

**PROCESS FOR ENTRY OF MANDATORY PROOF NUMBER AND EXPIRY DATE THROUGH API 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 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 POA through API KYC data transmission**

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 Tag **APP\_UID\_NO** has to be entered as mentioned below wherein the POA number of correspondence address proof has to be entered. However such value is optional for upload.

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 Tag Wise Input for KYC data upload for ready reference of SRIs

S . N	Type of POA (correspondence & Permanent)	Values in tag APP_COR_A DD_REF (Correspondence Address Number)	Values i.e. Expiry date in tag APP_COR_ADD_DT (Correspondence POA Date)	Values in tag APP_PER_A DD_REF (Permanent Address Number)	Values i.e. Expiry date in tag APP_PER_ADD_DT (Permanent POA Date)	Illustration for "APP_COR_A DD_REF" / "APP_PER_A DD_REF"	Illustration for "APP_COR_ADD_DT" "APP_PER_ADD_DT"
1	UID	M	N/A	M	N/A	Last 4 digit of UID number e.g. 6316	N/A
2	Voter's id	M	N/A	M	N/A	ABC1234567	N/A
3	Driving License	M	M	M	M	MH1220150023456	12-11-2027
4	Passport	M	M	M	M	K1234567	12-11-2027

S · N	Type of POA (correspo ndence & Permane nt)	Values in tag APP_COR_A DD_REF (Correspo ndence Address Number)	Values i.e. Expiry date in tag APP_COR_ ADD_DT (Correspo ndence POA Date)	Values in tag APP_PER_A DD_REF (Permane nt Address Number)	Values i.e. Expiry date in tag APP_PER_ ADD_DT (Permane nt POA Date)	Illustration for “APP_COR_A DD_REF” /” APP_PER_A DD_REF”	Illustration for “APP_COR_ ADD_DT” “APP_PER_ ADD_DT”
5	NREGA card	M	N/A	M	N/A	AP-06-01- 002- 001/00345 State Code / District Code / Block Code / Village Code / Household Number (Enter last 5 digits of NREGA CARD)	N/A
6	NPR card	M	N/A	M	N/A	Enter NPR card number	N/A
7	Any document other than OVD	No value to be uploaded	No value to be uploaded	No value to be uploaded	No value to be uploaded	No value to be uploaded	No value to be uploaded

**Note:-** M- Mandatory and N/A - Not applicable **POA** :- Proof of Address

The updated file formats are made available on link <https://kra.ndml.in/kra-web/jsps/menu/Downloads.htm>