



## 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](http://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](http://www.amfiindia.com), as well as CAMS [www.camsonline.com](http://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](http://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.

## CAMS OFFICIAL POINTS OF ACCEPTANCE

- Agra** : No. 8, II Floor, Maruti Tower, Sanjay Place, , Uttarpradesh, Agra - 282 002. Tel.: (0562) 324 0202, 324 2267
- Ahmedabad** : 402-406, 4th Floor - Devpath Building, Off C G Road, Behind Lal Bungalow, Ellis Bridge, Gujarat, Ahmedabad - 380 006. Tel.: (079) 3008 2468, 3008 2469, 3008 2473
- Allahabad** : 30/2, A&B, Civil Lines Station, Besides Vishal Mega Mart, Strachey Road, Uttarpradesh, Allahabad - 211 001. Tel.: (0532) 329 1273, 329 1274, 240 4055
- Amritsar** : 378-Majithia Complex, 1st Floor, M. M. Malviya Road, Punjab, Amritsar - 143 001. Tel.: (0183) 325 7404, 509 9995, 221 1194
- Aurangabad** : Office No. 1, 1st Floor, Amodi Complex, Juna Bazar, Maharashtra, Aurangabad - 431 001. Tel.: (0240) 329 5202, 320 5141, 236 3664
- Bangalore** : Trade Centre, 1st Floor, 45, Dikensen Road, (Next to Manipal Centre), Karnataka, Bangalore - 560 042. Tel.: (080) 3057 4709, 3057 4710, 2532 6162
- Bhavnagar** : 305-306, Sterling Point, Waghawadi Road, OPP. HDFC BANK, Gujarat, Bhavnagar - 364 002. Tel.: (0278) 320 8387, 320 0348, 256 7020
- Bhilai** : 209 , Khichariya Complex, Opp IDBI Bank, Nehru Nagar Square, , Chhattisgarh, Bhilai - 490 020. Tel.: (0788) 329 9040, 405 0560, 405 0560
- Bhopal** : Plot No.13, Major Shopping Center, Zone-I, M.P.Nagar, , Madhya Pradesh, Bhopal - 462 011. Tel.: (0755) 329 5878, 329 5873, 427 5591
- Bhubaneswar** : Plot No - 111, Varaha Complex Building, 3rd Floor, Station Square, Kharvel Nagar,Unit 3, Orissa, Bhubaneswar - 751 001. Tel.: (0674) 325 3307, 325 3308, 253 4909
- Chandigarh** : SCO 80-81, Illrd Floor, Sector 17 C, Punjab, Chandigarh - 160 017. Tel.: (0172) 304 8720, 304 8721, 271 1325
- Chennai** : Ground Floor No.178/10, Kodambakkam High Road, Opp. Hotel Palmgrove, Nungambakkam, Tamil Nadu, Chennai - 600 034. Tel.: (044) 3911 5561, 3911 5562, 2828 3613
- Cochin** : 40 / 9633 D, Veekshanam Road, Near International hotel, Kerala, Cochin - 682 035. Tel.: (0484) 323 4658, 323 4662, 238 3830
- Coimbatore** : Old # 66 New # 86, Lokamanya Street (West), Ground Floor, R.S.Puram, Tamil Nadu, Coimbatore - 641 002. Tel.: (0422) 301 8000, 301 8001, 301 8003
- Cuttack** : Near Indian Overseas Bank, Cantonment Road, Mata Math, Orissa, Cuttack - 753 001. Tel.: (0671) 329 9572, 230 3722
- Dehradun** : 204/121 Nari Shilp Mandir Marg , Old Connaught Place, Uttaranchal, Dehradun - 248 001. Tel.: (0135) 325 1357, 325 8460, 271 3233
- Dhanbad** : Urmila Towers , Room No: 111(1st Floor) , Bank More, Jharkhand, Dhanbad - 826 001. Tel.: (0326) 329 0217, 230 4675, 230 4675
- Durgapur** : 4/2, Bengal Ambuja Housing Development Ltd., Ground Floor, City Centre, West Bengal, Durgapur - 713 216. Tel.: (0343) 329 8890, 329 8891, 254 8190
- Faridhabad** : B-49, Ist Floor, Nehru Ground, Behind Anupam Sweet House, NIT, Haryana, Faridhabad - 121 001. Tel.: (0129) 324 1148, 324 1147, 241 0098
- Ghaziabad** : 113/6 I Floor, Navyug Market, Uttarpradesh, Gazhiabad - 201 001. Tel.: (0120) 326 6917, 326 6918, 415 4476
- Goa** : No.108, 1st Floor, Gurudutta Bldg, Above Weekender, M G Road, , Goa, Panaji (Goa) - 403 001. Tel.: (0832) 325 1755, 325 1640, 242 4527
- Gorakhpur** : Shop No. 3, Second Floor, The Mall, Cross Road, A.D. Chowk, Bank Road, Uttarpradesh, Gorakhpur - 273 001. Tel.: (0551) 329 4771, 234 4065
- Guwahati** : A.K. Azad Road, Rehabari, Assam, Guwahati - 781 008. Tel.: (0361) 260 7771, 213 9038
- Hubli** : 206 & 207, 1st Floor, 'A' Block, Kundagol Complex, Opp Court, Club road, Karnataka, Hubli - 580 029. Tel.: (0836) 329 3374, 320 0114, 425 5255
- Hyderabad** : 208, II Floor, Jade Arcade, Paradise Circle, Andhra Pradesh, Secunderabad - 500 003. Tel.: (040) 3918 2471, 3918 2473, 3918 2472
- Indore** : 101, Shalimar Corporate Centre, 8-B, South tukogunj, Opp.Greenpark, Madhya Pradesh, Indore - 452 001. Tel.: (0731) 325 3692, 325 3646, 252 8609
- Jabalpur** : 975,Chouksey Chambers, Near Gitanjali School, 4th Bridge, Napier Town, Madhya Pradesh, Jabalpur - 482 001. Tel.: (0761) 329 1921, 320 5062, 401 7146
- Jaipur** : R-7, Yudhisthir Marg ,C-Scheme, Behind Ashok Nagar Police Station, Rajasthan, Jaipur - 302 001. Tel.: (0141) 326 9126, 326 9128, 511 4500
- Jalandhar** : 367/8, Central Town, Opp. Gurudwara Diwan Asthan, Punjab, Jalandhar - 144 001. Tel.: (0181) 325 4883, 222 2882, 222 2882

## CAMS OFFICIAL POINTS OF ACCEPTANCE (contd.)

<b>Jamnagar</b>	: 217/218, Manek Centre, P.N. Marg, Gujarat, Jamnagar - 361 008. Tel.: (0288) 329 9737, 3206200, 266 1942
<b>Jamshedpur</b>	: Millennium Tower, "R" Road, Room No:15 First Floor, Bistupur, Jharkhand, Jamshedpur - 831 001. Tel.: (0657) 329 4594, 329 4202, 222 4879
<b>Jodhpur</b>	: 1/5, Nirmal Tower, Ist Chopasani Road, Rajasthan, Jodhpur - 342 003. Tel.: (0291) 325 1357, 324 9144, 262 8039
<b>Kanpur</b>	: I Floor 106 to 108, CITY CENTRE Phase II, 63/ 2, THE MALL, Uttarpradesh, Kanpur - 208 001. Tel.: (0512) 391 8003, 391 8000, 391 8002
<b>Kolhapur</b>	: AMD Sofex Office No.7, 3rd Floor, Ayodhya Towers, Station Road, Maharashtra, Kolhapur - 416 001. Tel.: (0231) 3209 732, 3209 356, 265 0401
<b>Kolkata</b>	: "LORDS Building", 7/1, Lord Sinha Road, Ground Floor, West Bengal, Kolkata - 700 071. Tel.: (033) 32550760, 3058 2285, 3058 2288
<b>Kottayam</b>	: KMC IX / 1331 A, Opp. Malayala Manorama, Railway Station Road, Thekkummoottil, Kerala, Kottayam - 686 001. Tel.: (0481) 320 7011, 320 6093, 230 2763
<b>Lucknow</b>	: Off # 4, 1st Floor, Centre Court Building,, 3/c, 5 - Park Road, Hazratganj, Uttarpradesh, Lucknow - 226 001. Tel.: (0522) 391 8000, 391 8001, 223 7309
<b>Ludhiana</b>	: U/ GF, Prince Market, Green Field, Near Traffic Lights, Sarabha Nagar Pulli, Pakhowal Road, Punjab, Ludhiana - 141 002. Tel.: (0161) 301 8000, 301 8001, 501 6811
<b>Madurai</b>	: 86/71A, Tamilsangam Road, Tamil Nadu, Madurai - 625 001. Tel.: (0452) 325 1357, 325 2468, 438 1682
<b>Mangalore</b>	: No. G 4 & G 5, Inland Monarch, Opp. Karnataka Bank, Kadri Main Road, Kadri, Karnataka, Mangalore - 575 003. Tel.: (0824) 325 1357, 325 2468, 425 2525
<b>Meerut</b>	: 108 Ist Floor Shivam Plaza, Opposite Eves Cinema, Hapur Road, Uttarpradesh, Meerut - 250 002. Tel.: (0121) 325 7278, 242 1238
<b>Mumbai</b>	: Rajabhadur Compound, Ground Floor, Opp Allahabad Bank, Behind ICICI Bank, 30, Mumbai Samachar Marg, Fort, Maharashtra, Mumbai - 400 023. Tel.: (022) 3028 2468, 3028 2469, 3028 2482
<b>Mysore</b>	: No.1, 1st Floor, CH.26 7th Main, 5th Cross, (Above Trishakthi Medicals), Saraswati Puram, Karnataka, Mysore - 570 009. Tel.: (0821) 320 6991, 329 4503, 234 2182
<b>Nagpur</b>	: 145 Lendra, New Ramdaspath, Maharashtra, Nagpur - 440 010. Tel.: (0712) 325 8275, 325 8272, 243 2447
<b>Nasik</b>	: Raturang Bungalow, 2 Godavari Colony, Behind Big Bazar, Near Boys Town School, Off College Road, Maharashtra, Nasik - 422 005. Tel.: (0253) 329 7084, 325 0202, 257 7448
<b>New Delhi</b>	: 304-305 III Floor, Kanchenjunga Building, 18, Barakhamba Road, Cannaugt Place, New Delhi - 110 001. Tel.: (011) 3048 2471, 3048 1203 , 2335 3834
<b>Patna</b>	: Kamlalaye Shobha Plaza, Ground Floor, Near Ashiana Tower, Exhibition Road, Bihar, Patna - 800 001. Tel.: (0612) 325 5284, 325 5285, 232 2207
<b>Pune</b>	: Nirmiti Eminence, Off No. 6, I Floor, Opp Abhishek Hotel Mehandale Garage Road, Erandawane, Maharashtra, Pune - 411 004. Tel.: (020) 3028 3005, 3028 3003, 3028 3001
<b>Raipur</b>	: C-24, Sector 1, Devendra Nagar, Chhattisgarh, Raipur - 492004. Tel.: (0771) 329 6404, 329 0830, 288 8002
<b>Rajkot</b>	: Office 207 - 210, Everest Building, Harihar Chowk, Opp Shastri Maidan, Limda Chowk, Gujarat, Rajkot - 360 001. Tel.: (0281) 329 8158, 329 8206, 222 7552
<b>Ranchi</b>	: Near Student's Cottage Pee Pee Compound, Jharkhand, Ranchi - 834 001. Tel.: (0651) 329 6202, 329 8058, 222 6601
<b>Surat</b>	: Plot No.629, 2nd Floor, Office No.2-C/2-D, Mansukhlal Tower, Beside Seventh Day Hospital, Opp.Dhiraj Sons, Athwalines, Gujarat, Surat - 395 001. Tel.: (0261) 326 2267, 326 2468
<b>Trichur</b>	: Adam Bazar, Room no.49, Ground Floor, Rice Bazar (East), Kerala, Trichur - 680 001. Tel.: (0487) 325 1564, 242 0646
<b>Trichy</b>	: No 8, I Floor, 8th Cross West Extn, Thillainagar, Tamil Nadu, Trichy - 620 018. Tel.: (0431) 329 6906, 329 6909, 274 1717
<b>Trivandrum</b>	: R S Complex, Opposite of LIC Building, Pattom PO, Kerala, Trivandrum - 695 004. Tel.: (0471) 324 0202, 324 1357, 255 4178
<b>Udaipur</b>	: 32 Ahinsapuri, Fatehpura Circle, Rajasthan, Udaipur - 313 004. Tel.: (0294) 329 3202, 320 0054, 245 4567
<b>Vadodara</b>	: 103 Aries Complex, BPC Road, Off R.C. Dutt Road, Alkapuri, Gujarat, Vadodara - 390 007. Tel.: (0265) 301 8032, 301 8031, 301 8030
<b>Varanasi</b>	: C 27/249 - 22A, Vivekanand Nagar Colony, Maldhaiya, Uttarpradesh, Varanasi - 221 002. Tel.: (0542) 325 3264, 325 3265, 220 2126
<b>Vijayawada</b>	: 40-1-68, Rao & Ratnam Complex, Near Chennupati Petrol Pump, M.G Road, Labbipet, Andhra Pradesh, Vijayawada - 520 010. Tel.: (0866) 329 9181, 329 5202, 669 5657
<b>Visakhapatnam</b>	: 47/ 9 / 17, 1st Floor, 3rd Lane, Dwaraka Nagar, Andhra Pradesh, Visakhapatnam - 530 016. Tel.: (0891) 329 8397, 329 8374, 254 0175