

PROCESS FOR ENTRY OF MANDATORY PROOF NUMBER AND EXPIRY DATE THROUGH SCREEN BASED LOGIN (Single upload-one by one upload) FOR SEBI REGISTERED INTERMEDIARIES (SRIs)

This has reference to NDML Circular No.: NDML/POLICY/2025-0001 dated 27th January 2025 all NDML Registered Market Intermediaries (MIs) to note that while submission of KYC requests the document **Proof of Identity (POI) / Proof of Address (POA)** number and its expiry date details are mandatorily captured by the in the KRA system.

Phase 1, STANDARD OPERATING PROCEDURE [SOP] FOR Mandatory Entry of POA ID Number and Expiry Date Based on POI/POA through NDMLKRA screen.

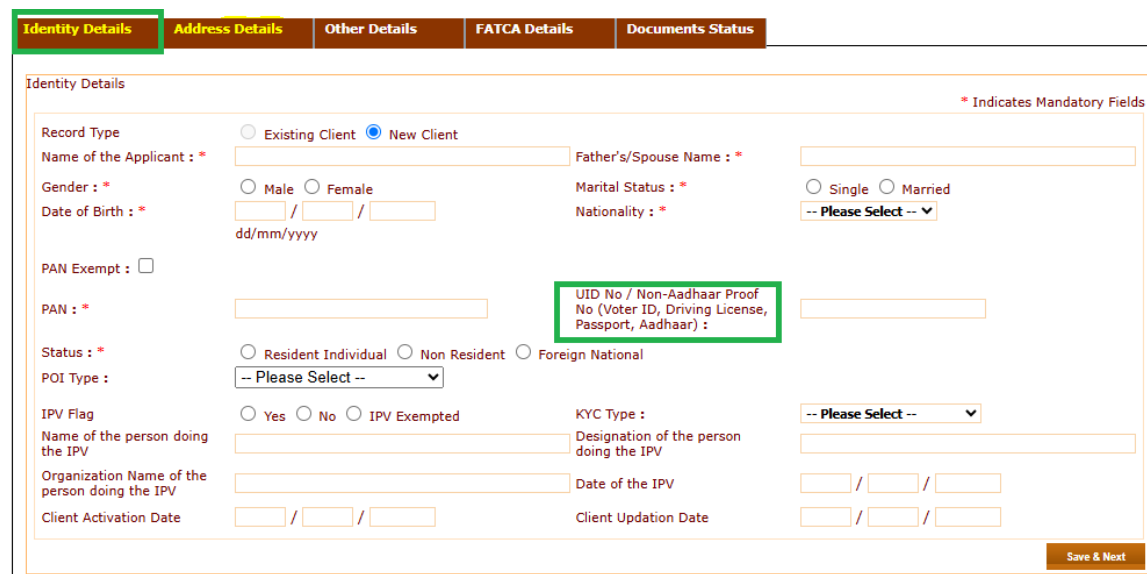
It is important to note that whenever KYC **Registration** and **Modification** upload with any of the following documents as Proof of **Correspondence** Address (POA) is done then value under the "**UID No / Non-AADHAR Proof No (Voter ID, Driving License, Passport)**" field under the **Identity** tab has to be entered as mentioned below wherein the POA number of correspondence address proof has to be entered **mandatorily**.

1. **AADHAR** - Only the **last 4 digits** to be provided
2. **Voter ID**- Full ID number to be provided
3. **Passport**- Full ID number with valid expiry date to be provided
4. **Driving License** - Full ID number with valid expiry date to be provided
5. **NREGA Card** :- Full ID number to be provided
6. **NPR Card**:- Full ID number to be provided

Following is the Input for KYC data upload for ready reference of SRIs with relevant screenshots

A) Identity Details Tab:

Based on the POA of Correspondence address, **POA ID number** must be entered in the "**UID No / Non-AADHAR Proof No (Voter ID, Driving License, Passport)**" field under the **Identity** tab, as described above.



The screenshot displays the 'Identity Details' tab in the NDMLKRA system. The form includes the following fields and options:

- Record Type:** Radio buttons for Existing Client and New Client (New Client is selected).
- Name of the Applicant:** Text field.
- Gender:** Radio buttons for Male and Female.
- Date of Birth:** Text field with dd/mm/yyyy format.
- PAN Exempt:** Checkbox.
- PAN:** Text field.
- Status:** Radio buttons for Resident Individual, Non Resident, and Foreign National.
- POI Type:** Dropdown menu.
- IPV Flag:** Radio buttons for Yes, No, and IPV Exempted.
- Name of the person doing the IPV:** Text field.
- Organization Name of the person doing the IPV:** Text field.
- Client Activation Date:** Text field with dd/mm/yyyy format.
- Father's/Spouse Name:** Text field.
- Marital Status:** Radio buttons for Single and Married.
- Nationality:** Dropdown menu.
- UID No / Non-Aadhaar Proof No (Voter ID, Driving License, Passport, Aadhaar):** Text field (highlighted with a green box).
- KYC Type:** Dropdown menu.
- Designation of the person doing the IPV:** Text field.
- Date of the IPV:** Text field with dd/mm/yyyy format.
- Client Updation Date:** Text field with dd/mm/yyyy format.

A legend indicates that an asterisk (*) denotes mandatory fields. A 'Save & Next' button is located at the bottom right of the form.

B) Address Details:

There is no change in the Address Details tab; users can continue selecting the POA as before, based on the selected POA for both Correspondence and Permanent Address. Users must enter the **Correspondence POA ID number** in the '**UID No / Non-AADHAR Proof No (Voter ID, Driving License, Passport, AADHAR)**' field under the Identity tab as mentioned above, and provide the expiry date for Correspondence POA ID (if applicable) in the '**Any Other Information**' field under the Other Details tab (E.g. CA-12-11-2027).

C) Other Details:

For POA IDs with an expiry date (i.e., Driving License and Passport), the expiry date should be entered in the "**Any Other Information**" field.

Instruction Details

Application Request Id : 1003501368

Order Status : CAPTURED

Acknowledgement Number :

Identity Details

Address Details

Other Details

FATCA Details

Documents Status

Other Details

Gross Annual Income : -- Please Select --

Net Worth Amount :

Net Worth as on(Date) : / / (Networth Date Should Not Be Older Than 1 Year and 1 Month)

Occupation Details : -- Please Select --

Applicable to You : ☐ Politically Exposed Person (PEP) ☐ Related to Politically Exposed Person (PEP)

Any Other Information : 12-11-2027

Previous Save & Next

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Error description if POA ID not provided based on POA.

Selected UID No/ Non AADHAR proof no cannot be blank or 4 digit UID No/ Non AADHAR proof must be provided.

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Selected UID No/ Non AADHAR proof no cannot be blank or 4 digit UID No/ Non AADHAR proof must be provided

Instruction Details

Application Request Id : 1003501368

Order Status : PARTIALLY CAPTURED

Acknowledgement Number :

Identity Details

Address Details

Other Details

FATCA Details

Documents Status

Identity Details

Record Type ☐ Existing Client ☒ New Client

Name of the Applicant : *

Father's/Spouse Name : *

Gender : * ☒ Male ☐ Female

Marital Status : * ☒ Single ☐ Married

Date of Birth : * / / dd/mm/yyyy

Nationality : *

PAN Exempt : ☐

PAN : *

UID No / Non-Aadhaar Proof No (Voter ID, Driving License, Passport, Aadhaar) :

Status : * ☒ Resident Individual ☐ Non Resident ☐ Foreign National

POI Type : UID

IPV Flag ☐ Yes ☒ No ☐ IPV Exempted

KYC Type :

Save & Next

Error message if expiry date for Correspondence POA ID not provided in "**Any other information**".

Please provide the expiry date of the given proof of address in "any other information"

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Please provide the expiry date of the given proof of address in "Any Other Information"

Instruction Details	
Application Request Id : 1003501368	Order Status : PARTIALLY CAPTURED
Acknowledgement Number :	

Identity Details	Address Details	Other Details	FATCA Details	Documents Status
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Other Details

* Indicates Mandatory Fields .

Gross Annual Income :

Net Worth Amount : Net Worth as on(Date) : / /
(Networth Date Should Not Be Older Than 1 Year and 1 Month)

Occupation Details :

Applicable to You : ☐ Politically Exposed Person (PEP) ☐ Related to Politically Exposed Person (PEP)

Any Other Information :

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Example for Screen Based KYC Registration/Modification

S. N	POA (correspondence address)	Values in Field " <u>UID No/ Non AADHAAR proof no</u> "	Values i.e. Expiry date of POA in Field - " <u>Any Other Information</u> "	Illustration for " <u>UID No/ Non AADHAAR proof no</u> "	Illustration for " <u>Any Other Information</u> "
1	UID	Mandatory	Not Applicable	Last 4 digit of UID number e.g. 6316	Not Applicable
2	Voter's id	Mandatory	Not Applicable	ABC1234567	Not Applicable
3	Driving License	Mandatory	Mandatory	MH1220150023456	DD-MM-YYYY
4	Passport	Mandatory	Mandatory	K1234567	DD-MM-YYYY
5	NREGA	Mandatory	Not Applicable	AP-06-01-002-001/00345 State Code / District Code / Block Code / Village Code / Household Number (Enter last 5 digits of NREGA CARD)	Not Applicable
6	NPR	Mandatory	Not Applicable	Type NPR card number	Not Applicable
7	Any document other than OVD	No value to be entered	No value to be entered	No value to be entered	No value to be entered