



## 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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ASP/1/7

**Format for Declaration**

(To be submitted by persons desirous of New LPG Connection or connection against Termination Voucher)

**Declaration**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ Age \_\_\_\_\_ years, resident of \_\_\_\_\_

\_\_\_\_\_ desire to take domestic LPG connection in my name and affirm as under:

1. That I am an Indian citizen/Non Resident Indian /Staff of Foreign nationality serving in India/ Foreign national residing in India under valid visa / person returning to India on transfer of residence basis/ PIO

**\*Tick whichever is applicable. Only Indian citizens are eligible for subsidized LPG.**

2. That my date of birth is \_\_\_\_\_ (LPG connection cannot be provided to a person under 18 years of age)

3. That neither I, nor any other member of the household (household means a family consisting of husband, wife, unmarried children and dependent parents living together in a dwelling unit having common kitchen), possess any LPG connection from PSU Oil Companies or Piped Natural Gas Connection for domestic use in our dwelling unit. (**'Households' having Piped Natural Gas connection are not entitled for Subsidized LPG**)

4. @That I am enclosing a copy of Ration card number \_\_\_\_\_ including my name

Or

@That I do not have Ration Card in my name or in the name of any member of my 'household' as defined above. As and when a ration card is issued in my name or in the name of any of the members of the 'household', the same shall be produced to Oil Company LPG distributor for updating records.

**@Delete, whichever is not applicable**

5. That I am enclosing the KYC form duly filled in along with the Proof of Address (POA) and Proof of Identity(POI)

6. I confirm that the LPG connection issued to me will be used in my above mentioned address and for domestic cooking purpose only and I shall abide by all terms governing its use.

7. That I shall not position any other LP gas installations in the same kitchen

8. That as and when second cylinder is issued to me against this connection the same will also be used in the same kitchen and with the original installation.

9. That whenever I change my residence from present address to another, I will Inform M/s. \_\_\_\_\_ (Name of Distributors/RGGLV) in writing in advance for change of address in the records.

10. That I am aware that the domestic subsidized LPG connection as shall be released by M/s. Indian Oil Corporation (IOCL) / Bharat Petroleum Corporation (BPCL) / Hindustan Petroleum Corporation (HPCL) on the basis of this declaration and information submitted by me in the Know Your Customer (KYC) form, Proof of Address, and Proof of Identity, shall later be subjected to de-duplication check for existence of any other domestic subsidized LPG connection with any govt. Oil Company, in my name or in the name of any other member of my 'household' as at para '3' above.

11. That if any Information / declaration given by me in this undertaking, the "KYC" form or any document submitted in support of identity / residence proof shall be found untrue or incorrect or false, the Oil Company would be within its rights to withdraw the supply of Gas/Terminate the connection/ seize the equipments / forfeit the security deposit and that I would have no claim whatsoever against IOCL/ BPCL/ HPCL for such withdrawal / Termination / Seizure / Forfeiture.

I hereby declare that whatever has been stated above is true to the best of my knowledge, correct and nothing material has been concealed there from.

Date : \_\_\_\_\_

Signature of person giving the Declaration

Place : \_\_\_\_\_

Name : \_\_\_\_\_