

# NSDL Database Management Ltd

KYC Registration Agency

Circular



NDML/POLICY/2025-0004-A

Date:- June 23, 2025

## MANDATORY PROOF NUMBER - KYC PROCESS FOR SEBI REGISTERED INTERMEDIARIES ("SRIs")

This circular is issued as an update to NDML circular ref. no. NDML/POLICY/2025-0001 and NDML/POLICY/2025-0004 dated January 27, 2025 and May 20, 2025 respectively whereby advance intimation was provided that in order to reduce possibility of errors and better risk management, NDML KRA system will be improvised so that details of POI / POA document type, document number and expiry date will become mandatory and will be verified by KRA while processing the KYC registration and modification requests. KYC requests with incomplete / incorrect details may face errors.

Accordingly, NDML had already implemented the above changes for screen based uploads of KYC registration and modification requests directly uploaded to NDML KRA system (for details refer circular no. NDML/POLICY/2025-0001 dated January 27, 2025).

Further, it was proposed to implement the same facility for API based uploads directly done to NDML KRA from May 31, 2025. However, in view of requests from few SRIs this release date was extended. NDML KRA will now implement this facility from **June 25, 2025**.

SRIs using API based uploads are requested to ensure that changes are duly incorporated in their system and tested with NDML KRA system before the go live date.

In case any assistance is required, please write to us on [info.kra@ndml.in](mailto:info.kra@ndml.in) or contact NDML KRA helpdesk on [022-49142600/01/02/04/05/06](tel:022-49142600/01/02/04/05/06)

**For and on behalf of NSDL Database Management Limited**

sd/-

**Prashant Prachand**  
Vice President