



## **Delivery of KYC documents to NDML KRA**

### **Instructions to be followed by Intermediaries**

1. After the KYC Application Form and the stipulated documents as per SEBI prescribed guidelines are received from the Clients including recording of in-person verification details on the KYC Application Form and are properly verified and complete in all respects, the details mentioned on KYC Application Form must be entered/uploaded on the KRA System.
2. The Acknowledgement number generated on entering/uploading of KYC data must be mentioned on the respective KYC application form.
3. The documents to be sent to KRA (*i.e. KYC Application Form, supporting KYC documents, etc*) and the documents to be retained with the Intermediary (*i.e. Account Opening Form, agreement, etc.*) must be segregated.
4. The documents to be sent to KRA must be bunched together Applicant wise.
5. For each Applicant, the documents must be kept in the following order:
  - a. KYC Application Form
  - b. Proof of Identity (*one or multiple*)
  - c. Proof of Address (*one or multiple*)
  - d. Any other documents
6. The KYC Application Forms alongwith the supporting documents must be bundled in lots. Each lot must contain maximum 50 forms. E.g. if the number of forms to be sent to KRA are 145, prepare three lots of 50, 50 and 45 forms each. If the number of forms to be sent to KRA are 30, prepare one lot of 30 forms.
7. Each lot of the application forms being forwarded is supported by a 'Control Sheet'. Format of Control Sheet is enclosed below.
8. The Control Sheet must be placed on top of each lot.
9. The KYC documents should be properly secured to avoid any damage to the documents during transit.



10. The documents are to be delivered to NDML KRA at the below mentioned address.

**NDML KYC Registration Agency  
Central Processing Centre  
C/O Writer Information Management Services  
Gen 72/1, TTC IND AREA  
Near Nelco Bus Stop, Opposite DNA Printing press  
Mahape, Navi Mumbai- 400710**

11. Email the soft copy of details of application forms being dispatched (Control Sheet) to [dispatch.kra@nsdl.co.in](mailto:dispatch.kra@nsdl.co.in).

12. Maintain proof of dispatch of the KYC documents.



## Control Sheet

<b>Name of the Intermediary</b>	
<b>Intermediary ID (issued by NDML KRA)</b>	
<b>Number of Forms attached</b>	
<b>Dispatch Date</b>	
<b>Name of the Delivery Agent/ Courier</b>	
<b>Dispatch Reference Number</b>	

<b>Sr. No.</b>	<b>Name of Applicant</b>	<b>Acknowledgment Number</b>

**Stamp/Signature**

**Date:**

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**For NDML KRA Internal Use:**

<b>Receipt Date/Stamp</b>	
<b>No of Forms Received</b>	
<b>Remarks</b>	