

**Know Your Client (KYC)  
Application Form**

**Application  
No.:**

**(For Individuals Only)**

Please fill this form in ENGLISH and in BLOCK LETTERS (All Information as applicable in Sections A, B and C below is mandatory)  
This information is sought under the Prevention of Money Laundering Act, 2002, the rules notified thereunder and SEBI's guidelines on Anti Money Laundering.

**A. Identity Details (Please see guidelines A1 to A5 overleaf)**

1. Name of Applicant (As appearing in supporting identification document) Title  Mr.  Ms.  Others  Gender  Male  Female

Name

Father's Name

2. Date of Birth  /  /

3. Nationality  Indian  Others

4. Status Please tick (✓)  Resident Individual  Non-Resident

5. Permanent Account Number (PAN) (MANDATORY)

Please tick (✓)  Copy of PAN Card attached

Please affix  
most recent  
colour photograph  
  
30mm x 40 mm  
Sign across the photograph

**B. Address Details (Please see guidelines B1 to B4 overleaf)**

1. Address for Correspondence

City / Town / Village  Postal Code

State  Country

2. Contact Details

Tel. (Off.) (ISD)  (STD)  Tel. (Res.) (ISD)  (STD)

Mobile (ISD)  (STD)  Fax (ISD)  (STD)

E-Mail Id.

3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.  
 Latest Telephone Bill  Latest Electricity Bill  Passport  Driving License  Latest Bank Passbook  Latest Bank Account Statement  
 Latest Demat Account statement  Voter Identity Card  Ration Card  Registered Lease / Sale Agreement of residence  Any other proof of address document (as listed overleaf)

4. Permanent Address of Resident Applicant if different from B1 above OR Overseas Address (Mandatory) for Non-Resident Applicant

City / Town / Village  Postal Code

State  Country

5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.  
 Latest Telephone Bill  Latest Electricity Bill  Passport  Driving License  Latest Bank Passbook  Latest Bank Account Statement  
 Latest Demat Account statement  Voter Identity Card  Ration Card  Registered Lease / Sale Agreement of residence  For NRIs - Any other document attested by local authority.

**C. Other Details (Please see guidelines C1 and C2 overleaf)**

1. Gross Annual Income Details Please tick (✓)

Upto Rs. 5,00,000  Rs. 5,00,001 to Rs. 25,00,000  Rs. 25,00,001 to Rs. 1,00,00,000  Rs. 1,00,00,001 to Rs. 5,00,00,000  Rs. 5,00,00,001 and above.

2. a. Occupation Details Please tick (✓) any one

Private Sector Service  Public Sector / Government Service  Business  Professional  Agriculturist  Retired  Housewife  
 Student  Forex Dealer  Others (Please specify) \_\_\_\_\_

b. If the following is additionally applicable to you Please tick (✓) one or more as applicable

Civil Servant  Bureaucrat  Current or Former MP, MLA or MLC  Politician  Current or Former Head of State

**DECLARATION**

I hereby confirm that I have read and understood the Instructions mentioned overleaf and apply to Adaa Advisory Services (AAS) for compliance of Know Your Client (KYC) procedure for transacting in stocks for which I sought advisory from AAS and I agree to abide by the terms, conditions, rules, regulations and other statutory requirements applicable to the respective company. I hereby declare that the particulars given herein are true, correct and complete to the best of my knowledge and belief, the documents submitted along with this application are genuine and I am not making this application for the purpose of contravention of any Act, Rules, Regulations or any statute or legislation or any Notifications, Directions issued by any governmental or statutory authority from time to time. I hereby undertake to promptly inform AAS / the stock advisory company of any changes to the information provided hereinabove and agree and accept that AAS, the respective stock advisory company, their authorised agents and representatives ('the Authorised Parties') are not liable or responsible for any losses, costs, damages arising out of any actions undertaken or activities performed by them on the basis of the information provided by me as also due to my not intimating / delay in intimating such changes. I hereby agree to provide any additional information / documentation that may be required by the Authorised Parties, in connection with this application. I hereby confirm that this is a unique KYC application and I have not applied for KYC in the past.

**SIGNATURE OF APPLICANT**

Place:

Date:

Please note that the KYC Application Form and overleaf instructions should be printed on the same page (back to back), if printed separately then both the pages should be attached and signed by the applicant.

**For  
Office  
Use  
Only**

Stamp of POS  
(Name & Location)  
& Receiver's Signature

Name and Employee Number of Receiver

- (Originals Verified) Self Certified Document copies received  
 (Attested) True copies of documents received

KYC Ref.

## 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 Broking House.
- Each Investor must attach their KYC Acknowledgement along with the Investment Application Form(s) / Transaction Slip(s) while investing for the first time in every stock. Applications Forms / Transaction Slips not accompanied by KYC Acknowledgement are liable to be rejected by the Broking houses.
- Joint Holders: Joint holders need to be individually KYC compliant before they can invest with any Broking firm. 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 Broking firm.
- 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 Broking Firm(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 stock Investor due to an operation of law, e.g., transmission of stocks upon death of an investor, the claimant / person(s) entering the Register of Unitholders of the Stock(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. Broking firms reserve the right to seek any additional information / documentation in terms of the PMLA at any point of time.
- Advisory Firm / AAS will not be liable for any errors or omissions on the part of the applicant / Stock 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 AAS. In the event of any KYC Application Form being rejected for lack of information / deficiency / insufficiency of mandatory documentation, etc. AAS will inform the applicant of such rejection.
- The Stock Advisory Company, its Management, 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 stocks / rejection of any application / refund due to non-compliance with the provisions of the PMLA, SEBI guidelines or where the Broking firm 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 Broking firms with whom he/she has investments. The KYC Compliance will be deemed to have been completed for the investor in all stocks held by him/her (identified by his/her PAN) in the records of the Broking firm.

## GUIDELINES FOR FILLING UP THE KYC APPLICATION FORM

### General

- IMPORTANT NOTES - PLEASE READ BEFORE FILLING UP THE FORM
- 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.
- 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.
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- 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.
- Address Details
- Address for Communication : Please provide here the address where you wish to receive all communications sent by Aadaaf Advisory Service with whom you invest. The address you give here will supercede existing information in the records of the Broking Firm. 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 Broking Firm. You will have to independently communicate the same to them in case of any change(s).
- 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.
4. 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.
- 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 AAS which confirms your KYC compliance. You will need to attach photocopies of this document when you invest for the first time.
- If you observe any error in the details captured by AAS, you are requested to approach your nearest designated PoS.
- If you are already holding investments in any Broking Firms, please provide a copy of your KYC acknowledgement, giving details of your account numbers to such Firms. Please note that your signature on the KYC Application Form should match with that on the records of the Broking Firms.
- In respect of new investors, signature on the Application Form for investing / transacting in stocks 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 AAS 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 Broking Firms's records. Particularly with respect to change of address, investors should register such change giving 10 days time for the subsequent communications from Broking Firms 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 Broking Firm.

### 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 B4.

