

StockHolding

C-KYC FORM

Stock Holding Corporation of India Limited

Regd. Office: 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai - 400 012.

Phone: 91-22-6177 9400 to 09 Fax: 91-22-6177 9058 Website: www.shcil.com CIN: U67190MH1986GOI040506

PART I-KNOW YOUR CLIENT (CENTRAL - KYC) APPLICATION FORM (For Individuals)

	pplication Type* New Update Account Type* Normal Small Simplified (for low risk customers)
(To be filled by financial institution (Mandatory for KYC update requirements)	tion) C-KYC Number DP Temp ID
(Mandatory for KTO apatite requ	GST IN STATE OF THE STATE OF TH
☐ 1. PERSONAL DETAI	LS (Please refer instruction A)
	Prefix First Name Middle Name Last Name
Name* (Same as ID proof)	
Maiden Name (If any*)	
Spouse Name*	
Father Name*	
Mother Name*	
Date of Birth*	D D - M M - Y Y Y Y City of Birth PHOTO
Gender*	☐ M- Male ☐ F- Female ☐ T-Transgender
Marital Status*	☐ Married ☐ Unmarried ☐ Others
Nationality*	□ IN- Indian □ Others (ISO 3166 Country Code □)
Residential Status*	☐ Resident Individual ☐ Non Resident Indian ☐ Foreign National ☐ Person of Indian Origin
Occupation Type*	□ S-Service (□ Private Sector □ Public Sector □ Government Sector)
Оссирацоп турс	□ O-Others (□ Professional □ Self Employed □ Retired □ Housewife □ Student)
	☐ B-Business ☐ X- Not Categorised ☐ Agriculturist
	Brief Details for above Signature / Thumb
,	refer to Sr no. 3 of the instructions)
Gross Annual Income Deta	ils: Income Range per annum (please tick any one) As on Date: □□□□□MM□□Y Y Y Y (Should not be older than 1 Yr.) Below ₹ 1 lac □ ₹ 1-5 lac □ ₹ 5-10 lac □ ₹ 10-25 lac □ More than ₹ 25 lac
Educational Qualifications :	□ Below C Flac □ C 1-3 fac □ C 10-25 fac □ More than C 25 fac □ More than C 25 fac □ More than C 25 fac □ Professionals(CA, CS, CMA, etc.)
Please Tick If Applicable	☐ Politically exposed person ☐ Related to politically exposed person (PEP)
	Citizen / Resident / Green Card holder / Assessed for Tax) in any country other than India? ☐ YES / ☐ No AND are you US (YES then please fill point no. (2) of C-KYC)
	RESIDENCE FOR TAX PURPOSES IN JURISDICTION(S) OUTSIDE INDIA (Please refer instruction B)
	for non-submission / mentioning TIN details to be provided. Please tick any one of the following: account holder is liable to pay tax does not issue TIN to its residents.
	the reason only if the authorities of the respective country of tax residence does not require TIN to be collected)
Other Reason (Please	specify)
 ADDITIONAL DETAILS RE	QUIRED* (Mandatory only if section 2 is ticked)
ISO 3166 Country Code of	Jurisdiction of Residence*
Tax Identification Number o	or equivalent (If issued by jurisdiction)*
Place / City of Birth*	ISO 3166 Country Code of Birth*
☐ 3. PROOF OF IDENTI	TY (Pol)* (Please refer instruction C)
_	tity[Pol] needs to be submitted)
A- Passport Number	Passport Expiry Date DD-MM-YYYY
☐ B- Voter ID Card	
☐ C- PAN Card*	
D- Driving Licence	Driving Licence Expiry Date DD-MM-YYYY
☐ E- UID (Aadhaar)*	
F- NREGA Job Card	
	notified by the central government)
GST IN	
S- Simplified Measure Ac	count - Document Type Code Identification Number
•	
4. PROOF OF ADDRI	ESS (POA) ENT / OVERSEAS ADDRESS DETAILS (Please see instruction D)
_	e following Proof of Address [PoA] needs to be submitted)
Address Type*	
Proof of Address*	□ Residential / Business □ Registered Office □ Unspecified □ Passport □ Driving Licence □ UID (Aadhaar)
	□ Voter Identity Card □ NREGA Job Card □ Others □

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9. ATTESTATION	I / FOR OFFICE USE	ONLY		
Documents Received	d ☐ Self-Certified	☐ True Copies	☐ Notary	
Identity Verification Emp. Name Emp. Code Emp. Designation Emp. Branch	Done Date			Name Code Code
	[Employee Signature	ē]		[Institution Stamp]

CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Individual KYC Application Form

General Instructions:

- 1 Fields marked with '*' are mandatory fields.
- 2 Tick ' 'wherever applicable.
- 3 Self-Certification of documents is mandatory.
- 4 Please fill the form in English and in BLOCK Letters.
- 5 Please fill all dates in DD-MM-YYYY format
- 6 Wherever state code and country code is to be furnished, the same should be the two-digit code as per Indian Motor Vehicle, 1988 and ISO 3166 country code respectively list of which is available at the end.
- 7 KYC number of applicant is mandatory for updation of KYC details.
- 8 For particular section update, please tick () in the box available before the section number and strike off the sections not required to be updated.
- 9 In case of 'Small Account type' only personal details at section number 1 and 2, photograph, signature and self-certification required.

A Clarification / Guidelines on filling 'Personal Details' section

- 1 Name: Please state the name with Prefix (Mr/Mrs/Ms/Dr/etc.). The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
- 2 Either father's name or spouse's name is to be mandatorily furnished. In case PAN is not available father's name is mandatory.

B Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India

Tax identification Number (TIN): TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a "Functional equivalent"), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number, and resident registration number)

C Clarification / Guidelines on filling 'Proof of Identity [PoI]' section

- If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- 2 Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.
- 3 In case of Simplified Measures Accounts for verifying the identity of the applicant, any one of the following documents can also be submitted and undernoted relevant code may be mentioned in point 3 (5).

Document Code

Description

O1

Identity card with applicant's photograph issued by Central/ State Government Departments, Statutory/ Regulatory Authorities, Public Sector
Undertakings, Scheduled Commercial Banks, and Public Financial Institutions.

O2

Letter issued by a gazetted officer, with a duly attested photograph of the person.

Clarification / Guidelines on filling 'Proof of Address [PoA] - Current / Permanent / Overseas Address details' section

- 1 PoA to be submitted only if the submitted PoI does not have an address or address as per PoI is invalid or not in force.
- 2 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- In case of Simplified Measures Accounts for verifying the address of the applicant, any one of the following documents can also be submitted and undernoted relevant code may be mentioned in point 4.1.

Document Code	Description
01	Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water
	bill).
02	Property or Municipal Tax receipt.
03	Bank account or Post Office savings bank account statement.
04	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if
	they contain the address.
05	Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies,
	public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements
	with such employers allotting official accommodation.
06	Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India.

E Clarification / Guidelines on filling 'Proof of Address [PoA] - Correspondence / Local Address details' section

- To be filled only in case the PoA is not the local address or address where the customer is currently residing. No separate PoA is required to be submitted.
- 2 In case of multiple correspondence / local addresses, Please fill 'Annexure A1'

F Clarification / Guidelines on filling 'Contact details' section

- 1 Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-999999999).
- 2 Do not add '0' in the beginning of Mobile number.

Clarification / Guidelines on filling 'Related Person details' section

1 Provide KYC number of related person if available.

H Clarification / Guidelines on filling 'Related Person' details – Proof of Identity [Pol] of Related Person' section

1 Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.

Note: For Annexure A1 & B1 please refer our website: www.stockholding.com

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

State / U.T	Code	State / U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP
Andhra Pradesh	AP	Jammu & Kashmir	JK
Arunachal Pradesh	AR	Jharkhand	JH
Assam	AS	Karnataka	KA
Bihar	BR	Kerala	KL
Chandigarh	CH	Lakshadweep	LD
Chattisgarh	CG	Madhya Pradesh	MP
Dadra and Nagar Haveli	DN	Maharashtra	MH
Daman & Diu	DD	Manipur	MN
Delhi	DL	Meghalaya	ML
Goa	GA	Mizoram	MZ
Gujarat	GJ	Nagaland	NL
Haryana	HR	Orissa	OR

State / U.T	Code
Pondicherry	PY
Punjab	PB
Rajasthan	RJ
Sikkim	SK
Tamil Nadu	TN
Telangana	TS
Tripura	TR
Uttar Pradesh	UP
Uttarakhand	UA
West Bengal	WB
Other	XX

List of ISO 3166 two- digit Country Code

Age	Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Manifaction AC Equation Comment Comm	Afghanistan		Dominican Republic		Libya		Saint Pierre and Miquelon	PM
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