KYC REPORT

Application No : ☐☐☐☐☐☐☐☐☐☐

Application Type ☐ Individual ☐ Organization ☐ Banks ☐ Government Department / Organisation

KYC INFORMATION

1. Applicant Name : Mr./Ms/Dr. FIRST NAME MIDDLE NAME LAST NAME

2. Employee ID Number (Mandatory for Bank and Government employees) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

APPLICANT DETAILS

3. Name of the applicant : ☐ Verified

Address Visited Details

4. Physical Verification of the Applicant
(Mandatory for Class III Digital Signatures)

☐ Verified Verified | Place of Meeting:
☐ Non-Verified | Land Mark if any:

DOCUMENTARY EVIDENCE (Select as per Application Type) ORIGINAL VERIFIED

For Individual

5. Valid Identity Documents : *

☐ Passport ☐ Copy of Driving License ☐ PAN card ☐ Post Office ID Card
☐ Bank Account Passbook containing the Photograph and signed by an individual with attestation by the concerned Bank official
☐ Photo ID Card issued by the Ministry of Home Affairs of Centre/State Government
☐ Any Government issued photo ID Card bearing the signature of the individual

(Please tick any one and fill the ID number and attach attested (**) copy of ID proof) ID Proof Number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

6. Valid Address Proof Documents : *

☐ a) Telephone Bill ☐ b) Electricity Bill ☐ c) Water Bill ☐ d) Gas Connection ☐
☐ e) Bank Statements signed by the Bank ☐ f) Service Tax /VAT/Sales Tax registration certificate ☐ g) Property Tax/Corporation/Municipal corporation receipt
☐ h) Driving Licence ☐ i) Voter ID Card ☐ j) Passport ☐ k) Certificate of Registration for owned Vehicle

(Please tick any one and fill the Document number and attach attested (**) copy of address proof) Doc No. _____

Note: For A to E the date of last transaction should not be older than 3months, for S.No. F & G the same should be pertain to the current financial year.
All documents should have the complete address for the purpose of accepting the same as proof.

For Organization

7. Organization Documents :

a) Anyone from S.No. 5
b) ☐ Certificate of incorporation ☐ Memorandum of Association ☐ Partnership Deed ☐ Valid Business Licence
c) ☐ Organisation Bank details from the Bank ☐ Statement of Income issued by Chartered Accountant ☐ Latest Income Tax ☐ Annual report
d) ☐ Organisation PAN Card e) ☐ Authorisation Letter from the Organisation ☐ List of Partners/Directors with their complete name & address

For Bank

8. Organization Documents:

a) ☐ Any one from S.No.5 or ID Card issued by the bank with validation & employee number
b) ☐ PAN Card **c) Authorisation letter in favour of the certificate applicant from the Bank** ☐

For Government Department / Organisation

9. Organization Documents:

a) ☐ Any one from S.No.5 or ID Card issued by the Government Dept./Organization with validation & employee number
b) ☐ Authorisation letter in favour of the certificate applicant from the Organization

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10. I hereby confirm that I was physically present in front of _____ **for verification process on** DDMMYYYY

at _____ **hrs.**

Signature of the applicant

KYC REPRESENTATIVE DETAILS - MEETING THE CUSTOMER

KYC Representative name	
KYC Representative Designation	
Date of Call	DDMMYYYY Date of Visit DDMMYYYY
Application form & Credentials collected	
Token delivered, if applicable	☐ Yes ☐ No (Specify Reason)
Signature of the Representative	
RA Details	
CA Details	**eMudhra Consumer Service Limited**, 12/27, First Floor, Udayappa Colony, Salem - 636 007. Tamil Nadu Phone : +91 80 4336 0000 Fax : +91 80 4227 5306 Email : info@e-Mudhra.com Website: www.e-Mudhra.com