

**REPOSITORY PARTICIPANT NAME  
ADDRESS & RP ID**

**CLIENT ID**

**ACCOUNT OPENING FORM FOR COMMODITY ACCOUNT**

**FOR INDIVIDUALS**

(To be filled by the Repository Participant)

FORM NO. *		REQUEST DATE*	D	D	M	M	Y	Y	Y	Y
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(To be filled by the applicant in **BLOCK LETTERS** in English)

We request you to open a commodity account in my/ our name as per following details:-

**HOLDER DETAILS**

Client Name*	
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<b>CLIENT TYPE *</b>	<b>CLIENT SUB TYPE *</b>
<input type="checkbox"/> Individual	<input type="checkbox"/> Individual <input type="checkbox"/> Eligible Foreign Entities (EFEs)
Account Statement Requirement (If not marked, the default option would be 'Electronic' and statement frequency would be 'Quarterly')	<b>Statement Type*:</b> <input type="checkbox"/> Physical <input type="checkbox"/> Electronic <b>Statement Frequency*:</b> <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly <input type="checkbox"/> Annually

<b>Auto Credit *</b> - We instruct the RP to receive each and every credit in my / our account (If not marked, the default option would be 'No')	[Automatic Credit] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>STATEMENT FLAG *</b> (If not marked, the default option would be 'Yes')	<input type="checkbox"/> Yes <input type="checkbox"/> No

**REGISTERED ADDRESS**

ADDRESS *			
CITY *			
PIN CODE*			
CENSUS			
FAX			
ISD/ STD & PHONE NUMBER 1	<i>ISD</i>	<i>STD</i>	<i>PHONE NO.</i>
ISD/ STD & PHONE NUMBER 2	<i>ISD</i>	<i>STD</i>	<i>PHONE NO.</i>
ISD & MOBILE NUMBER *	<i>STD</i>	<i>MOBILE NO.</i>	
EMAIL ID*			

**CORRESPONDENCE ADDRESS**

Tick if Same as Registered Address

ADDRESS *			
CITY *			
PIN CODE*			
CENSUS			
FAX			
ISD/ STD & PHONE NUMBER 1*	<i>ISD</i>	<i>STD</i>	<i>PHONE NO.</i>
ISD/ STD & PHONE NUMBER 2	<i>ISD</i>	<i>STD</i>	<i>PHONE NO.</i>

**DISCLAIMER:**

Any change to be informed to Repository Participant within 7 days



## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

1. Self attested copy of AADHAR cards is mandatory for all individual clients.
2. Copies of all the documents submitted by the applicant should be self –attested and accompanied by originals for verifications. 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. Non –resident and foreign nationals, (Not allowed to open Repository account as per WDR A guideline).  
In case of Merchant Navy NRI'S Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
7. Minor, (Not allowed to open Repository account as per WDR A guideline).
8. Politically Exposed Person (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 , Seniors politicians, Senior Government /Judicial/Military officers, senior executives of the state owned corporations, important political party officials etc.

### 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) (Aadhar)/Passport/Voter ID card/Driving license.
3. Identity card/documents with applicant's photo, issued by any of the following: Central/State Government and its department , Statutory /Regulatory Authorities, Public sector undertakings, Scheduled commercial bank, Public Financial institutions, College affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, bar council etc ..., to their members and credit cards/Debits cards issued by Banks.

### 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. Passport/Voters Identity Card/Ration Card /registered lease or sale agreement of residence /Driving License/Flat maintenance bill/Insurance copy

2. Utility bills like Telephone Bill (Only land line), Electricity bill or Gas Bill –Not more than 3 months old.
3. Bank Account Statement /passbook –Not more than 3 months old.
4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
5. Proof of address issued by any of the following Bank managers of Scheduled Commercial Banks/Scheduled Co operative Bank/Multinational Banks/Gazetted Office/Notary public/Elected representative to the Legislative assembly/Parliament/Documents issued by Govt. or Statutory Authority.
6. Identity Card/documents with address, issued by any of the following: Central/State government and its departments, Statutory /Regulatory Authorities Public sector undertakings, Scheduled Commercial Banks, Public Financial Institutions, and Colleges affiliated to universities and Professional Bodies such as ICAI, ICWAI, ICSI Bar council etc. to their members.
7. The proof of address in the name of the Spouse may be accepted.

### 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 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 up to Rs 50,000/-p.a.
5. In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled commercial Banks, Multilateral and Bilateral development financial institutions, state industrial development corporations, insurance companies registered with IRDA and public Financial Institutions 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 Banks (Name, Designation & Seal Should be fixed on the copy).

Please submit the KYC documents on A4 Size Paper Only.