

KRA CIRCULAR

KARVY/OPS/INTERM-1/GENRL/25-09

September 25, 2025

List of documents to be accepted as Overseas Address Proof for Non Resident Indians (“NRIs”) and Foreign Nationals (“FNs”)

1. This is in furtherance to KARVY Circular bearing reference no. KARVY/OPS/INTERM/GENRL/23-01 dated November 30, 2023 on SEBI Master Circular relating to Know Your Client (KYC) norms for the securities market dated October 12, 2025 “SEBI Master Circular on KYC”.
2. Clause 20 of SEBI Master Circular on KYC inter-alia states that copy of passport/Persons of Indian Origin (PIO) Card / Overseas Citizenship of India (OCI) Card and overseas address proof is mandatory is mandatory for non-residents and foreign nationals (who are allowed to trade subject to FEMA guidelines). In this respect, SEBI Registered Intermediaries (“SRIs”) have been approaching KRAs seeking more clarity on additional documents to be submitted along with KYC data for NRIs and FNs where the officially valid document (“OVD”) presented does not contain the details of address.
3. The SRIs are requested to note that in cases where OVD doesn’t contain the foreign address, the below mentioned documents other than OVDs may be submitted with Original Seen and Verified (OSV) or notarized (physical or e-notarized with verifiable e-sign or with digital signature certificate affixation) as applicable, which contains foreign address
 - a) Self-attested bank statement (2 months) of an account maintained overseas;
 - b) Self-attested utility bill which is not older than two months of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill);

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- c) Original banker verification letter issued by a bank based on the due diligence done by the said bank;
 - d) Foreign government issued ID card containing overseas address (ID card issued by any statutory, regulatory, judicial body of the respective country such as resident card / permit, visa, health card, national address card, photo card, resident population certification, etc);
 - e) Self-attested copy of valid rent / lease agreement with name of the lessee on the agreement;
 - f) Copy of agreement / offer letter certified by employer executed by the client with his / her employer entity for overseas assignment capturing overseas office address of the employer as correspondence address;
 - g) Copy of continuous discharge certificate (CDC) issued by relevant authority in seafarer's home country in case of seafarers with issue date and expiry (validity date). For eg.:- the CDC is issued by Director General of Shipping, Ministry of Ports, Shipping and Waterways, Government of India in case where seafarer's home country is India.
4. SRIs queries related to this circular may be addressed to kra@karvydata.com or contact KARVY helpdesk +91 8121096850, +91 801935510.

Regards

Sd/-

A Phanindra Kumar
Compliance Officer