



Kotak Securities Ltd. Kotak Infinity, 8th floor, Building No 21, Infinity Park, Off Western Express Highway, Gen A. K. Vaidya Marg, Malad (E), Mumbai - 400097.

Branch Inward Details

Recd. on
Emp. Name
Emp. ID
Emp. Sign
Branch Name

KRA KYC COMMON UPDATION FORM A - INDIVIDUAL

Note:- In case of multiple holders, please fill up separate forms
All holder(s) signature proof required for E-mail/Mobile updation

☐ Trading code ☐ Demat Account No. DP ID: IN300214
Date DD/MM/YYYY KNOW YOUR CLIENT (KYC) ☐ NEW ☐ CHANGE REQUEST

Please fill this form in ENGLISH and in BLOCK LETTERS. Please tick ☒ the appropriate now where CHANGE/CORRECTION is required IDENTITY DETAILS MANDATORY
*FATCA Declaration: I/we confirm that our Country of Birth/Nationality/ Citizenship/ Tax Residency/ Address/ Telephone No./ Address of POA or Mandate holder is of India ☐ Yes ☐ No (if answer to your question is 'No', then please provide complete FATCA Declaration available on page 5 & 6)

1. PERSONAL DETAILS (Please refer instruction A)

Name*(same ID prof.)
Nationality* Date of Birth* DD/MM/YYYY C- PAN Card
Maiden Name (if any*)
Father/Spouse Name* Mother Name*
Gender* ☐ M-Male ☐ F-Female ☐ T- Transgender Marital Status* ☐ Married ☐ Unmarried ☐ Others
Residential Status* ☐ Resident Individual ☐ Foreign National ☐ Non Resident Indian ☐ Person of Indian Origin
Occupation Type* ☐ S-Service (☐ Private Sector ☐ Public Sector ☐ Government Sector)
☐ O-Others (☐ Professional ☐ Self Employed ☐ Retired ☐ Housewife ☐ Student)
☐ B-Business ☐ Agriculturist ☐ Forex Dealer ☐ Others Please Specify

PHOTOGRAPH

Signature
across photograph

Name
3rd Holder**2. PROOF OF IDENTITY AND PERMANENT ADDRESS (Please refer instruction B)**

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

KRA ☒ AADHAR ☒ NON KRA & NON AADHAR ☒
☐ A-Passport No. Passport Expiry Date DD/MM/YYYY
☐ B-Voter ID Card
☐ C-Driving Licence Driving Licence Expiry Date DD/MM/YYYY
☐ D-NREGA Job Card
☐ E-National Population Register Letter
☐ F-Proof of Possession of Aadhaar/ VID (Virtual ID) /
☐ E-KYC Authentication
☐ Offline verification of Aadhaar
Address: Line1*
Line 2
Line 3 Landmark (If any)
City /Town /Village* District*
Pin Code* State/U.T* Country*

Name
2nd Holder**3. CURRENT / CORRESPONDENCE ADDRESS (Please refer instruction B)**

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

KRA ☒ AADHAR ☒ NON KRA & NON AADHAR ☒ ☐ Same as above mentioned address (In such cases address details as below need not be provided)
☐ A-Passport No. Passport Expiry Date DD/MM/YYYY
☐ B-Voter ID Card
☐ C-Driving Licence Driving Licence Expiry Date DD/MM/YYYY
☐ D-NREGA Job Card
☐ E-National Population Register Letter
☐ F-Proof of Possession of Aadhaar/ VID (Virtual ID) /
☐ E-KYC Authentication
☐ Offline verification of Aadhaar
☐ Deemed Proof of Address - Document Type
Address: Line1*
Line 2
Line 3 Landmark (If any)
City /Town /Village* District*
Pin Code* State/U.T* Country*

Name
1st Holder**ACKNOWLEDGEMENT**

Date DD/MM/YYYY
Address ☐ Yes ☐ No CRM Query ID 1 From
Mobile No./Phone No. ☐ Yes ☐ No CRM Query ID 2 having Trading Code
Email Id ☐ Yes ☐ No CRM Query ID 3 Client Id
Name of the Employee Employee Code



For Kotak Securities Ltd.
(Company Seal) Employee Signature

Your request will be processed within a tentative period of 7 days from the date of receipt of complete documents. In case of queries regarding the status of the request, We request you to call on Customer Service No. 1800 209 9191. Demat related complaints write at ks.demat@kotak.com for any other queries or complaints write at service.securities@kotak.com.

4. CONTACT DETAILS (Please refer instruction C) (All communications will be sent on provided Mobile no. / Email-ID)

Tel.(Res.)	9 1 S T D	-		Mobile	9 1	-	
Tel.(Off.)	9 1 S T D	-		Fax	9 1 S T D	-	
E-mail ID.							SMS Flag ☐ Yes ☐ No
The mobile number mentioned here belongs to Name of relative				The E-Mail ID mentioned here belongs to Name of relative			
☐ Self ☐ Spouse ☐ Dependent parent ☐ Dependent children PAN of relative				☐ Self ☐ Spouse ☐ Dependent parent ☐ Dependent children PAN of relative			

OTHER DETAILS of Account Holder

Gross Annual Income Details (please specify) :

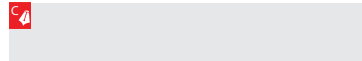
Income Range per annum*	☐ Below ₹1 lac ☐ ₹1-5 lac ☐ ₹5-10 lac ☐ ₹10-25 lac ☐ More than ₹25 lac as on DD/MM/YYYY
Net-worth in ₹ (Net worth should not be older than 1 year)	as on DD/MM/YYYY

APPLICANT DECLARATION

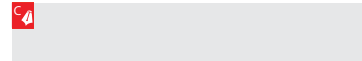
- I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may 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.
- I/We are aware that the information on provided herewith shall be updated in accounts maintained at Kotak Securities under intimation to me.

Date

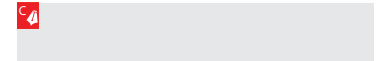
Place

1st Holder


Name

2nd Holder


Name

3rd Holder


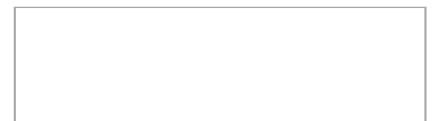
Name

Check list to be verified by acquiring sales staff
☐ Details Applicable for All Holders

Details	Documents verified with original / Client Interviewed By / In-Person Verification done by
Name of the Employee / Authorised Person	
Employee Code / SEBI Reg. No. / AP Reg. No.	
Name & Address of Branch/Franchisee/ Service Center	
Designation of the Employee	
Date	
Place of verification	
Signature	

Name of Institution	Code of Institution
Kotak Securities Ltd.	NSE Code - 08081 BSE Code - 673 MSE Code - 1024
	MCX - 56285 NCDEX - 1262

Stamp of Institution


For Office Use Only

Ver.4 (Sept 2021)

☐ Address CRM Query ID 1	☐ Mobile No./Phone No. CRM Query ID 2
☐ Email Id CRM Query ID 3	

Application Type*
☐ Update

KYC Number (To be filled by financial institution)

(Mandatory for KYC update request)

Account Type*
☐ Normal ☐ Minor ☐ Aadhaar OTP Based E-KYC (in non-face to face mode)

Document Received
☐ Certified Copies ☐ E-KYC data received from UIDAI
☐ Data received from Offline verification ☐ Digital KYC Process
☐ Equivalent e-document ☐ Video Based KYC

IMPORTANT POINTS :

1. Self attested copy of PAN card and all other documents are mandatory all clients and persons authorized to deal in securities on behalf of for company / firm / others.
2. Copies of all documents submitted by the client should be verified with original by Kotak Securities employee / Registered Authorised Person. 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. List of people authorized to attest the documents: 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). In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.
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 / PIO Card / OCI Card and over seas address proof is mandatory.
8. In case you submit deemed Officially Valid Document (OVD) for proof of address as your Officially Valid Document (OVD) does not contain updated address then you are required to submit OVD or their equivalent E-document within a period of three months, failing which we may suspend your account.

General Instructions:

- A) Fields marked with '**' are mandatory fields.
- B) Tick '√' 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 tick (√) in the box section number and strike off the sections not required to be updated.
- F) Please read section wise detailed guidelines/ instruction at the end.
- G) KYC number of applicant is mandatory for update application.
- H) 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.

A. Clarification / Guidelines on filling 'Personal Details' section

1. Name: The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
2. One the following is mandatory: Mother's name, Spouse's name, Father's name.

B. Clarification / Guidelines on filling 'Current Address details' section

1. In case of deemed PoA such as utility bill, the document need not be uploaded on CKYCR
2. 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.
3. State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
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.
5. "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.
6. 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.

List of documents for 'Deemed Proof of Address':

Sr.No.	Description
•	Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
•	Property or Municipal tax receipt.
•	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
•	Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation.

7. 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.
8. "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.
9. 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.

C. 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.

D. Mode of Receiving Statement of Account

Notes: For receiving Statement of Account in Electronic form:

- I. Client must ensure the confidentiality of the password of the email account.
- II. Client must promptly inform the Participant if the email address has changed.
- III. Client may opt to terminate this facility by giving 10 days prior notice. Similarly, Participant may also terminate this facility by giving 10 days prior notice.

E. BANK DETAILS UPDATION/RTGS FACILITY

In case you wish to have direct Access Facility with the new Bank Account and Power Of attorney has not been registered against this Account, please submit a copy of the "Linking Letter" to your Bank for linking the same. Please note that in absence of the same, you will be unable to transfer funds to your Trading Account.

FATCA / CRS DECLARATION FOR INDIVIDUAL ACCOUNTS

Note - The information in this section is being collected because of enhancements to Kotak Securities Limited's new account on-boarding procedures in order to fully comply with Foreign Account Tax Compliance Act (FATCA) requirements and the Common Reporting Standards (CRS) requirements pursuant to amendments made to Income-tax Act, 1961 read with Income-tax Rules, 1962. For more information refer: <http://bit.ly/29F0475> & <http://bit.ly/1pXp8Bg> (We are unable to provide advice about your tax residency. If you have any questions about your tax residency, please contact your tax advisor)

1st Holder - Section I (All fields are mandatory) (Please fill in BLOCK LETTERS)

		Details of Account Holder	
1	Trading code: Client ID (To be provided only if demat account is with KSL):		
2	Name of Account Holder		
3	Address for Tax Residence (Other than India) _____ City _____ State _____ Country _____ Pin Code		
4	Address Type (Tick whichever applicable)	(a) Residential ☐ (b) Business ☐ (c) Registered Office ☐ (d) Residential/ Business ☐ (e) Unspecified ☐	
5	Do you satisfy any of the criteria mentioned below?	Yes	No
	a. Citizen of any country other than India (dual / multiple) [including Green card]	☐	☐
	b. Country of birth is any country other than India	☐	☐
	c. Tax resident of ANY country /ies other than India	☐	☐
	d. POA or a mandate holder who has an address outside India	☐	☐
	e. Address or telephone number outside India	☐	☐
If your answer to any of the above questions is a 'YES', please fill Section II of the form, else go to declaration & acknowledgment			

1st Holder - Section II (All fields are mandatory)

Father's name _____ (If PAN not available, then mandatory)

Country of Birth' _____ Place within the country of birth _____

'(If USA, however nationality and/or country of tax residency is not USA, please provide documentary evidence as mentioned in Instruction 1)

Source of Wealth _____ Nationality _____

Please list below the details, confirming ALL countries of tax residency/ permanent residency/ citizenship and ALL Tax Identification Numbers

Country of Tax residency	Tax identification no	Tax identification document (TIN or functional equivalent)

¹It is mandatory to supply a TIN or functional equivalent (in case TIN not available) if the country in which you are tax resident issues such identifiers. If no TIN /functional equivalent is yet available or has not yet been issued, please provide an explanation below.

2nd Holder - Section I (All fields are mandatory) (Please fill in BLOCK LETTERS)

		Details of Account Holder	
1	Trading code: Client ID (To be provided only if demat account is with KSL):		
2	Name of Account Holder		
3	Address for Tax Residence (Other than India) _____ City _____ State _____ Country _____ Pin Code		
4	Address Type (Tick whichever applicable)	(a) Residential ☐ (b) Business ☐ (c) Registered Office ☐ (d) Residential/ Business ☐ (e) Unspecified ☐	
5	Do you satisfy any of the criteria mentioned below?	Yes	No
	a. Citizen of any country other than India (dual / multiple) [including Green card]	☐	☐
	b. Country of birth is any country other than India	☐	☐
	c. Tax resident of ANY country /ies other than India	☐	☐
	d. POA or a mandate holder who has an address outside India	☐	☐
	e. Address or telephone number outside India	☐	☐
If your answer to any of the above questions is a 'YES', please fill Section II of the form, else go to declaration & acknowledgment			

2nd Holder - Section II (All fields are mandatory)

Father's name _____ (If PAN not available, then mandatory)

Country of Birth' _____ Place within the country of birth _____

'(If USA, however nationality and/or country of tax residency is not USA, please provide documentary evidence as mentioned in Instruction 1)

Source of Wealth _____ Nationality _____

Please list below the details, confirming ALL countries of tax residency/ permanent residency/ citizenship and ALL Tax Identification Numbers

Country of Tax residency	Tax identification no	Tax identification document (TIN or functional equivalent)

¹It is mandatory to supply a TIN or functional equivalent (in case TIN not available) if the country in which you are tax resident issues such identifiers. If no TIN /functional equivalent is yet available or has not yet been issued, please provide an explanation below.

3rd Holder - Section I (All fields are mandatory) (Please fill in BLOCK LETTERS)

		Details of Account Holder	
1	Trading code: Client ID (To be provided only if demat account is with KSL):		
2	Name of Account Holder		
3	Address for Tax Residence (Other than India) _____ City _____ State _____ Country _____ Pin Code		
4	Address Type (Tick whichever applicable)	(a) Residential ☐ (d) Residential/ Business ☐	(b) Business ☐ (e) Unspecified ☐ (c) Registered Office ☐
5	Do you satisfy any of the criteria mentioned below?	Yes	No
	a. Citizen of any country other than India (dual / multiple) [including Green card]	☐	☐
	b. Country of birth is any country other than India	☐	☐
	c. Tax resident of ANY country / ies other than India	☐	☐
	d. POA or a mandate holder who has an address outside India	☐	☐
	e. Address or telephone number outside India	☐	☐
If your answer to any of the above questions is a 'YES', please fill Section II of the form, else go to declaration & acknowledgment			

3rd Holder - Section II (All fields are mandatory)

Father's name _____ (If PAN not available, then mandatory)

Country of Birth' _____ Place within the country of birth _____

'(If USA, however nationality and/or country of tax residency is not USA, please provide documentary evidence as mentioned in Instruction 1)

Source of Wealth _____ Nationality _____

Please list below the details, confirming ALL countries of tax residency/ permanent residency/ citizenship and ALL Tax Identification Numbers

Country of Tax residency	Tax identification no	Tax identification document (TIN or functional equivalent)

'It is mandatory to supply a TIN or functional equivalent (in case TIN not available) if the country in which you are tax resident issues such identifiers. If no TIN /functional equivalent is yet available or has not yet been issued, please provide an explanation below.

Declaration & Acknowledgment

I/We being the beneficial owner of the account opened / to be opened with Kotak Securities Limited(KSL) and the income credited therein, declare that the above information and information in the submitted documents to be true, correct and updated, and the submitted documents are genuine and duly executed. I/We acknowledge that towards compliance with tax information sharing laws, such as FATCA/CRS, the KSL may be required to seek additional personal, tax and beneficial owner information and certain certifications and documentation from the account holder. Such information may be sought either at the time of account opening or any time subsequently. In certain circumstances (including if the KSL does not receive a valid self- certification from me) KSL may be obliged to share information on my account with relevant tax authorities. Should there be any change in any information provided by me I/We ensure that I/We will advise KSL promptly, i.e., within 30 days. Towards compliance with such laws, the KSL 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. As may be required by domestic or overseas regulators/ tax authorities, the KSL may also be constrained to withhold and pay out any sums from my account or close or suspend my account(s). I/We further agree that the information provided above will be updated in all my trading/demat accounts, if any at PAN level. I/We also understand that the account will be reported if any one of the aforesaid FATCA / CRS criteria for any of the account holders i.e. primary or joint (in case of demat account) are met.

Client Signature (1st Holder)

Client Signature (2nd Holder)

Client Signature (3rd Holder)

Office Use Section:

	Signature Verified
Name of the Employee	
Employee Code	

Designation of the employee	
Date	
Place of Verification	

Instructions to the Form

In case customer has the following Indicia pertaining to a foreign country and yet declares self to be non-tax resident in the respective country, customer to provide relevant Curing Documents as mentioned below:

Sr. No.	FATCA/ CRS Indicia observed (ticked)	Documentation required for Cure of FATCA/ CRS indicia
1	U.S. place of birth	1. Self-certification that the account holder is neither a citizen of United States of America nor a resident for tax purposes; 2. Non-US passport or any non-US government issued document evidencing nationality or citizenship (refer list below); AND 3. Any one of the following documents: - Certified Copy of "Certificate of Loss of Nationality or - Reasonable explanation of why the customer does not have such a certificate despite renouncing US citizenship; or - Reason the customer did not obtain U.S. citizenship at birth
2	Residence/mailling address in a country other than India or Telephone number in a country other than India	1. Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; and 2. Documentary evidence (refer list below)
3	Standing instructions to transfer funds to an account maintained in a country other than India (other than depository accounts)	1. Self-certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; and Documentary evidence (refer list below)
4	POA granted to a person with an address in a country outside India	1. Self-certification that the account holder is neither a citizen of United States of America nor a tax resident for tax purposes of any country other than India; OR 2. Documentary evidence (refer list below)

List of acceptable **documentary evidence** needed to establish the residence(s) for tax purposes:

- Certificate of residence issued by an authorized government body*
- Valid identification issued by an authorized government body* (e.g. Passport, National Identity card, etc.)

* **Government or agency thereof or a municipality of the country or territory in which the payee claims to be a resident.**