

# NSDL Database Management Ltd.

KYC Registration Agency

Circular



Circular No.: NDML/POLICY/2012-0009

Date: March 30, 2012

**Sub: *Clarification for In-Person Verification (IPV)***

Attention of Intermediaries is invited to SEBI Circular No. MIRSD/Cir-26/2011 dated December 23, 2011 and NSDL Circular No. NSDL/POLICY/2011/0113 dated December 29, 2011 (*copy enclosed*) regarding guidelines for In-Person Verification (IPV). In this regard, all Intermediaries are hereby requested to ensure the following while recording IPV details:

1. IPV details are recorded at any appropriate place on the KYC Application Form as may be deemed fit by the intermediary without making illegible the other details mentioned in the KYC Application Form and not on the supporting documents.
2. Intermediary may either affix a stamp or print the IPV details or write the same on the KYC Application Form.
3. The words '*In-Person Verification*' should be mentioned clearly on the KYC Application Form.
4. The information recorded as part of IPV details should contain the following:
  - Name of the person doing IPV
  - Designation of the person doing IPV
  - Organisation Name of the person doing IPV
  - Signature of the person doing IPV
  - Date of IPV
5. For non-individuals such as HUF, unregistered trust, etc. where the KYC Application Form for non-individuals is filled up and the depository account would be opened in the name of the individual (such as karta, trustee, etc.), the IPV of such individual should be carried out and be recorded at the Annexure to KYC Application Form where the details of the karta, trustee are mentioned.

For and on behalf of  
**NSDL Database Management Limited**

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**Sameer Gupte**  
**Vice President**