THE KALYAN JANATA
SAHAKARI BANK LTD.
multi-state scheduled bank
Head Office: Kalyanam_astu, Om Vijaykrishna Apt., Adharwadi, Kalyan (W) 421-301. Maharashtra.
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Important Instructions:
A) Fields marked with "*" are MANDATORY B) Tick $(\checkmark)$ wherever applicable.
C) Please fill the form in English and in BLOCK Letters D) Please fill the date in DD-MM-YYYY format
E) 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.
F) Self-attestation of documents is mandatory.
G) Please read section wise detailed guidelines / instructions at the end. H) List of State / U.T code as per Indian Motor Vehicle Act, 1988 and List of two character ISO 3166 country codes is available with the Bank
I) KYC number of entity is mandatory for update an application.
J) The 'OTP based E-KYC' check box is to be checked for accounts opened using OTP based E-KYC in non face to face mode.
K) Please counter sign in full for any overwriting / alteration.

| FOR OFFICE | Application Type* |  |  | New |  |  | Update |  | Del | lete |  | Customer ID* <br> Mandatory for KYC update request. |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| USE ONLY | KYC Number | $\square$ |  |  |  |  |  |  |  |  |  |  |  |  |  | B | ch | Code |  |  |  |
| 1. ENTITY DETAILS |  |  |  |  |  |  |  |  |  |  |  | (Please refer instruction A at the end) |  |  |  |  |  |  |  |  |  |
| Name* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



## 2. NUMBER OF RELATED PERSONS

(A related person can be director, promoter, karta, trustee, partner, authorised signatory, beneficiary, beneficial owner, court appointed official.)

$\square$ Official Valid document(s) in respect of person authorised to transactCertificate of Incorporation / Formation
$\square$ Memorandum and Articles of AssociationTrust Deed
Udyog Aadhaar
$\square$ Registration Certificate
$\square$ Partnership Deed
$\square$ Resolution of Board / Managing Committee
Registered Power of attorney granted to its manager, officers or employees to transact on its behalf


## 6. DETAILS OF CONTROLLING PERSON(S) AND BENEFICIAL OWNER(S) (Please refer instruction F at the end)



An Individual/Entity undertakes that the facts stated above are true and correct. An Individual/Entity also undertakes and agrees that it will notify Bank without delay of any changes in the controlling persons/shareholders, person exercising control or having controlling ownership interest in the Company/Partnership/LLP/AOP/Society/Trust/Institution etc., as declared in the table above.
\# Relation type with the Entity: Director/Promoter/Karta/Trustee/Partner/Court Appointed Official/Proprietor/Beneficiary/Authorised Signatory/Beneficial Owner/Power of Attorney Holder, Other (Please Specify).

* DIN (Director Identification No.) : It is mandatory to provide in case of Director/s of company/LLP.

Type of Controlling Person / Beneficial Owner is available at the end of form.
(Please consult your professional tax advisor for further guidance on FATCA \& CRS declaration)
$\square$ The entity is tax resident of India only $\quad \square$ The entity is tax resident of India and the following countries

(a) TIN issuing country. To also include USA, where the individual is a citizen/ green card holder of USA
(b) \% In case Tax identification number (TIN) is not available, kindly provide functional equivalent.
(C) In case the Entity's country of Incorporation/Tax residence is U.S but Entity is not a specified U.S person, mention Entity's exemption code here : $\qquad$ ---
7.1 CLASSIFICATION OF ENTITY

## (A) FINANCIAL INSTITUTION :

$\begin{array}{lll}\text { (1) Reportable Financial Institution: } & \square \text { Yes } \square \text { No If Yes, Provide GIIN: } \\ \text { (2) Non-Reportable Financial Institution: } & \square \text { Yes } \square \text { No If Yes, Provide Category: } \\ \end{array}$
(3) Sponsored Investment Entity / Trustee Documented Trust : $\square$ Yes $\square$ No
$\square$ GIIN of the Sponsor / Trustee
(4) Non-Participating Financial Institution :
(5) Owner documented Financial Institution:
$\square$ Yes $\square$ No
$\square$ Yes $\square$ No

If yes, then for each controlling person who is tax resident outside India, please fill details in Annexure C2 (form available with branch)
(B) NON - FINANCIAL ENTITY (NFE) :
(1) Active NFE:
$\square$ Yes $\square$ No If Yes, Provide Category: $\square$

If listed company, name of the stock exchange on which listed
If related entity of listed company, name of the company \& name of the stock exchange on which listed $\square$
(2) Passive NFE : $\square$ Yes $\qquad$ No If Yes, Provide Category: $\square$ If yes, then for each controlling person who is tax resident outside India, please fill details in Annexure C2 (form available with branch)
(3) Direct Reporting NFE: $\square$ Yes $\square$ No If Yes, Provide GIIN: $\square$ OR

## 8. REMARKS (If any)



## CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Legal Entity KYC Application Form

## General Instructions:

1. Fields marked with (*) are mandatory fields.
2. Tick $(\checkmark)$ 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.
6. Wherever state code and country code is to be furnished, the same should be the two-digit code as per Indian Motor Vehicle Act, 1988 and ISO 3166 country code respectively list of which is available with the bank.
7. KYC number of applicant is mandatory for updation of KYC details.
8. 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 9. 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 Entity Details section
9. PAN of the entity is mandatory.

## B. Clarification/Guidelines for filling 'Proof of Identity [Pol] section

1. Activity Proof-1 and Activity Proof-2 are applicable for accounts in case of proprietorship firms. Please refer to relevant instructions issued by the RBI in this regard.
2. Please refer to the relevant instructions issued by the regulator regarding applicable documents for the legal entity.
3. Certified copy of document or equivalent e-document or OVD obtained through Digital KYC process to be submitted.
4. Equivalent 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.
5. Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.
6. KYC requirements for Foreign Portfolio Investors (FPIs) will be as specified by the concerned regulator from time to time.

## C. Clarification/Guidelines for filling 'Related Person' section

1. Each related person needs to submit duly filled 'Know Your Customer (KYC) Application form for Individual'.
2. The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
3. If KYC number of Related Person is available, no other details except 'Person Type' and 'Name of the Related Person' are required.
4. 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.
D. Clarification / Guidelines for filling 'Proof of Address [POA]' section
5. State/U.T Code and Pin/Postal Code will not be mandatory for Overseas addresses.
6. Certified copy of document or equivalent e-document to be submitted.
E. Clarification / Guidelines on filling 'Contact details' section
7. Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-99999999999).
8. Do not add ' 0 ' in the beginning of Mobile number.

## F. Clarification/Guidelines for filling 'Details of Controlling Person and Beneficial Owner' section

1. Controlling persons are natural persons who exercise control over an entity and includes a beneficial owner under sub-rule (3) of rule 9 of the PML (Maintenance of Records) Rules, 2005.In the case of a trust, the controlling person means the settler, the trustees, the protector (if any), the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust. In the case of a legal arrangement other than a trust, controlling person means persons in equivalent or similar positions.
Pursuant to guidelines on identification of Beneficial Ownership issued by Reserve Bank of India vide Master Direction DBR.AML. BC.No.81/14.01.001/2015-16 as amended from time to time, persons (other than Individuals) are required to provide details of Beneficial Owner(s) ('BO').
2. Accordingly, the Beneficial Owner means 'Natural Person', who, whether acting alone or together, or through one or more juridical person, exercises control through ownership or who ultimately has a controlling ownership interest of / entitlements to:
(1) More than $25 \%$ of shares or capital or profits of the juridical person, where the juridical person is a company;
(2) More than $15 \%$ of the capital or profits of the juridical person, where the juridical person is a partnership; or
(3) More than $15 \%$ of the property or capital or profits of the juridical person, where the juridical person is an unincorporated association or body of individuals. Where the client is a trust, the financial institution shall identify the beneficial owners of the client and take reasonable measures to verify the identity of such persons, through the identity of the settler of the trust, the trustee, the protector, all the beneficiaries in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
3. Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).
4. Do not add ' 0 ' in the beginning of Mobile number.
5. Controlling Person (CP) Type:

## Code Sub-category

CP of legal person-ownership
CP of legal person-other means
CP of legal person-senior managing official
CP of legal arrangement-trust-settlor
CP of legal arrangement-trust-trustee
CP of legal arrangement-trust-protector
CP of legal arrangement-trust-beneficiary

Sub-category
CP of legal arrangement-trust-other
CP of legal arrangement-Other-settlor equivalent
CP of legal arrangement-Other-trustee equivalent
CP of legal arrangement-Other-protector equivalent
CP of legal arrangement-Other-beneficiary equivalent
CP of legal arrangement-Other-other equivalent
CP - unknown

## G. FATCA / CRS (Refer Rule 114F of Income Tax Rules, 1962)

1. Financial Institution (FI)

The term FI means any financial institution that is a Depository Institution, Custodial Institution, Investment Entity or Specified Insurance company, as defined.
(a) Depository institution: is an entity that accepts deposits in the ordinary course of banking or similar business.
(b) Custodial institution: is an entity that holds as a substantial portion of its business, holds financial assets for the account of others and where it's income is attributale to holding financial assets and related financial services equals or exceeds 20 percent of the entity's gross income during the shorter of -
(i) The three financial years preceding the year in which determination is made; or
(ii) The period during which the entity has been in existence, whichever is less.
(c) Investment entity is any entity:

That primarily conducts a business or operates for or on behalf of a customer for any of the following activities or operations for or on behalf of a customer
(i) Trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading; or
(ii) Individual and collective portfolio management; or
(iii) Investing, administering or managing funds, money or financial asset or money on behalf of other persons;

The gross income of which is primarily attributable to investing, reinvesting, or trading in financial assets, if the entity is managed by another entity that is a depository institution, a custodial institution, a specified insurance company, or an investment entity described above.
An entity is treated as primarily conducting as a business one or more of the 3 activities described above, or an entity's gross income is primarily attributable to investing reinvesting, or trading in financial assets of the entity's gross income attributable to the relevant activities equals or exceeds 50 percent of the entity's gross income during the shorter of
(i) The three-year period ending on 31 March of the year preceding the year in which the determination is made; or
(ii) The period during which the entity has been in existence.

The term "Investment Entity" does not include an entity that is an active non-financial entity as per codes 03, 04, 05 and 06 (refer point 2 c .)
(d) Specified Insurance Company: Entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a Cash Value Insurance Contract or an Annuity Contract.

1A FI's not required to apply for GIIN:
Code Sub-category
1 Governmental Entity, International Organization or Central Bank
2 Treaty Qualified Retirement Fund; a Broad Participation Retirement Fund; a Narrow Participation Retirement Fund; or a Pension Fund of a Governmental Entity, International Organization or Central Bank
3 Non-public fund of the armed forces, an employees' state insurance fund, a gratuity fund or a provident fund
4 Entity is an Indian FI solely because it is an investment entity
5 Qualified credit card issuer
6 Investment Advisors, Investment Managers\& Executing Brokers
7 Exempt collective investment vehicle

Sub-category
Indian Trust where the trustee is a reporting financial institution
FI with a local client base
Non-registering local banks
FFI with only Low-Value Accounts
Sponsored investment entity and controlled foreign corporation
Sponsored, Closely Held Investment Vehicle
14 Owner Documented FFI (Please provide FFI owner reporting statement and Auditors Letter with required details as mentioned in Form W-8BEN-E )
2. Non-financial entity (NFE) - Entity that is not a financial institution

Types of NFEs that are regarded as excluded NFE are:
a. Publicly traded company (listed company)

A company is publicly traded if its stocks are regularly traded on one or more established securities markets (Established securities market means an exchange that is officially recognized and supervised by a governmental authority in which the securities market is located and that has a meaningful annual value of shares traded on the exchange)
b. Related entity of a publicly traded company

The NFE is a related entity of an entity whose shares are regularly traded on an established securities market;
c. Active NFE : (is any one of the following):

## Code Sub-category

1 Less than 50 percent of the NFE's gross income for the preceding financial year is passive income and less than 50 percent of the assets held by the NFE during the preceding financial year are assets that produce or are held for the production of passive income;
2 The NFE is a Governmental Entity, an International Organization, a Central Bank, or an entity wholly owned by one or more of the foregoing;
3 Substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an entity shall not qualify for this status if the entity functions as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes
4 The NFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a FI, provided that the NFE shall not qualify for this exception after the date that is 24 months after the date of the initial organization of the NFE;
5 The NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganizing with the intent to continue or recommence operations in a business other than that of a Financial Institution;
6 The NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution;
7 Any NFE that fulfills all of the following requirements:

- It is established and operated in India exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in India and it is a professional organization, business league, chamber of commerce, labor organization, agricultural or horticultural organization, civic league or an organization operated exclusively for the promotion of social welfare;
- It is exempt from income tax in India;
- It has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
- The applicable laws of the NFE's country or territory of residence or the NFE's formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFE has purchased; and
- The applicable laws of the NFE's country or territory of residence or the NFE's formation documents require that, upon the NFE's liquidation or dissolution, all of its assets be distributed to a governmental entity or other non-profit organization, or escheat to the government of the NFE's country or territory of residence or any political subdivision thereof.
Explanation.- For the purpose of this sub-clause, the following shall be treated as fulfilling the criteria provided in the said sub-clause, namely:-
(I) an Investor Protection Fund referred to in clause (23EA);
(II) a Credit Guarantee Fund Trust for Small Industries referred to in clause 23EB; and
(III) an Investor Protection Fund referred to in clause (23EC), of section 10 of Income Tax Act, 1961

3. The Central Board of Direct Taxes has notified Rules 114 F to 114 H as part of the Income Tax Rules, 1962, which require Indian Financial Institutions to seek additiona personal, tax and beneficial owner information and certain certifications and documentation from all our depositors. 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.
4. Should there be any change in any information provided by you, please ensure you advise us promptly i.e within 30 days. If you have any questions about your tax residency, please contact your tax advisor. If any controlling person of the entity is a US citizen/ resident / Green Card Holder, please include United States in the foreign country information field along with the US Tax Identification Number.
5. It is mandatory to supply a TIN or functional equivalent if the country in which you are a tax resident issues such Identifiers. If no TIN is yet available or has not yet been issued, please provide an explanation and attach to this form.

## APPLICANT DECLARATION

1. I/We hereby declare that the details furnished 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/We are aware that I/We may be held liable for it.
2. I/We hereby confirm that my/our latest photograph has been affixed and I/we have submitted a self attested photocopy KYC document in support of POI \& POA. The information provided by us/me on this Form is true, correct, and complete. I/We also confirm that I/We are aware of the FATCA / CRS Terms and Conditions and hereby accept the same.
3. I/We certify that the information provided by me/us in the Form, its supporting Annexures as well as in the documentary evidence provided by me/us are, to the best my/our knowledge and belief, true, correct and complete and that I/we have not withheld any material information that may affect the assessment / categorization of the account as a Reportable Account or otherwise.
4. I/We permit/authorise the Bank to collect, store, communicate and process information relating to the Account and all transactions therein, by the Bank and any of its affiliates wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign.
5. I/We also agree that my/our failure to disclose any material fact known to me/us, now or in future, may invalidate my/our application and the Bank would be within its rights to put restrictions on the operations of my/our account or close it or report to any regulator and/or any authority designated by the Government of India (GOI) / RBI for the purpose or take any other action as may be deemed appropriate by the Bank if the deficiency is not remedied by me/us immediately.
6. I/We hereby accept and acknowledge that the Bank shall have the right and authority to carry out investigations from the information available in public domain for confirming the information provided by me/us to the Bank.
7. Should there be any change in information/incorrect information provided by me/us, I/we declare and undertake the responsibility to intimate the bank within 30 days the date of change with supporting documentary evidence.
8. It shall be my/our responsibilities to educate myself/ourself and to comply at all times with all relevant laws relating to reporting under section 285BA of the Income Tax Act read with the rules thereunder.
9. I/We also agree to furnish such information and/or documents as the Bank may require from time to time on account of any change in law either in India or abroad in this subject matter herein.
10. I/We shall indemnify the Bank for any loss that may arise to the Bank on account of providing incorrect or incomplete information.
11. The details provided by me / us in the form is as per the notified rules 114 G to 114 H of the income tax act 1962.
12. I/We have read, understood and hereby accept \& agree to the Terms \& Conditions given for all the products \& services I/We have requested.
13. I/We hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.
14. I/We have been explained about the nature of information that may be shared upon authentication. I/We have been given to understand that my information submitted to the bank, herewith, shall not be used for any other purpose than mentioned above, or as per requirements of law
15. I/We hereby declare that all the above information voluntarily furnished by me is true, correct and complete.

Date :


Place :

[Authorized Signature /s] 4

First Name
$\qquad$
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$\qquad$

Branch : $\square$ Account No.

I/We agree/understand that approval needs to be obtained if customer is politically exposed person.
I have verified that the CUST ID is unique and follows KYC UCIC guideline \& data has been correctly entered in system as per form. In person KYC verification carried out by :
$\square$


Signature of KYC scrutiny Official Signature of Branch Manager

Employee Name


While authorizing Customer Information, I have verified AML UN match list / Negative list provided by RBI and no match was found.

Remark (if any) :

Employee Code Date

Signature of KYC scrutiny / CPC Official

