

**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 &amp; 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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**DECLARATION FORMAT**

(To be submitted for loss of Subscription Voucher / Termination Voucher on plain paper )

**DECLARATION**

I \_\_\_\_\_ son/ daughter/ wife/ widow of Shri \_\_\_\_\_ aged \_\_\_\_\_ years an Indian inhabitant, residing at \_\_\_\_\_ solemnly affirm and state as follows:

1. That I am / was a consumer of M/s. Indian Oil Corporation Ltd (IOCL)/ M/s. Bharat Petroleum Corpn Ltd.(BPCL) / M/s. Hindustan Corpn. Ltd.(HPCL), for LPG for domestic use at the following address

since \_\_\_\_\_, My consumer number is / was \_\_\_\_\_. I was issued with Subscription Voucher No. \_\_\_\_\_ by M/s. \_\_\_\_\_ towards one/two gas cylinder(s) and a regulator on loan for my use against the refundable deposit of Rs. \_\_\_\_\_.

2. That I was given the gas cylinder(s) and a regulator when I was residing in \_\_\_\_\_. Thereafter, I shifted to my above mentioned residence.
3. That I want to return the Subscription Voucher along with the cylinder(s) and regulator as I am shifting my residence from this town and want to terminate the agreement with the above mentioned Corporation.

**OR**

That I want to terminate the agreement with the above mentioned distributor.

4. That though I have the cylinder/s and regulator, I am not able to produce the Subscription Voucher (SV) to obtain Termination Voucher & get refund of the security deposit as the SV is misplaced / lost.

**OR**

That I am not able to produce the Termination Voucher as it misplaced / lost.

5. That I have not assigned or transferred the Subscription Voucher / Termination Voucher to any person whomsoever.
6. That I undertake to return forthwith the above referred Subscription Voucher / Termination Voucher to M/s. Indian Oil Corporation Ltd (IOCL)/ M/s. Bharat Petroleum Corpn Ltd.(BPCL) / M/s. Hindustan Corpn. Ltd.(HPCL), if found at any time in the future.
7. That I shall be liable to M/s. Indian Oil Corpn. Ltd / M/s. Bharat Petroleum Corpn Ltd./ M/s. Hindustan Petroleum Corporation Ltd., for any loss or expense incurred by them if any one produces the above referred Subscription Voucher / Termination Voucher to claim any amount from the Corporation.

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 : \_\_\_\_\_