

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)	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.
		<div><div>List of documents</div><div>Category Code</div></div>
		<div><div>Aadhaar (UID)</div><div>POA01</div></div>
		<div><div>Driving License</div><div>POA02</div></div>
		<div><div>Lease agreement</div><div>POA03</div></div>
		<div><div>Voter ID</div><div>POA04</div></div>
		<div><div>Telephone/Electricity /Water bill</div><div>POA05</div></div>
		<div><div>Passport</div><div>POA06</div></div>
		<div><div>Self-declaration attested by a Gazetted officer.</div><div>POA07</div></div>
		<div><div>Ration Card</div><div>POA08</div></div>
		<div><div>Flat allotment/possession letter</div><div>POA09</div></div>
		<div><div>House registration document</div><div>POA10</div></div>
		<div><div>LIC Policy</div><div>POA11</div></div>
		<div><div>Bank/Credit Card Statement</div><div>POA12</div></div>
3 a)	Proof of Identity (POI)	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.
		<div><div>List of documents</div><div>Category Code</div></div>
		<div><div>Aadhaar Number (UID/EID)</div><div>POI01</div></div>
		<div><div>Passport Number</div><div>POI02</div></div>
		<div><div>PAN Card Number</div><div>POI03</div></div>
		<div><div>Voter ID Card</div><div>POI04</div></div>
		<div><div>ID card Issued By Central/State</div><div>POI05</div></div>
		<div><div>Driving License</div><div>POI06</div></div>