



### **Steps to be taken care by the customer while filling up the CAF**

1. The customer must have to fill complete CAF. **(Preferably own handwriting)**
2. The complete CAF must be filled in capital letters duly signed by the customer
3. Customer must have to paste the photograph on the prescribed space in the CAF and sign across the photograph.
4. After filling all the columns and pasting the photograph, the customer must have to sign the form at the prescribed space for signature and also fill the date on the CAF.
5. After filling up the entire details in the CAF, subscriber must have to submit / attach the applicable documents relating to proof of Address and Proof of identity alongwith any other documents as required by the point of sale.
  - i. All the applicable documents must be self attested.
  - ii. Incase of overwriting on the CAF, the customer must have to countersign the same.
6. In case of an **Outstation Customer**, firstly the customer is required to fill the Outstation Applicant Section in the CAF. Then the customer needs to mention local reference persons and their local contact numbers in the prescribed format.

**(The local reference shall be verified telephonically at the point of sale before issue of SIM card)**
7. In case if the customer is of Foreign National then apart from the details of local referee as mentioned above, copy of passport with valid visa stamp is also require to be attached.
8. In case local reference is not available then the address of stay is to be mentioned. However this would be applicable in case of foreign national only.
9. Most importantly while filling of CAF, under “present address” customer needs to mention the local address and under “Permanent address” customer needs to mention POA details.**(in case of outstation customer)**