

# NSDL Database Management Ltd.

KYC Registration Agency

Circular



Circular No.: NDML/POLICY/2025-0001

January 27, 2025

## MANDATORY PROOF NUMBER - KYC PROCESS FOR NDML SEBI REGISTERED INTERMEDIARIES (“SRIs”)

In order to ensure better risk management for KYC records, it is important that KYC records correctly capture the POI / POA document type used by the investor and also the document number and its expiry date. While submission of these details are already needed but it is observed that these are not properly captured by the SRIs in the KRA system. Accordingly, pl. note that effective April 01, 2025, SRIs are required to ensure to capture the POI / POA document type, and also the POI / POA document number and its expiry date. These would be checked by NDML KRA while processing KYC registration or modification request. In cases where these are found to be missing / not captured / incorrectly captured, such registration or modification request are likely to be returned with error or rejected. Accordingly, please adhere to the following when raising new/fresh KYC (Know Your Customer) applications or modifying existing KYC details:

	<b>Particulars</b>	<b>Mandatory requirements w.e.f. April 01, 2025</b>
	<b>Proof Number under the Proof of Permanent Address and Proof of Correspondence Address</b>	<p>SRIs are mandated to select the appropriate Proof of Address type from the available options (which are mapped to PMLA and SEBI Circular and also codes mentioned as annexure to this circular for easy reference) and accurately input the corresponding proof number as mentioned in the OVD provided. Voter ID number, Driving License number, Passport number and in case of Aadhaar only last 4 digits may be provided. SRIs must also capture the expiry date for the Driving License/Passport.</p> <p>These changes are applicable for KYC requests uploaded by SRIs through screen based login (single request and requests in bulk) as well as through API also.</p> <p>Cases where proof number does not match the SUBMITTED supporting documents as uploaded to NDML KRA system by SRIs are liable to be rejected.</p>
	This requirement pertains to both the Permanent Address and the Correspondence Address during the initiation of new/fresh KYC (Know Your Customer) applications or modifying existing KYC details.	

In case of any assistance/clarifications, SRIs can send email on [info.kra@ndml.in](mailto:info.kra@ndml.in) or contact on 022-49142600/01/02/04/05/06.

Regards

Sd/-

**Vijay Gupta**  
Executive Vice President