

## Instructions to fill eCAN form

### 1. eCAN – An easy way to open a Common Account Number (CAN)

INDIVIDUAL INVESTORS can use this facility to open an eCAN (Common Account Number) by submitting the account information / details / document proof(s) ONLINE.

Please [click here](#) to know the qualification criteria for opening an eCAN.

Investors are requested to please read the [Instructions to fill eCAN](#), [Terms and Conditions](#) and related [FAQs on eCAN](#) before proceeding further.


### 2. You have a provision to fill a new form as well as retrieve an already filled up form.

Click on 'NEW FORM' if you wish to create a new record.

To complete a partially saved record or to CLONE an existing record, please provide the 'Primary Holder's Email ID' as captured in the saved record and click on 'LOOK UP'.

Primary Holder's Email

I'm not a robot



### 3. For both purposes, you should prove yourself to be a human user by clicking "I'm not a robot" check box upon which you may/shall be asked to identify specific images as a response to the question posed. Upon successful selection of the set of relevant images by you, the system will automatically put a TICK (✓) mark in the check box after which you can proceed further.

### 4. For filling a NEW FORM, you should click on the button and proceed further.

### 5. If you wish to retrieve a form filled up earlier either to (a) make any changes / modifications; (OR) (b) CLONE the data for creation of an eCAN for a different combination; or (c) Check the status of eCAN Registration, please input the primary holders email as provided by you in the earlier saved record and click on the button.

A verification code will be sent to the email ID. Please input the verification code received and click the 'Verify' button.

To ensure privacy of the details a Verification Code has been sent to the given email id. Please check your email and enter the Verification Code here.

Verification Code

### 6. Upon inputting the verification code, the following screen will appear, displaying the records available already where the given email is captured in the CAN data. Please click on icon to make any changes / modifications to the data in the same record. Please click on icon to CLONE the record and use it for creation of another eCAN combination. Please click on icon to check if there are any validation errors on the data submitted by you and / or the current status of your eCAN Registration.

CRF No	Primary Holder Name	PAN PEKRN	Holding Mode	Holders	CAN	Actions
						<input type="button" value="Edit"/> <input type="button" value="Clone"/> <input type="button" value="Info"/>
						<input type="button" value="Edit"/> <input type="button" value="Clone"/> <input type="button" value="Info"/>

7. Procedure to fill up a NEW form:

**THERE IS A PRE-DEFINED TIMELINE OF 15 MINUTES TO COMPLETE THE FILLING OF THE FORM. THE SESSION MAY GET TIMED-OUT IF YOU DO NOT COMPLETE THE FORM WITHIN THE TIMELINE. HENCE, TO AVOID LOSS OF ALREADY ENTERED DATA, WE REQUEST YOU TO KEEP SAVING THE FORM. THIS WILL HELP YOU TO RETRIEVE THE PARTIALLY SAVED FORM AND CONTINUE, IN CASE THE SESSION TIMES-OUT.**

Please choose your “Choice of eCAN registration” from the dropdown. Please click on the help (?) available adjacent to the dropdown or visit the [FAQs on eCAN](#) for more details on these choices.

Please mention the ARN / RIA code of the Distributor / Investment Advisor who recommended you to open a CAN with MFU. Else, leave this field blank.

Please mention the EUIN code of the employee of the Distributor, in case you wish to record the details of the specific employee of the Distributor (ARN) who recommended you to open a CAN with MFU. Else, leave this field blank.

Please select the CAN criteria from the drop-down i.e. Tax Status and Holding Nature. If you choose ‘Single’ as the Holding Nature, the number of Holders will be limited to ‘1’. If you choose ‘Joint’ or ‘Anyone or Survivor’ as the Holding Nature, you must specify the number of holders (subject to a minimum of 2 and maximum of 3) you wish to add under the CAN. Accordingly, the system will enable specific Tabs for capturing the details of as many joint holders also.

The screenshot shows a web form for eCAN registration. On the left is a sidebar with a blue header 'CAN Criteria' and five menu items: 'Sole / Primary Holder', 'Second Holder', 'Third Holder', 'Bank Accounts', and 'Nominees'. The main content area has three input fields at the top: 'Choice of eCAN Registration' (a dropdown menu with '--Select Option--'), 'ARN / RIA SEBI REGN No' (a text box), and 'EUIN' (a text box). Below these is a section titled 'Account Type' with three sub-fields: 'Tax Status' (dropdown menu showing 'Resident Individual'), 'Holding Nature' (dropdown menu showing 'Anyone or Survivor'), and 'Holders' (text box showing '3'). At the bottom of the form, there is a checkbox labeled 'I Agree to the eCAN Terms' and four buttons: 'Back', 'Save', 'Submit for eCAN', and 'Next'.

Please provide the Primary Holder’s details like Name, Date of Birth, PAN (If PAN is not available PAN Exempt KYC Reference Number (PEKRN) by checking the PAN exempt box), Aadhar, contact details, Additional KYC & FATCA details required under Foreign Tax Laws (as may be applicable to you).

- CAN Criteria
- Sole / Primary Holder
- Second Holder
- Third Holder
- Bank Accounts
- Nominees

#### Basic Details

Name	Date of Birth	PAN / PEKRN	AADHAAR
<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text"/>	<input type="text"/>
Res. (ISD-STD-Phone)	Mobile (ISD-Mobile)	Email	
91 <input type="text"/>	91 <input type="text"/>	<input type="text"/>	

#### Additional KYC Details

Gross Annual Income	Networth (in Rs.)	As on date	Source of Wealth
-- Select --	<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>	-- Select --
Occupation	Political Exposure	KRA Address Type	* Select an option
-- Select --	-- Select --	-- Select --	

#### FATCA Details

Tax Residency in a country other than India?

\* Select an option

I Agree to the eCAN Terms
 

Back
Prev
Save
Submit for eCAN
Next

Please provide the above-mentioned details also for all the Joint holders (Second / Third), if you have chosen to add joint holders.

- CAN Criteria
- Sole / Primary Holder
- Second Holder
- Third Holder
- Bank Accounts
- Nominees

#### Basic details

Name	Date of Birth	PAN / PEKRN	AADHAAR
<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text"/>	<input type="text"/>
Res. (ISD-STD-Phone)	Mobile (ISD-Mobile)	Email	
91 <input type="text"/>	91 <input type="text"/>	<input type="text"/>	

#### Additional KYC Details

Gross Annual Income	Networth (in Rs.)	As on date	Source of Wealth
-- Select --	<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>	-- Select --
Occupation	Political Exposure	KRA Address Type	Residential Status
-- Select --	-- Select --	-- Select --	-- Select --

#### FATCA Details

Tax Residency in a country other than India?

I Agree to the eCAN Terms
 

Back
Prev
Save
Submit for eCAN
Next

- CAN Criteria
- Sole / Primary Holder
- Second Holder
- Third Holder
- Bank Accounts
- Nominees

#### Basic details

Name	Date of Birth	PAN / PEKRN	AADHAAR
<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text"/>	<input type="text"/>
Res. (ISD-STD-Phone)	Mobile (ISD-Mobile)	Email	
91 <input type="text"/>	91 <input type="text"/>	<input type="text"/>	

#### Additional KYC Details

Gross Annual Income	Networth (in Rs.)	As on date	Source of Wealth
-- Select --	<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>	-- Select --
Occupation	Political Exposure	KRA Address Type	Residential Status
-- Select --	-- Select --	-- Select --	-- Select --

#### FATCA Details

Tax Residency in a country other than India?

I Agree to the eCAN Terms
 

Back
Prev
Save
Submit for eCAN
Next

If the Sole / Primary applicant is a Minor, you should choose the relevant MINOR Tax Status in the CAN criteria section.

**CAN Criteria**

Choice of eCAN Registration: --Select Option--

ARN / RIA SEBI REGN No: [ ]

EUIN: [ ]

**Account Type**

Tax Status: Resident Minor

Holding Nature: Single

Holders: 1

I Agree to the eCAN Terms

Back Save Submit for eCAN Next

In which case, the Holding Nature will by default be considered as Single and Holders will be limited to '1' and a separate Tab is enabled for Guardian (instead of Second / Third holder) to provide the Guardian details for the Sole / Primary minor applicant.

**CAN Criteria**

**Guardian**

**Basic details**

Name: [ ] Date of Birth: DD-MM-YYYY [ ] PAN / PEKRN: [ ] AADHAAR: [ ]

Relationship with Minor: --Select Relationship-- Proof of Relationship: --Select Proof of Relationsh--

Res. (ISD-STD-Phone): 91 [ ] [ ] Mobile (ISD-Mobile): 91 [ ] [ ] Email: [ ]

**Additional KYC Details**

Gross Annual Income: -- Select -- Networth (in Rs.): [ ] As on date: DD-MM-YYYY [ ] Source of Wealth: -- Select --

Occupation: -- Select -- Political Exposure: -- Select -- KRA Address Type: -- Select -- Residential Status: -- Select --

**FATCA details**

Tax Residency in a country other than India? -- Select --

I Agree to the eCAN Terms

Back Prev Save Submit for eCAN Next

You should specify the FATCA details for all the holders (First / Second / Third), including that of the Guardian in case the Sole / Primary applicant is a Minor.

If you are not tax resident in a country other than India, please select 'No' in the drop-down. However, you will be required to provide your Place of Birth, Country of Birth, Country of Citizenship and Country of Nationality

**FATCA details**

Tax Residency in a country other than India? No - Not a Tax Resident in

Place of Birth: [ ] \* Mandatory Field

Country of Birth: [ ] \* Mandatory Field

Country of Citizenship: [ ] \* Mandatory Field

Country of Nationality: [ ] \* Mandatory Field

If you are a tax resident in a country other than India, please select 'Yes' in the drop-down. In addition to your Place of Birth, Country of Birth, Country of Citizenship and Country of Nationality, you will also be required to provide the list of countries where you are tax resident along with the Tax Identification Number and Identification Type.

**FATCA Details**

Tax Residency in a country other than India?

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Place of Birth  Country of Birth  Country of Citizenship  Country of Nationality

\* Mandatory Field      \* Mandatory Field      \* Mandatory Field      \* Mandatory Field

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Countries of Tax Residency  Tax Identification Numbers  Tax Identification Types

\* Input Required      \* Input Required      \* Input Required

Please mention the Bank Account details which you wish to get registered under the CAN. You have provision to register up to 3 bank accounts under the CAN. Ensure to provide all the details as requested in the screen below:

**Default Bank Account details**

Bank A/c No  Account Type  Bank

MICR  IFSC  Bank Proof

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**Second Bank Account**

Bank A/c No  Account Type  Bank

MICR  IFSC  Bank Proof

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**Third Bank Account**

Bank A/c No  Account Type  Bank

MICR  IFSC  Bank Proof

If you DO NOT wish to nominate, you can do so by choosing 'No – I do not want to nominate' in the dropdown against the Nomination Option.

**Nominee details**

Nomination Option

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If you wish to nominate, you can do so by choosing 'Yes – I wish to nominate' in the dropdown against the Nomination Option. Up to 3 nominees can be registered in the CAN with the total of all the percentage shares summing up to 100%. Please see the screen below:

**Nominee details**

Nomination Option Yes - I wish to Nominate

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**First Nominee**

Name of Nominee	Relationship	Percent(%)	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>
<small>* Mandatory input</small>	<small>* Mandatory input</small>	<small>* Mandatory input</small>	

**Second Nominee**

Name of Nominee	Relationship	Percent(%)	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>

**Third Nominee**

Name of Nominee	Relationship	Percent(%)	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>

Where a nominee is a minor (based on date of birth), the system will prompt you to provide the Guardian details of the Nominee.

8. Once the form is filled, click on

(1) 'Save' - if you wish to save the form and retrieve it again for modification/submission later.

(2) 'Submit for eCAN' – if you wish to submit the data for generation of eCAN

Upon clicking 'Submit for eCAN' you will be provided with validation errors/warnings, if any and you may have to rectify them and submit again. If there are no validation errors/warnings, the data will be accepted for further process and you will be provided with a PROVISIONAL CAN instantly.

9. If your "Choice of eCAN Registration" is "Completely Electronic", you will get the following message:

**CAN Request Accepted**

eCAN Number generated is:

**17304QZA15**

[click here](#) to upload the proof documents.

**Unless the eCAN is approved, transactions quoting this eCAN cannot be submitted. Once eCAN is approved, a confirmation SMS/email will be sent.**

For approval of this eCAN, please initiate the following action as specified:

1. The link for Uploading the document proofs is available in the email sent to the email ID of Sole / Primary holder / Guardian. The list of documents is mentioned in the email.
2. The document proof images MUST be uploaded within 7 days.
3. This "eCAN" may be changed to 'Partially Electronic eCAN' due to unavoidable reasons. If changed, a pre-filled eCAN application form will be emailed giving reasons for the change. The form shall be printed, signed and submitted along with proof documents within 7 days to an Intermediary (Distributor/RIA) or nearest MFU Point of Service (POS).
4. To register SIPs online and to make auto-debit payments for purchase transactions, you will have to register a PayEezz (One-Time) Mandate.
5. For registering PayEezz (One-Time) Mandate under this eCAN, the PayEezz mandate form should be duly filled, signed and submitted to an Intermediary or nearest MFU POS, either along with eCAN application form or after approval of eCAN.
6. For more clarifications on eCAN, please go through the [eCAN FAQs](#) under the FAQ section.

[Close](#)

The proof documents can be uploaded immediately by clicking the [click here](#) button available in the above screen or through the link provided in the email sent to the email ID registered under the CAN. You should upload the relevant document proof(s) as stated in the email, in the

respective image formats. The CAN will be approved and activated for further transactions, after necessary validations / verifications at the MFU office. In case the information / details / proofs / images (including signatures) either submitted by you / sourced by MFU from the KRAs / CERSAI / RTAs does not satisfy the requirements of “Completely Electronic” eCAN, the record will be converted to “Partially Electronic” eCAN and an email will be sent to the registered email ID of the Sole / Primary holder along with a pre-filled “eCAN Registration Form”, which needs to be printed and duly signed by all the holder(s) / guardian and submitted along with the necessary documentary proof(s), to a MFU authorized entity or a MFU Point of Service (POS) for further processing. The CAN will be approved and activated for further transactions, upon submission of the physical documents as stated.

10. If your “Choice of eCAN Registration” is ‘Partially Electronic’, you will get the following message:

**CAN Request Accepted**

The CAN data submitted / re-submitted has been accepted and the PROVISIONAL eCAN (Common Account Number) allotted to you is:

**17304QZA20**

For successful approval/activation of this PROVISIONAL eCAN, we request you to go through the below mentioned points and initiate action as specified:

1. A pre-filled eCAN application form will be emailed to the email ID of the Sole / Primary holder / Guardian along with the list of documents proof(s) to be submitted.
2. The form has to be physically submitted along with proof documents **within 7 days** from the date of receipt of the email containing the attachment, to an Intermediary (Distributor/RIA) or a nearest MFU Point of Service (POS), else the 'PROVISIONAL eCAN' will be automatically cancelled by the System and data has to be resubmitted once again for a fresh eCAN.
3. In case PayEezz (One-Time) Mandate is required to be registered under the eCAN, a duly filled and signed PayEezz mandate form has to be submitted to an Intermediary (Distributor/RIA) or a nearest MFU Point of Service (POS), either along with the eCAN application form or after the activation / approval of eCAN.
4. Please do not submit any physical transactions quoting this 'PROVISIONAL eCAN' unless a confirmation is received by SMS/email about its activation/approval by MFU. Transactions, if any, submitted prior to activation/approval of eCAN, are liable to be rejected.
5. For more clarifications on eCAN, please go through the [eCAN FAQs](#) under the FAQ section.

Close

You should print the “eCAN Registration Form” and submit the same, duly signed by all the holder(s) / guardian, along with the necessary documentary proof(s), to a MFU authorized entity or a MFU Point of Service (POS) for further processing. The CAN will be approved and activated for further transactions, upon submission of the physical documents as stated.