



जनकल्याण सहकारी बँक लि. JANAKALYAN SAHAKARI BANK LTD.

Customer Information form for Individual as per Central KYC Registry

Know Your Customer (KYC) Application Form | Individual

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 at the end.
E) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.
F) KYC number of applicant is mandatory for update application.
G) For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated.

For office use only (To be filled by financial institution)	Application Type*	<input type="checkbox"/> New	<input type="checkbox"/> Update
	KYC Number	<input type="text"/>	
	Account Type*	<input type="checkbox"/> Normal	<input type="checkbox"/> Minor

Customer No.	<input type="text"/>	A/c No.	<input type="text"/>
CKYC Application No.	<input type="text"/>	CID No.	<input type="text"/>

☐ 1. PERSONAL DETAILS (Please refer instruction A at the end)

	Prefix	First Name	Middle Name	Last Name
<input type="checkbox"/> Name* (Same as ID proof)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father / Spouse Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender*	<input type="checkbox"/> M- Male	<input type="checkbox"/> F- Female	<input type="checkbox"/> T-Transgender	
Occupation Type*	<input type="checkbox"/> S-Service (<input type="checkbox"/> Private Sector <input type="checkbox"/> Public Sector <input type="checkbox"/> Government Sector)	<input type="checkbox"/> O-Others (<input type="checkbox"/> Professional <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student)		
	<input type="checkbox"/> B-Business			
	<input type="checkbox"/> X- Not Categorised			
PAN	<input type="text"/>	<input type="checkbox"/> Form No. 60 Furnished		

PHOTO

Signature / Thumb Impression

☐ 2. CONTACT DETAILS (All communications will be sent on provided Mobile no. / Email-ID) (Please refer instruction B at the end)

Mobile	<input type="text"/>	Email ID	<input type="text"/>
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3. PROOF OF IDENTITY AND ADDRESS* (Please refer instructicon C at the end)

i. Certified copy of OVD OR equivalent e-documents of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

<input type="checkbox"/> A- Passport Number	<input type="text"/>
<input type="checkbox"/> B - Voter ID Card	<input type="text"/>
<input type="checkbox"/> C- Driving Licence	<input type="text"/>
<input type="checkbox"/> D-NREGA Job Card	<input type="text"/>
<input type="checkbox"/> E-National Population Register Letter	<input type="text"/>
<input type="checkbox"/> F- Proof of Possession of Aadhaar	<input type="text"/>
ii <input type="checkbox"/> E-KYC Authentication	<input type="text"/>
iii <input type="checkbox"/> Offline Verification of Aadhaar	<input type="text"/>

Address

Line 1*	<input type="text"/>	City / Town / Village*	<input type="text"/>
Line 2	<input type="text"/>		
Line 3	<input type="text"/>		
District*	<input type="text"/>	Pin/Post Code*	<input type="text"/>
		Sate/U.T. Code*	<input type="text"/>
		ISO 3166 Country Code	<input type="text"/>

Signature / Thumb Impression

4. CURRENT ADDRESS DETAILS (Please refer instruction C at the end)

Same as above mentioned address (In such cases address details as below need not be provided)

☐ 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

Line 1*

Line 2

Line 3

District*

Pin/Post Code*

Sate/U.T. Code*

City / Town / Village*

Address

Line 1*

Line 2

Line 3

District*

Pin/Post Code*

Sate/U.T. Code*

City / Town / Village*

5. DETAILS OF RELATED PERSON (Seperate CIF to be obtained for each related person.)

☐ Addition of Related Person

☐ Deletion of Related Person

KYC Number of Related Person (if available*)

Related Person Type*

☐ Guardian of Minor

☐ Assignee

☐ Authorized Representative

Name*

Prefix

First Name

Middle Name

Last Name

6. REMARKS (If any)

7. 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.

[Signature / Thumb Impression]

Signature / Thumb Impression of Applicant

Date : DD-MM-YYYY Place :

8. 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

[Employee Signature]

INSTITUTION DETAILS

Name

Code

Head Office : Vivek Darshan, 140, Sindhi Society, Opp. Bhakti Bhavan, Chembur, Mumbai 400 071. Tel : 2522 2582 Fax : 2523 0266 Email : jksbl@jksbl.com | Website : www.jsblbank.com Toll Free No.: 1800 22 5381

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

General Instructions:

- 01. Fields marked with '*' are mandatory fields.
- 02. Tick '✓' wherever applicable.
- 03. Self-Certification of documents is mandatory.
- 04. Please fill the form in English and in BLOCK Letters.
- 05. Please fill all dates in DD-MM-YYYY format.
- 06. 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.
- 07. KYC number of applicant is mandatory for updation of KYC details.
- 08. For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated.
- 09. 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

- 01. **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.
- 02. One the following is mandatory Mother's name, Spouse's name, Father's name

B. Clarification / Guidelines on filling 'Contact details' section

- 01. Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).
- 02. Do not add '0' in the beginning of Mobile number.

C. Clarification Guidelines on filling 'Current Address details' section

- 01 In case of deemed PoA such as utility bill, etc. or self-declaration the document need not be uploaded on CKYCR.
- 02 PoA to be submitted only if the submitted Pol does not have current address or address as per Pol is invalid or not in force.
- 03 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- 04 In Section 2, one of I, II , and III is to be selected ,in case of online E-KYC authentication, II is to be selected.
- 05 In section 3, one of I, II III and IV is to be selected. In case of online E-KYC authentication, II is to be selected
- 06 List of document for 'Deemed Proof of Address'

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 glass, water bill.)
02	Property or Municipal tax receipt.
03	Pension or family pension payment orders (PPOs) issued to retired employees by Govern ment Depart-ments or Public Sector Undertakings. If they contain the address.
04	Latter of allotment of accommodation from employer issued by State Government Department ,statutory or regulatory bodies, public sector undertaking, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation.

- 07 Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents such as proof of possession of Aadhaar, while uploading on CKYCR.

08 “Equipment e-document “means an electronic equivalent of a document issued by the issuing authority of such document with its valid digital signature including documents issued to the digital locker account of the client as per rule 9 of the information Technology (Preservation and Retention of information by Intermediaries Providing Digital Locker Facilities) Rules, 2016.

09 ‘Digital KYC process’ has to be carried out as stipulated in the PML Rules, 2005.

10 REs may use the Self Declaration check box where Aadhaar authentication has been carried out successfully for s client and client wants to provide a current address different from the address as per the identity information available in Central Identities Data Repository.
- D. Clarification / Guidelines on filling Related Person details section Provide KYC number of related person if available.

E. ‘Clarification on Minor ‘

1 Guardian details are option for minor above 10 years of bank account only

2 However in case guardian details are available for minor above 10 years of age the same (or CKYCR number of guardian) is to be uploaded

List of two – digit state / U.T codes as per Indian Motor Vehicle Act, 1988					
State / U.T	Code	State / U.T	Code	State / U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
Arunachal Pradesh	AR	Jharkhand	JH	Rajasthan	RJ
Assam	AS	Karnataka	KA	Sikkim	SK
Bihar	BR	Kerala	KL	Tamil Nadu	TN
Chandigarh	CH	Lakshadweep	LD	Telangana	TS
Chattisgarh	CG	Madhya Pradesh	MP	Tripura	TR
Dadra and Nagar Haveli	DN	Maharashtra	MH	Uttar Pradesh	UP
Daman & Diu	DD	Manipur	MN	Uttarakhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	WB
Goa	GA	Mizoram	MZ	Other	XX
Gujarat	GJ	Nagaland	NL		
Haryana	HR	Orissa	OR		