

**Process Note for SRIs to delink KYC record of investor in NDML KRA system  
(Annexure to Delinking Circular Dated \_\_\_\_\_)**

Based upon the recommendations of the SEBI Risk Management Framework, SEBI Registered Intermediaries (SRIs) are hereby informed about the implementation of the "**delinking of Investor's KYC record in the KRA System**" upon the closure of account-based relationship of KYC holder with the respective SRI.

The delinking process is aimed at mitigating the risk of sharing investor's KYC update information by means of unsolicited feeds by KRAs to linked/mapped SRI/s, where account-based relationship has ceased to exist. This measure is expected to enhance the security and confidentiality of client data.

The SRIs need to login on link <https://kra.ndml.in/kra-web/MILogin.jsp> and select the option of Market Intermediary – Request PAN Delink.

Multiple options (single / bulk) are available for Delinking in KRA system. Refer below screen image.

**Process of Delinking of Single PAN.**

1. SRI can use this option to submit delinking request for a single PAN at a time. SRI will need to submit PAN and Date of Birth for Individuals or Date of Incorporation for Non Individuals. On submission of these details and clicking of search button, system will display the PAN and the MI code from which the Market Intermediary (MI) is raising delinking request with DOB/DOI and Name of KYC holder for review and confirmation.
2. NDML KRA has provided an additional facility to upload relevant document for the delinking request. This can be the client initiated communication or internal communication with the SRI or declaration letter in **PDF** format with a maximum size of **1MB** under the select delink document button. The upload of such document is optional.

## NDML KYC Registration Agency SOP on Delinking

**Market Intermediary Module** NSDL Technology, Trust & Road NSDL KRA

Welcome: SAMEER Last Login Date: 18-03-2025 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 18-03-2025

Home > De-Link Pans

De-Link Pans

\* PAN : DLINK1111K \* Date of Birth / Date of Incorporation : 01 / 01 / 1900 dd/mm/yyyy

Search Reset

PAN	MI Id	Date Of Birth/Incorporation	Applicant Name
DLINK1111K	A1249	1900-01-01	SAMEER SONAWANE

Select Delink Document : Choose File User Manual.pdf

Delink

- The system will notify you with a popup window on screen when you have successfully uploaded the file and clicked on the delink button.

**Market Intermediary Module** NSDL Technology, Trust & Road NSDL KRA

Welcome: SAMEER Last Login Date: 18-03-2025 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 18-03-2025

Home > De-Link Pans

De-Link Pans

10.250.10.209 says Are your sure you want to Delink?

OK Cancel

\* PAN : DLINK1111K \* Date of Birth / Date of Incorporation : 01 / 01 / 1900 dd/mm/yyyy

Search Reset

PAN	MI Id	Date Of Birth/Incorporation	Applicant Name
DLINK1111K	A1249	1900-01-01	SAMEER SONAWANE

Select Delink Document : Choose File User Manual.pdf

Delink

- Upon clicking on OK button, system will seek confirmation on whether user intends to proceed with delinking.

**Market Intermediary Module** NSDL Technology, Trust & Road NSDL KRA

Welcome: SAMEER Last Login Date: 18-03-2025 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 18-03-2025

Home > De-Link Pans

De-Link Pans

\* PAN : DLINK1111K \* Date of Birth / Date of Incorporation : 01 / 01 / 1900 dd/mm/yyyy

DLINK1111K has been delinked with A1249

Search Reset

- Once clicked on OK button, the user will get a message that PAN \_\_\_\_\_ has been delinked with \_\_\_\_\_ (MI ID). Internally system will perform checks to ensure that the PAN and DoB / DoI combination is valid and correct and the mentioned PAN is duly linked to the SRI who is submitting de-linking request.

**Process of Delinking more than single PAN through file upload.**

1. In case the SRI needs to delink multiple clients at a go, it can use the “Bulk File” option. SRI can select button Request PAN Delink – Bulk file upload. Format of file upload is **PAN No ^ DOB** in **DD-MM-YYYY** in text file. Maximum of **500 PAN** can be uploaded in single file



2. SRI has to upload corresponding delinking file in .txt format with a file size of less than 1MB in the choose option as per screenshot below.



3. Upon uploading the .txt file and clicking on upload button, system will generate unique reference id with outfile under status in process and then process – refer screenshot as below. Pl. note that this is a straight through process and review / confirmation screen will not appear therefore SRI is requested to ensure due diligence before uploading the file.

## NDML KYC Registration Agency SOP on Delinking

The screenshot shows the 'Market Intermediary Module' interface. The header includes the NSDL logo and 'NSDL KRA'. The user is logged in as SAMEER, with a last login date of 18-03-2025, MI ID: A1249, and MI Name: TATA SECURITIES MODIFICATION. The current date is 18-03-2025. The page title is 'Delink File Upload'. Below the title, there is a section for uploading a delink file. It includes a 'Select File' button, a 'Choose File' button, and a 'No file chosen' message. There is also a 'File Format' link. Below this, there is an 'Upload' button. At the bottom, there is a table with the following data:

Reference Id	Error File	Out File	Status
6643		<a href="#">Out File</a>	PROCESSED

4. A few minutes later, SRI may again check the Request PAN Delink option under the download response. SRI need to enter system generated unique reference id to check the Delinking status by downloading out file.

The screenshot shows the 'Market Intermediary Module' interface. The header includes the NSDL logo and 'NSDL KRA'. The user is logged in as SAMEER1, with a last login date of 17-03-2025, MI ID: A1249, and MI Name: TATA SECURITIES MODIFICATION. The current date is 18-03-2025. The page title is 'KRA Delink Inquiry'. Below the title, there is a section for delink request inquiry. It includes a 'Reference ID' field with the value 6643. There is a 'File Format' link and a 'Search' button. Below this, there is a table with the following data:

Reference Id	Error File	Out File	Status
6643		<a href="#">Out File</a>	PROCESSED

5. As part of the download output file system, you will receive a delinking related response for each of the PANs uploaded as part of .txt file, those PANs has been successfully delinked in KRA.

The screenshot shows the 'Market Intermediary Module' interface. The header includes the NSDL logo and 'NSDL KRA'. The user is logged in as SAMEER1, with a last login date of 17-03-2025, MI ID: A1249, and MI Name: TATA SECURITIES MODIFICATION. The current date is 18-03-2025. The page title is 'KRA Delink Inquiry'. Below the title, there is a section for delink request inquiry. It includes a 'Reference ID' field with the value 6643. There is a 'File Format' link and a 'Search' button. Below this, there is a table with the following data:

Reference Id	Error File	Out File	Status
6643		<a href="#">Out File</a>	PROCESSED

A Notepad window titled '6643\_success - Notepad' is open in the foreground. It displays the following text:

```
DLINK1111K DELINKED SUCCESSFULLY FROM BPID A1249
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## **NDML KYC Registration Agency**

### **SOP on Delinking**

NDML KRA system will send intimation of delinking to the concerned investors for their reference.

Updates for delinked clients will not be shared to the SRI and modification requests will also not be accepted.

However, if the delinked SRI needs to onboard the same client again, with such client's request / consent it can download the PAN again and perform the necessary functions.