

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.



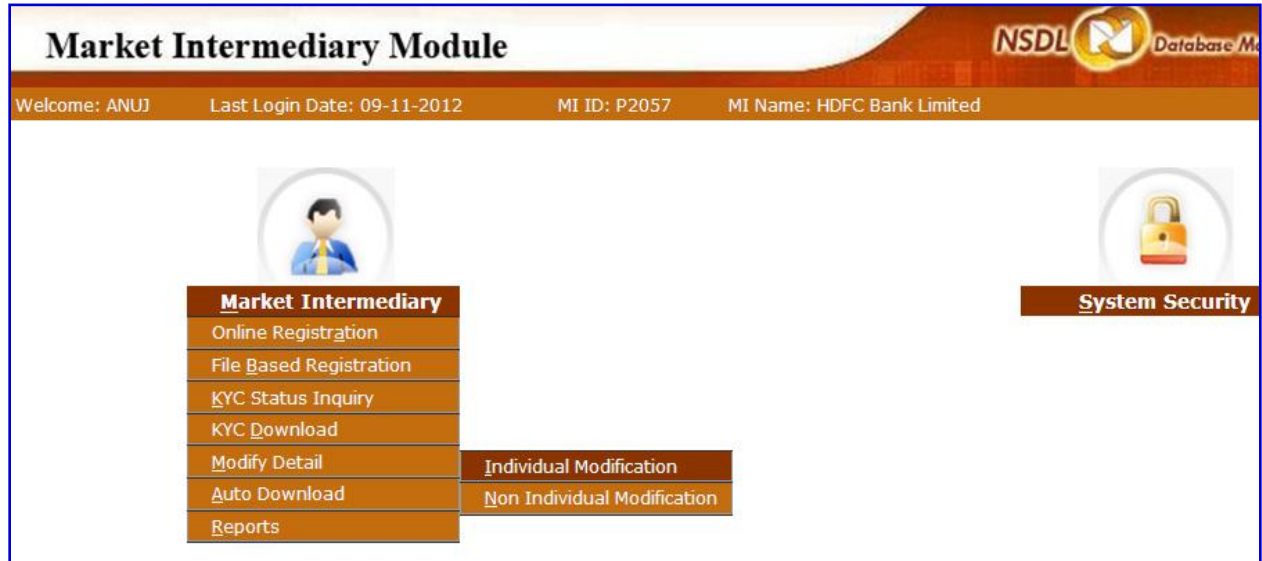
**NSDL Database Management Limited**

**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

Search | New

Instruction Details Status After Modification		Order Status :	CAPTURED
Application Request Id :	6000001059		
Acknowledgement Number :			
KYC Status		Order Status :	ACCEPTED BY KRA
Application Request Id :	1000012556		
Acknowledgement Number :	1216539030		

**Identity Details** | Address Details | Other Details | Documents Status

Identity Details \*Indicates Mandatory Fields

Record Type	Existing Client		
Name of the Applicant :	HIREN K SHAH	Father's/Spouse Name :	
Gender :		Marital Status :	MARRIED
Date of Birth :	07/ 01/ 2003	Nationality :	INDIAN
PAN :	AACHH3532E	UID :	
Status :	RESIDENT INDIVIDUAL		
POI Type :			
IPV Flag			
Name of the person doing the IPV		Designation of the person doing the IPV	
Organization Name of the person doing the IPV		Date of the IPV	//
Client Activation Date	30/ 11/ 2010	Client Updation Date	10/ 01/ 2011
Document Type	Original		

**Modify** | Next

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

**Identity Details** | Address Details | Other Details | Documents Status

Identity Details \*Indicates Mandatory Fields

Record Type	<input type="radio"/> Existing Client <input checked="" type="radio"/> New Client		
Name of the Applicant : *	<input type="text" value="SADANAND DESHPANDE"/>	Father's/Spouse Name : *	<input type="text" value="SUDHAKAR DESHPANDE"/>
Gender : *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Marital Status : *	<input type="radio"/> Single <input checked="" type="radio"/> Married
Date of Birth : *	<input type="text" value="24"/> / <input type="text" value="10"/> / <input type="text" value="1985"/>	Nationality : *	<input type="text" value="INDIAN"/>
	dd/mm/yyyy		
PAN : *	<input type="text" value="ACFPD7398M"/>	UID :	<input type="text"/>
Status :	<input checked="" type="radio"/> Resident Individual <input type="radio"/> Non Resident <input type="radio"/> Foreign National		
POI Type :	<input type="text" value="PAN"/>		
IPV Flag	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Name of the person doing the IPV	<input type="text"/>	Designation of the person doing the IPV	<input type="text"/>
Organization Name of the person doing the IPV	<input type="text"/>	Date of the IPV	<input type="text"/> / <input type="text"/> / <input type="text"/>
Client Activation Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Client Updation Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

**Save & Next**

Identity Details	Address Details	Other Details	Documents Status
<p>Identity Details <span style="float: right;">*Indicates Mandatory Fields</span></p> <p>Record Type <input type="radio"/> Existing Client <input checked="" type="radio"/> New Client</p> <p>Name of the Applicant : * <input type="text" value="SADANAND DESHPANDE"/> Father's/Spouse Name : * <input type="text" value="SUDHAKAR DESHPANDE"/></p> <p>Gender : * <input checked="" type="radio"/> Male <input type="radio"/> Female <span style="float: right;"><input type="radio"/> Single <input checked="" type="radio"/> Married</span></p> <p>Date of Birth : * <input type="text" value="24"/> / <input type="text" value="10"/> / <input type="text" value="1985"/> <span style="float: right;"><input type="text" value="INDIAN"/></span> dd/mm/yyyy</p> <p>PAN : * <input type="text" value="ACFPD7398M"/></p> <p>Status : <input checked="" type="radio"/> Resident Individual <input type="radio"/> Non Resident</p> <p>POI Type : <input type="text" value="PAN"/></p> <p>IPV Flag <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Name of the person doing the IPV <input type="text"/> Designation of the person doing the IPV <input type="text"/></p> <p>Organization Name of the person doing the IPV <input type="text"/> Date of the IPV <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p>Client Activation Date <input type="text"/> / <input type="text"/> / <input type="text"/> Client Updation Date <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p style="text-align: right;"><b>Save &amp; Next</b></p>			
<p>©2012 NSDL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.</p>			

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.

<p><a href="#">Search</a>   <a href="#">New</a></p>			
<p>Instruction Details Status After Modification</p> <p>Application Request Id : 6000001062      Order Status : PARTIALLY CAPTURED</p> <p>Acknowledgement Number :</p>			
<p>KYC Status</p> <p>Application Request Id : 1000035608      Order Status : ACCEPTED BY KRA</p> <p>Acknowledgement Number : 1210786476</p>			
Identity Details	Address Details	Other Details	Documents Status
<p>Documents Status <span style="float: right;">*Indicates Mandatory Fields.</span></p> <p>Total no. of Supporting documents attached * <input type="text" value="3"/></p> <p><input checked="" type="checkbox"/> (Originals verified) True copies of documents received *      <input checked="" type="checkbox"/> (Self-Attested) Self Certified Document copies received *</p> <p>Declaration Date : * <input type="text" value="15"/> / <input type="text" value="10"/> / <input type="text" value="2012"/>      Supporting Documents received Date : <input type="text" value="15"/> / <input type="text" value="10"/> / <input type="text" value="2012"/></p> <p>Remark 1 <input type="text"/>      Remark 2 <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Previous"/>    <input type="button" value="Save &amp; Submit"/>    <input type="button" value="Cancel"/> </p>			
<p>©2012 NSDL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.</p>			

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.

Instruction Details Status After Modification		Order Status :	CAPTURED
Application Request Id :	6000001065		
Acknowledgement Number :			
KYC Status		Order Status :	ACCEPTED BY KRA
Application Request Id :	1000000235		
Acknowledgement Number :	1215382102		

Identity Details	Address Details	Other Details	Documents Status																																																
<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">*Indicates Mandatory Fields</p> <table border="0"> <tr> <td>Record Type</td> <td colspan="3">New Client</td> </tr> <tr> <td>Name of the Applicant :</td> <td>OMPRAKASH SALAMPURIA</td> <td>Father's/Spouse Name :</td> <td>K L SALAMPURIA</td> </tr> <tr> <td>Gender :</td> <td>MALE</td> <td>Marital Status :</td> <td>MARRIED</td> </tr> <tr> <td>Date of Birth :</td> <td>03/ 04/ 1941</td> <td>Nationality :</td> <td>INDIAN</td> </tr> <tr> <td>PAN :</td> <td>AKXPS8298R</td> <td>UID :</td> <td></td> </tr> <tr> <td>Status :</td> <td>RESIDENT INDIVIDUAL</td> <td></td> <td></td> </tr> <tr> <td>POI Type :</td> <td>VOTER ID CARD</td> <td></td> <td></td> </tr> <tr> <td>IPV Flag</td> <td>Y</td> <td></td> <td></td> </tr> <tr> <td>Name of the person doing the IPV</td> <td>NISHANT BADANI</td> <td>Designation of the person doing the IPV</td> <td>DEPUTY MANAGER</td> </tr> <tr> <td>Organization Name of the person doing the IPV</td> <td>HDFC BANK LIMITED</td> <td>Date of the IPV</td> <td>05/ 11/ 2012</td> </tr> <tr> <td>Client Activation Date</td> <td>01/ 07/ 2004</td> <td>Client Updation Date</td> <td>//</td> </tr> <tr> <td>Document Type</td> <td colspan="3">Original</td> </tr> </table> </div>				Record Type	New Client			Name of the Applicant :	OMPRAKASH SALAMPURIA	Father's/Spouse Name :	K L SALAMPURIA	Gender :	MALE	Marital Status :	MARRIED	Date of Birth :	03/ 04/ 1941	Nationality :	INDIAN	PAN :	AKXPS8298R	UID :		Status :	RESIDENT INDIVIDUAL			POI Type :	VOTER ID CARD			IPV Flag	Y			Name of the person doing the IPV	NISHANT BADANI	Designation of the person doing the IPV	DEPUTY MANAGER	Organization Name of the person doing the IPV	HDFC BANK LIMITED	Date of the IPV	05/ 11/ 2012	Client Activation Date	01/ 07/ 2004	Client Updation Date	//	Document Type	Original		
Record Type	New Client																																																		
Name of the Applicant :	OMPRAKASH SALAMPURIA	Father's/Spouse Name :	K L SALAMPURIA																																																
Gender :	MALE	Marital Status :	MARRIED																																																
Date of Birth :	03/ 04/ 1941	Nationality :	INDIAN																																																
PAN :	AKXPS8298R	UID :																																																	
Status :	RESIDENT INDIVIDUAL																																																		
POI Type :	VOTER ID CARD																																																		
IPV Flag	Y																																																		
Name of the person doing the IPV	NISHANT BADANI	Designation of the person doing the IPV	DEPUTY MANAGER																																																
Organization Name of the person doing the IPV	HDFC BANK LIMITED	Date of the IPV	05/ 11/ 2012																																																
Client Activation Date	01/ 07/ 2004	Client Updation Date	//																																																
Document Type	Original																																																		
			<input type="button" value="Modify"/> <input type="button" value="Next"/>																																																

### 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>

Instruction Details Status After Modification		Order Status :	CAPTURED
Application Request Id :	6000000897		
Acknowledgement Number :			
KYC Status		Order Status :	ACCEPTED BY KRA
Application Request Id :	1000194796		
Acknowledgement Number :	1214890353		

Identity Details	Address Details	Other Details	Documents Status												
<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">*Indicates Mandatory Fields.</p> <table border="0"> <tr> <td>Total no. of Supporting documents attached *</td> <td><input type="text" value="3"/></td> <td><input checked="" type="checkbox"/> (Originals verified) True copies of documents received *</td> <td><input checked="" type="checkbox"/> (Self-Attested) Self Certified Document copies received *</td> </tr> <tr> <td>Declaration Date : *</td> <td><input type="text" value="25"/> / <input type="text" value="10"/> / <input type="text" value="2012"/></td> <td>Supporting Documents received Date :</td> <td><input type="text" value="25"/> / <input type="text" value="10"/> / <input type="text" value="2012"/></td> </tr> <tr> <td>Remark 1</td> <td colspan="2"></td> <td>Remark 2</td> </tr> </table> </div>				Total no. of Supporting documents attached *	<input type="text" value="3"/>	<input checked="" type="checkbox"/> (Originals verified) True copies of documents received *	<input checked="" type="checkbox"/> (Self-Attested) Self Certified Document copies received *	Declaration Date : *	<input type="text" value="25"/> / <input type="text" value="10"/> / <input type="text" value="2012"/>	Supporting Documents received Date :	<input type="text" value="25"/> / <input type="text" value="10"/> / <input type="text" value="2012"/>	Remark 1			Remark 2
Total no. of Supporting documents attached *	<input type="text" value="3"/>	<input checked="" type="checkbox"/> (Originals verified) True copies of documents received *	<input checked="" type="checkbox"/> (Self-Attested) Self Certified Document copies received *												
Declaration Date : *	<input type="text" value="25"/> / <input type="text" value="10"/> / <input type="text" value="2012"/>	Supporting Documents received Date :	<input type="text" value="25"/> / <input type="text" value="10"/> / <input type="text" value="2012"/>												
Remark 1			Remark 2												
			<input type="button" value="Previous"/> <input type="button" value="Verify &amp; Release"/> <input type="button" value="Cancel"/>												

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.

[Home](#)>KYC Modification Application Form(Individual)>New  
[Search](#) | [New](#)

---

Instruction Details  
 Application Request Id : 6000001065  
 Acknowledgement Number : 1280028874

Order Status : PENDING WITH KRA

---

**Identity Details** | **Address Details** | **Other Details** | **Documents Status**

---

Identity Details \*Indicates Mandatory Fields

Record Type	New Client	Father's/Spouse Name :	K L SALAMPURIA
Name of the Applicant :	OMPRAKASH SALAMPURIA	Marital Status :	MARRIED
Gender :	MALE	Nationality :	INDIAN
Date of Birth :	03/ 04/ 1941	UID :	
PAN :	AKXPSS298R	Designation of the person doing the IPV	DEPUTY MANAGER
Status :	RESIDENT INDIVIDUAL	Date of the IPV	05/ 11/ 2012
POI Type :	VOTER ID CARD	Client Updation Date	//
IPV Flag	Y		
Name of the person doing the IPV	NISHANT BADANI		
Organization Name of the person doing the IPV	HDFC BANK LIMITED		
Client Activation Date	01/ 07/ 2004		

[Next](#)

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.

# Market Intermediary Module

NSDL Database Management Limited

Welcome: HSL1 Last Login Date: 09-11-2012 MI ID: P2057 MI Name: HDFC Bank Limited Current Date:



Market Intermediary	
Online Registration	
File Based Registration	
KYC Status Inquiry	
KYC Download	
Modify Detail	Individual Modification
Auto Download	Non Individual Modification
Reports	



System Security

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.