

KRA CIRCULAR

KARVY/OPS/INTERM/GENRL/25-005

September 30, 2025

List of documents to be accepted as Overseas Address Proof for NRIs and Foreign Nationals

1. This is in furtherance to KARVY Circular bearing reference no. KARVY/OPS/INTERM/GENRL/23-001 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**”. SRIs are requested to kindly take note of the following for smooth implementation.
2. Clause 20 of SEBI Master Circular on KYC inter-alia states that proof of overseas address is mandatory for non-residents and foreign nationals (who are allowed to trade subject to FEMA guidelines). In this respect the SRIs may submit any of the below mentioned documents other than OVDs with Original, Seen and Verified (OSV) or notarised (physical or e-notarised with verifiable e-sign or digital signature certificate) as applicable;
 - 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);
 - 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;

KRA CIRCULAR

- 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) in case of seafarers.
3. SRIs queries related to this communicate may be addressed to kra@karvydata.com or contact KARVY helpdesk 8121096850 / 8019355102.

Regards

Sd/-

A Phanindra Kumar
Compliance Officer