

**Tamil Nadu Power Finance and Infrastructure Development Corporation Ltd., Chennai | Know Your Customer (KYC) Application Form | Individual**

**Important Instruction :**

- A) Fields marked with \* are mandatory fields.
- B) Please fill the form in English and in BLOCK letters.
- C) Please fill the date in DD-MM-YYYY format.
- D) Please read section wise detailed guidelines / Instructions at the end.

- E) List of State / U.T. code as per Indian Motor Vehicle Act. 1988 is available at teh end.
- F) List of two character ISO 3165 country codes is available at the end.
- G) For Particular section update, please tick (4) in the box available before the section number and strike off the sections not required to be updated.



**For office use only**

(Not to be filled by individual)

Application Type\*  New  Update

KYC Number

Account Type\*  Normal  Simplified (for low risk customers)  Small

**1. PERSONAL DETAILS** (Please refer instruction A at the end)

Name\* (Same as ID Proof)

Father / Spouse Name\*

Mother Name\*

Date of Birth\*

Gender\*  M - Male  F-Female  T-Transgender

Marital Status\*  Married  Unmarried  Others

Citizenship\*  N - Indian  Others(ISO3166 Country Code  )

Residential Status\*  Resident Individual  Non Resident Indian  
 Foreign National  Person of Indian Origin

Occupation Type\*  S-service(  Private Sector  Public Sector  Government Sector)  
 O-Others(  Professional  Self Employed  Retired  Housewife  Student)  
 B-Business  
 X-Not Categorised

**PHOTO**

Signature / Thumb Impression

**2. TICK IF APPLICABLE**  **RESIDENCE FOR TAX PURPOSES IN JURISDICTIONS(S) OUTSIDE INDIA** (Please refer instruction B at the end)

ADDITIONAL DETAILS REQUIRED\* (Mandatory only if section 2 is ticked)

ISO 3166 Country Code of Jurisdiction of Residence\*

Tax Identification Number or equivalent (if issued by jurisdiction)\*

Place / City of Birth\*  ISO 3166 Country Code of Birth\*

**3. PROOF OF IDENTITY (PoI)\*** (Please refer instruction C at the end)

(Certified copy of any one of the following Proof of Identity (PoI) needs to be submitted)

A-Passport Number  Passport Expiry Date

B-Voter ID Card

C-PAN Card

D-Driving Licence  Driving Licence Expiry Date

E-UID (Aadhaar)

F-NREGA Job Card

Z-Others (any document notified by the central government)  Identification Number

S- Simplified Measures Account - Document Type Code  Identification Number

**4. PROOF OF ADDRESS (PoA)\***

**4.1 CURRENT / PERMANENT / OVERSEAS ADDRESS DETAILS** (Please see instruction D at the end)

(Certified copy of any one of the following Proof of Identity (PoA) needs to be submitted)

Address Type\*  Residential / Business  Residential  Business  Registered Office  Unspecified

Proof of Address\*  Passport  Driving Licence  UID (Aadhaar)  
 Voter Identity Card  NREGA Job Card  Others

Simplified Measures Account-Document Type Code

Address

Line 1\*

Line 2\*

Line 3\*  City / Town / Village\*

District\*  Pin / Post Code\*  State / U.T. Code\*  ISO 3166 Country Code\*



**4.2 CORRESPONDENCE / LOCAL ADDRESS DETAILS\*** (Please see instruction E at the end)

Same as Current / Permanent / Overseas Address details (In case of multiple correspondence / local addresses, please fill 'Annexure A1')

Line 1\*

Line 2\*

Line 3\*  City / Town / Village\*

District\*  Pin / Post Code\*  State / U.T. Code\*  ISO 3166 Country Code\*

**4.3 ADDRESS IN THE JURISDICTION DETAILS WHERE APPLICANT IS RESIDENT OUTSIDE INDIA FOR TAX PURPOSES\*** (Applicable if section 2 is ticked)

Same as Current / Permanent / Overseas Address details  Same as Correspondence / Local Address details

Line 1\*

Line 2\*

Line 3\*  City / Town / Village\*

District\*  Pin / Post Code\*  ISO 3166 Country Code\*

**5. CONTACT DETAILS** (All communications will be sent on provided Mobile No. / Email-ID) (Please refer instruction F at the end)

Tel. (Off)   Tel. (Res)   Mobile

FAX   Email ID

**6. DETAILS OF RELATED PERSON** (in case of additional related persons, please fill "Annexure B1") (Please refer instruction G at the end)

Additional of Related Person  Deletion of Related Person  KYC Number of Related Person (if available)\*

Related Person Type\*  Guardian of Minor  Assignee  Authorized Representative

Name\* Prefix  First Name  Middle Name  Last Name

(If KYC number and name are provided, below details of section 6 are optional)

**PROOF OF IDENTITY (PoI) OF RELATED PERSON** (please see instruction (H) are optional)

A- Passport Number  Passport Expiry Date

B- Voter ID Card

C- PAN Card

D- Driving Licence  Driving Licence Expiry Date

E- UID (Aadhaar)

F- NREGA Job Card

Z- Others (any document notified by the central government)  Identification Number

S- Simplified Measures Account - Document Type code  Identification Number

**7. REMARKS (if any)**

**8. 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 misrepresenting, I am aware that I may be held liable for it.

• I hereby consent to receiving information from KYC Registry through SMS / Email on the above registered number / email address.

Date:         Place:

Signature / Thumb Impression of Applicant

**9. ATTESTATION / FOR OFFICE USE ONLY**

Documents Received  Certified Copies

**KYC VERIFICATION CARRIED OUT BY**

Date:

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

**INSTITUTION DETAILS**

Name

Code

(Employee Signature)

(Institution Stamp)



## **T.N.P.F.C. Ltd., Chennai | Instruction / Check list / Guidelines for filling Individual KYC Application**

### **General Instructions :**

- 1 Fields marked with "\*" are mandatory fields.
- 2 Tick '(✓)' 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, 1988 and ISO 3166 country code respectively list of which is available at the end.
- 7 KYC number of applicant is mandatory for updation of KYC details.
- 8 For particular section update, please tick (✓) in the box available before the section number and strike of 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 'Personal Details' section**

- 1 Name : Please state the name with Prefix (Mr/Mrs/Ms/Dr./etc.) The name should match the name as mentioned in the Proof of Identity submitted failing with the application is liable to be rejected.
- 2 Either father's name or spouse's name is to be mandatorily furnished. In case PAN is not available father's name is mandatory.

### **B Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India**

- 1 Tax Identification Number (TIN) : TIN need not 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 individual include, a social security/insurance number, citizen / personal identification/services code/number, and resident registration number)

### **C Clarification / Guidelines on filling 'Proof of Identity (PoI)' section**

- 1 If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- 2 Mention identification / reference number if 'Z-Others (any document notified by the central government)' is ticked.
- 3 In case of Simplified Measures Accounts for verifying the identity of the applicant, any one of the following documents can also be submitted and under noted relevant code may be mentioned in point 3 (S).

### **Document Code Description**

- | Document Code | Description   |
|---------------|---|
| 01            | Identity card with applicant's photograph issued by Central / State Government Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks and Public Financial Institutions. |
| 02            | Letter issued by a gazetted officer, with a duly attested photograph of the person.   |

**T.N.P.F.C. Ltd., Chennai | Instruction / Check list / Guidelines for filling Individual KYC Application**

**D Clarification / Guidelines on filling 'Proof of Address (PoA) - Current / Permanent / Overseas Address details' section**

- 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 point 4.1.

**Document Code Description**

- | Document Code | Description   |
|---------------|---|
| 01            | Utility bill which is not more than two months old of any service provider (electricity, telephone, post - paid mobile phone, piped gas, water bill).   |
| 02            | Property or Municipal Tax receipt.  |
| 03            | Bank account or Post Office savings bank account statement.   |
| 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 Centra 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.   |

**E 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. No separate PoA is required to be submitted.
- 2 In case of multiple correspondence / local addresses, Please fill 'Annexure A1'

**F Clarification / Guidelines on filling 'Contact details' Section**

- 1 Please mention two-digit country code and 10 digit mobile number (eg. for Indian mobile number mention 91-9999999999).
- 2 Do not add '0' in the beginning of Mobile number.

**G Clarification / Guidelines on filling 'Related Person details' section**

- 1 Provide KYC number of related person if available.

**H 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.