

CHECK LIST FOR FILLING RE-KYC FORM

1. All mandatory fields should be compulsorily filled.
2. Self attested PAN Card copy is mandatory for CKYC/ KRA
3. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
4. **Mother's name should be mentioned mandatory for Individual**
5. **Copy of PAN card, Aadhar & Address Proof should be self attested & OSV done (by HSL or Bank RM) with name, signature, emp. Code & designation**
6. **Pt 9 "ATTESTATION / FOR OFFICE USE ONLY" to be filled and signed by HSL or Bank RM**
7. Signature on PAN and document should be same.
8. Corrections if any should be authenticated by the customer
9. **HUF accept only Non-Individual forms with Copy of PAN card & Address Proof (HUF & Karta) should be self attested & OSV done (by HSL or Bank RM) with name, signature, emp. Code & designation**
10. HUF stamp with Karta's signature including Photo with Signature across on 1st page is mandatory
11. HUF Address Proof (Bank Statement only) is mandatory.
12. Name of HUF should be same on PAN, Stamp and AOF
13. HUF Coparceners Details to be filled on 2nd page (i.e. Name, Relation with Applicant, PAN, Residential / Registered Address, DIN/UID, Photograph) is mandatory.
14. Aadhaar Consent declaration is required if Adhar card is provided as an address proof.

Name & Signature of Authorised
Signatory

(HSL or Bank RM)

Application Number

HDFC Bank Ltd., Depository Services, Titanic Building, 3rd Floor, 26 A Narayan Properties, Chandivali Farm Road, Opp. Sakinagar Road, Chandivali, Andheri(E), Mumbai-400 072.

Registered Office: HDFC Bank House, Senapati Bapat Marg, Lower Panel, Mumbai 400 013.



Seal/Stamp of the Intermediary

Details of Promoters/ Partners/ Karta / Trustees and whole time directors forming a part of Know Your Client (KYC)
Application Form for Non-Individuals

Sr. No.	Name	Relation with Applicant	PAN	Residential / Registered Address	DIN/UID	Photograph

Name & Signature of the
Authorized Signatory(ies)

Date: DDMMYYYY

Extended Annexure - CKYC For Non-Individual Entities

{All fields are Mandatory}

Date: DD / MM / YYYY

AOF/UDN Number

Name of the entity:

[illegible]

Customer ID

(Applicable for existing Customer)

[illegible]

Document submitted for Identity of Entity (Please tick and mention document number):

☐ Certificate of Incorporation

[illegible]☐ **Registration Certificate**[illegible]☐ Partnership Deed

☐ Resolution of Board / Managing Committee

☐ Trust Deed

Activity Proof 1 (For Sole Proprietorship)

Memorandum & Article of Association

Activity Proof 2 (For Sole Proprietorship)

Document submitted for Mailing Address (Please tick and mention document number):

☐ Certificate of Incorporation

[illegible]☐ **Registration Certificate**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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☐ Any other document

(Please specify) _____

Beneficial Owner details {All fields are mandatory}

Beneficial Owner details (all fields are mandatory)			
1	Name of Beneficial Owner	1)	2)
2	Current Address		
	Address - City		
	Address – State		
	Address - Country		
	Address - Pin Code		
3	Pan card Number		
4	Maiden Name (if any)		
5	Mothers Name		
6	Date of Birth		
7	Gender		
8	Nationality		
9	Mobile Number		
10	Email id		

Authorised Signatories Details {All fields are Mandatory}

1	Name of Authorised Signatories	1) _____	2) _____
2	Father's Name		
3	Pan Card Number		
4	Proof of Identity (Tick any one and mention the details)	☐ Passport No. ☐ Voter ID No. ☐ Driving License No. ☐ Aadhaar No. ☐ NREGA Job Card No. ☐ Letter from National Population register Mention ID No. _____	☐ Passport No. ☐ Voter ID No. ☐ Driving License No. ☐ Aadhaar No. ☐ NREGA Job Card No. ☐ Letter from National Population register Mention ID No. _____
5	Proof of Address (Tick any one and mention the details)	☐ Passport No. ☐ Voter ID No. ☐ Driving License No. ☐ Aadhaar No. ☐ NREGA Job Card No. ☐ Letter from National Population register Mention ID No. _____	☐ Passport No. ☐ Voter ID No. ☐ Driving License No. ☐ Aadhaar No. ☐ NREGA Job Card No. ☐ Letter from National Population register Mention ID No. _____
6	Current Address		
	Address - City		
	Address - State		
	Address - Country		
	Address - Pin Code		
7	Maiden Name (if any)		
8	Mothers Name		
9	Date of Birth		
10	Gender		
11	Nationality		
12	Mobile Number		
13	Email id		
14	Signature:	Name : _____	Name : _____

Note: 1. Additional annexure to be provided if more than Two Authorised Signatories / BOs
2. Pan card is mandatory for all AUS/BOs (Form 60 can be accepted for Foreign National/NR)



We understand your world

UDN

3109282107

Clearing Member Details (To be filled by clearing member only)

1 Name of stock exchange

2 Name of Clearing Corporation / Clearing House

3 Clearing Member ID

4 Trading Id (for CDSL only)

5 Clearing Corporation ID (For CDSL only)

6 SEBI registration no

7 Trade Name

8 CM-BP-ID (to be filled by participant)

Standing Instructions*We authorise you to receive credits automatically into our account. ☐ Yes ☐ No Account to be operated through General Power of Attorney (POA) ☐ Yes ☐ NoAccount to be operated through Demat Debit and Pledge Instruction (DDPI) ☐ Yes ☐ No**SMS Alert facility**Sole/First Holder ☐ Yes ☐ NoSecond Holder ☐ Yes ☐ NoThird Holder ☐ Yes ☐ No**Auto Pledge Confirmation**☐ Yes ☐ NoI / We would like to share the email ID with the RTA ☐ Yes ☐ No**Mode of receiving Statement of Account* (Tick any one)**☐ Physical Form☐ Electronic Form**Mode of Annual Reports, AGM notice and other communication from issuer**☐ Physical Form☐ Electronic Form☐ Both (for CDSL only)**HUF DECLARATION FORMAT FOR HUF ONLY (If applicable)**

Name of HUF (A)		As our HUF wishes to open an account with the HDFC Bank Limited / HDFC Securities Limited. in the name as mentioned in (A). We beg to say that the first signatory to this letter as mentioned in (B) is the KARTA of the Joint Family and other signatories are the adult Co-Parceners (C) of the said family. We further confirm that the business of the said joint family is carried on mainly by the said KARTA as also by the other signatories hereto in the interest and for the benefit of the entire body of Co-Parceners of the joint family. We all undertake that claims due to the bank from the said family shall be recoverable personally from all or any of us and also for the entire family properties of which the first signatory is the KARTA, including the share of the minor Co-Parceners. In view of the fact that ours is not a firm governed by the Indian Partnership Act of 1952. We have not got our said firm registered under the said act. We hereby undertake to inform the HDFC Bank Limited / HDFC Securities Limited of the death or birth of a Co-Parcener of any change occurring at any time in the membership of our joint family during the continuity of the account.
Name of KARTA (B)		
PAN of KARTA		
Contact No. of KARTA		
Email ID of KARTA		

Particulars of Coparcener (C)	☐ Coparcener 1 ☐ Member (Mandatory)	☐ Coparcener 2 ☐ Member (Mandatory)	☐ Coparcener 3 ☐ Member (Mandatory)
Name			
Gender	☐ Male ☐ Female ☐ Third Gender	☐ Male ☐ Female ☐ Third Gender	☐ Male ☐ Female ☐ Third Gender
Date of Birth			
Relationship with Karta			
Age	Yrs.	Yrs.	Yrs.

Sign & Stamp of HUF / Karta

(On Letter Head)

Date:

Authority Letter for Contact details

I/We hereby authorise Karta / Authorised Signatory / Partner /Trustee to receive communications our behalf by updating His / Her contact details on record (i.e., mobile number and email address) against Trading account held with HDFC Securities Ltd.

All communications / Statements /Contract notes, etc should be sent to the below mentioned email address and mobile number only.

Details of Authorized Person Details:

NAME	MOBILE NUMBER	EMAIL ADDRESS

The above-mentioned mobile number and email id belongs to:

In case of HUF, Karta or any of the Co-parceners as per prior approval of Karta

HUF - ☐ Karta ☐ Co-parceners

In case of Corporates, the Authorised person operating the trading account as per the Board Resolution passed by the Corporate.

Corporate - ☐ Authorised Signatory

In case of Partnership firm, any of the partners as per prior approval of all / authorised partners

Partnership firm -☐ Partner

For Trust account, any of the trustees or beneficiaries as per resolution passed by the Trust.

Trust -☐ Trustee ☐ Beneficiaries

(Rubber Stamp/Seal & Signature)

Name:

Designation: