

DP ID 13041400	BO ID <input type="text"/>	Date <input type="text"/>
Name of First Holder _____	First Name _____ Middle Name _____ Last Name _____	
Trading Client ID _____	Pan No. <input type="text"/>	Date of Birth <input type="text"/>

I/We request you to make the following Addition/Deletion/Modification to my/our account in your and KRA/CKYC record.

ADDRESS & CONTACT DETAILS	
Category	New Details
<input type="checkbox"/> Correspondence	Line 1 _____ Line 2 _____
<input type="checkbox"/> Permanent	Line 3 _____ City _____ Pincode _____
	State _____ Country _____ UID No. <input type="text"/>
Address Proofs: <input type="checkbox"/> Passport, <input type="checkbox"/> Voter ID card, <input type="checkbox"/> Driving license, <input type="checkbox"/> UID Card, <input type="checkbox"/> Bank passbook/statement with cancel cheque, <input type="checkbox"/> Electricity bill (not more than two months), <input type="checkbox"/> Telephone bill - Land line (not more than two months) Identity Proof: <input type="checkbox"/> Pan Card, <input type="checkbox"/> Passport, <input type="checkbox"/> Voter ID card, <input type="checkbox"/> Driving license, <input type="checkbox"/> UID Card	
Contact Details	<input type="checkbox"/> Primary Email ID _____ <input type="checkbox"/> Secondary Email ID _____ New Mobile No. _____
Mobile No. belongs to:	Self <input type="checkbox"/> Spouse <input type="checkbox"/> Children <input type="checkbox"/> Parents <input type="checkbox"/> Owner's PAN <input type="text"/>
Email id belongs to:	Self <input type="checkbox"/> Spouse <input type="checkbox"/> Children <input type="checkbox"/> Parents <input type="checkbox"/> Owner's PAN <input type="text"/>
<input type="checkbox"/> Change of Signature For change of signature: Client should personally visit to the branch with proof of identity and bank attestation	Old Signature _____ New Signature _____

BANK DETAILS	Existing Details	New Details
<input type="checkbox"/> Primary <input type="checkbox"/> Secondary	Bank Name _____	Bank Name _____
<input type="checkbox"/> Addition <input type="checkbox"/> Modification <input type="checkbox"/> Deletion	Account Number _____	Account Number _____
	IFSC <input type="text"/>	IFSC <input type="text"/>
	MICR <input type="text"/>	MICR <input type="text"/>

Bank proof: Copy of cheque with name printed, Copy of bank passbook with cancel cheque, Copy of bank statement of accounts duly attested by bank authorities not older than two months with cancelled cheque **Identity Proof:** Pan Card, Passport, Voter ID card, Driving license, UID Card

EXCHANGE SEGMENT	
<input type="checkbox"/> Activation <input type="checkbox"/> Deactivation	<input type="checkbox"/> NSE FO <input type="checkbox"/> BSE FO <input type="checkbox"/> NSE Currency <input type="checkbox"/> NSE SLBS <input type="checkbox"/> MCX <input type="checkbox"/> NCDEX

For Derivative segment activation (Income proof): Copy of | ITR Acknowledgement | Annual Accounts | Form 16 | Networth Certificate | Salary Slip | Bank A/c Statement for last 6 month reflecting income. For Deactivation NSE FO segment, client need to ensure that there is no open FO position in his account | PAN Card Copy

OTHER MODIFICATION: Running Account Authorisation - Settlement Preference (Tick any one)	
<input type="checkbox"/> Once in a calendar Quarter <input type="checkbox"/> Once in a calendar Month	Income Declaration <input type="checkbox"/> 0 - 1 Lac <input type="checkbox"/> 1 Lac - 5 Lacs <input type="checkbox"/> 5 Lacs - 10 Lacs <input type="checkbox"/> 10 Lacs - 25 Lacs <input type="checkbox"/> 25 Lacs and above
GSTIN: <input type="text"/>	This authorisation shall remain valid until it is revoked by me/us

Declaration : I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it. Documents pertaining to Rights & Obligations were made available to me/us.

I/we hereby authorize and request Reliance Securities to provide the above details to Reliance Commodities, for updating the same in my Commodity trading account with them.

	First/Sole Holder	Second Holder	Third Holder
Name	_____	_____	_____
Signature	_____	_____	_____

Client has to bring the original documents alongwith the CRF for verification else all the documents shall be attested by the people authorised as mentioned in the back of the CRF page.

OFFICE USE ONLY (FOR IN PERSON VERIFICATION)	QRC No: _____ Branch Code: _____
<input type="checkbox"/> (Originals Verified) Self Certified Document copies received	Employee Name _____
<input type="checkbox"/> (Attested) True copies of documents received	SAP ID: _____ Designation: _____ Signature _____

Please submit this duly filled up form to the nearest branch.

ACKNOWLEDGMENT RECEIPT FOR CUSTOMER	
Date: ____ / ____ / ____	Trading Client ID: _____ BO ID: _____
QRC No: _____	Name of client _____
Type of Request _____	
Branch Name _____	Signature & Seal _____

INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

A. IMPORTANT POINTS:

1. Self attested copy of PAN card is mandatory for all clients.
2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
3. If any proof of identity or address is in a foreign language, then translation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent address are different then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals,(allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIOCard/OCICard and overseas address proof is mandatory.
8. For foreign entities. CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
10. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/military officers, senior executives of state owned corporations, important political party officials, etc.
12. Wherever state code and country code is to be furnished, the same should be two-digit code as per Indian Motor vehicle, 1988 and ISO 3166 country code respectively list of which is available at the end.
13. KYC number of applicant is mandatory for updation of KYC details.
14. Tax identification Number (TIN) need to 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 individuals include, a social security/insurance number, citizen/personal identification/services code/number, and resident registration number)

B. Proof of Identity (POI): List of documents admissible as Proof of Identity:

1. PAN card with photograph. This is a mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
2. Unique Identification Number (UID) (Aadhaar) | Voter ID card.
3. If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.

<i>Document code</i>	<i>Description</i>
01	Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities. Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.
02	Letter issued by gazetted officer, with a duly attested photograph of the person.

C. Proof of Address (POA): List of documents admissible as Proof of Address: (*Documents having an expiry date should be valid on the date of submission.)

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.
3. 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 oint 4.1.

<i>Document code</i>	<i>Description</i>
01	Utility bill which is not more than two months old of any service provider (electricity, telephone, piped gas, water bill).
02	Property or Municipal Tax receipt.
03	Bank account or Post Office savings bank account statement. (not more than two months old)
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.

D. Exemptions/clarifications to PAN (*Sufficient documentary evidence in support of such claims to be collected)

1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
2. Investors residing in the state of Sikkim.
3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
4. SIP of Mutual Funds upto Rs 50,000/-p.a.
5. In case of institutional clients, namely, FIs, Mfs, VCFs, FVC is, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions. State Industrial Development Corporations. Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

E. List of people authorized to attest the documents:

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, and Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.

F. 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. Separate PoA is required to be submitted.
- 2 In case of multiple correspondence / local addresses, Please fill 'Annexure A1'

G. 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 91-9999999999).
- 2 Do not add '0' in the beginning of Mobile number.

H. Clarification / Guidelines on filling 'Related Person details' section

- 1 Provide KYC number of related person if available.

I. Clarification / Guidelines on filling 'Related Person details – Proof of Identity [PoI] of Related Person' section

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