

INSTRUCTIONS FOR FILLING KYC FORM

Fields marked with * are mandatory and must be filled in by person submitting KYC																												
1 a)	Name	Name to be entered as given in Photo ID Proof																										
1 b)	Gas Consumer Number	Mandatory for consumers already using LPG from IOC/BPC/HPC																										
1 d)	Details of Close Relative	Father or Spouse name is mandatory. Please strike off whichever is not applicable.																										
2	Proof Of Address (POA)	<p>At least copy of one of the documents listed below should be attached and category mentioned in the form. The Address to be entered against the relevant fields exactly as it appears in the POA. Person submitting KYC is required to produce the original of document for verification by the distributor.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">List of documents</th> <th style="text-align: left;">Category Code</th> </tr> </thead> <tbody> <tr> <td>Aadhaar (UID)</td> <td>POA01</td> </tr> <tr> <td>Driving License</td> <td>POA02</td> </tr> <tr> <td>Lease agreement</td> <td>POA03</td> </tr> <tr> <td>Voter ID</td> <td>POA04</td> </tr> <tr> <td>Telephone/Electricity /Water bill</td> <td>POA05</td> </tr> <tr> <td>Passport</td> <td>POA06</td> </tr> <tr> <td>Self-declaration attested by a Gazetted officer.</td> <td>POA07</td> </tr> <tr> <td>Ration Card</td> <td>POA08</td> </tr> <tr> <td>Flat allotment/possession letter</td> <td>POA09</td> </tr> <tr> <td>House registration document</td> <td>POA10</td> </tr> <tr> <td>LIC Policy</td> <td>POA11</td> </tr> <tr> <td>Bank/Credit Card Statement</td> <td>POA12</td> </tr> </tbody> </table>	List of documents	Category Code	Aadhaar (UID)	POA01	Driving License	POA02	Lease agreement	POA03	Voter ID	POA04	Telephone/Electricity /Water bill	POA05	Passport	POA06	Self-declaration attested by a Gazetted officer.	POA07	Ration Card	POA08	Flat allotment/possession letter	POA09	House registration document	POA10	LIC Policy	POA11	Bank/Credit Card Statement	POA12
List of documents	Category Code																											
Aadhaar (UID)	POA01																											
Driving License	POA02																											
Lease agreement	POA03																											
Voter ID	POA04																											
Telephone/Electricity /Water bill	POA05																											
Passport	POA06																											
Self-declaration attested by a Gazetted officer.	POA07																											
Ration Card	POA08																											
Flat allotment/possession letter	POA09																											
House registration document	POA10																											
LIC Policy	POA11																											
Bank/Credit Card Statement	POA12																											
3 a)	<i>Proof of Identity (POI)</i>	<p>At least copy of one of the documents listed below should be attached and category mentioned in the form. Consumer is required to produce the original of the document for verification by the distributor.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">List of documents</th> <th style="text-align: left;">Category Code</th> </tr> </thead> <tbody> <tr> <td>Aadhaar Number (UID/EID)</td> <td>POI01</td> </tr> <tr> <td>Passport Number</td> <td>POI02</td> </tr> <tr> <td>PAN Card Number</td> <td>POI03</td> </tr> <tr> <td>Voter ID Card</td> <td>POI04</td> </tr> <tr> <td>ID card Issued By Central/State</td> <td>POI05</td> </tr> <tr> <td>Driving License</td> <td>POI06</td> </tr> </tbody> </table>	List of documents	Category Code	Aadhaar Number (UID/EID)	POI01	Passport Number	POI02	PAN Card Number	POI03	Voter ID Card	POI04	ID card Issued By Central/State	POI05	Driving License	POI06												
List of documents	Category Code																											
Aadhaar Number (UID/EID)	POI01																											
Passport Number	POI02																											
PAN Card Number	POI03																											
Voter ID Card	POI04																											
ID card Issued By Central/State	POI05																											
Driving License	POI06																											