# CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Individual

BOI × AXA

Important Instructions:

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

at the end.	FC0	section	number and strik	ce oπ the se	ections no	t requirea	to be upo	iated.									
ARN-64917 EUIN - E434	503																
For office use only	Application Type*	New	Updat	е													
(To be filled by financial instit						Ma (Ma	andatory	datory for KYC update request)									
	Account Type*	☐ Normal	Simpl	ified (for	low risk	custome	ers)	Sn	nall		OTP based E-KYC						
☐ 1. PERSONAL DETA	ILS (Please refer instruction	A at the end)	1														
	Prefix Fi	rst Name			Middle	Name				L	ast Na	ame					
☐ Name* (Same as ID proo	f)																
Maiden Name																	
Father / Spouse Name																	
Mother Name																	
Date of Birth*		′ Y										PHOT	0				
Gender*	☐ M- Male		☐ F- Female	9	☐ T-Tra	ansgend	der			_							
Marital Status*	☐ Married		Unmarrie	d	Othe	ers											
Citizenship*	☐ IN- Indian		Others (I	SO 3166	Country	y Code [	)										
Residential Status*	Resident Individual		☐ Non Resid	dent India	an												
	☐ Foreign National		☐ Person of	Indian C	Prigin												
Occupation Type*	☐ S-Service (☐ Private	e Sector	☐ Public Se	ctor [	Goverr	nment S	ector)										
	☐ O-Others (☐ Profes	sional	Self Empl	oyed [	Retired	d  Ho	ousewife	· 🗆	Studen	nt)							
	<ul><li>□ B-Business</li><li>□ X- Not Categorised</li></ul>										Sig	nature / <sup>·</sup> Impress					
	_ // / / constant																
2. TICK IF APPLICA	BLE RESIDENCE FOR	TAX PURF	POSES IN JU	RISDICT	ION(S)	OUTSID	E INDIA	A (Plea	ase refe	r instru	ıction	B at the	end)				
ADDITIONAL DETAILS RE	EQUIRED* (Mandatory only i	f section 2 is	ticked)														
ISO 3166 Country Code o	f Jurisdiction of Residence	*															
Tax Identification Number	or equivalent (If issued by ju	risdiction)*															
Place / City of Birth*			ISO 3166 C	ountry Co	ode of B	irth*	Ħ										
3. PROOF OF IDENT	TITY (PoI)* (Please refer inst	truction C at t	the end)														
(Certified copy of any one of the	he following Proof of Identity[P	ol] needs to b	oe submitted)														
☐ A- Passport Number		1	,	Р	assport	Expiry D	Date		) D —	ММ	<b>—</b> Y	YY	Y				
☐ B- Voter ID Card					•	. ,											
☐ C- PAN Card																	
☐ D- Driving Licence				D	rivina Li	cence E	vniry Do	ate 🗔	D —	NA NA	1_[_	V V	$\overline{\vee}$				
☐ E- UID (Aadhaar)				D	TIVING LI	cence E	хрігу Ба	ate [		IVI	]_[_	7 7	T				
☐ F- NREGA Job Card																	
_	nt notified by the central govern	mont)			Ido	ntificatio	an Mumb	oor [									
` •	s Account - Document Typ	· -				entificatio entificatio					$\vdash$						
· ·		oe code			lue	Hillicalic	JII INUIIII	Del _									
4. PROOF OF ADDF	RESS (PoA)*																
	NENT / OVERSEAS ADDRES				at the er	nd)											
	he following Proof of Address [	PoA] needs t	o be submitted	)													
	esidential / Business	Reside	ential		usiness		Reg	gistere	ed Offic	ce	[	_ Unsp	pecified				
	assport		g Licence		ID (Aadh	naar)		nldoo		6.							
	oter Identity Card implified Measures Accour		GA Job Card ent Type code		thers _			pieasi	e speci	ПУ							
			J,														
Line 1*											+		+				
Line 2								V (; !!	_*	+			+				
Line 3	<u> </u>	Doot Cod *			State / !	City / J.T Code	Town /	¬ ~		66.0-	unte:	Code*					
District*	Pin /	Post Code*			State / C	J. 1 COO		_ '	JU 3 II	00 00	unitry	Code*					

4.2 CORRESPONDENCE / LC	OCAL ADDRESS DETAILS * (Please see inst	ruction E at the end)
☐ Same as Current / Permanent	t / Overseas Address details (In case of multip	le correspondence / local addresses, please fill 'Annexure A1')
Line 1*		
Line 2		
Line 3		City / Town / Village*
District*	Pin / Post Code*	State / U.T Code* ISO 3166 Country Code*
4.3 ADDRESS IN THE JURISE	DICTION DETAILS WHERE APPLICANT IS F	ESIDENT OUTSIDE INDIA FOR TAX PURPOSES* (Applicable if section 2 is ticked)
Same as Current / Permanent	t / Overseas Address details	Same as Correspondence / Local Address details
Line 1*		
Line 2		
Line 3		City / Town / Village*
State*		ZIP / Post Code* ISO 3166 Country Code* ISO 3166 Country Code*
D F CONTACT DETAILS (All or	por provided	
5. CONTACT DETAILS (All Co	communications will be sent on provided	
Tel. (Off)	Tel. (Res)	— Mobile — —
FAX	Email ID	
6. DETAILS OF RELATED F	PERSON (In case of additional related persons	ple ase fill 'Annexure B1' ) (please refer instruction G at the end)
Addition of Related Person	Deletion of Related Person	(YC Number of Related Person (if available*)
Related Person Type*	Guardian of Minor Assigne	Authorized Representative
	Prefix First Name	Middle Name Last Name
Name*	ICVC number and name are provided below data	a of acation Core actional)
(If r	KYC number and name are provided, below detai	s or section 6 are optional)
PROOF OF IDENTITY [Pol] OF I	RELATED PERSON* (Please see instruction (H)	at the end)
☐ A- Passport Number ☐		Passport Expiry Date
☐ B- Voter ID Card		
☐ C- PAN Card		
☐ D- Driving Licence		Driving Licence Expiry Date DD — MM — Y Y Y Y
☐ E- UID (Aadhaar)		
☐ F- NREGA Job Card		
Z- Others (any document noti	tified by the central government)	Identification Number
☐ S- Simplified Measures Acc		Identification Number
7. REMARKS (If any)		Email-ID) (Please refer instruction F at the end)
8. APPLICANT DECLARA	A TION	
	above are true and correct to the best of my knowledge and	
therein, immediately. In case any of the ab for it.	bove information is found to be false or untrue or misleading or	misrepresenting, I am aware that I may be held liable [Signature / Thumb Impression]
I hereby consent to receiving information from	from Central KYC Registry through SMS/Email on the above re	
Date : DD - MM - YY	Y Y Y Place :	Signature / Thumb Impression of Applicant
9. ATTESTATION / FOR O	OFFICE USE ONLY	
Documents Received	ertified Copies	
KYC VERIFICA	ATION CARRIED OUT BY	INSTITUTION DETAILS
Date DD-	-MM-YYYY	Name Name
Emp. Name		Code
Emp. Code		·
Emp. Designation		
Emp. Branch		
IT.	mployee Signature]	[Institution Stamp]
(EII		

#### 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.
- 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 updat ion 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.
- 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 **Mother's name or Father's name or Spouse's name** is mandatory. 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

1 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

- 1 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 (S).

code may be membried	u iii poilit 5 (3).
Document Code	Description
01	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.
02	Letter issued by a gazetted officer, with a duly attested photograph of the person.

#### O 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.

code may be mendon	cum point inst
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 s avings 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 instituti ons 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

- 1 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.

#### G 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.

Date

Place

FATCA & CRS Annexure for Individual Accounts
(Including Sole Proprietor) (Refer to instructions)
(Please consult your professional tax advisor for further guidance on your tax residency, if required)



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# **FATCA & CRS TERMS & CONDITIONS**

Details under FATCA & CRS: The Central Board of Direct Taxes has notified Rules 114F to 114H, as part of the Income- tax Rules, 1962, which Rules require Indian financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In relevant cases, information will have to be reported to tax authorities/appointed agencies. Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto.

Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days.

Please note that you may receive more than one request for information if you have multiple relationships with BOI AXA Mutual Fund or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

#### **FATCA & CRS INSTRUCTIONS**

If you have any questions about your tax residency, please contact your tax advisor. If you are a US citizen or resident or greencard holder, please include United States in the foreign country information field along with your US Tax Identification Number.

It is mandatory to supply a TIN or functional equivalent if the country in which you are tax resident issues such identifiers. If no TIN is yet available or has not yet been issued, please provide an explanation and attach this to the form.

In case customer has the following Indicia pertaining to a foreign country and yet declares self to be non-tax resident in the respective country, customer to provide relevant Curing Documents as mentioned below:

FATCA & CRS Indicia observed (ticked)	Documentation required for Cure of FATCA/ CRS indicia
U.S. place of birth	Self-certification that the account holder is neither a citizen of United States of America nor a resident for tax purposes;     Non-US passport or any non-US government issued document evidencing nationality or citizenship (refer list below);AND     Any one of the following documents:     Certified Copy of "Certificate of Loss of Nationality     or Reasonable explanation of why the customer does not have such a certificate despite renouncing US citizenship;     or Reason the customer did not obtain U.S. citizenship at birth
Residence/mailing address in a country other than India	Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; and 2. Documentary evidence (refer list below)
Telephone number in a country other than India	<ol> <li>If no Indian telephone number is provided</li> <li>Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; and</li> <li>Documentary evidence (refer list below)</li> <li>If Indian telephone number is provided along with a foreign country telephone number</li> <li>Self-certification that the account holder is neither a citizen of United States of America nor a tax resident for tax purposes of any country other than India; OR</li> <li>Documentary evidence (refer list below)</li> </ol>
Telephone number in a country other than India	Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; and 2. Documentary evidence (refer list below)

# List of acceptable documentary evidence needed to establish the residence(s) for tax purposes:

- 1. Certificate of residence issued by an authorized government body\*
- 2. Valid identification issued by an authorized government body\* (e.g. Passport, National Identity card, etc.)
- \* Government or agency thereof or a municipality of the country or territory in which the payee claims to be a resident.

# FOR MORE INFORMATION

# **BOI AXA Mutual Fund**

Add: B/204, Tower 1, Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013