Certificate.**
2. Please mention the date of incorporation or registration of your organisation. If your company is listed on the National Stock Exchange of India Limited, please mention the scrip symbol.
3. Please indicate the Status as applicable.
4. It is **MANDATORY** to mention your PAN in the space provided and attach a self attested photocopy of the PAN Card. Please also submit your original PAN Card which will be returned across the counter after verification.

B. Address Details

1. Address for Communication : Please provide here the address where you wish to receive all communications sent by the Mutual Funds with whom you invest. The address you give here will supercede existing information in the records of the Mutual Fund / Registrars and Transfer Agent to the Mutual Fund. This address should match with the address in the 'Proof-of-Address' submitted as supporting document; otherwise the KYC Application Form is liable to be rejected.
2. Contact Details: Please provide the Contact Person's Name / Telephone / E-mail contact details for the Mutual Fund to communicate with you. The contact details given by you here **will not supercede** existing information in the records of the Mutual Fund / Registrars and Transfer Agent to the Mutual Fund. You will have to independently communicate the same to them in case of any change(s).
3. Permanent Address / Registered Address / Overseas Address: Fills / other entities must quote their Permanent Overseas Address supported by required documents duly certified.

C. Other Details

1. Gross Annual Income details: Please tick the applicable box indicating your Gross Annual Income (including both taxable and tax-free incomes).
2. All documents indicated here are **MANDATORY**. Please ensure that you submit the documents as under:
 - Original Documents + Self-attested photocopies (Originals will be returned over-the-counter after verification) **OR**
 - True Copies attested by Company Secretary / Director / Notary Public / Gazetted Officer / Manager of a Scheduled Commercial Bank (Name, Designation and Seal should be affixed on the copy). Unattested photocopies of an original document are not acceptable .
 - If the above documents including attestation / certifications are in regional language or foreign language then the same must be translated into English for submission.

After you have completed filling up the Form, please submit the same along with the entire set of supporting documents to any designated PoS. Please also submit a photocopy of the Form for acknowledgement purposes, which you can retain for your records. Other important notes, after the KYC Acknowledgement is issued to you:

1. Please preserve the document from CVL which confirms your KYC compliance. Please attach photocopies of this document when you invest for the first time in every folio, in any Mutual Fund.
2. If you observe any error in the details as captured by CVL, you are requested to approach the nearest designated PoS.
3. If you are already holding investments in any Mutual Fund, please provide a copy of your KYC acknowledgement, giving details of your folio / account numbers to such Funds or their Registrars. Please note that your signature on the KYC Application Form should match with that on the records of the Mutual Fund.
4. In respect of new investors, signature on the Application Form for investing / transacting in Mutual Fund should match with that on this KYC Application Form.
5. After allotment of KYC compliance, if there are any changes in an Applicant's details such as Name, Address, Status, Income bracket, Occupation or Signature, the change should be registered with CVL through a designated PoS expeditiously, by using the KYC Details Change form. **It should be noted that only after such registration will the change be reflected in the Mutual Fund's records. Particularly with respect to change of address, investors should register such change giving 10 days time for the subsequent communications from Mutual Funds to reach them at their new address.** Original / Attested copies of documents supporting the change will be required to be submitted together with the KYC Details Change Form. **For any other investment related information or changes thereto, the applicant should approach the Mutual Funds or their Registrars.**

CHECKLIST

(Before submitting this Form, please go through the following checklist)

1. Please ensure that the form is completed in all respects and signed by the authorised signatories.
2. Foreign Institutional Investors must mention their overseas address in B(2).
3. Please attach all required documents. These should be either original + photocopies or attested / notarised photocopies.
4. Please submit a photocopy of the duly completed KYC Application Form.

For assistance or enquiries please approach the Point of Service where you had submitted your KYC Application Form.

KYC Check List

Private Ltd/Public Ltd Companies

Certified Copies Of:

- Board Resolution
- Articles Of Association (AOA)
- Memorandum Of Association (MOA)
- Certification Of Incorporation
- Certification Of Commencement of Business (in case of Public Ltd Cos)
- PAN of the Company.(In case PAN not furnished, a separate declaration for its non allotment to be obtained.)
AND
- Identification Documents of Authorized Signatories (as listed separately under “Resident Individuals”)
- List & Personal Details of Directors
- Form 32 for Directors (in case their names do not appear in the AOA,MOA)
AND
- Address Proofs (As listed under “Address Proof”)

Partnership Firms

- Identification Documents of all partners. (as listed separately under “Resident Individuals”)
- Certified true Copy of Stamped Partnership Deed / Form “A” (Firm's Registration Details with Registrar of Firms / Form “ E” (List of Partners filed with Registrar of Firms) /
- List of Partners
- Partnership Letter signed by all partners.
- PAN Card / Allotment Letter. (In case PAN not furnished, a separate declaration for its non allotment to be obtained.)
AND
- Address Proofs (As listed under “Address Proof”)

Proprietorship Firms

- Identification document of the Proprietor (as listed separately under “Resident Individuals”)
- Proof of Entity : License under Shops & Establishments Act / Registration for Sales / Service tax / VAT / Excise Registration / Import-Export Certificate etc / Business License / Utility Bill in the name of the Firm indicating name of the Proprietor / PAN Card or PAN Allotment Letter (in the name of the Firm)
AND
- Address Proofs (As listed under “Address Proof”)

Clubs / Societies / Associations

Certified Copies of:

- Bye Laws
- General Body Resolution for Appointment of Office Bearers.
- Identification Documents of Authorized Signatories (as listed separately under “Resident Individuals”)
AND
- Address Proofs (As listed under “Address Proof”)

Trusts

- Certified True Copy of Trust Deed
AND
- Certificate of Registration
AND
- Identification Documents of Authorized Signatories (as listed separately under “Resident Individuals”)
AND
- Proof of Appointment of Trustees (in case not appearing in the Trust Deed)
AND
- Copy of Resolution from Board of Trustees
AND
- Proof of appointment of trustees (in case they are not listed in the Trust Deed).
AND
- Address Proofs (As listed under “Address Proof”)

Resident Individuals

Certified Copies of any of the following:

- Passport (with name, photograph & specimen signatures)
- PAN Card (with name, photograph & specimen signatures)
- Driving License (with name, photograph & specimen signatures)
- Photo Credit card (with name, photograph & specimen signatures)
- Bankers Verification (photograph & signatures)
AND
- Address Proofs (As listed under “Address Proof”)

Address Proofs

Certified Copies of any of the following:

- PAN Intimation Letter
- Current Utility Bill (Electricity / Telephone / Water Bill (not more than 3 months old)
- Municipal Tax (not more than 3 months old)
- Existing Bank's Statement with at least six months of operation.
- Existing Bank's Certificate confirming name, account no, date of account opening and address.
- Insurance Policy.
- Any other document as covered under “Proof of Entity” for Proprietorship.

Pls Note :

- All photocopies to be self certified by the client.
- Originals to be sighted & verified
- Submitted Documents must be current & valid (ie not expired)