

### Know Your Customer(KYC) Form

(To be filled in black ink with BLOCK LETTERS. Fields marked with \* are mandatory)  
(For Instructions to fill form please see Overleaf)

Paste your photo  
here

**1) Personal Details**

(Mr./Mrs /Ms) *													
First Name*													
Middle Name													
Last name*													

b) Gas Consumer Number\* 

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c) Date of Birth\* 

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d) Close Relative

Father's /Spouse Name*																			
Mother's name*																			

**2) Address for LPG connection / Contact Information**

Proof of Address ( POA) category Code*	P	O	A																
House/ Flat #, Name*																			
Housing Complex/Building																			
Street/Road Name																			
City/Town/Village *																			
District *																			
Phone ## : Mobile No																			
Email id																			

**3) Other Relevant Details**

<b>a) Proof of Identity (POI)</b>																			
POI Category Code*	P	O	I																
Card Number*																			
<b>b) Ration Card Details if Available</b>																			
State Of Issue																			
Ration Card Number																			

**Declaration:** I hereby declare that the information provided by me above is true and correct to the best of my knowledge and belief. I also confirm that in the event of any information provided by me is found incorrect / is incomplete and also in the event of any violation of Government Regulation related to the supply and distribution of LPG, IOC/BPC/HPC will be within its right to discontinue supply of LPG cylinders to me, forfeit of security deposit and levy of penal charges as per the policy and guidelines and may initiate legal action applicable under provisions.

Name & Signature \*

Date:-

To be filled by Dealer/Distributor

I confirm having verified the photocopies of documents above against their originals.

Consumer Number (If allotted):

Signature of Distributor

Date:

-----Tear Off-----

Acknowledgement

I/We, hereby, confirm receipt of duly filled in KYC form along with copy relevant POI, POA documents from

Name \_\_\_\_\_ Consumer no (if applicable) \_\_\_\_\_ on \_\_\_\_\_

Signature and Seal of Distributor

## INSTRUCTIONS FOR FILLING KYC FORM

<b>Fields marked with * are mandatory and must be filled in by person submitting KYC</b>																												
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;"><b>List of documents</b></th> <th style="text-align: left;"><b>Category Code</b></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>	<b>List of documents</b>	<b>Category Code</b>	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
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**FORMAT FOR TRANSFER OF DOMESTIC LPG CONNECTION**

To,

Name & Address of the Distributorship:-M/s \_\_\_\_\_

From: Name of the Transferor:- \_\_\_\_\_

Address Of the Transferor:- \_\_\_\_\_

Subscription Voucher (SV) number:- \_\_\_\_\_ dated \_\_\_\_\_ Consumer No : \_\_\_\_\_

Name of the Transferee:- \_\_\_\_\_

Address of the Transferee:- \_\_\_\_\_

Relationship with Transferor:- \_\_\_\_\_

Type of transfer/  
Regularisation  
(Tick the appropriate  
Box)

- Type A:- Transfer by Subscriber to family member  
 Type B:- Transfer Outside family  
 Type C:- Transfer without consent letter from Transferor  
 Type D:- Transfer to next of kin in case of death of Subscriber  
 Type E:- Regularisation of connection (LPG equipment held without possessing SV).

**Declaration by Transferor (Strike off if Not applicable)**

I Mr./Mrs/Ms \_\_\_\_\_, am no more in need the abovementioned LPG connection and request you to transfer the same to the transferee. I hereby authorise you to handover the security deposit amount held in my name to Mr./Mrs/Ms..... I hereby confirm that I will not have any claim at a later date on you in respect of the said LPG connection or the equipment / security deposit towards the same.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

**Declarations by Transferee / Regularised consumer**

I, Mr./Mrs/Ms \_\_\_\_\_ an Indian Citizen above 18 years of age, hereby confirm that I will submit documents required for the LPG connection, deposit security amount for loan of the LPG equipment as per your terms and conditions. I request you to transfer the abovementioned LPG connection in my name **OR** issue Subscription Voucher in my name for the equipment presently held by me without SV (Strike out whichever is not applicable).

I hereby undertake to indemnify M/s indian Oil Corporation (IOC)/Bharat Petroleum Corporation (BPC)/Hindustan Petroleum Corporation (HPC) against any claims whatsoever arising in respect of the LPG connection transferred / regularised in my name and the equipment/ security deposit thereunder.

I also affirm as under:-

- That I am not in possession of LPG connection of IOC/BPC/HPC for my domestic use, either in my name or in name of any of my family members residing with me in the same dwelling unit.
- That my household is independent of other households or kitchens if any within the same address.
- That if any information/declaration given by me in this undertaking or any document submitted by me for availing this LPG connection whether in support of KYC/identity/date of birth/residence proof/Death certificate etc., shall be found untrue or incorrect or false, IOC/BPC/HPC would be within its rights to withdraw the supply of Gas/terminate the LPG connection/seize the equipments/forfeit the security deposit & that I would have no claim, whatsoever against the IOC/BPC/HPC for such withdrawal/termination/seizure/forfeiture.

I hereby verify and confirm that what has been stated above is true to the best of my knowledge and nothing material has been concealed therefrom.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

**Declaration By Distributor**

I confirm having physically verified the above premises on \_\_\_\_\_ and found it to be an independent household with separate Kitchen at the address \_\_\_\_\_

Name of visiting Distributor's Representative \_\_\_\_\_

Signature \_\_\_\_\_

Distributor's Seal & Signature