

IMPORTANT NOTES – PLEASE READ BEFORE FILLING UP THE FORM

1. This Application Form is meant to enable a Mutual Fund Distributor to comply with the KYD requirements. It is for use by **NON INDIVIDUALS** only. A separate form is provided for Individuals.
2. This form is not an ARN Registration Form and is only meant for providing information and documents required for KYD compliance. Applicant must be KYD compliant while applying for ARN Registration. A separate form for ARN registration is available on AMFI Website www.amfiindia.com.
3. Application for ARN registration can be made only after obtaining the KYD Acknowledgement from the designated Points of Service and applicants must attach their KYD Acknowledgement along with the ARN application.
4. The KYD process requires Mutual Fund Distributors to provide their Proof of identity (PAN card copy only) and Proof of Address (any valid documents listed in the Process Note available on AMFI Website) to comply with KYD requirements. AMFI reserves the right to seek any additional information / documentation.
5. AMFI/ CAMS will not be liable for any errors or omissions on the part of the applicant in the KYD Application Form. Documents received in support of KYD applications will be verified at the designated "Points of Service" (PoS), on a best effort basis. However acceptance and processing of the KYD Application Form is subject to independent verification by CAMS. In the event of any KYD Application Form being rejected for lack of information/ deficiency/ insufficiency of mandatory documentation, etc. CAMS will inform the applicant of such rejection. In case where KYD application is submitted alongwith ARN registration/ Renewal form, the processing of same shall be kept pending till the deficiencies in KYD application forms are removed.
6. Once the existing ARN holders are KYD compliant, they will be required to intimate their KYD details to all the Mutual Funds with which they are empanelled.

GUIDELINES FOR FILLING UP THE KYD APPLICATION FORM

General

1. The Application Form should be completed in **ENGLISH** and in **BLOCK LETTERS**.
2. Please tick in the appropriate box wherever applicable.
3. Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by canceling and re-writing, and such corrections should be countersigned by the applicant.
4. Applications incomplete in any respect and / or not accompanied by required documents are liable to be rejected.
5. Applications complete in all respects and carrying necessary documentary attachments should be submitted at the designated PoS. A complete list of PoS is available on the website of AMFI at www.amfiindia.com, as well as CAMS www.camsonline.com.

A. Identity Details

1. Name : **This should match exactly with the name as mentioned in the PAN Card and other supporting documents; otherwise the application is liable to be rejected. If the PAN Card and other supporting document has a name by which the applicant has been known differently in the past, than the one provided in this Application Form, then requisite proof should be provided, e.g. Name Change Certificate.**
2. Please mention the date of incorporation or registration of your organisation.
3. Please indicate the Status as applicable.
4. It is **MANDATORY** to mention your PAN in the space provided and attach a self attested photocopy of the PAN Card. Please also submit your original PAN Card which will be returned across the counter after verification.

B. Address and Bank Details

1. Address for Correspondence : Please provide here the address where you wish to receive all communications sent by AMFI/ the Mutual Funds with which you are empanelled. This address should match with the address in the 'Proof-of-Address' submitted as supporting

document; otherwise the KYD Application Form is liable to be rejected. Please ensure to attach the self attested photocopy of the relevant documents as address proof. (The list of documents is mentioned in the process note available on AMFI Website www.amfiindia.com).

2. Contact Details: Please provide the Contact Person's Name / Telephone / E-mail contact details for AMFI/ the Mutual Funds to communicate with you.

3. Proof of Bank details : Please attach a copy of cancelled cheque.

C. Other Details

1. Occupation details: Please indicate your other occupation/ s by ticking the appropriate box/es applicable to you.
2. All documents indicated here are **MANDATORY**. Please ensure that you submit the documents as under:
 - Original Documents + Self-attested photocopies (Originals will be returned over-the-counter after verification)
 - If the above documents are in regional language or foreign language then the same must be translated into English for submission.

After you have completed filling up the KYD Application Form, please submit alongwith the entire set of supporting documents and xerox copy of the KYD application form to any designated PoS and obtain back a duplicate copy of KYD application form with receipt stamp of POS for your record purpose.

Other important notes :

After the KYD Acknowledgement is issued to you :

1. If you observe any discrepancy/ error in the details mentioned in KYD, you are requested to approach your nearest designated CAMS-PoS/ AMFI.
2. After issue of KYD acknowledgement, if there are any changes in an Applicant's details such as Name, Address, Status, Occupation or Signature, the change should be registered with CAMS through a designated PoS expeditiously, by using the KYD Details Change form. Original / Attested copies of documents supporting the change will be required to be submitted together with the KYD Details Change Form.

CHECKLIST

(Before submitting this Form, please go through the following checklist)

1. Please ensure that the form is completed in all respects and signed by the authorised signatories.
2. Please produce original documents at the counter for verification of self attested photocopies of all the required documents.
3. Please submit a photocopy of the duly completed KYD Application Form.

For assistance or enquiries please approach the Point of Service where you had submitted your KYD Application Form.