This document is intended for use of NDML KRA registered intermediaries for the purpose of uploading and verification of KYC details in the KRA system.
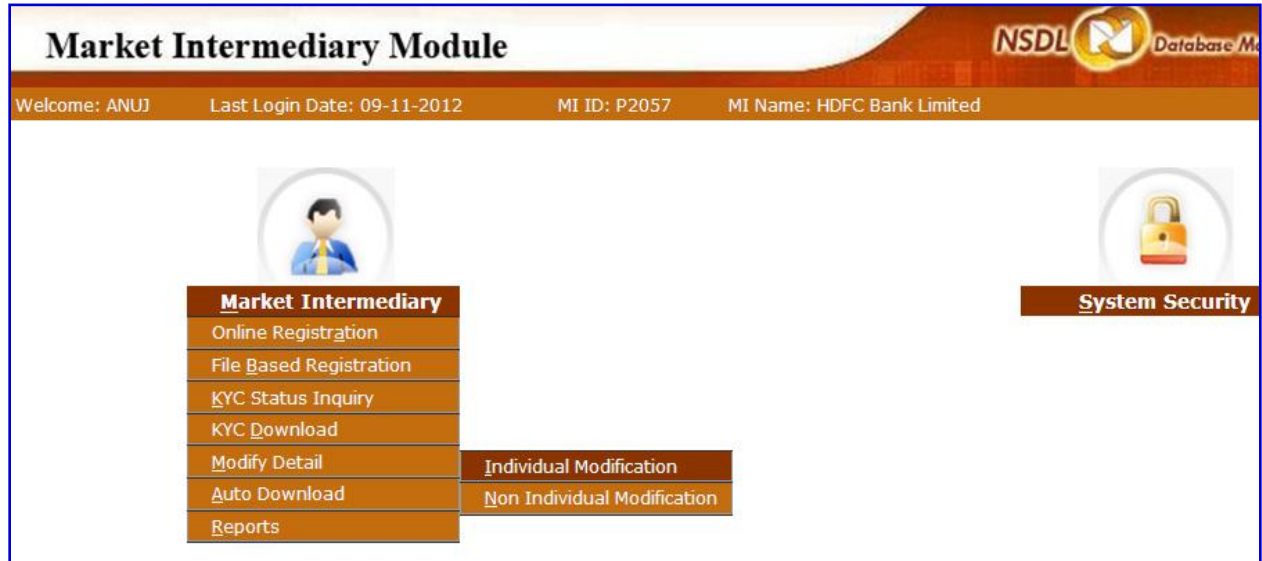


**NSDL Database Management Limited**

**NDML – KRA**

**User Guide for KRA- Modification Module**

## KYC – Modify Details Module for

1. **Individual Modification**
2. **Non-Individual Modification**



**Individual Modification:**

For modification of individual clients present with MI user has to select the Modify detail option from the dropdown and click on the **Individual modification** option. After the click of the selected option you will see the following screenshot having two options as shown in the circle **Search/ New.**

**The** user will have to select the option search and enter the PAN card detail required in the PAN Field. The system will show the details of the individual as captured and registered in the system. Once it is displayed the user has to select the Modify button to modify the details. The modification of client details also will follow the two step process which is Maker and Checker. Now the maker can modify and capture the details were it required and complete the maker medication process followed by the checker verification that will verify and release the modification details captured by the maker.

After entering the search the following screen will appear with 4 types of details captured in the system



Namely there are 4 category of information which a user can modify and save.

1. Identity Details
2. Address Details
3. Other Details
4. Document Status

The user has to click on the modify button after selecting the category where he wish to modify the details. Once the details are captured click on the Save and Next Button to save and update the information in the system. Simultaneously follow the same steps to modify other details and press save next button.

After the modified details are captured than press Save and Submit button and the status will be shown as Captured. And the maker activity is completed.



## MI Checker Activity

Once the application is submitted successfully by the maker checker has to verify and submit the same in order to send it to KRA>

Once the modification application is accepted by the checker the status will be changed to PENDING WITH KRA as mentioned in below image. If any information is missing the system will not accept the application and will show the error for the fields not captured.



If User wish to search and see the application submitted by the checker user has to go back to the main menu and search with PAN or select the status as Pending with KRA form the drop down and he can only view the details and the user will not be allowed to make any changes thereafter.

**Non- Individual Modification:**

For modification of Non individual clients present with MI user has to select the Modify detail option from the dropdown and click on the **Non- Individual modification** option. After the click of the selected option you will see the following screenshot having two options as shown in the circle **Search/ New.**

**The** user will have to select the option search and enter the PAN card detail required in the PAN Field. The system will show the details of the Non- individual records as captured and registered in the system. Once it is displayed the user has to select the Modify button to modify the details. The modification of client details also will follow the two step process which is Maker and Checker. Now the maker can modify and capture the details were it required and complete the maker medication process followed by the checker verification that will verify and release the modification details captured by the maker.

Note: The process for Non Individual modification is same as the process for Individual Modification. The information to be captured may differ as required by the regulator and the same has been captured and saved in the Non Individual menu.