

Operations Manual for SEBI Registered Intermediaries for NDML KYC Registration Agency

NOVEMBER 2022

Index

1. Introduction & Registration of SRI with NDML KRA.....	
2. SRI admin user and functional user creation-----	
3. SRI login to NDML KRA	
4. Online Registration	
5. File Based Registration	
6. KYC Status inquiry	
7. KYC Download	
8. Modify Details	
9. File Based Modification	
10. Auto Download	
11. Report	
12. OKRA Images Download	
13. Acknowledgment Letter	
14. Bulk Image Upload Utility.	
15. Sharing files by SRI with NDML KRA through SFTP	
16. Upload of Digilocker XML file & Offline AADHAAR XML through Utility	

Introduction

About KRA: SEBI (Securities and Exchange Board of India) has formulated the KYC Registration Agency (KRA) Regulations.

Purpose of KRA: At present, if a client intends to open accounts with different intermediaries for the purpose of trading / investment in the securities market, he has to undergo the process of Know Your Client (KYC) again and again. Therefore, to avoid duplication of KYC process with every intermediary, a mechanism for centralization of the KYC records in the securities market has been developed. Accordingly, NSDL Database Management Limited (NDML) has been granted registration from SEBI to function and operate as a KYC Registration Agency (KRA)

Registration of SRI with NDML KRA: SEBI Registered Intermediaries are required to be registered with NDML to access NDML KRA system for the purpose of uploading/downloading and verifying KYC details of the client. The procedure to be followed for the purpose of registration is given as below:

- Following documents are required for registration.
 - Intermediary Registration form (Annexure I)
 - Terms and Conditions (Annexure II)
 - Copy of SEBI Registration Certificate
 - Authorization letter (applicable in case of Mutual Fund registration)
- a. SEBI Registered Intermediaries (SRI) need to submit a Physical copy of dully filled “Intermediary Registration Form and Terms and Conditions, along with duly attested SEBI Registration Certificate copy. The ‘Intermediary Registration Form’ should be signed by the authorized signatory(ies) of the Intermediary
- b. NDML KRA will verify the aforesaid documents. If these documents are found to be complete and correct, NDML KRA will register the Intermediary and map the details on NDML KRA System. The confirmation of registration along with the Intermediary ID and Administrator user login credentials will be communicated to the Intermediary at the email IDs mentioned in the application form.
 - Registered Intermediaries can access NDML KRA using Internet at <https://kra.ndml.in/kra-web/>
- Basic System Requirement to Access NDML KRA System (Minimum system configuration) :
 - i. Internet Explorer 8 and above and Google Chrome
 - ii. Java (JRE) Ver. 8 and above
- c. Upon receipt of the Registration email confirmation, Admin user need to complete the 2FA process to create Functional user in KRA system under their Unique Market Intermediary id (MI ID) with below details

Two Factor Authentication Registration Process

Introduction:

Google Authenticator is a software based authenticator, which is used for two step authentication process.

a. Google Authenticator implementation:

- I. Generate Secret Key on NDML KRA User needs to download Google Authenticator on his / her mobile from Google Play Store/App Store - https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en_IN
- II. Go to KRA web application link- <https://kra.ndml.in/kra-web/>
- III. Select 'MI Login' using user login credentials already available with you. System will ask for your User ID and Password.



- IV. After successful login, then NDML KRA system will present the newly introduced Google Authenticator implementation screen. This screen will appear only once and helps to verify your email ID and set-up your "Secret Key" for Google Authenticator App.

KYC Registration Agency (KRA)



NSDL Database Management Limited

SEBI Registration Number : IN/KRA/002/2012

Two Factor Authentication

As per SEBI guidelines, two factor authentication has made mandatory. Please follow following steps to set two factor authentication.

Step1: On your mobile, go to play store/ App store, search Google Authenticator app and download.

Step2: Enter your email address

253811 

(Enter Text from Image)

Step3: Click [here](#) to generate secret key

Step4: Enter secret key in Google Authenticator app.

Step5: Click [here](#) to Login

©2012 NSDL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.

- V. User needs to enter valid email address and click on verify.
 - VI. Verification link will be sent on email address given by user.
 - VII. Once user verifies email, NDML KRA system will generate Secret Key and send on verified email address.
- b. Enter Secret Key in Google Authenticator App:
- I. Once you receive the Secret Key in your email, please take following steps:
 - a. Open Google Authenticator App;
 - b. User needs to enter the Secret Key (sent by NDML KRA in email) in the Google Authenticator mobile application by clicking on "+" button on app and selecting "manual Entry".
 - c. Please ensure that key is entered accurately, incorrect entry will result in log-in credential mismatch.
 - II. User will enter his user id in 'Account name' and 'secrete key' received on email in your key and select type of key as 'Time based' and click on add button.
 - III. Your 2FA is ready to use.
- c. Logging In with 2FA:
- After entering key in the Google Authenticator mobile application user will click on login link provided in step five of two factor authentication page.

- I. User will be redirected to login page and user will enter User ID and Password as per existing practice. After successful validation, next screen will be to enter 6 digit code generated on Google Authenticator mobile application.
- II. Open the Google Authenticator mobile application and it will generate a six digit code which is valid for 30 seconds only.
- III. Enter this code in NDML KRA screen as 2FA Code and you can access your system functionality. Make sure to enter the code before its expiry on authenticator app.
- IV. System will validate the code and display landing page.

Once the 2FA has been done by Administer user, Admin user may proceed with the creation of Operational/Functional users. The procedure to create functional user is given below:



Upon successfully login Admin user will be landing on below page:



Market Intermediary Module

Welcome: P0772ADM Last Login Date: 07-11-2012 MI ID: P0772 MI Name: The Hongkong and Shanghai Banking Corporation Limited Current Date: 07-11-2012

Home > System Security > User Maintenance

User Profile

Search | [New](#)

Search

User ID : User Name :

Group ID : Group Name : Status : **ACTIVE**

- III. **For creation of new Users**, Click on the “New” link and admin will be directed to the user creation page as mentioned in the following screen shot

Market Intermediary Module

Welcome: P0772ADM Last Login Date: 07-11-2012 MI ID: P0772 MI Name: The Hongkong and Shanghai Banking Corporation Limited Current Date: 07-11-2012

Home > System Security > User Maintenance

User Profile

Search | [New](#)

New

* Indicates Mandatory Fields
** Certificate No is mandatory for Individual User.

* User Type: ☒ Functional User ☐ Multi Admin User

* Issuer CA : ** Certificate No :

* User ID : * User Name :

* Password : * Confirm Password :

* Department : * Designation : E-Mail ID :

Phone : Branch :

* Group ID : Group Name :

- IV. Admin user need to fill up the details as required and mandatory as shown (Marked as *) for password based user

Market Intermediary Module

Welcome: P0772ADM Last Login Date: 07-11-2012 MI ID: P0772 MI Name: The Hongkong and Shanghai Banking Corporation Limited Current Date: 07-11-2012

Home > System Security > User Maintenance

User Profile

Search | [New](#)

New

* Indicates Mandatory Fields
** Certificate No is mandatory for Individual User.

* User Type: ☒ Functional User ☐ Multi Admin User

* Issuer CA : ** Certificate No :

* User ID : * User Name :

* Password : * Confirm Password :

* Department : * Designation : E-Mail ID :

Phone : Branch :

* Group ID : Group Name :

- V. After submitting the details click on the save option and the record will be saved.

Note: User has to enter 100 as Group ID to enable the operational user for having all the functional rights.

- VI. **To Create Multi Admin user:** The same step should be followed to create the Multi Admin user by clicking on the Radio Button for Multi Admin User.

The screenshot displays the 'Market Intermediary Module' interface. At the top, a header bar contains the title and user information: 'Welcome: P0773ADM', 'Last Login Date: 07-11-2012', 'MI ID: P0772', 'MI Name: The Hongkong and Shanghai Banking Corporation Limited', and 'Current Date: 07-11-2012'. Below the header, a breadcrumb trail reads 'Home>System Security>User Maintenance'. The main section is titled 'User Profile' and includes a 'Search|New' link. A 'New' button is located at the top left of the form area. The form itself is titled '* Indicates Mandatory Fields' and '* Certificate No is mandatory for Individual User.' It features two radio buttons for 'User Type': 'Functional' (selected) and 'Multi Admin User' (circled in red). Below these are fields for 'Group ID' (with a dropdown menu set to 'RUBY SHARES CERTIFICATE AUTHORITY') and 'Certificate No'. The form also includes fields for 'User ID', 'User Name', 'Password', 'Confirm Password', 'Department', 'Designation', 'Phone', 'Branch', and 'E-Mail ID'. At the bottom, there is a 'Group ID' field and a 'Group Name' dropdown. 'Save' and 'Clear' buttons are positioned at the bottom right of the form.

Intermediary Login –SRI logs in to the system using his login id and password and is directed to the home page of KRA system. SRI login will be accessible only for Functional user which was created by Admin user. The admin

user is registered by NDML KRA and details provided to the SRI. Further creation of functional users is to be done by admin user of SRI as per process enumerated above.

Steps: -

1. Open Home page of KRA (<https://kra.ndml.in/kra-web/MILogin.jsp>)
2. Enter valid login credentials (User Id, Password, MI ID) and clicks on Login button, MI User redirected to the home Page of KRA System, below depicts the login page.

Welcome to
Market Intermediary Module

NSDL
Technology, Trust & Reach

NSDL KRA

User ID * : CHAIT123

Password * :

MI ID * : A1249

Token PIN :

☐ Remember User ID on this PC

*Login Type

☐ USB

☐ Browser

☒ Password

☐ Use Virtual Keyboard (Recommended) ShuffleOn

(For entering Password and Token PIN only)

~ @) % \$ + (& _ ! ^ # +

` 0 2 4 5 9 1 6 3 8 7 - =

e q t r w p u y o i } { |

f d s g a l k h j \] / [

v x c z b n m " > ' < : ;

CAPS LOCK CLEAR BACKSPACE ? . ,

Login Reset

3. After successful login, then NDML KRA system will present the newly introduced Google Authenticator implementation screen. This screen will appear only once and helps to verify your email ID and set-up your "Secret Key" for Google Authenticator App.
 - a. User needs to enter valid email address and click on verify.
 - b. Verification link will be sent on email address given by user.
 - c. Once user verifies email, NDML KRA system will generate Secret Key and send on verified email address.
4. Enter Secret Key in Google Authenticator App (One time activity for every functional user)
 - a. Once you receive the Secret Key in your email, please take following steps:
 - I. Open Google Authenticator App;
 - II. User needs to enter the Secret Key (sent by NDML KRA in email) in the Google Authenticator mobile application by clicking on "+" button on app and selecting "manual Entry".
 - III. Please ensure that key is entered accurately, incorrect entry will result in log-in credential mismatch.
 - b. User will enter his user id in 'Account name' and 'secrete key' received on email in your key and select type of key as 'Time based' and click on add button.
 - c. Your 2FA is ready to use.
5. Logging In with 2FA
After entering key in the Google Authenticator mobile application user will click on login link provided in step five of two factor authentication page.

- a. User will be redirected to login page and user will enter User ID and Password as per existing practice. After successful validation, next screen will be to enter 6 digit code generated on Google Authenticator mobile application.
- b. Open the Google Authenticator mobile application and it will generate a six digit code which is valid for 30 seconds only.
- c. Enter this code in NDML KRA screen as 2FA Code and you can access your system functionality. Make sure to enter the code before its expiry on authenticator app.
- d. System will validate the code and display landing page.

Below depicts the home page for an intermediary login.



After successfully logged in below listed Modules are displayed in MI Login:

1. Online Registration
 - 1.1 Individual
 - 1.2 Non Individual
2. File Based Registration
 - 2.1 Individual
 - 2.2 Non Individual
3. KYC Status inquiry
 - 3.1 Screen Based
 - 3.2 Bulk Inquiry
4. KYC Download
 - 4.1 Screen Based
 - 4.2 Bulk Inquiry
5. Modify Details
 - 5.1 Individual
 - 5.2 Non Individual
6. File Modification
 - 6.1 Individual
 - 6.2 Non Individual
7. Auto Download
8. Report

9. OKRA Image Download
10. Acknowledgment Letter

Below depicts the home page displayed after the functional user logs in to NDML KRA system.



1. Online Registration - This menu is used to enter KYC details for Individual as well as Non-Individual customers.



Click on New button to registered KYC details,

Market Intermediary Module  **NSDL KRA**

Home | Change Password | Logout

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

[Home](#) > KYC Application Form(Individual) > Search

Search | [New](#)

*Indicates Mandatory Fields.

PAN : UID :

Date From : / / Date To: / /

dd/mm/yyyy dd/mm/yyyy

Application Status: Application Request Id :

- **Individual KYC** - This option is used to capture individual customer data in 4 tabs viz., Identity Details, Address Details, Other Details and Documents Status.

Identity Details

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

[Home](#) > KYC Application Form(Individual) > New

[Search](#) | [New](#)

Identity Details | **Address Details** | **Other Details** | **Documents Status**

Identity Details *Indicates Mandatory Fields

Record Type ☐ Existing Client ☒ New Client

Name of the Applicant : * TEST APPLICANT NAME Father's/Spouse Name : * SPOUSE NAME

Gender : * ☒ Male ☐ Female Marital Status : * ☒ Single ☐ Married

Date of Birth : * 21 / 04 / 1992 dd/mm/yyyy Nationality : * INDIAN

PAN Exempt : ☐

PAN : * ABCPP8977D UID :

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

POI Type : DRIVING LICENSE

IPV Flag ☒ Yes ☐ No ☐ IPV Exempted KYC Type : DIGILOCKER KYC

Name of the person doing the IPV Designation of the person doing the IPV

Organization Name of the person doing the IPV Date of the IPV / /

Client Activation Date: / / Client Updation Date: / /

Instruction Details Application Request Id : 1000000183 Acknowledgement Number :		Order Status : CAPTURED	
Identity Details		Activity Proof 1 Activity Proof 2 CERTIFICATE OF INCORPORATION OR FORMATION CREDIT OR DEBIT CARD ISSUED BY BANKS DRIVING LICENSE E-KYC AUTHENTICATION ID CARD WITH PHOTO ISSUED BY PUBLIC SECTOR UNDERTAKINGS ID CARD WITH PHOTO ISSUED BY SCHEDULED COMMERCIAL BANKS ID ISSUED BY CENTRAL STATE GOVERNMENT ID ISSUED BY COLLEGE AFFILIATED TO UNIVERSITIES ID ISSUED BY PROFESSIONAL BODIES SUCH AS ICAI ICWAI ICSI BAR COUNCIL ETC ID ISSUED BY PUBLIC FINANCIAL INSTITUTION ID ISSUED BY STATUTORY REGULATORY AUTHORITIES MEMORANDUM AND ARTICLES OF ASSOCIATION NATIONAL POPULATION REGISTER LETTER NREGA JOB CARD OFFICIAL VALID DOCUMENT IN RESPECT OF PERSON AUTHORIZED TO TRANSACT OFFLINE VERIFICATION OF AADHAR OTHER	
Record Type Name of the Applicant : * Gender : * Date of Birth : * PAN Exempt : <input type="checkbox"/> PAN : * Status : * POI Type :		PAN VOTER ID CARD	
IPV Flag Name of the person doing the IPV Organization Name of the person doing the IPV Client Activation Date		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> IPV Exempted KYC Type : NORMAL KYC Designation of the person doing the IPV SBICAP Securities Date of the IPV Client Update Date	
		06 / 01 / 2020 11 / 01 / 2021	

Instruction Details Application Request Id : 1000000183 Acknowledgement Number :		Order Status : CAPTURED	
Identity Details		ID ISSUED BY PROFESSIONAL BODIES SUCH AS ICAI ICWAI ICSI BAR COUNCIL ETC ID ISSUED BY PUBLIC FINANCIAL INSTITUTION ID ISSUED BY STATUTORY REGULATORY AUTHORITIES MEMORANDUM AND ARTICLES OF ASSOCIATION NATIONAL POPULATION REGISTER LETTER NREGA JOB CARD OFFICIAL VALID DOCUMENT IN RESPECT OF PERSON AUTHORIZED TO TRANSACT OFFLINE VERIFICATION OF AADHAR OTHER PAN PARTNERSHIP DEED PASSPORT POWER OF ATTORNEY GRANTED TO ITS MANAGER, OFFICERS OR EMPLOYEES TO TRANSACT ON ITS BEHALF REGISTRATION CERTIFICATE RESOLUTION OF BOARD MANAGING COMMITTEE SIMPLIFIED MEASURES ACCOUNT ID CARD ISSUED BY CENTRAL STATE GOVERNMENT, STATUTORY AUTHORITY, PSU, SCHEDULED COMMERCIAL BANK SIMPLIFIED MEASURES ACCOUNT LETTER ISSUED BY GAZETTED OFFICER DULY ATTESTED TRUST DEED UID	
Record Type Name of the Applicant : * Gender : * Date of Birth : * PAN Exempt : <input type="checkbox"/> PAN : * Status : * POI Type :		VOTER ID CARD VOTER ID CARD	
IPV Flag Name of the person doing the IPV Organization Name of the person doing the IPV Client Activation Date		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> IPV Exempted KYC Type : NORMAL KYC Designation of the person doing the IPV SBICAP Securities Date of the IPV Client Update Date	
		06 / 01 / 2020 11 / 01 / 2021	

Address Details

Identity Details	Address Details	Other Details	Documents Status
Address for Correspondence/Residence * Indicates Mandatory Fields.			
Address Line 1 : *	426, BHOOT BANGLOW MODIFICATION	Address Line 2 :	
Address Line 3 :		Pin Code : *	421503
City/Town/Village :	THANE	Country : *	INDIA
State : *	JHARKHAND		
Proof of address : *	DRIVING LICENSE		
Permanent Address			
<input checked="" type="checkbox"/> Same as Correspondence/Residence Address			
Address Line 1 : *	426, BHOOT BANGLOW MODIFICATION	Address Line 2 :	
Address Line 3 :		Pin Code : *	421503
City/Town/Village : *	THANE	Country : *	INDIA
State : *	JHARKHAND		
Proof of address :	DRIVING LICENSE		
Contact Details			
Telephone Number(Office) :		Telephone Number(Residential) :	
Mobile :	9898334733	Fax :	
E-Mail ID :	domainnameviz@gmail.com		
		Previous	Save & Next

[Search](#) | [New](#)

Instruction Details	Address Details
Application Request Id : 1000000183	<div> <div> -- Please Select -- ADDRESS IN THE NAME OF SPOUSE ADDRESS ISSUED BY GAZETTED OFFICER ADDRESS ISSUED BY GOVERNMENT OR STATUTORY AUTHORITY ADDRESS ISSUED BY MEMBERS OF LEGISLATIVE ASSEMBLY ADDRESS ISSUED BY NOTARY PUBLIC ADDRESS ISSUED BY PARLIAMENT BANK ACCOUNT STATEMENT/PASSBOOK CERTIFICATE OF INCORPORATION OR FORMATION DRIVING LICENSE E-KYC AUTHENTICATION FLAT MAINTENANCE BILL ID CARD WITH PHOTO ISSUED BY PUBLIC SECTOR UNDERTAKINGS ID CARD WITH PHOTO ISSUED BY SCHEDULED COMMERCIAL BANKS IDENTITY CARD ISSUED BY CENTRAL STATE GOVERNMENT IDENTITY CARD ISSUED BY COLLEGE AFFILIATED TO UNIVERSITIES IDENTITY CARD ISSUED BY PUBLIC FINANCIAL INSTITUTION IDENTITY CARD ISSUED BY STATUTORY REGULATORY AUTHORITIES INSURANCE COPY LANDLINE TELEPHONE/ELECTRICITY/GAS BILL BANK ACCOUNT STATEMENT </div> </div>
<div> <div>Identity Details</div> <div>Address Details</div> </div>	
Address for Correspondence/Residence	
Address Line 1 : *	
Address Line 3 :	
City/Town/Village :	
State : *	
Proof of address : *	BANK ACCOUNT STATEMENT
Permanent Address	
<input checked="" type="checkbox"/> Same as Correspondence/Residence Address	
Address Line 1 : *	PLOT NO 62 INDRAPRASTHA
Address Line 3 :	
	Address Line 2 : DEVUBAUG
	Pin Code : * 364001

Address Line 3 :		Pin Code :	364001
City/Town/Village :	BHAVNAGAR	Country :	INDIA
State :	GUJARAT		
Proof of address :	BANK ACCOUNT STATEMENT		
Permanent Address :	INSURANCE COPY LANDLINE TELEPHONE/ELECTRICITY/GAS BILL LETTER OF ALLOTMENT OF ACCOMMODATION FROM EMPLOYER ISSUED BY GOVERNMENT OR LISTED COMPANIES NATIONAL POPULATION REGISTER LETTER NREGA JOB CARD OFFLINE VERIFICATION OF AADHAAR OTHER PASSPORT PENSION OR FAMILY PENSION PAYMENT ORDERS (PPOS) ISSUED TO RETIRED EMPLOYEES BY GOVERNMENT DEPARTMENTS OR PUBLIC SECTOR UND POI ISSUED BY PROFESSIONAL BODIES SUCH AS ICAI ICWAI ICSI BAR COUNCIL ETC POWER OF ATTORNEY GIVEN BY FII SUB ACCOUNT TO CUSTODIAN GIVING REGISTERED ADDRESS PROOF OF ADDRESS ISSUED BY BANK MANAGERS OF SCHEDULED FOREIGN BANKS PROPERTY OR MUNICIPAL TAX RECEIPT RATION CARD REGISTERED LEASE OR SALE AGREEMENT OF RESIDENCE REGISTRATION CERTIFICATE SELF DECLARATION SELF DECLARATION BY HIGH COURT AND SUPREME COURT JUDGES UNIQUE IDENTIFICATION NUMBER(AADHAAR) VOTER ID CARD		

©2013 NODL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.

Other details

Identity Details	Address Details	Other Details	Documents Status
<p>Other Details</p> <p>Gross Annual Income : BETWEEN 1-5 LACS</p> <p>Net Worth Amount : 1000000</p> <p>Net Worth as on(Date) : / /</p> <p>Occupation Details : BUSINESS</p> <p>Applicable to You : <input type="radio"/> Politically Exposed Person (PEP) <input type="radio"/> Related to Politically Exposed Person (PEP) Refresh PEP</p> <p>Any Other Information :</p> <p>Previous Save & Next</p>			

©2013 NODL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.

Document Status

Identity Details	Address Details	Other Details	Documents Status
<p>Documents Status</p> <p>Upload KYC Form Choose File BDHPS0339H.pdf</p> <p>Upload Signature Choose File No file chosen</p> <p>Upload Photograph Choose File No file chosen</p> <p>Total no. of Supporting documents attached : 1</p> <p><input checked="" type="checkbox"/> Originals verified and Self-Attested Document copies received</p> <p>Declaration Date : 11 / 07 / 2021</p> <p>Remark 1 Remark 2</p> <p>Previous Save & Submit Cancel</p>			

©2013 NODL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.

- Verification of Individual KYC details by Checker

Market Intermediary Module  **NSDL KRA** [Home](#) | [Change Password](#) | [Logout](#)

Welcome: CHAIT123 Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

[Home](#) > KYC Application Form (Individual) > Search

Search | [New](#)

*Indicates Mandatory Fields.

PAN : UID :

Date From : Date To :

Application Status: Application Request Id :

Total Records Found : 1

BP Instruction ID	PAN	UID	Applicant Name	Gender	Status
1001085597	ABCP8977D		TEST APPLICANT NAME	MALE	CAPTURED

Market Intermediary Module  **NSDL KRA** [Home](#) | [Change Password](#) | [Logout](#)

Welcome: CHAIT123 Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

[Home](#) > KYC Application Form (Individual) > New

Search | [New](#)

Instruction Details

Application Request Id : 1001085597 Order Status : SENT TO OTHER KRA

Acknowledgement Number : 2241197456

Identity Details | **Address Details** | **Other Details** | **Documents Status**

Identity Details

*Indicates Mandatory Fields

Record Type : New Client

Name of the Applicant : TEST APPLICANT NAME

Gender : MALE

Date of Birth : 21/ 04/ 1992

PAN : ABCP8977D

Status : RESIDENT INDIVIDUAL

POI Type : DRIVING LICENSE

IPV Flag : Y

Name of the person doing the IPV :

Organization Name of the person doing the IPV :

Client Activation Date : //

Father's/Spouse Name : SPOUSE NAME

Marital Status : SINGLE

Nationality : INDIAN

Exempt Pan :

UID :

KYC Type : DIGILOCKER KYC

Designation of the person doing the IPV :

Date of the IPV : //

Client Updation Date : //

1.2 Online registration of Non - Individual KYC details by Maker

To register single KYC details at a time in the system for "Non - Individual" client, select Online Registration > Non Individual

The first screen which a user gets after login is "search screen". This screen can be used to search the work allotted or pending transactions (Forms where KYC data is yet to completed). Transactions can be searched on the PAN or Date Range or Status or BP Instruction ID or their combination. To enter new registrations, select the "New" option

Home > KYC Application Form(Non-Individual) > Search

Search [Help](#)

*Indicates Mandatory Fields.

PAN :

Application Status:

Date From : dd/mm/yyyy

Date To: dd/mm/yyyy

Application Request Id :

Identity Details The first tab is the “Identity Details” tab. User will have to fill all the mandatory (*) fields

Identity Details **Address Details** **Other Details** **Documents Status**

Identity Details

*Indicates Mandatory Fields

Record Type ☐ Existing Client ☒ New Client

Name of the Applicant : * Place of Incorporation : *

Date of Incorporation : * Date of Commencement :

dd/mm/yyyy dd/mm/yyyy

PAN Exempt : ☐

PAN : * Registration No.(e.g.CIN) :

Status : *

IPV Flag ☐ Yes ☐ No

Name of the person doing the IPV

Designation of the person doing the IPV

Organization Name of the person doing the IPV

Date of the IPV

Client Activation Date

Client Updation Date

©2012 Infosol Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0. 1024 x 768 resolution.

Click “Save & Next” button on filling up all mandatory fields. A pop-up window will be displayed for confirmation, select “Ok” and save the details.

Address Details

The next tab is “Address Details” tab. On address tab user will also see

- Instruction Id: It is the transaction id issued to every transaction in the system
- Order Status: Status of the transaction
- Acknowledgment number: It will be generated once the checker authorizes the request. It will be unique for every PAN.

User will have to fill all the mandatory (*) fields and other details if applicable as follows

In case permanent address is same as correspondence address, click the “Same as Correspondence Address” option

Identity Details	Address Details	Other Details	Documents Status
Correspondence Address			
* Indicates Mandatory Fields			
Address Line 1 : *	C - WING, SHAREKHAN LIMITED	Address Line 2 :	T. P.S. ROAD & III LINK
Address Line 3 :		Pin Code : *	421503
City/Town/Village :		Country : *	INDIA
State : *	MAHARASHTRA		
Proof of Address : *	NREGA JOB CARD		
Permanent Address			
<input checked="" type="checkbox"/> Same as Correspondence Address			
Address Line 1 : *	C - WING, SHAREKHAN LIMITED	Address Line 2 :	T. P.S. ROAD & III LINK
Address Line 3 :		Pin Code : *	421503
City/Town/Village : *		Country : *	INDIA
State : *	MAHARASHTRA		
Proof of Address :	NREGA JOB CARD		
Contact Details			
Telephone Number(Office) :		Telephone Number(Residential) :	
Mobile :	8454827601	Fax :	
E-Mail ID :	CHAITAL19393@GMAIL.COM		
		Previous	Save & Next

©2011 NSDL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.

Other Details

User will have to fill all the mandatory (*) fields and other details if applicable as follows

Identity Details	Address Details	Other Details	Documents Status	
Other Details				
* Indicates Mandatory Fields				
Gross Annual Income :	BETWEEN 10-25 LACS	Net Worth Amount :		
Net Worth as on(Date) :				
(Networth Date Should Not Be Older Than 1 Year and 1 Month)				
Applicable to You :	<input type="radio"/> Politically Exposed Person (PEP) <input type="radio"/> Related to Politically Exposed Person (PEP)	Refresh PEP		
Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/whole time directors				
Any Other Information :				
Other Details				
Name *	Relationship With Applicant *	PAN *	UID	DIN
RAHESH	PARTNER & BENEFICIAL OWNER	ABCP8899D		
SURESH	PARTNER & BENEFICIAL OWNER	ABCP8899Q		
	-- Please Select --			
	-- Please Select --			
	-- Please Select --			
	-- Please Select --			
	-- Please Select --			
		Previous	Save & Next	

Document Status

User will have to fill all mandatory (*) fields and other details if applicable and select "Save & Next" button. A pop up window will be displayed for confirmation, select "Ok" and save the details. On click of save the "Status" of the application will be changed from "partially captured" to "capture". Now the request will be available to "checker" to verify and release.

[Home](#) > KYC Application Form(Non-Individual) > New

[Search](#) | [New](#)

Instruction Details
 Application Request Id : 1001089709 Order Status : PARTIALLY CAPTURED
 Acknowledgement Number :

Identity Details	Address Details	Other Details	Documents Status
<p>Documents Status</p> <p>Upload KYC Form: <input type="button" value="Choose File"/> BVFPS0339H.pdf</p> <p>Upload Signature: <input type="button" value="Choose File"/> No file chosen</p> <p>Total no. of Supporting documents attached : <input type="text" value="1"/></p> <p><input checked="" type="checkbox"/> Originals verified and Self-Attested Document copies received *</p> <p>Declaration Date : <input type="text" value="27"/> / <input type="text" value="07"/> / <input type="text" value="2022"/></p> <p>Remark 1: Remark 2:</p> <p><input type="button" value="Previous"/> <input type="button" value="Save & Submit"/> <input type="button" value="Cancel"/></p>			

©2012 NSDL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.

Verification of Individual KYC details by Checker

- Checker will have to perform the same activities as Maker did. Checker will have to search for the captured records in the system
- Checker will have facility to edit the data in case he finds any discrepancy with what Maker has entered.
- If Checker makes any changes in the data entered, he will compulsorily have to select the "Save & Next" tab to go to the other tab otherwise changes made will not be saved.
- On the last tab "Document Status", Checker will have to press "Verify and Release" to complete the activity and order status will change to "Sent to other KRA"

- 2 **File Based Registration (Individual)-** This option enables the intermediaries to upload multiple Registration records into the system instead making entry of each record. *Sample request and response files attached. File format attached as Annexure III.*



IndividualPanRegistraion.txt



Non-IndividualRegistraion.txt



KYC-Registration-Upload-Response-File

NDML also have converter utility which converts backend generated excel or xml files into NDML format. Converter Link - <https://kra.ndml.in/kra-web/jsps/menu/Downloads.htm>


Below depicts the Registration File Upload Menu for Individual Category of clients.



- **Click on Choose File option** - Select the Registration File and click on Upload button.



- On upload of the file, system will generate the file Reference ID. Now all PANs status is 'Capture'

Market Intermediary Module  NSDL KRA

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

[Home](#) > Individual KYC Bulk Registration > Upload

Individual KYC Bulk Registration

Select File : * No file chosen [File Format \(Maximum Records 2500\)](#)

*Indicates Mandatory Fields.

Reference Id	Error File	Response File	Status
834		Out File	ACCEPTED

- **Bulk Verify Release:** Authorizer user shall access the menu as 'Bulk Verify Release'

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022



Market Intermediary

- Online Registration
- File Based Registration
- KYC Status Inquiry
- KYC Download
- Modify Detail
- File Modification
- Auto Download
- Reports
- OKRA Images Download
- Acknowledgment Letter



System Security

- Individual
- Non Individual
- Bulk Verify Release

- After the reference id get Verified and Released, the all PANs status changes from 'Capture' to 'Sent to OKRA'

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

File Upload Details

Search

Reference Number : Status :

File Upload From Date : / / File Upload To Date : / /

Total Records:1

Reference Id	Error File	Response File	Status	Upload Date	Verify Release	Verify Release Out File	XML Response File
834		Out File	ACCEPTED	2022-07-11	Verify Release		

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

File Upload Details

Search:

Reference Number : Status :

File Upload From Date : / / File Upload To Date : / /

Total Records:1

Reference Id	Error File	Response File	Status	Upload Date	Verify Release	Verify Release Out File	XML Response File
834		Out File	VERIFY_RELEASED	2022-07-11		Download File	

After the successful IOP jar run all PANs status change from 'Sent to OKRA' to 'Pending with KRA' now all the PANs are available at KRA for further KYC Verification Process.

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

File Upload Details

Search:

Reference Number : Status :

File Upload From Date : / / File Upload To Date : / /

Total Records:1

Reference Id	Error File	Response File	Status	Upload Date	Verify Release	Verify Release Out File	XML Response File
834		Out File	VERIFY_RELEASED	2022-07-11		Download File	Generate XML File

2.1 File Based Registration (Non-Individual)- This option enables the intermediaries to upload multiple Registration records into the system instead making entry of each record.

- Below depicts the Registration File Upload Menu for Individual Category of clients.



- Click on Choose File option - Select the Registration File and click on Upload button.

Welcome: CHAIT123 Last Login Date: 26-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 27-07-2022

[Home](#) > Non Individual KYC Bulk Registration > Upload

Non Individual KYC Bulk Registration

Select File : * Non-Individ...egistration.txt [File Format \(Maximum Records: 2500\)](#)

*Indicates Mandatory Fields.

- On upload of the file, system will generate the file Reference ID. Now all PANs status is 'Capture'

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

File Upload Details

Search

Reference Number : Status : -- Please Select --

File Upload From Date : / / File Upload To Date : / /

Total Records:1

Reference Id	Error File	Response File	Status	Upload Date	Verify Release	Verify Release Out File	XML Response File
834		Out File	ACCEPTED	2022-07-11	Verify Release		

- Bulk Verify Release: Authorizer user shall access the menu as 'Bulk Verify Release'

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022



Market Intermediary

- Online Registration
- File Based Registration
- KYC Status Inquiry
- KYC Download
- Modify Detail
- File Modification
- Auto Download
- Reports
- OKRA Images Download
- Acknowledgment Letter



System Security

Individual
Non Individual
Bulk Verify Release

- After the reference id get Verified and Released, the all PANs status changes from 'Capture' to 'Sent to OKRA'

File Upload Details

Search:

Reference Number : Status :

File Upload From Date : / / File Upload To Date : / /

Total Records:1

Reference Id	Error File	Response File	Status	Upload Date	Verify Release	Verify Release Out File	XML Response File
834		Out File	VERIFY_RELEASED	2022-07-11		Download File	

- After the successful IOP jar run all PANs status change from 'Sent to OKRA' to 'Pending with KRA' now all the PANs are available at KRA for further KYC Verification Process.

File Upload Details

Search:

Reference Number : Status :

File Upload From Date : / / File Upload To Date : / /

Total Records:1

Reference Id	Error File	Response File	Status	Upload Date	Verify Release	Verify Release Out File	XML Response File
834		Out File	VERIFY_RELEASED	2022-07-11		Download File	Generate XML File

3. KYC Status inquiry - This feature is provided to check the status of KYC. The Intermediary can query on PAN and Date of Birth/ Date of Incorporation and verify the Name of the Applicant and the KYC status in KRA. Option has been provided to the Intermediary for verification of single PAN as well as bulk verification of multiple PAN as below.

1.1. **Single Inquiry** – This feature is available in the menu **Market Intermediary>KYC Inquiry>Single Inquiry**.



User can check the status of KYC application by querying on PAN and Date of Birth for individual category of investors and Date of Incorporation for non individual category of investors

PAN Status will be displayed as

below,

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

Home>KYC Status Inquiry>Inquiry on KYC

JavaScript is disabled in your browser. Kindly enable javascript for proper functionality.

Inquiry on KYC

*Indicates Mandatory Fields.

*PAN : *Date of Birth / Date of Incorporation :

Note : If the PAN is not available with NDML KRA then system will download data from other KRA. Do not click on any link/button as this process may take some time

Inquiry on KYC

Investor Details	
PAN :	ABCP89770
Applicant Name :	TEST APPLICANT NAME
KRA Details	
KRA Name :	NDML KRA
KYC Date :	11/07/2022 02:32:37 PM
KYC Status :	KYC REGISTERED
KYC Status Date :	11/07/2022 03:53:28 PM
KYC Remark :	...
KYC Mode :	DIGISLOCKER KYC
IPV Flag :	IPV DONE
Modification Status :	
Modification Status Date :	NOT AVAILABLE
Modification Remarks :	...
Modification KYC Mode :	...
Modification IPV Flag :	...

KYC Status inquiry - Bulk Inquiry

1.1. Bulk Inquiry – This feature is available in the menu **Market Intermediary>KYC Inquiry> Bulk Inquiry**. To avail of this feature, user will have to upload a text file in the format (PAN^Date of Birth/date of Incorporation in YYYYMMDD format), Sample file attached as Annexure IV. Maximum 1000 records can be verified using this feature.



Annexure II.txt

1.2. Market Intermediary>KYC Inquiry> Download Response File. The response file will indicate the status of the respective PAN.



Market Intermediary
[Online Registration](#)
[File Based Registration](#)
[KYC Status Inquiry](#)
[KYC Download](#)
[Modify Detail](#)
[File Modification](#)
[Auto Download](#)
[Reports](#)
[CKRA Images Download](#)
[Acknowledgment Letter](#)



System Security

Screen Based

Bulk Enquiry

Download Response

Market Intermediary Module

Welcome: SHYAM Last Login Date: 11-07-2022

[Home](#) > [KRA Exports](#) > [PAN Based Export File Upload](#)

PAN Based Export FileUpload

Select File: * Choose File NDML KYC Request by [File Format](#)

☒ KYC status inquiry in NDML KRA ☐ KYC status inquiry in other KRA

Upload

pilot.kra.ndml.in says

Do you really want to upload?

OK
Cancel

*Indicates Mandatory Fields.

On upload of the file, system will generate the file Reference ID. User can download the file from the menu

Market Intermediary Module

Welcome: SHYAM Last Login Date: 11-07-2022

[Home](#) > [KRA Exports](#) > [PAN Based Export File Upload](#)

PAN Based Export FileUpload

Select File: * Choose File No file chosen [File Format](#)

☒ KYC status inquiry in NDML KRA ☐ KYC status inquiry in other KRA

Upload

Reference Id	Error File	Status
838		ACCEPTED

*Indicates Mandatory Fields.

Download Response File. The response file will indicate the status of the respective PAN.



Market Intermediary
[Online Registration](#)
[File Based Registration](#)
[KYC Status Inquiry](#)
[KYC Download](#)
[Modify Detail](#)
[File Modification](#)
[Auto Download](#)
[Exports](#)
[OKRA Images Download](#)
[Acknowledgment Letter](#)



System Security
[Screen Based](#)
[Bulk Enquiry](#)
[Download Response](#)

Welcome: SHYAM
Last Login Date: 11-07-2022
MI ID: A1249
MI Name: TATA SECURITIES MODIFICATION
Current Date: 11-07-2022

[Home](#) > [KRA Exports](#) > [KRA Export Inquiry](#)

Export Request Inquiry *Indicates Mandatory Fields.

Reference ID :

[File Format](#)

Date: / /

[Search](#)

Reference Id	Error File	Individual Response File	Non Individual File	PAN Status File	OKRA PAN File	Status	Date
838				Pan Status Base0006		PROCESSED	2022-07-11

The KYC Status inquiry in bulk can be done for PANs of individual as well as non individual category of investors.

4. KYC Download -

This feature is available to download the KYC data of the client. Option has been provided to the intermediary to either view the KYC information of single PAN on Screen as well as bulk download of multiple PAN as below,

- 1.2. **Screen Based** - This feature is available in the menu **Market Intermediary>KYC Download > Screen Based**. The user can view the KYC information by querying on PAN and Date of Birth/date of Incorporation. User can view the entire KYC application online along with status of the request. Option has been provided to also download the file containing the Demographic details and images. To download the data, the Requester shall click on the download link of demographic details/demographic details along with images. System will generate the file reference id. The download will be available only after verification by authorizer. The steps for authorization are mentioned in point no 1.3 below.



The user can view the KYC information by querying on PAN and Date of Birth for individual category of investors and Date of Incorporation for non individual category of investors

Home>KYC download>Screen based download

KYC Download

* Indicates Mandatory Fields

* PAN : ABCPF8977D * Date of Birth / Date of Incorporation : 21/ 04/ 1992
dd/mm/yyyy

In case of download of KYC data of own clients, KYC data download charges are not applicable. In case of download of KYC data of new clients who chooses to trade / invest/ deal through the intermediary:
1. Client will be mapped to the intermediary.
2. KYC data download charges will be applicable.

Search Reset

The download of KYC data will be available only after authorization by other operational user having authorization rights. Operational user with authorization rights can login and access the menu "KYC Download - File based" to authorize reference id.

Following Screen will be displayed

System generates the file reference id.

The steps for authorization is mentioned in point no 1.3 below.

1.2 Upload PAN file - This feature is available in the menu **Market Intermediary>KYC Download > Bulk Download**. This feature can be used to download data of multiple PAN. User will have to upload a text file containing the PAN, Date of Birth/Date of Incorporation and the data type to be downloaded (Only KYC details or KYC details with scanned images) the format is (PAN Number^Date of Birth/date of Incorporation in YYYYMMDD format^01* or 02* where 01 means only the demographic details and 02 means demographic details along with scan documents) Sample file is attached as Annexure V. The file can be uploaded for Maximum 1000 records for downloading only KYC details and Maximum 20 records for downloading KYC details plus scanned images. System will generate the file reference id on successful upload. The request has to be authorized for download



Annexure III.txt



The screenshot shows a confirmation dialog box from 'pilot.kra.ndml.in' asking 'Do you really want to upload?'. Below the dialog, the 'PAN Based Export FileUpload' page is visible. It includes a 'Select Files' section with a 'Choose File' button and a file named 'OKRA Dow...d Request.txt'. There are two radio buttons: 'KYC download in NDML KRA' (selected) and 'KYC download in other KRA'. An 'Upload' button is present. The page also has sections for 'UPLOAD STATUS' and 'AUTHORIZE DOWNLOAD'. A note indicates that an asterisk (*) denotes mandatory fields.

System will generate the file reference id on successful upload. The request has to be authorized for download

The screenshot shows the 'PAN Based Export FileUpload' page after a successful upload. The 'Select Files' section now shows 'No file chosen'. Below the 'Upload' button, there is a blue bar labeled 'UPLOAD STATUS'. A message states: 'The download of KYC data will be available only after authentication by other operational user having authorization rights. Operational user with authorization rights can login and access the menu "KYC Download - File based" to authorize reference id.' Below this message is a table with three columns: 'Reference Id', 'Error File', and 'Status'.

Reference Id	Error File	Status
828		NOT_VERIFIED

1.3 Authorization to download data: Login with Checker credentials, Authorizer user shall login and access the menu **Market Intermediary> Bulk Download**. On the screen select the menu as **Verify Upload**. The list of download request pending for authorization is displayed. To authorize the download request, select the reference ID and click on Verify. To cancel the request, click on Cancel.



The download will be available only after verification by authorizer.

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

[Home](#) > KRA Exports > PAN Based Export File Upload

PAN Based Export FileUpload

Select File: * No file chosen [File Format](#)

☒ KYC download in NDML KRA ☐ KYC download in other KRA

↑ UPLOAD STATUS

↑ AUTHORIZE DOWNLOAD

* Indicates Mandatory Fields.

To authorize the download request, select the reference ID and click on Verify. To cancel the request, click on Cancel.

<input type="radio"/>	39		NOT_VERIFIED	CHAIT456	2021-01-19
<input type="radio"/>	40		NOT_VERIFIED	CHAIT456	2021-01-19
<input type="radio"/>	422		NOT_VERIFIED	CHAIT456	2021-08-05
<input type="radio"/>	474		NOT_VERIFIED	CHAIT123	2021-09-22
<input type="radio"/>	545		NOT_VERIFIED	CHAIT123	2021-11-24
<input type="radio"/>	546		NOT_VERIFIED	CHAIT123	2021-11-24
<input type="radio"/>	560		NOT_VERIFIED	CHAIT123	2021-12-03
<input type="radio"/>	563		NOT_VERIFIED	CHAIT123	2021-12-03
<input type="radio"/>	5		NOT_VERIFIED	CHAIT123	2021-01-11
<input type="radio"/>	600		NOT_VERIFIED	CHAIT123	2021-12-27
<input type="radio"/>	609		NOT_VERIFIED	CHAIT123	2021-12-29
<input type="radio"/>	610		NOT_VERIFIED	CHAIT123	2021-12-29
<input type="radio"/>	617		NOT_VERIFIED	CHAIT123	2022-01-05
<input type="radio"/>	628			CHAIT123	2022-01-11
<input type="radio"/>	629			CHAIT123	2022-01-11
<input type="radio"/>	647			CHAIT123	2022-01-24
<input type="radio"/>	666			CHAIT123	2022-02-14
<input type="radio"/>	691			CHAIT123	2022-03-23
<input type="radio"/>	746			PRASAD	2022-05-17
<input type="radio"/>	76			CHAIT123	2021-02-04
<input type="radio"/>	78		NOT_VERIFIED	CHAIT123	2021-02-04
<input type="radio"/>	785		NOT_VERIFIED	ROHIT	2022-05-30
<input type="radio"/>	789		NOT_VERIFIED	ROHIT	2022-05-30
<input type="radio"/>	787		NOT_VERIFIED	ROHIT	2022-05-31
<input type="radio"/>	788		NOT_VERIFIED	ROHIT	2022-05-31
<input checked="" type="radio"/>	837		NOT_VERIFIED	CHAIT123	2022-07-11

Verify Cancel

Market Intermediary M

Welcome: SHYAM Last Login Date: 11-07-2022

Home > KRA Exports > PAN Based Export File Upload

JavaScript is disabled in your browser. Kindly enable javascript for proper functionality.

PAN Based Export FileUpload

Select File: * No file chosen [File Format](#)

☒ KYC download in NDML KRA ☐ KYC download in other KRA

In case of download of KYC data of own clients, KYC data download charges are not applicable. In case of download of KYC data of new clients who chooses to trade / invest/ deal through the intermediary:
 1. Client will be mapped to the intermediary.
 2. KYC data download charges will be applicable.

[UPLOAD STATUS](#)
[AUTHORIZE DOWNLOAD](#)

Verify	Reference Id	Error File	Status	User	Upload Date
<input type="radio"/>	128		NOT_VERIFIED	CHAIT123	2021-03-08
<input type="radio"/>	176		NOT_VERIFIED	CHAIT123	2021-03-16
<input type="radio"/>	20		NOT_VERIFIED	CHAIT123	2021-01-13
<input type="radio"/>	225		NOT_VERIFIED	CHAIT456	2021-04-16
<input type="radio"/>	20		NOT_VERIFIED	CHAIT123	2021-01-18
<input type="radio"/>	206		NOT_VERIFIED	CHAIT123	2021-04-27
<input type="radio"/>	212		NOT_VERIFIED	CHAIT456	2021-04-28
<input type="radio"/>	324		NOT_VERIFIED	CHAIT123	2021-05-06
<input type="radio"/>	28		NOT_VERIFIED	CHAIT456	2021-01-19
<input type="radio"/>	40		NOT_VERIFIED	CHAIT456	2021-01-19
<input type="radio"/>	422		NOT_VERIFIED	CHAIT456	2021-08-05
<input type="radio"/>	474		NOT_VERIFIED	CHAIT123	2021-09-22
<input type="radio"/>	545		NOT_VERIFIED	CHAIT123	2021-11-24

1.3 Download KYC data file: After the download request is authorized, the data can be downloaded from the menu Market Intermediary>KYC Download > Download Response File.

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1248 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022



Market Intermediary

- Online Registration
- File Based Registration
- KYC Status Inquiry
- KYC Download
- Modify Detail
- File Modification
- Auto Download
- Reports
- QKRA Images Download
- Acknowledgment Letter



System Security

- Screen Based
- Bulk Download
- Download Response

[Home](#)>KRA Exports>KRA Export Inquiry

Export Request Inquiry

*Indicates Mandatory Fields.

Reference ID :

Date:

[File Format](#)

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

[Home](#)>KRA Exports>KRA Export Inquiry

Export Request Inquiry

*Indicates Mandatory Fields.

Reference ID :

Date:

[File Format](#)

Reference Id	Error File	Individual Response File	Non Individual File	PAN Status File	OKRA PAN File	Status	Date
837		Individual Response	Non Individual Response	Pan Status Response		VERIFIED_PROCESSED	2022-07-11

The KYC data download in bulk can be done for PANs of individual as well as non individual category of investors.

- 5. Modify Details** - This option is used to modify any details of the customer submitted in original KYC details.



Click on New button and enter the PAN details and click on search, KYC details of the client will be displayed for modification.

Welcome: SHYAM Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

[Home](#) > KYC Modification Application Form(Individual) > Search

New | [Search](#)

PAN : UID :

Date From : Date To:

Application Request Id :

Total Records Found : 1

BP Instruction ID	PAN	UID	Applicant Name	Gender	Status
1000814727	CUSPK1745C		BABUBHAI		ACCEPTED BY KRA

[Home](#) > KYC Modification Application Form (Individual) > New

[Search](#) | [New](#)

Instruction Details Status After Modification	
Application Request Id :	Order Status :
Acknowledgement Number :	
KYC Status	
Application Request Id : 1000834727	Order Status : ACCEPTED BY KRA
Acknowledgement Number : 1414844236	

[Identity Details](#) [Address Details](#) [Other Details](#) [Documents Status](#)

Identity Details *Indicates Mandatory Fields			
Record Type	New Client		
Name of the Applicant :	BABUBHAI	Father's/Spouse Name :	BABUBHAI
Gender :	MALE	Marital Status :	SINGLE
Date of Birth :	01/ 01/ 1900	Nationality :	INDIAN
PAN :	CUSPK1745C	UID :	
Status :	RESIDENT INDIVIDUAL	KYC Type :	NORMAL KYC
POI Type :	PAN	Designation of the person doing the IPV	S E
IPV Flag	Y	Date of the IPV	09/ 09/ 2014
Name of the person doing the IPV	HIRAL LADDHA	Client Updation Date	/ /
Organization Name of the person doing the IPV	AXIS		
Client Activation Date	/ /		
Document Type	Original		
Modify Next			

Identity Details

Identity Details Address Details Other Details Documents Status			
Identity Details *Indicates Mandatory Fields			
Record Type	<input type="radio"/> Existing Client <input checked="" type="radio"/> New Client		
Name of the Applicant : *	BABUBHAI TEST MODIFICATION	Father's/Spouse Name : *	BABUBHAI MODIFICATION
Gender : *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Marital Status : *	<input checked="" type="radio"/> Single <input type="radio"/> Married
Date of Birth : *	01 / 01 / 1900 <small>dd/mm/yyyy</small>	Nationality : *	INDIAN
PAN : *	CUSPK1745C	UID :	
Status :	<input checked="" type="radio"/> Resident Individual <input type="radio"/> Non Resident <input type="radio"/> Foreign National		
POI Type :	UID		
IPV Flag	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> IPV Exempted	KYC Type :	NORMAL KYC
Name of the person doing the IPV	HIRAL LADDHA	Designation of the person doing the IPV	S E
Organization Name of the person doing the IPV	AXIS	Date of the IPV	09 / 09 / 2014
Client Activation Date	/ /	Client Updation Date	/ /
Save & Next			

Address Details

Identity Details	Address Details	Other Details	Documents Status
<p>Address for Correspondence/Residence * Indicates Mandatory Fields.</p> <p>Address Line 1 : * 420, BHOOT BANGLOW MODIFICATION Address Line 2 : PO AND PS BHAGWAN BAZAR</p> <p>Address Line 3 : DIST SARAN Pin Code : * 841301</p> <p>City/Town/Village : * SARAN Country : * INDIA</p> <p>State : * BIHAR</p> <p>Proof of address : * ADDRESS ISSUED BY Gv</p>			
<p>Permanent Address</p> <p><input checked="" type="checkbox"/> Same as Correspondence/Residence Address</p> <p>Address Line 1 : * 420, BHOOT BANGLOW MODIFICATION Address Line 2 : PO AND PS BHAGWAN BAZAR</p> <p>Address Line 3 : DIST SARAN Pin Code : * 841301</p> <p>City/Town/Village : * SARAN Country : * INDIA</p> <p>State : * BIHAR</p> <p>Proof of address : ADDRESS ISSUED BY Gv</p>			
<p>Contact Details</p> <p>Telephone Number(Office) : Telephone Number(Residential) :</p> <p>Mobile : 9878889999 Fax :</p> <p>E-Mail ID : TEST@GMAIL.COM</p>			
			<p>Previous Save & Next</p>

©2012 NSDL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.

Other Details

Identity Details	Address Details	Other Details	Documents Status
<p>Other Details * Indicates Mandatory Fields.</p> <p>Gross Annual Income : BETWEEN 1-5 LACS</p> <p>Net Worth Amount : Net Worth as on(Date) : / /</p> <p>(Networth Date Should Not Be Older Than 1 Year and 1 Month)</p> <p>Occupation Details : PRIVATE SECTOR</p> <p>Applicable to You : <input type="radio"/> Politically Exposed Person (PEP) <input type="radio"/> Related to Politically Exposed Person (PEP) <input type="button" value="Submit PEP"/></p> <p>Any Other Information :</p>			
			<p>Previous Save & Next</p>

©2012 NSDL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.

Document Status

Identity Details	Address Details	Other Details	Documents Status
<p>Documents Status *Indicates Mandatory Fields.</p> <p>Upload KYC Form <input type="button" value="Choose File"/> BDHPS0339H.pdf</p> <p>Upload Signature <input type="button" value="Choose File"/> No file chosen</p> <p>Upload Photograph <input type="button" value="Choose File"/> No file chosen</p> <p>Total no. of Supporting documents attached * 1</p> <p><input checked="" type="checkbox"/> Originals verified and Self-Attested Document copies received *</p> <p>Declaration Date : * 18 / 09 / 2014</p> <p>Remark 1 Remark 2</p>			
			<p>Previous Save & Submit Cancel</p>

©2012 NSDL Database Management Limited. All rights reserved. Best viewed in Internet Explorer 7.0, 1024 x 768 resolution.

After Modify and save details, PAN status gets change to Captured.

Welcome: SHYAM	Last Login Date: 11-07-2022	MI ID: A1249	MI Name: TATA SECURITIES MODIFICATION	Current Date: 11-07-2022
----------------	-----------------------------	--------------	---------------------------------------	--------------------------

[Home](#)>KYC Modification Application Form(Individual)>New

[Search](#) | [New](#)

Instruction Details Status After Modification

Application Request Id :	1001438112	Order Status :	CAPTURED
Acknowledgement Number :			

KYC Status

Application Request Id :	1000834727	Order Status :	ACCEPTED BY KRA
Acknowledgement Number :	1414844236		

Identity Details	Address Details	Other Details	Documents Status
------------------	-----------------	---------------	------------------

Identity Details *Indicates Mandatory Fields

Record Type	New Client	Father's/Spouse Name :	BABUBHAI MODIFICATION
Name of the Applicant :	BABUBHAI TEST MODIFICATION	Martial Status :	SINGLE
Gender :	MALE	Nationality :	INDIAN
Date of Birth :	01/ 01/ 1900	USD :	
PAN :	CUSPK1745C	KYC Type :	NORMAL KYC
Status :	RESIDENT INDIVIDUAL	Designation of the person doing the IPV	S E
POI Type :	UID	Date of the IPV	09/ 09/ 2014
IPV Flag	Y	Client Updation Date	//
Name of the person doing the IPV	HIRAL LADDAHA		
Organization Name of the person doing the IPV	AXIS		
Client Activation Date	//		
Document Type	Original		

Modify
Next

- **Checker Flow - Verification of Individual KYC details by Checker**

Search | [New](#)

*Indicates Mandatory Fields.

PAN : UID :

Date From : Date To :

Application Status : Application Request Id :

[Home](#) > KYC Modification Application Form(Individual) > New

[Search](#) | [New](#)

Instruction Details Status After Modification

Application Request Id : 1001438112 Order Status : CAPTURED

Acknowledgement Number :

KYC Status

Application Request Id : 1000834727 Order Status : ACCEPTED BY KRA

Acknowledgement Number : 1414844236

Identity Details	Address Details	Other Details	Documents Status
<p>Identity Details</p> <p>*Indicates Mandatory Fields.</p> <p>Record Type : New Client</p> <p>Name of the Applicant : BABUBHAI TEST MODIFICATION</p> <p>Gender : MALE</p> <p>Date of Birth : 01/ 01/ 1900</p> <p>PAN : CUSPK1745C</p> <p>Status : RESIDENT INDIVIDUAL</p> <p>POI Type : UID</p> <p>IPV Flag : Y</p> <p>Name of the person doing the IPV : HIRAL LADCHA</p> <p>Organization Name of the person doing the IPV : AXIS</p> <p>Client Activation Date : / /</p> <p>Document Type : Original</p> <p>Father's/Spouse Name : BABUBHAI MODIFICATION</p> <p>Marital Status : SINGLE</p> <p>Nationality : INDIAN</p> <p>UID :</p> <p>KYC Type : NORMAL KYC</p> <p>Designation of the person doing the IPV : S E</p> <p>Date of the IPV : 09/ 09/ 2014</p> <p>Client Updation Date : / /</p> <p><input type="button" value="Modify"/> <input type="button" value="Next"/></p>			

J:\2011 SEC: Database Management\linked - All rights reserved. Back-Up saved in Internal Storage 7.0 - 1.072 - 768 mod.doc

Welcome: CHAIT123 Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

[Home](#) > KYC Modification Application Form(Individual) > New

[Search](#) | [New](#)

Instruction Details Status After Modification

Application Request Id : 1001438112 Order Status : CAPTURED

Acknowledgement Number :

KYC Status

Application Request Id : 1000834727 Order Status : ACCEPTED BY KRA

Acknowledgement Number : 1414844236

Identity Details	Address Details	Other Details	Documents Status
<p>Documents Status</p> <p>*Indicates Mandatory Fields.</p> <p>Upload KYC Form <input type="button" value="Choose File"/> No file chosen</p> <p>Download KYC Form Download File</p> <p>Upload Signature <input type="button" value="Choose File"/> No file chosen</p> <p>Upload Photograph <input type="button" value="Choose File"/> No file chosen</p> <p>Total no. of Supporting documents attached * <input type="text" value="1"/></p> <p><input checked="" type="checkbox"/> Originals verified and Self-Attested Document copies received *</p> <p>Declaration Date : * <input type="text" value="18"/> / <input type="text" value="09"/> / <input type="text" value="2014"/></p> <p>Remark 1 <input type="text"/> Remark 2 <input type="text"/></p> <p><input type="button" value="Previous"/> <input type="button" value="Save & Submit"/> <input type="button" value="Verify & Release"/> <input type="button" value="Cancel"/></p>			

J:\2011 SEC: Database Management\linked - All rights reserved. Back-Up saved in Internal Storage 7.0 - 1.072 - 768 mod.doc

Market Intermediary M

Welcome: CHAIT123 Last Login Date: 11-07-2022 Current Date: 11-07-2022

Home > KYC Modification Application Form (Individual)

Search | New

pilot.kra.ndml.in says
Do you really want to Add the Detail?

OK Cancel

Instruction Details Status After Modification

Application Request Id :	1001438112	Order Status :	CAPTURED
Acknowledgement Number :			

KYC Status

Application Request Id :	1000834727	Order Status :	ACCEPTED BY KRA
Acknowledgement Number :	1414844236		

Identity Details Address Details Other Details Documents Status

Documents Status

Upload KYC Form No file chosen

Download KYC Form [Download File](#)

Upload Signature No file chosen

Upload Photograph No file chosen

Total no. of Supporting documents attached *

☒ Originals verified and Self-Attested Document copies received *

Declaration Date : * / /

Remark 1 Remark 2

Welcome: CHAIT123 Last Login Date: 11-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 11-07-2022

Home > KYC Modification Application Form (Individual) > New

Search | New

Instruction Details

Application Request Id :	1001438112	Order Status :	PENDING WITH KRA
Acknowledgement Number :	2292868126		

KYC Status

Application Request Id :	1000834727	Order Status :	ACCEPTED BY KRA
Acknowledgement Number :	1414844236		

Identity Details Address Details Other Details Documents Status

Identity Details

Record Type : New Client

Name of the Applicant : BABUBHAI TEST MODIFICATION

Gender : MALE

Date of Birth : 01/ 01/ 1900

PAN : CUSPK1745C

Status : RESIDENT INDIVIDUAL

POT Type : UID

IPV Flag : Y

Name of the person doing the IPV : HIRAL LADDHA

Organization Name of the person doing the IPV : AXIS

Client Activation Date : / /

Father's/Spouse Name : BABUBHAI MODIFICATION

Marital Status : SINGLE

Nationality : INDIAN

UID :

KYC Type : NORMAL KYC

Designation of the person doing the IPV : S E

Date of the IPV : 09/ 09/ 2014

Client Updation Date : / /

Note – Above mentioned Screen Based Modification process will be identical for non-Individual category of investor.

6. **File Modification** - This option enables the intermediaries to upload multiple Modification records into the system instead making entry of each record. *Sample request and response files attached as Annexure VI and File format attached.*

Below depicts the Modification File Upload Menu,



Click on Choose File option - Select the Modification File and click on Upload button.

On upload of the file, system will generate the file Reference ID. Now all PANs status is 'Capture'

Reference Id	Error File	Response File	Status
835		Out File	ACCEPTED

Bulk Verify Release: Authorizer user shall access the menu as 'Bulk Verify Release'



After the reference id get Verified and Released, the all PANs status changes from 'Capture' to 'Pending With KRA'



Reference Id	Error File	Response File	Status	Upload Date	Verify Release	Verify Release Out File	XML Response File
836		Out File	VERIFY_RELEASED	2022-07-11		Download File	Generate XML File

Total Records:1

Reference Id	Error File	Response File	Status	Upload Date	Verify Release	Verify Release Out File	XML Response File
836		Out File	VERIFY_RELEASED	2022-07-11		Download File	Generate XML File



Reference Id	Error File	Response File	Status	Upload Date	Verify Release	Verify Release Out File	XML Response File
836		Out File	ACCEPTED	2022-07-11	Verify Release		

Total Records:1

Reference Id	Error File	Response File	Status	Upload Date	Verify Release	Verify Release Out File	XML Response File
836		Out File	ACCEPTED	2022-07-11	Verify Release		

The process for modification of KYC records for non individual category of investors is identical as that provided for individual category of investors.

7. **Auto Download** – This option provides unsolicited download response automatically to user which are already mapped to the particular SRI on receipt of modification by some other SRI”

Below depicts the Auto download File Menu



Date range criteria is 7 days, select date range upto 7days Auto download Registration and Modification responses gets generated.

Reference Id	Created Date	Individual Response File	Non Individual File	Status	Generate XML File
451154	16/03/2021	Individual Response	NonIndividual Response	NOT_DOWNLOADED	Download File
451240	17/03/2021	Individual Response	NonIndividual Response	NOT_DOWNLOADED	Download File

The KYC records downloaded are the ones which are mapped to a particular SRI with details of subsequent modifications uploaded for the said KYC record with NDML KRA system.

8. Report – This option provides below listed reports to MI user.

- a. **KYC Status (KYC Registration Report)**
 - b. **Modification Status**
 - c. **KYC Download Data**
 - d. **Modification Raised Data with OKRA**
 - e. **Other KRA Download Data**
 - f. **Undelivered Physical ACK Letter**
 - g. **Consent Based Download data**
- For generation of Report, Enter the from date & to date, select any of the radio button and click on View Report button. Date range can be selected on screen. A brief description of contents provided in each of the report is provided below.
 - a. **KYC Status (KYC Registration Report) – MI user can generate report of KYC Registration Data.**
 - b. **Modification Status – MI user can generate report of KYC Modified Data.**
 - c. **KYC Download Data - MI user can generate report of KYC Downloaded Data.**
 - d. **Modification Raised Data with OKRA - MI user can generate report of Other KRA KYC Modified Data.**
 - e. **Other KRA Download Data - MI user can generate report of Other Downloaded Data.**
 - f. **Undelivered Physical ACK Letter – MI user can generate report of Undelivered Physical ACK Letter**
 - g. **Consent Based Download data - MI user can generate report of Consent Based Download data**

Below depicts the Report Menu

Welcome: SHYAM Last Login Date: 13-07-2022 MI ID: A1249 MI Name: TATA SECURITIES MODIFICATION Current Date: 13-07-2022

JavaScript is disabled in your browser. Kindly enable javascript for proper functionality.

REPORTS :

From Date : 01 / 07 / 2022 To Date : 13 / 07 / 2022

☒ KYC Status ☐ Modification Status

☐ KYC Download Data ☐ Modification Raised Data with OKRA

☐ Consent Based Download data ☐ Other KRA Download Data

☐ Undelivered Physical ACK Letter

ALL

View Report

- After clicking on View Report button, report data will display on dashboard.

JavaScript is disabled in your browser. Kindly enable javascript for proper functionality.

REPORTS :

From Date : 11 / 07 / 2022 To Date : 13 / 07 / 2022

☒ KYC Status ☐ KYC Download Data ☐ Consent Based Download data

☐ Modification Status ☐ Modification Raised Data with OKRA ☐ Other KRA Download Data

☐ Undelivered Physical ACK Letter

View Report

Total Records:22

Sr No	Ack Number	PAN	Applicant Name	Current Status	Date Of Status Change	Verify/Release Date	Old/New Record	Branch	Verify User Name	Image Upload Date	E-KYC TYPE
1	2241197456	ABCPFB977D	TEST APPLICANT NAME	ACCEPTED BY KRA	11/07/2022	11/07/2022	New		CHAIT123	2022-07-11 14:31:27.538	DIGILOCKER KYC
2	2241197467	BHPCC8989U	TEST PVT. LTD	ACCEPTED BY KRA	11/07/2022	11/07/2022	New		SHYAM	2022-07-11 14:42:18.662	NORMAL_KYC
3	2241197478	ZAKPA7744D	SLJI ANTO	PENDING WITH KRA	11/07/2022	11/07/2022	New	1839244	SHYAM		NORMAL_KYC
4	2241197489	ZAKPB7744D	SANJU OOMMEN	PENDING WITH KRA	11/07/2022	11/07/2022	New	1840498	SHYAM		EKYC_WITH_OTP
5	2241197490	ZAKPC7744D	OESINGH RAJAN M	PENDING WITH KRA	11/07/2022	11/07/2022	New	1842641	SHYAM		EKYC_WITH_BIOMETRIC
6	2241197504	ZAKPD7744D	PRADEEP TIWARI	PENDING WITH KRA	11/07/2022	11/07/2022	New	1842646	SHYAM		ONLINE KYC
7	2241197515	ZAPPC8784H	ANIL CH PAUL	PENDING WITH KRA	11/07/2022	11/07/2022	New	1842692	SHYAM		E-KYC OFFLINE
8	2241197526	ZAPPJ7701R	FURNIMA PAUL	PENDING WITH KRA	11/07/2022	11/07/2022	New	1842692	SHYAM		DIGILOCKER KYC

- For exporting details in to excel click on button 'Export to CSV'
- If records are more than 20,000 then System should generate Reference no.
- Copy that generated reference no and paste into the 'Offline Report Download' Module.
- After click on Search button we get blank response file, System should run MiReport_BatchProcessing jar from backend, After run jar we get download report file.

9. **OKRA Image Download** – This option provides Other KRA Images to MI user which downloads Other KRA's KYC records through Bulk Download and API based download.

Below depicts the OKRA Images Download menu.



The supporting documents for KYC records which are maintained with KRAs other than NDML KRA for which download is taken by SRI can be extracted by using OKRA Images download option.

10. **Acknowledgment Letter** – This option generates Acknowledgment Letter for KYC Registered records. MI and KRA user will download the Acknowledgment letter and send to Registered Investor's on their email address and dispatch courier on registered address.

Below depicts the Acknowledgment Letter menu.

The screenshot shows the NSDL KRA Market Intermediary Module interface. The top header includes the NSDL logo, 'NSDL KRA', and navigation links: Home, Change Password, Logout. Below the header, a welcome message for 'SHYAM' is displayed along with login details: Last Login Date: 13-07-2022, MI ID: A1249, MI Name: TATA SECURITIES MODIFICATION, and Current Date: 13-07-2022.

The main menu is divided into two sections: 'Market Intermediary' and 'System Security'. The 'Market Intermediary' section contains the following options: Online Registration, File Based Registration, KYC Status Inquiry, KYC Download, Modify Detail, File Modification, Auto Download, Reports, QKRA Images Download, and Acknowledgment Letter. The 'System Security' section contains a single option: System Security.

The 'Acknowledgment Letter' option is selected, leading to the 'Acknowledgement Letter Generation' screen. This screen displays the following information:

Inquiry on KYC	
*PAN :	CASPS7145E
Search Reset	
<p>Inquiry on KYC</p> <p>PAN : CASPS7145E</p> <p>Applicant Name : SUJITKUMAR RAMNARESH SHARMA</p> <p>KYC Registered / Updation date : 07/07/2022 05:16:27 PM</p> <p>Letter Generation Status : Acknowledgement Letter Generated.</p> <p>Status as of : 13/07/2022 01:11:32 PM</p> <p>Acknowledgment Letter : Download</p>	

The letter/communication is sent by NDML KRA to every investor post KYC is uploaded/KYC modification is uploaded, verified by NDML KRA and KYC record gets registered/accepted by NDML KRA. In case investor hasn't received such letter/communication, said letter can be regenerated as per above process and SRI can send such letter/communication to the investor providing details of his KYC record which has got accepted by NDML KRA with relevant details.

11. Upload of KYC documents through Bulk Image Upload Utility.

Below is the stepwise procedure which user need to follow for downloading and integration of Bulk Image Upload Utility. Step 1. Go to <https://kra.ndml.in/kra-web/> Step 1.

- Go to <https://kra.ndml.in/kra-web/>



- Click on Download module



- Once click on Download option, system will display one window where user can download Bulk image upload utility

7. [2012-0007- Revision in effective date of applicability of charges](#)
6. [2012-0006- Revision in effective date of applicability of charges](#)
5. [2012-0005- Revision in effective date of applicability of charges](#)
4. [2012-0004- Revision in effective date of applicability of charges](#)
3. [2012-0003- Charge Structure](#)
2. [2012-0002- Commencement of KRA Operations](#)
1. [2012-0001- SEBI grants certificate of registration to NDML](#)

Utilities

Conversion Utility

1. [Client Master Export of NSDL \(Local DPM\) to KRA Upload Format for new clients](#)
2. [Client Master Export of NSDL \(Local DPM\) to KRA Upload Format for Existing Clients](#)
3. [Acknowledgement Number Based Bulk Image Upload](#)
4. [NDML KRA UGC Converter to KRA Upload Format for Individual clients](#)
5. [Bulk Image Upload](#)
6. [NDML Converter](#)
7. [NDML Converter 2](#)
8. [NDML Converter 3](#)
9. [SMS WebService Utility](#)
10. [API Integration](#)

- Once user click on Bulk Image Upload link, a ZIP file gets downloaded on users' system.

ACER (C:) > Users > ChaitaliK > Downloads				
Name	Date modified	Type	Size	
Today (1)				
Bulk_Image_Upload_Utility_PAN_Based.zip	13-07-2022 14:57	WinZip File	2,277 KB	
Yesterday (1)				

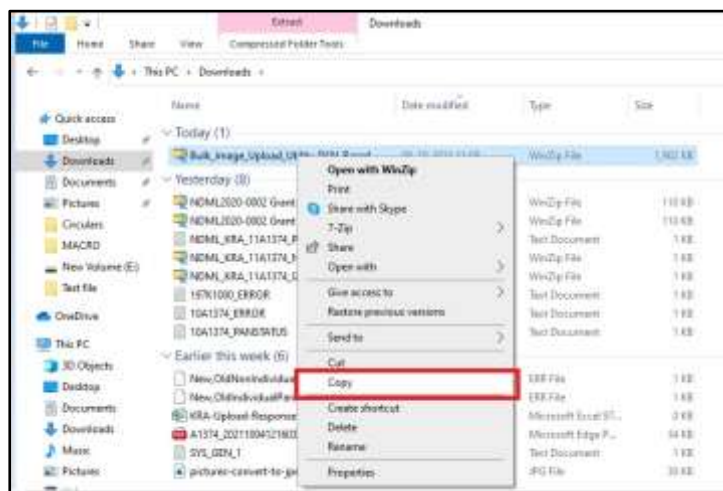
- Once the file has been successfully downloaded in system. User need to copy and paste this file in C drive.

If user is saving this file in C drive, he doesn't need to make any changes in properties file

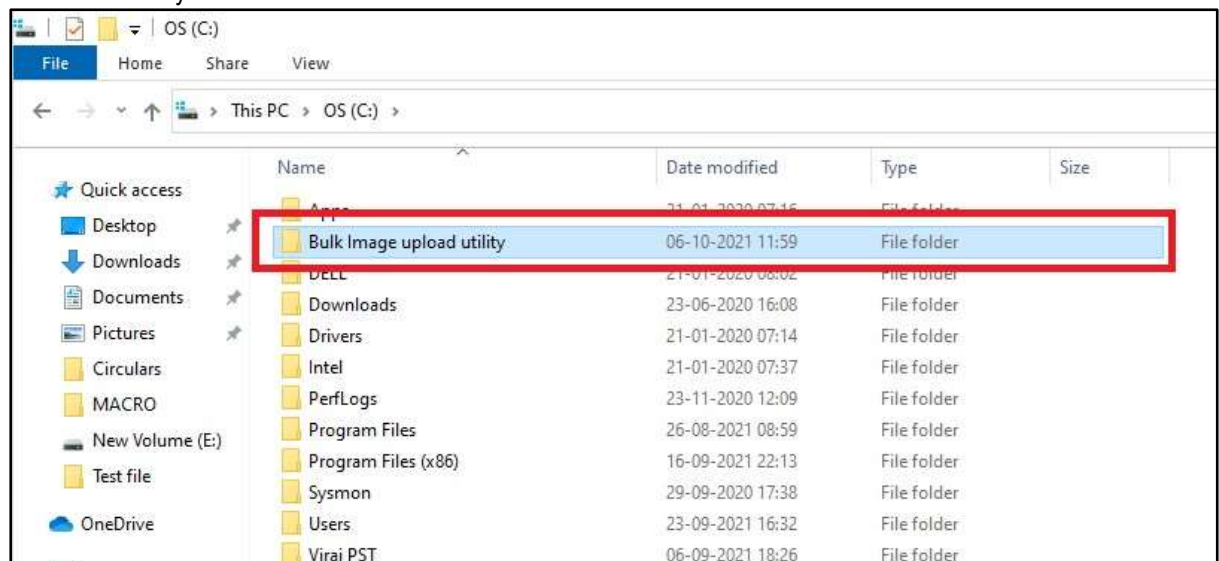
Note: User can also paste this file on E and D drive but if user has to make some change in properties file (which will be discussed and explained in below document)

Procedure for using C drive o Copy

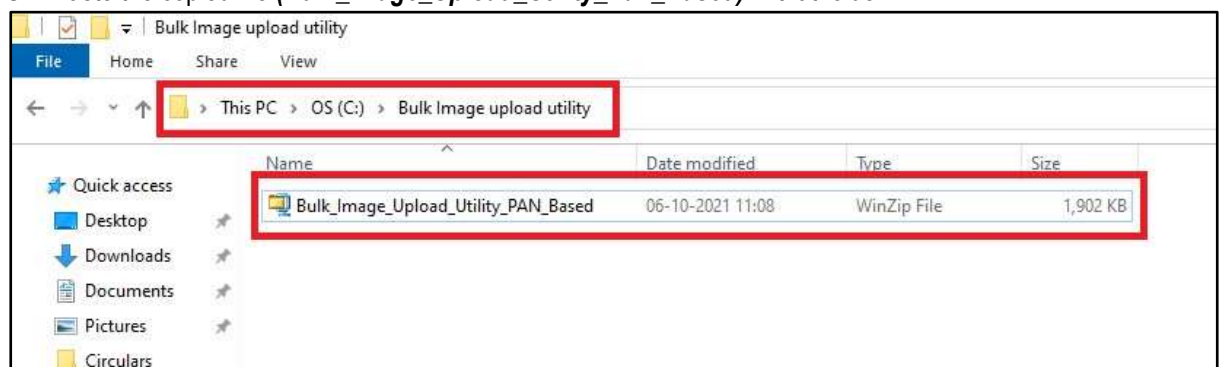
(Bulk_Image_Upload_Utility_Pan_Based) file



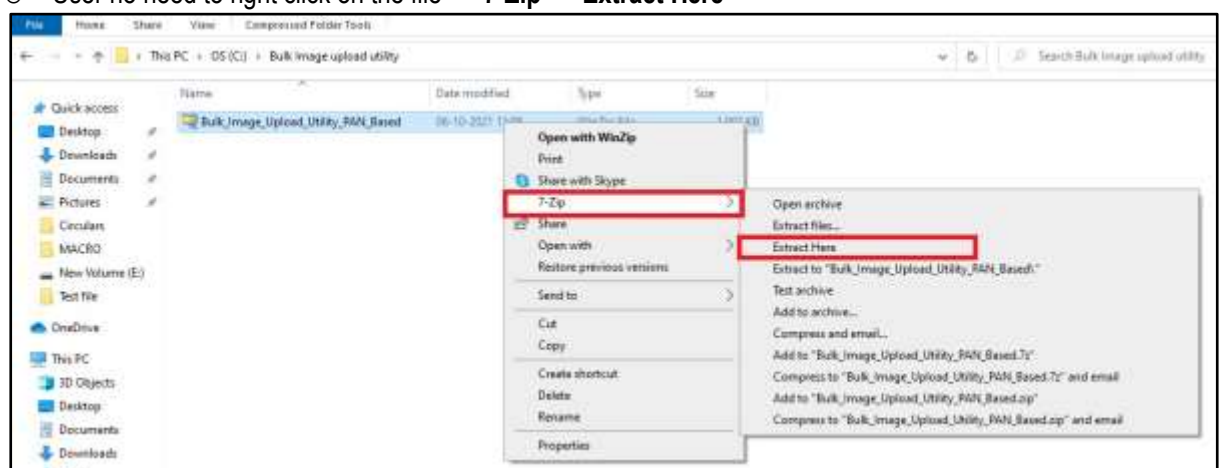
- Create a folder in **C drive** (**Note: Recommended not to create folder for MI**). Kindly Extract file in C drive directly.



- Paste the copied file (**Bulk_Image_Upload_Utility_Pan_Based**) in that folder



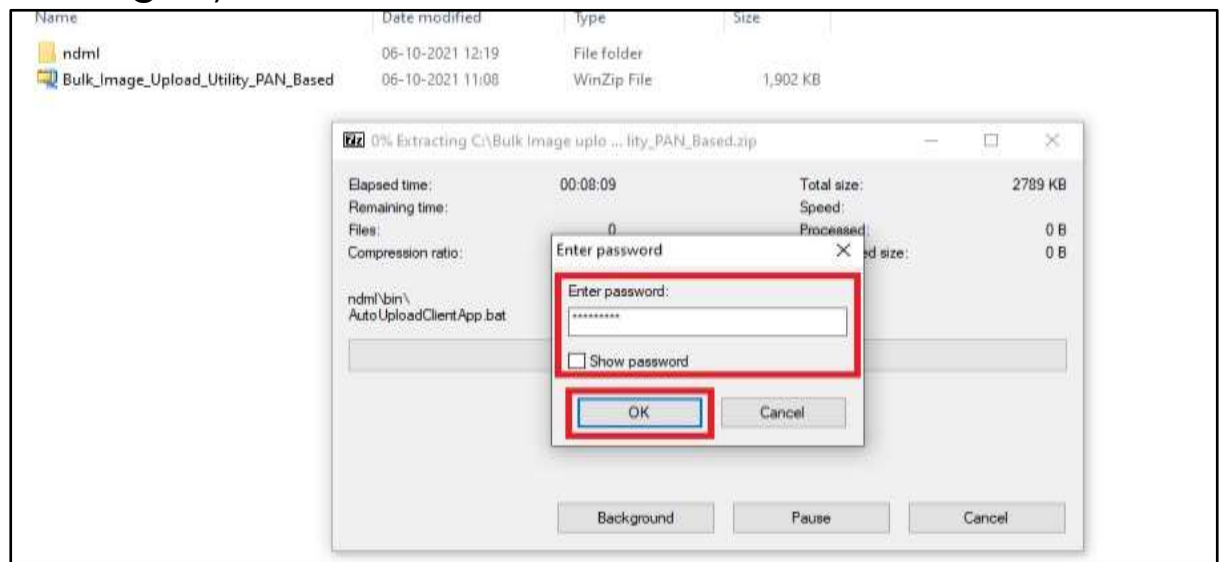
- User no need to right click on the file >> **7-Zip** >> **Extract Here**



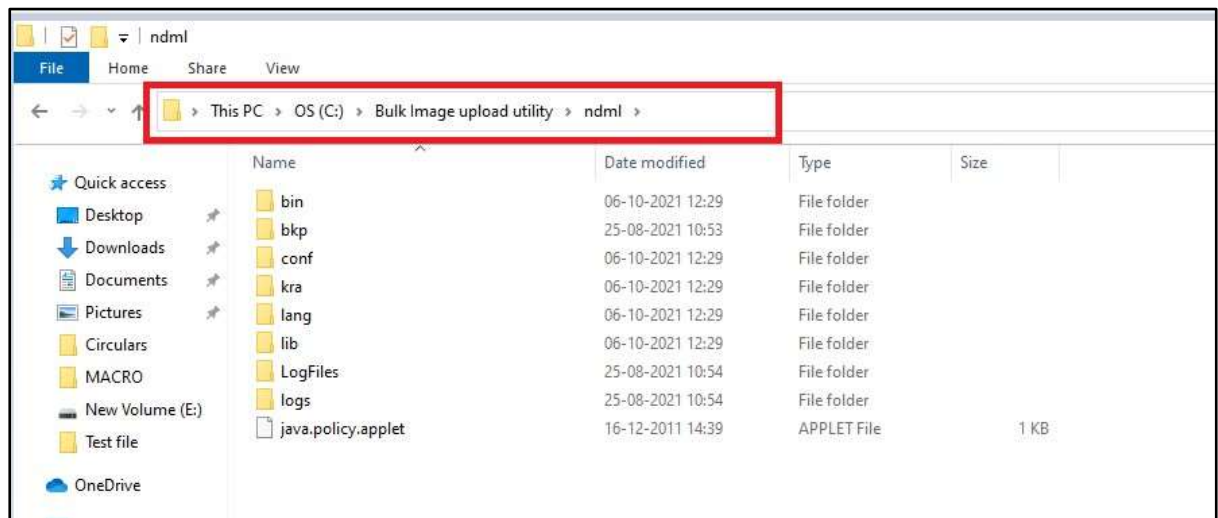
- When user click on **Extract Here** option, System will display new window where user has to enter Password and click on **OK** action button



- After entering Password user has to click on **OK** action button (**Password : NDML@1234**)



- Once user click on **OK** action button, system will validate password and extract file in targeted folder. User can open **ndml** folder and see extracted file.



- For image uploading, user need to upload image in below folder **ndml >> kra >> filesystem >> autoupload >> images >> FILES**

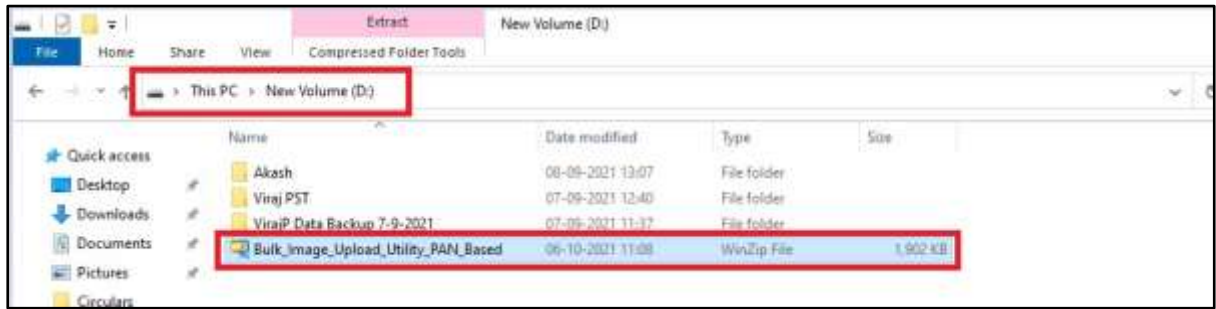


Procedure for using D or E drive ○ Copy

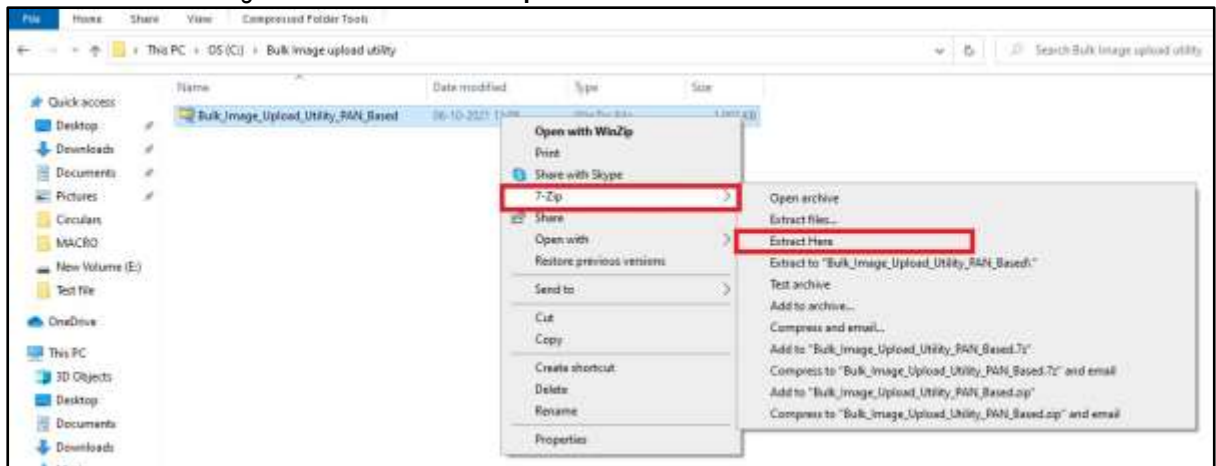
(Bulk_Image_Upload_Utility_Pan_Based) file



- Paste the utility file in D drive.



- User no need to right click on the file >> **7-Zip** >> **Extract Here**



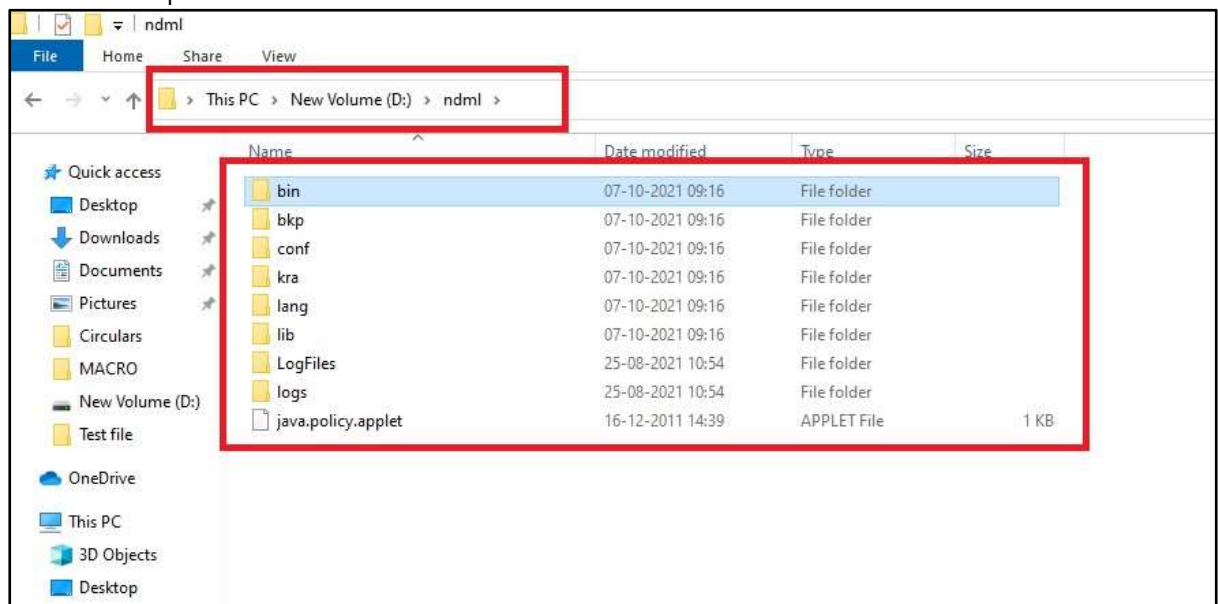
- When user click on **Extract Here** option, System will display new window where user has to enter Password and click on **OK** action button



- After entering Password user has to click on **OK** action button (**Password : NDML@1234**)



- Once user click on **OK** action button, system will validate password and extract file in targeted folder. User can open **ndml** folder and see extracted file.

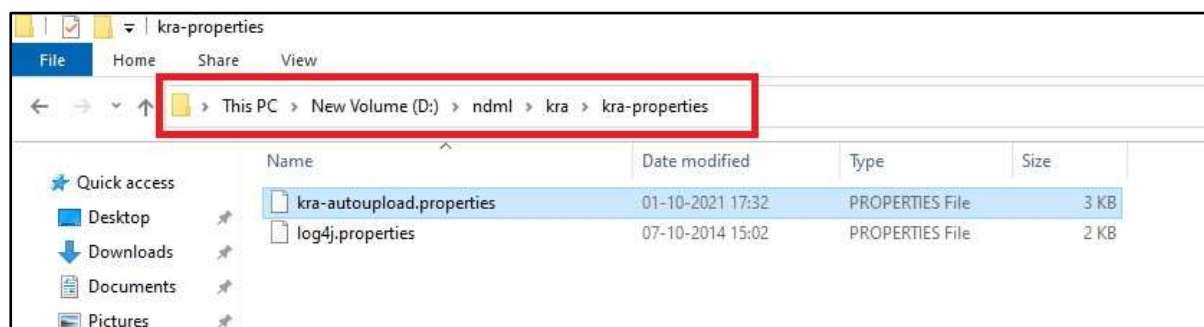


- For image uploading, user need to upload image in below folder **ndml >> kra >> filesystem >> autoupload >> images >> FILES**

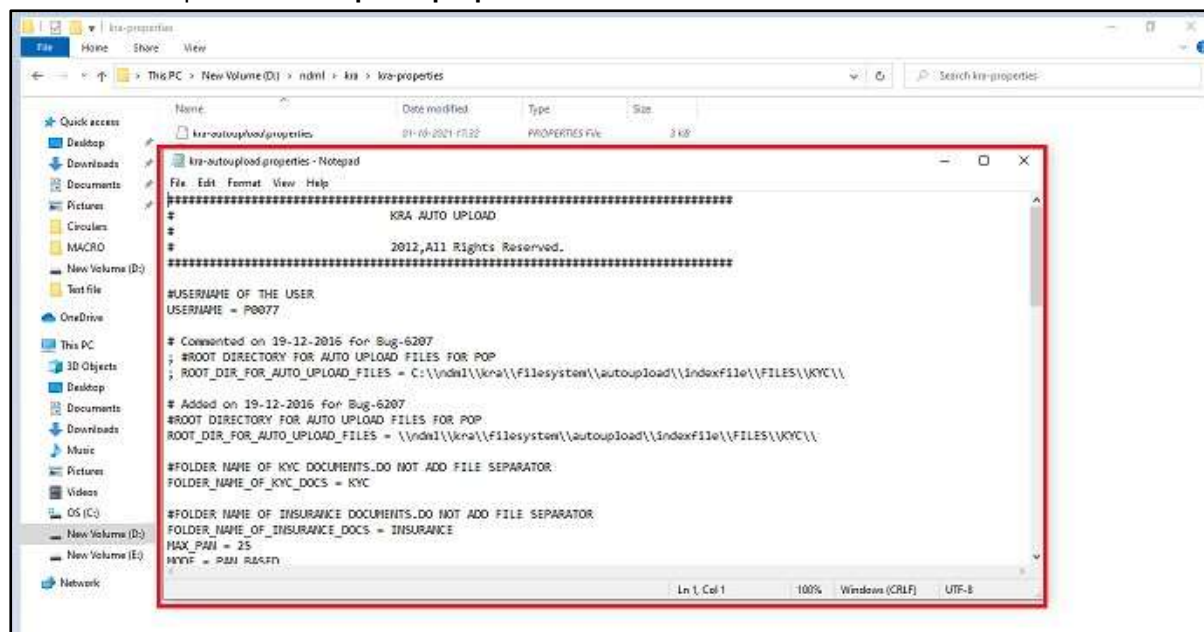


Since user has extracted file in D or E drive, he has to make some changes in properties file. Procedure regarding changes is explained below.

- User has to go in **ndml >> kra >> kra-properties**



o User has to open **kra-autoupload.properties** file



o Now in this file user has to change file path location from **C drive to D or E drive**. And save the file.

; #ENTER ROOT DIRECTORY FOR AUTO UPLOAD COMPLETED FILES

; ROOT_DIR_FOR_AUTO_UPLOAD_COMPLETED_FILES =

C:\\ndml\\kra\\filesystem\\autoupload\\indexfile\\COMPLETED\\

; #ENTER ROOT DIRECTORY FOR AUTO UPLOAD TEMP FILES

; ROOT_DIR_FOR_AUTO_UPLOAD_TEMP_FILES =

C:\\ndml\\kra\\filesystem\\autoupload\\indexfile\\TEMP\\

; #ENTER ROOT DIRECTORY FOR AUTO UPLOAD IMAGE FILES

; ROOT_DIR_FOR_AUTO_UPLOAD_IMAGE_FILES =

C:\\ndml\\kra\\filesystem\\autoupload\\images\\FILES\\

; #ENTER ROOT DIRECTORY FOR AUTO UPLOAD IMAGE COMPLETED FILES

```
; ROOT_DIR_FOR_AUTO_UPLOAD_IMAGE_FILES_COMPLETED =
```

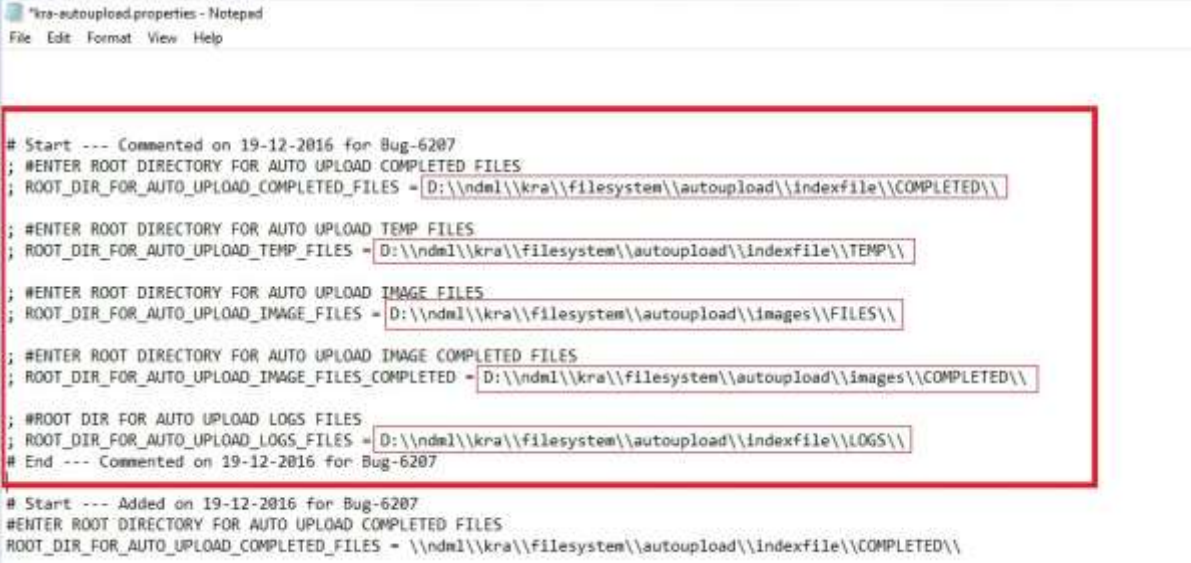
```
C:\ndml\kra\filesystem\autoupload\images\COMPLETED\
```

```
; #ROOT DIR FOR AUTO UPLOAD LOGS FILES
```

```
; ROOT_DIR_FOR_AUTO_UPLOAD_LOGS_FILES =
```

```
C:\ndml\kra\filesystem\autoupload\indexfile\LOGS\
```

```
# End --- Commented on 19-12-2016 for Bug-6207
```



```
# Start --- Commented on 19-12-2016 for Bug-6207
; #ENTER ROOT DIRECTORY FOR AUTO UPLOAD COMPLETED FILES
; ROOT_DIR_FOR_AUTO_UPLOAD_COMPLETED_FILES = D:\ndml\kra\filesystem\autoupload\indexfile\COMPLETED\\
; #ENTER ROOT DIRECTORY FOR AUTO UPLOAD TEMP FILES
; ROOT_DIR_FOR_AUTO_UPLOAD_TEMP_FILES = D:\ndml\kra\filesystem\autoupload\indexfile\TEMP\\
; #ENTER ROOT DIRECTORY FOR AUTO UPLOAD IMAGE FILES
; ROOT_DIR_FOR_AUTO_UPLOAD_IMAGE_FILES = D:\ndml\kra\filesystem\autoupload\images\FILES\\
; #ENTER ROOT DIRECTORY FOR AUTO UPLOAD IMAGE COMPLETED FILES
; ROOT_DIR_FOR_AUTO_UPLOAD_IMAGE_FILES_COMPLETED = D:\ndml\kra\filesystem\autoupload\images\COMPLETED\\
; #ROOT DIR FOR AUTO UPLOAD LOGS FILES
; ROOT_DIR_FOR_AUTO_UPLOAD_LOGS_FILES = D:\ndml\kra\filesystem\autoupload\indexfile\LOGS\\
# End --- Commented on 19-12-2016 for Bug-6207

# Start --- Added on 19-12-2016 for Bug-6207
#ENTER ROOT DIRECTORY FOR AUTO UPLOAD COMPLETED FILES
ROOT_DIR_FOR_AUTO_UPLOAD_COMPLETED_FILES = \ndml\kra\filesystem\autoupload\indexfile\COMPLETED\\
```

- Selection of mode

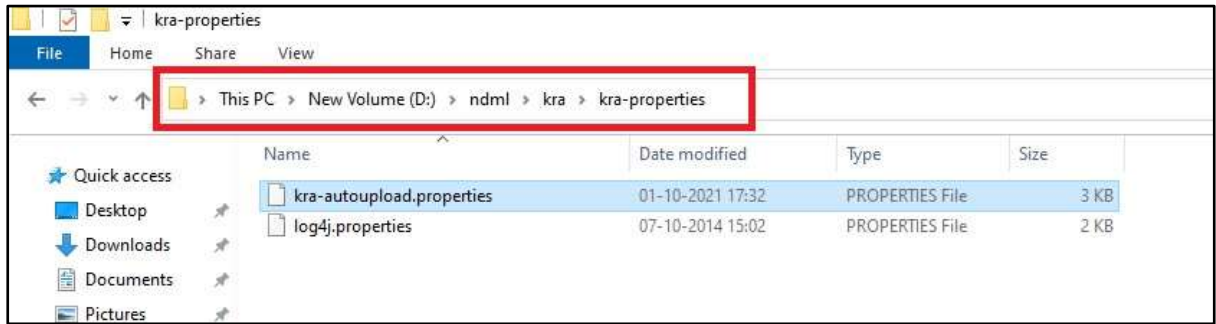
There are two modes available for bulk image upload;

1. PAN based mode (by default activated)
2. Ack based mode

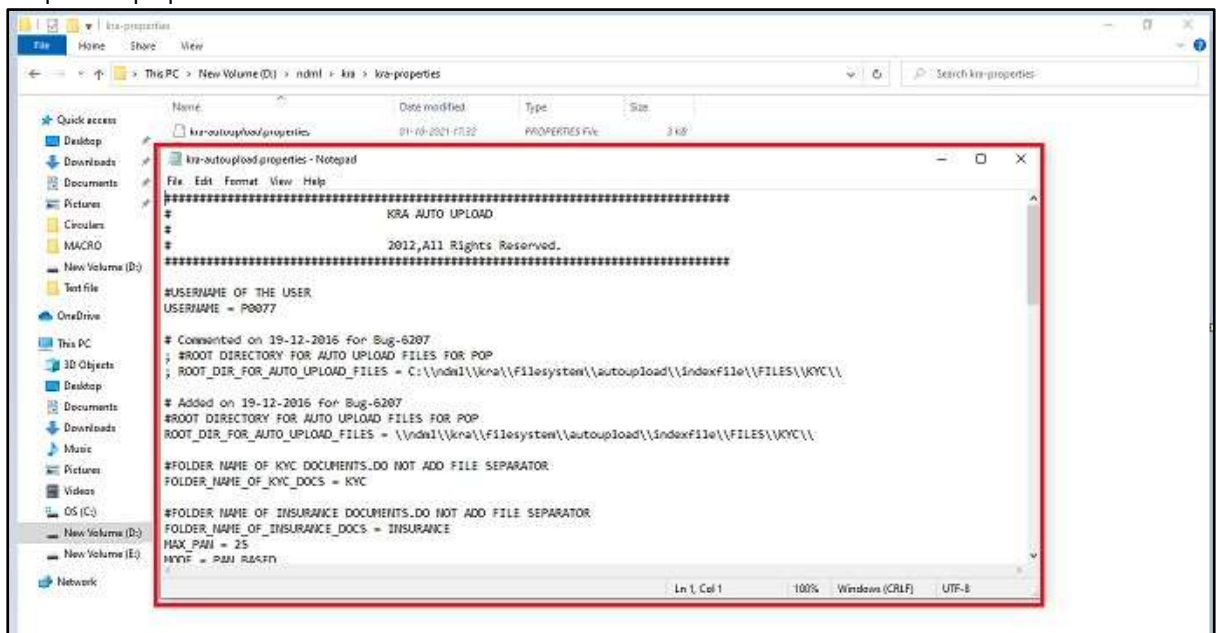
User if wanted to activate Ack based mode he has to follow below procedure;

To activate Ack based mode, user has to make changes in property file. o User has to go

in **ndml >> kra >> kra-properties**



- Open kra-properties file



- User has to comment out **Mode = ACK_BASED** and comment **Mode = PAN_BASED**

```
#####
#                               KRA AUTO UPLOAD
#
#                               2012,All Rights Reserved.
#####

#USERNAME OF THE USER
USERNAME = P0077

# Commented on 19-12-2016 for Bug-6207
; #ROOT DIRECTORY FOR AUTO UPLOAD FILES FOR POP
; ROOT_DIR_FOR_AUTO_UPLOAD_FILES = C:\ndml\kra\filesystem\autoupload\indexfile\FILES\KYC\

# Added on 19-12-2016 for Bug-6207
#ROOT DIRECTORY FOR AUTO UPLOAD FILES FOR POP
ROOT_DIR_FOR_AUTO_UPLOAD_FILES = \\ndml\kra\filesystem\autoupload\indexfile\FILES\KYC\

#FOLDER NAME OF KYC DOCUMENTS.DO NOT ADD FILE SEPARATOR
FOLDER_NAME_OF_KYC_DOCS = KYC

#FOLDER NAME OF INSURANCE DOCUMENTS.DO NOT ADD FILE SEPARATOR
FOLDER_NAME_OF_INSURANCE_DOCS = INSURANCE
MAX_PAN = 25
#MODE = PAN_BASED
MODE = ACK_BASED
|

FILE_UPLOAD_URL = https://kra.ndml.in/kra-web/AutoUploadServlet
FILE_UPLOAD_URL_PAN_BASED = https://kra.ndml.in/kra-web/AutoUploadPanBasedServlet
```

- Upload of Document

Depending upon selection of mode user has to upload document

1. PAN based mode (by default activated)

If user is using PAN based mode for uploading document, he has to upload PDF file. File

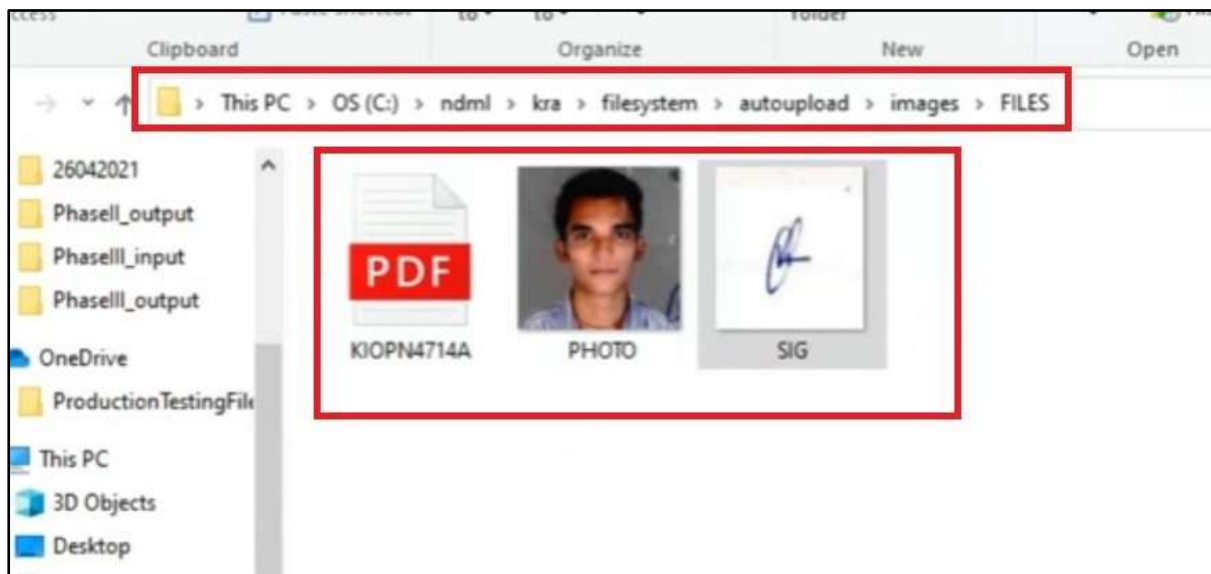
name should be that particular person PAN number only for example –

AQHCP8918W.pdf



2. Ack based mode

If user is using Ack based mode for uploading document, he has to upload PDF and other jpeg or png document with index file. Steps are as follows o Upload documents in ***ndml >> kra >> filesystem >> autoupload >> images >> files***



- Upload index file in ***ndml >> kra >> filesystem >> autoupload >> indexfile >> Files >> KYC >> KYC***



- Index file should be as per desired format only.

Format for index file is as below;

Acknowledgement number ^ serial number ^ 8 (document format number) ^ file name

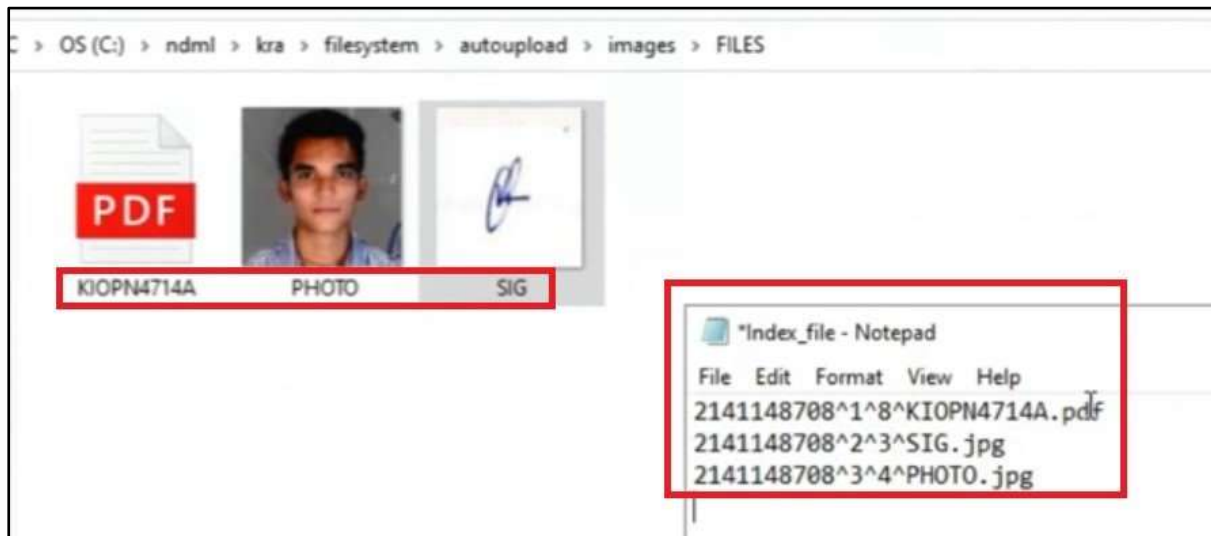
Note: Document format number,

- For PDF only 8 should be used
- For Signature file 3 should be used (doc format jpeg/png)
- For Photo file 4 should be used (doc format jpeg/png)

Examples;

- 2141148708^1^8^KIOPN4714A.pdf 2141148708^2^3^Sig.png

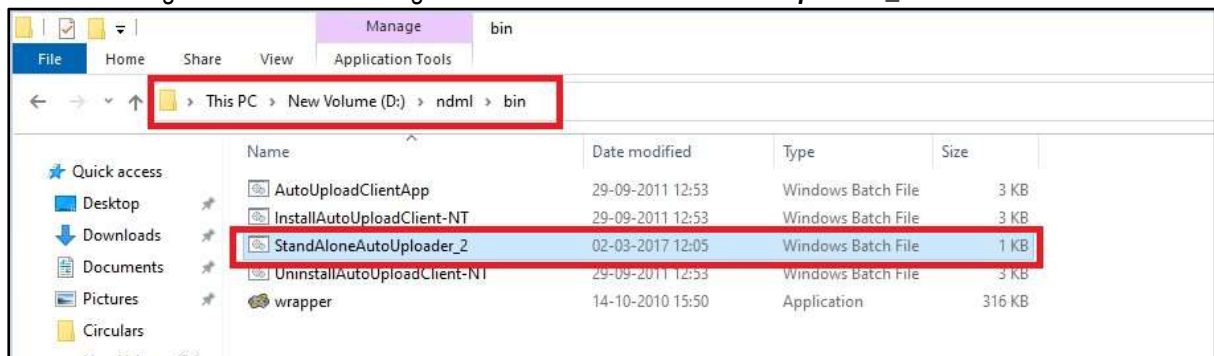
□ 2141148708^3^4 ^photo.png



- Run Batch file

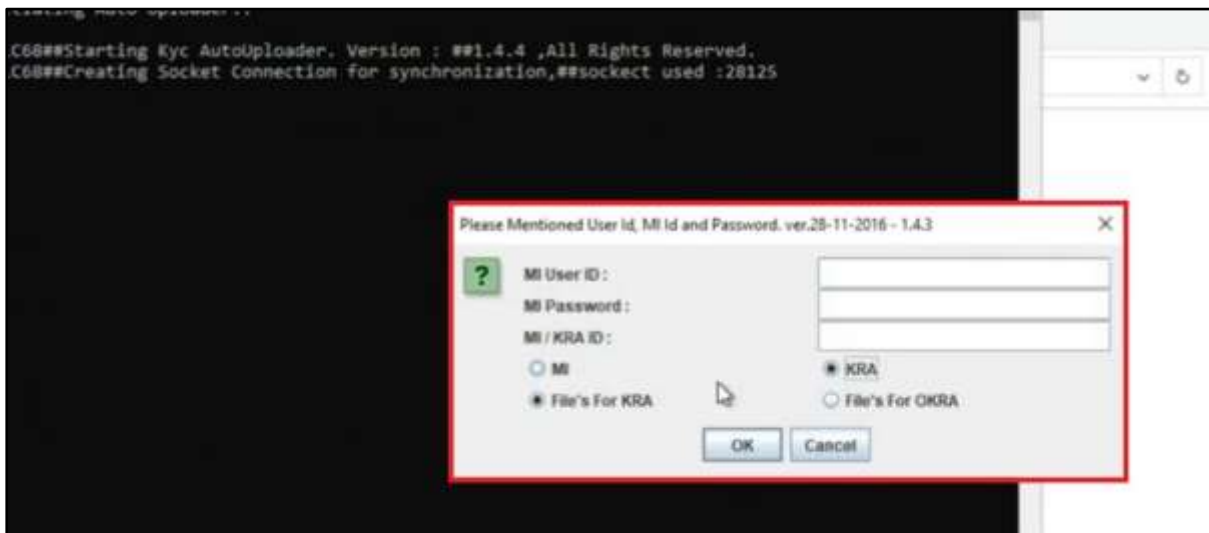
After uploading of images user has to run Batch file, procedure for running batch file is as follows;

- For running batch file user has to go to **ndml >> bin >> StandAloneUploader_2**



- User has to double click on **StandAloneUploader_2** batch file.

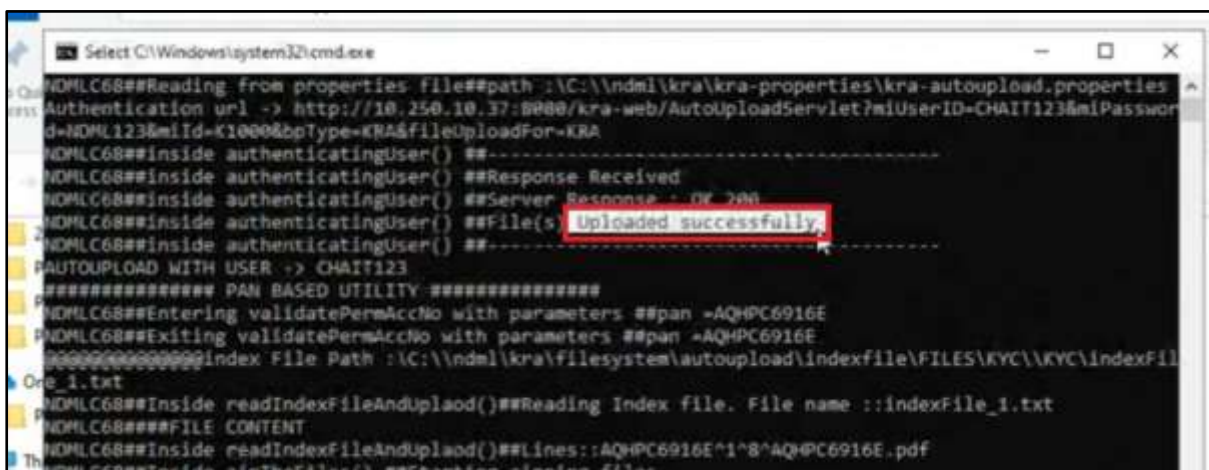
Once user double click on batch file system will open one window where user has to input his login credentials



- User has to entered below details;
 - MI User ID
 - MI Password
 - MI ID
 - Select MI radio button
 - Choose one option from File's for KRA or File's For OKRA

Once user has entered all the details user has to click on **OK** action button

- As user click on **OK** action button system verify credentials and run batch file, if user has inputted wrong password or Ids then system will show **authentication error** and batch file will not run.



12. Sharing files through SFTP

NDML also have facility to upload documents through SFTP, which is provided on case to case basis by NDML to SRIs as it requires specific system requirements and also a requirement of minimum number of KYC records uploads to NDML KRA by SRI. . SRIs need to send email to NDML KRA helpdesk on info.kra@nsdl.co.in requesting for SFTP access.

NDML KRA provides the SFTP access to a designated functional user of SRI.

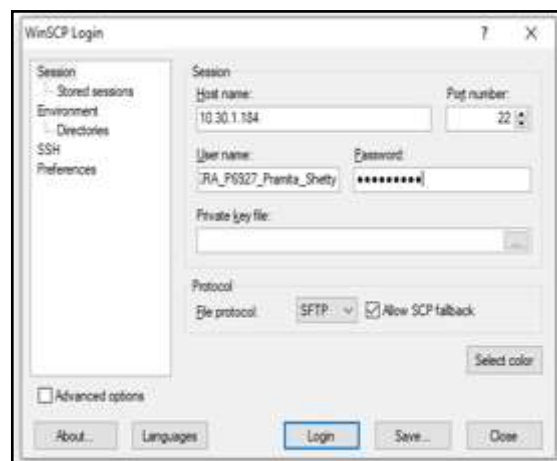
For SFTP access

Step2.

Once SFTP access is granted to SRI by NDML KRA the usage of the same is enumerated below.

User need to input below details to successfully login into system, which are mentioned below;

- Host name
- Port number
- User name
- Password



Once user entered all credential details, user has two click on Login action button.

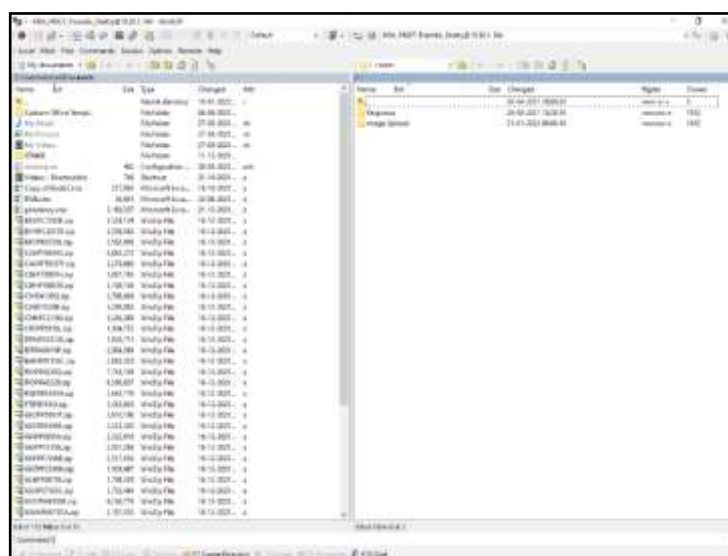
Step3.

Once user successfully login into system, system will provide below interface.

System reflects two folders; Response and Image upload

Response folder: Response folder consist of images which are download by user

Image upload: Image upload consist of images which need to share with KRA system



Step4.

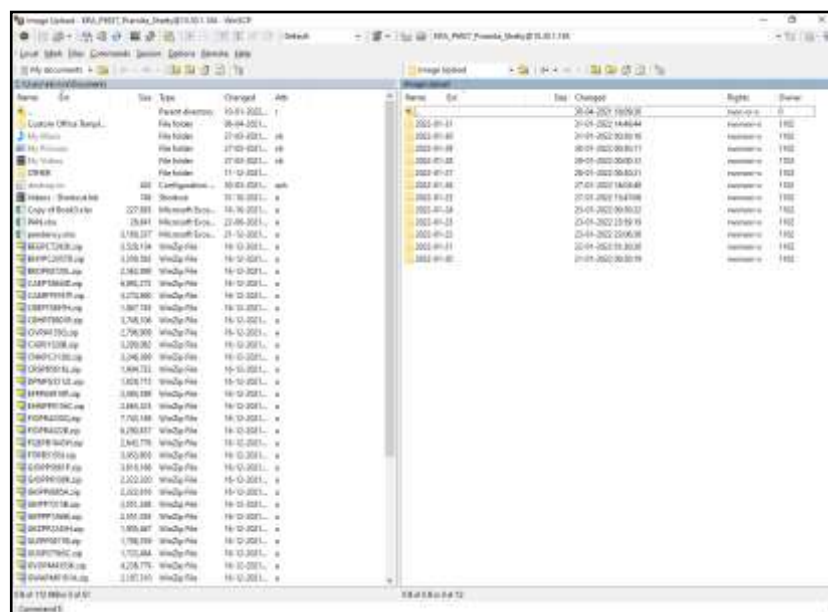
For uploading image user has to click on Image Upload folder.



Step5.

Once user click on image upload folder, system will reflect date wise folders in which documents are kept by user.

Date folder format: yyyy-mm-dd



Step6.

User has to insert images inside date folder. Inside date folder there are 2 more folder name as;

- Success
- Failed

Success folder consist of all images file which are successfully mapped with KRA system.

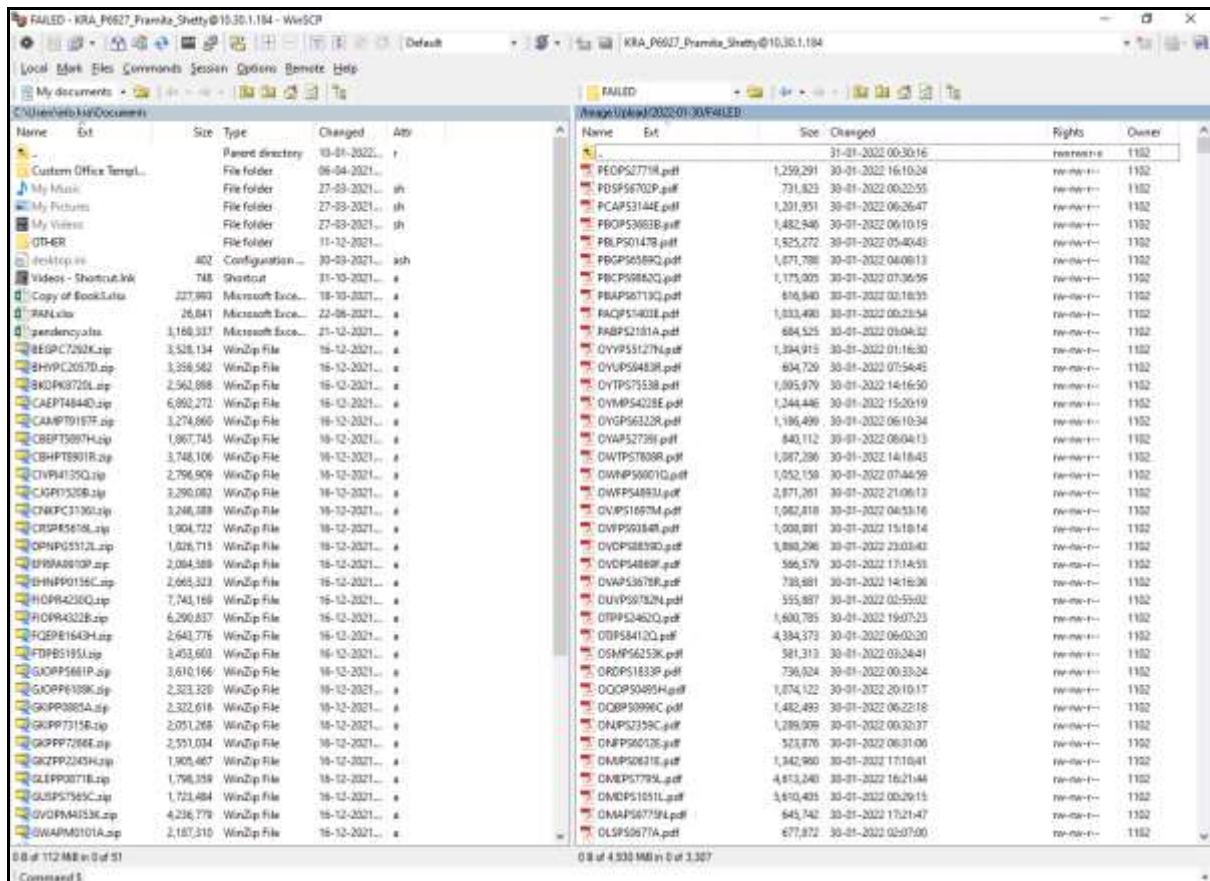
Failed folder consist of all images file which are not mapped with KRA system.



Document structure format: PANNumber.pdf example ASDFG1234H.pdf

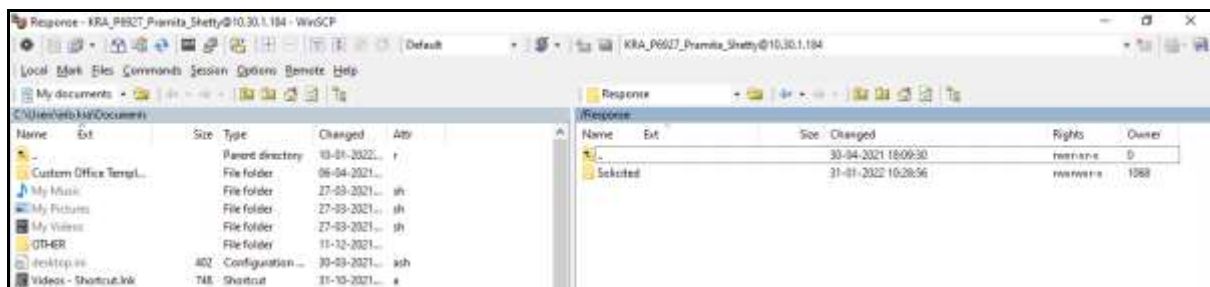
Document extension accepted by system: PDF, TIF, TIFF & ZIP

Please note JPEG and other format images will not be accepted into system.



Step7. Response folder

Inside response folder there is solicited feed folder in which NDML send solicited document. Which can be downloaded by user.



13. API based access to NDML KRA system for SRIs.

NDML KRA also has a facility for granting access to NDML KRA system through APIs for KYC status inquiry, KYC download, KYC Modification and KYC upload. By usage of this facility a SRI can avail integration of online investor onboarding system with NDML KRA system as well as Back office of RTA/Mutual funds can be integrated with NDML KRA system.

For API Integration document and integration related queries and documents, SRIs need to send email to NDML KRA helpdesk on info.kra@nsdl.co.in

Upload of Digilocker XML file & Offline AADHAAR XML through Utility

Below is the stepwise procedure which user need to follow for downloading and integration of Bulk Image Upload Utility. Step 1. Go to <https://kra.ndml.in/kra-web/>

Step 1.

- Go to <https://kra.ndml.in/kra-web/>



- Click on Download module



- Once click on Download option, system will display one window where user can download Digilocker & Aadhaar XML upload Utility

8. [2012-0008- Courier Pickup Facility](#)
7. [2012-0007- Revision in effective date of applicability of charges](#)
6. [2012-0006- Revision in effective date of applicability of charges](#)
5. [2012-0005- Revision in effective date of applicability of charges](#)
4. [2012-0004- Revision in effective date of applicability of charges](#)
3. [2012-0003- Charge Structure](#)
2. [2012-0002- Commencement of KRA Operations](#)
1. [2012-0001- SEBI grants certificate of registration to NDML](#)

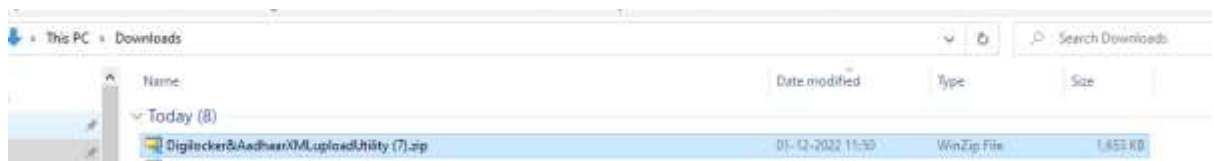
Utilities

Conversion Utility

1. [Client Master Export of NSDL \(Local DPM\) to KRA Upload Format for new clients](#)
2. [Client Master Export of NSDL \(Local DPM\) to KRA Upload Format for Existing Clients](#)
3. [Acknowledgement Number Based Bulk Image Upload](#)
4. [NDMLKRA UCC Converter to KRA Upload Format for Individual clients](#)
5. [Bulk Image Upload](#)
6. [NDML Converter](#)
7. [NDML Converter 2](#)
8. [NDML Converter 3](#)
9. [SMS WebService Utility](#)
10. [API Integration](#)
11. [Digilocker & Aadhaar XML upload Utility](#)

Back

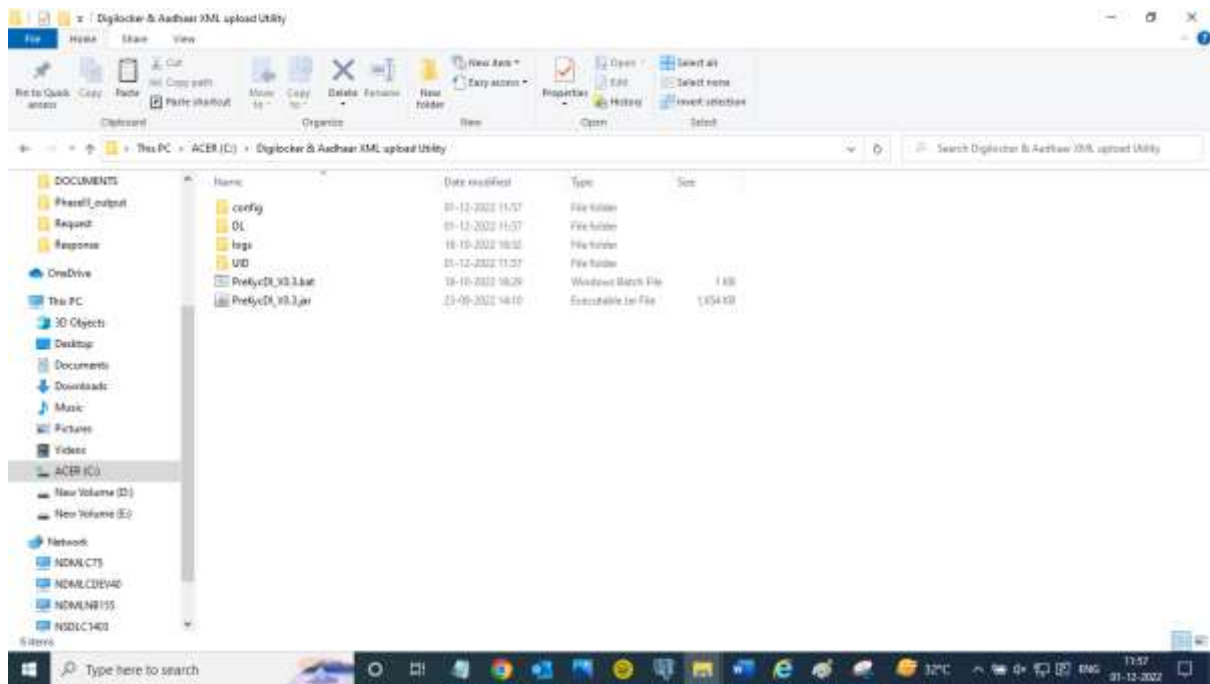
- Once user click on Digilocker & Aadhaar XML upload Utility link, a ZIP file gets downloaded on users' system.



- Once the file has been successfully downloaded in system. User need to copy and paste this file in C drive.

If user is saving this Utility in C drive, they doesn't need to make any changes in properties file

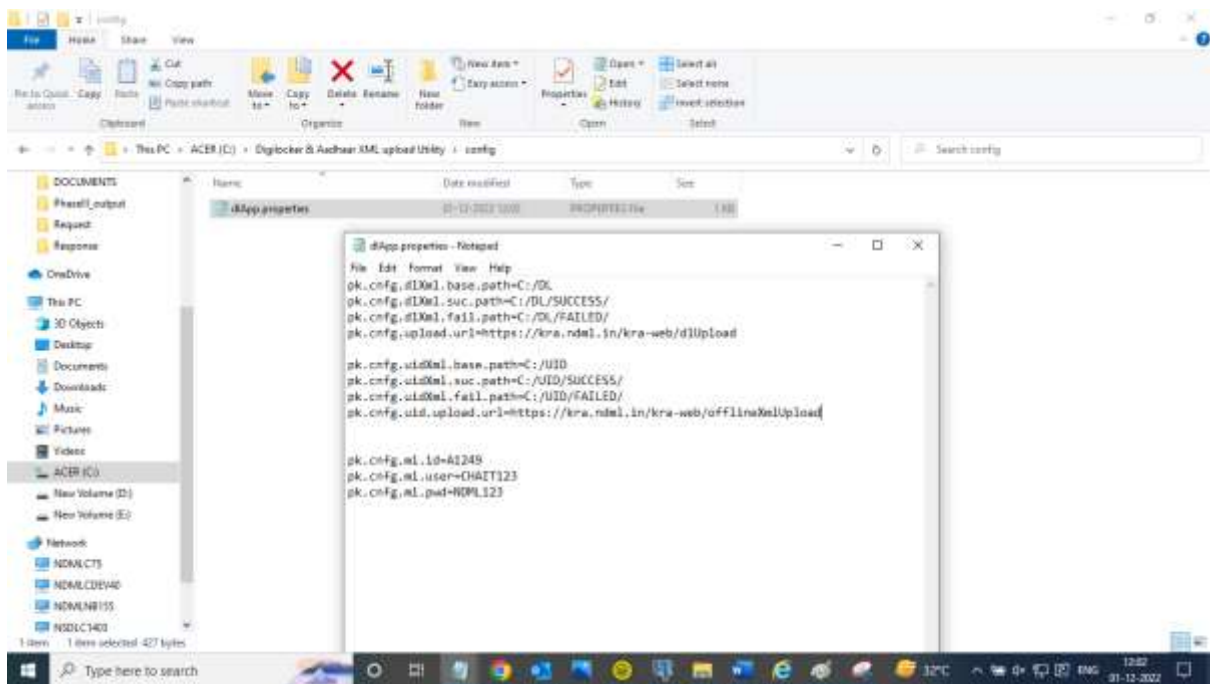
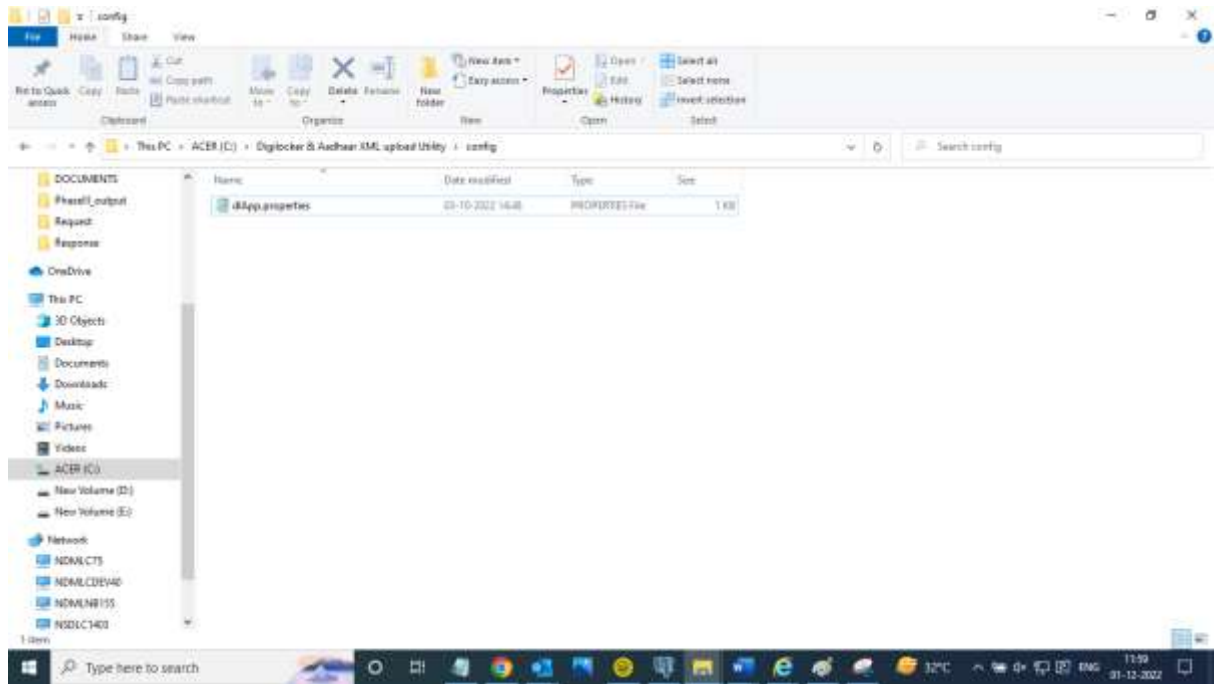
Extract the Utility File in C drive.



Update the properties file

Since user has extracted file in C drive, he/she has to make some changes in properties file. Procedure regarding changes is explained below.

- User has to go in **C >> Digilocker Utility >> Config >> dlApp**
- User has to open **dlApp** properties file.



In this file User has to do the changes in properties as per the following points:-

1. Path of folders: - change the Path of the folders as per the location of utility, i.e. if the utility is saved in C drive then enter the C drive's path for particular folders.
2. Credentials of user: - Enter the valid credentials, i.e. mi id, mi username, mi password.

For C drive enter the path as per given below format, and valid credentials of your own.

pk.cnfg.dlXml.base.path=C:/DL

pk.cnfg.dlXml.suc.path=C:/DL/FAILED/

pk.cnfg.dlXml.fail.path=C:/DL/SUCCESS/

pk.cnfg.upload.url=https://pilot.kra.ndml.in/kra-web/dlUpload

pk.cnfg.mi.id=A1249

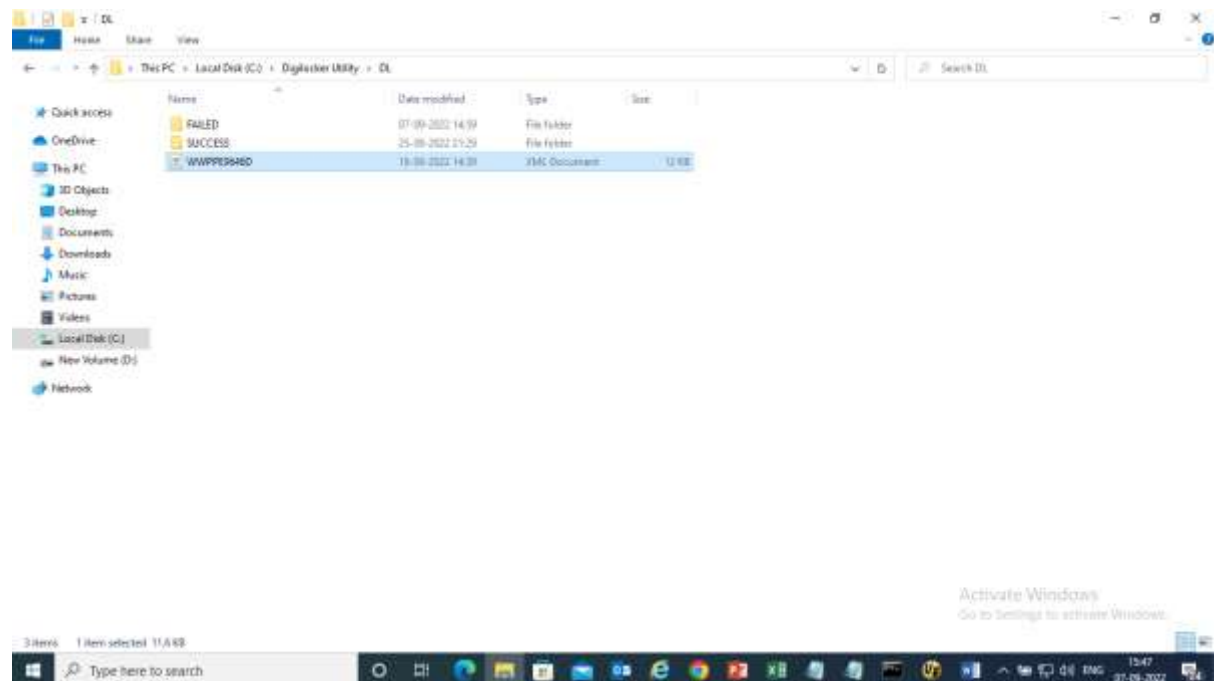
pk.cnfg.mi.user=CHAIT123

pk.cnfg.mi.pwd=NDML123

Digilocker XML upload: -

Digilocker XML File should be named as per the proper nomenclature PAN.xml for example – WWPPE9646D.xml

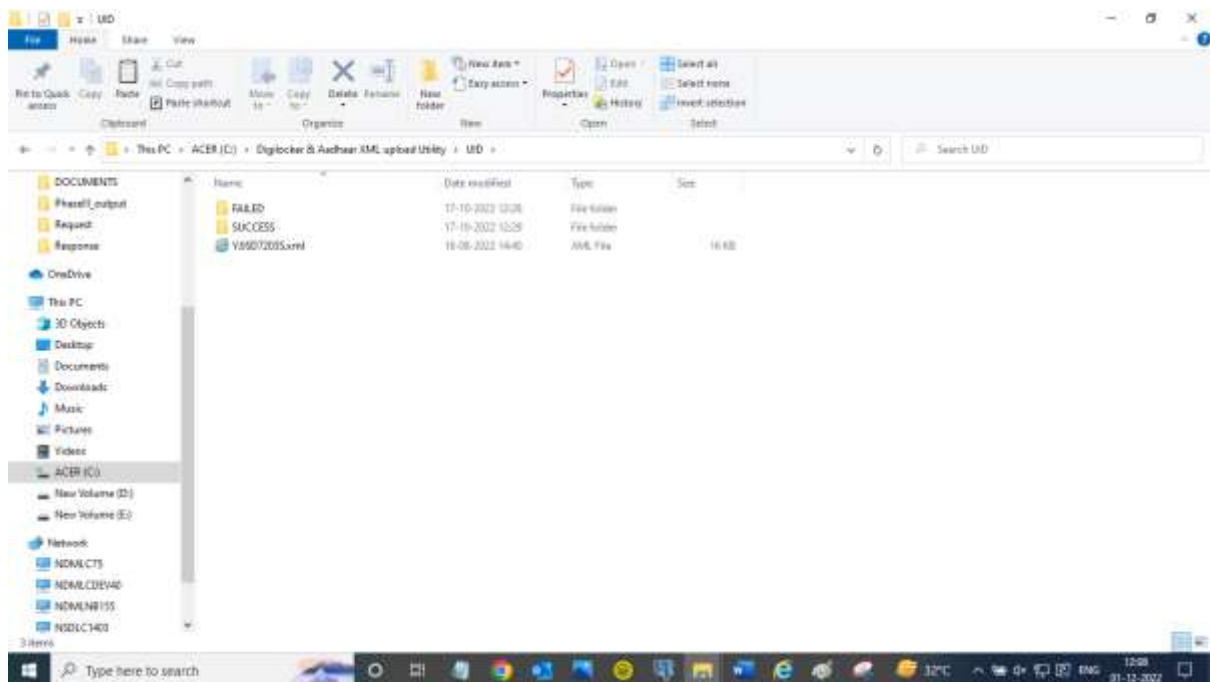
Save that Digilocker XML file in the DL folder



UID XML upload: -

UID XML File should be named as per the proper nomenclature PAN.xml for example – WWPPE9646D.xml

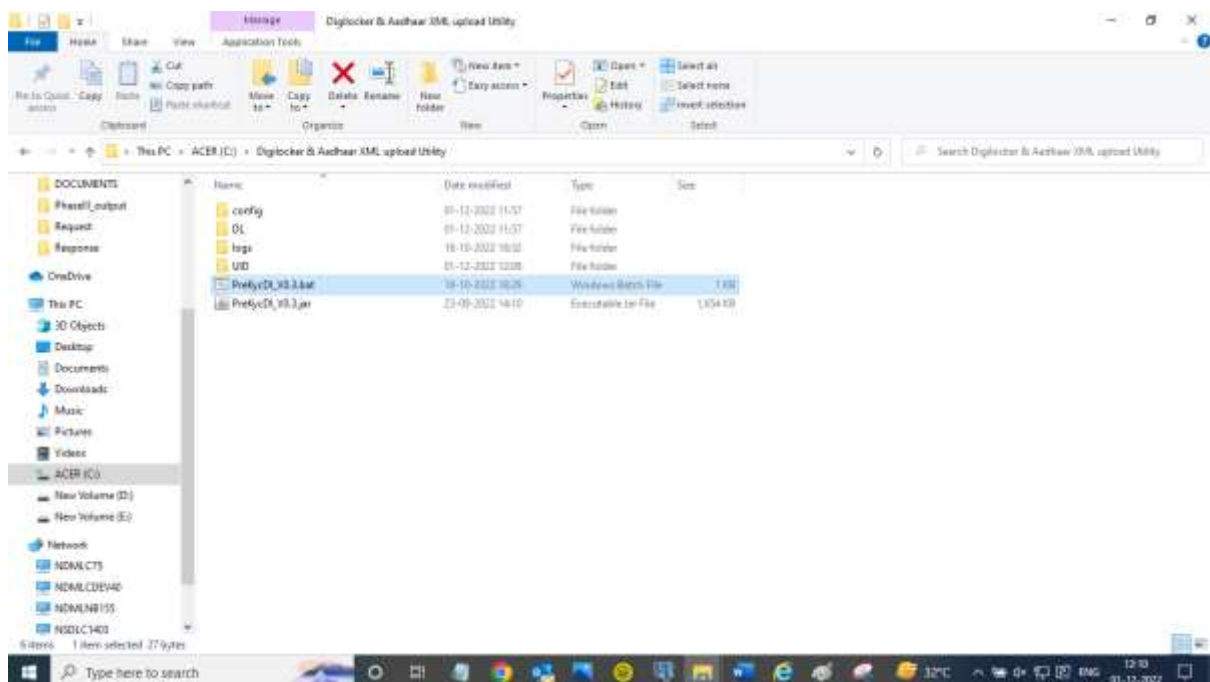
Save that UID XML file in the UID folder



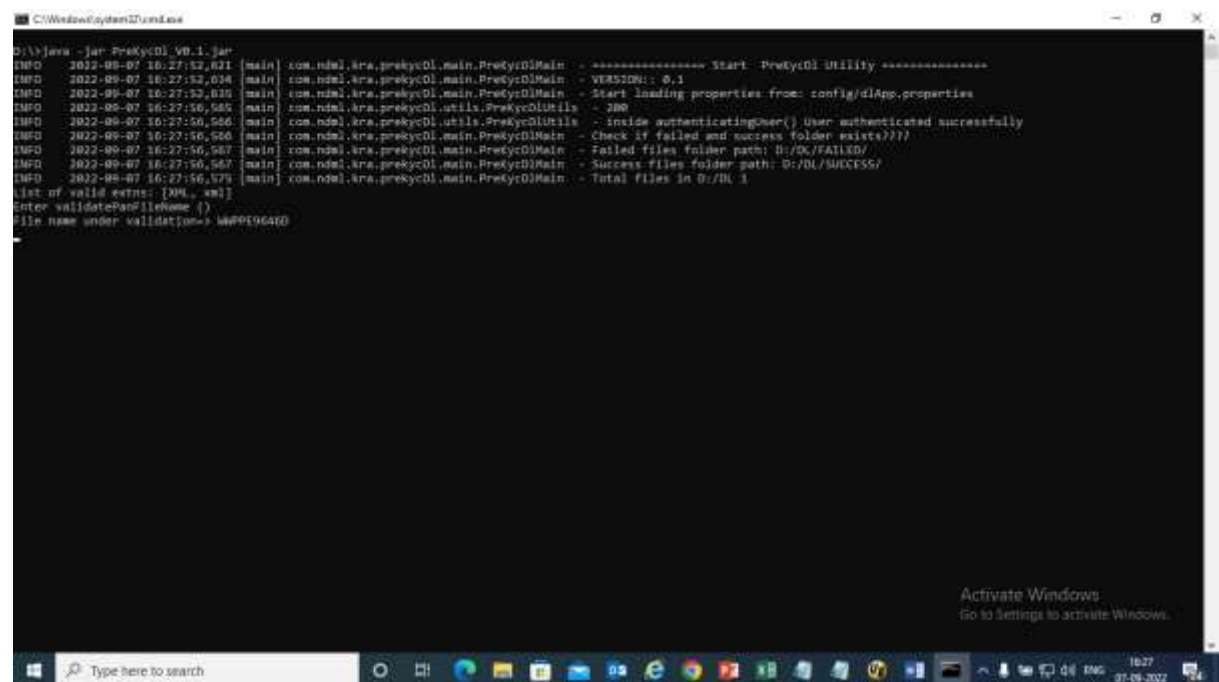
RUN batch file: -

After uploading of images user has to run Batch file, procedure for running batch file is as follows;

1. For Running batch file user has to go **C>> Digilocker & Aadhaar XML upload Utility>> PreKycDI_V0.3.bat**



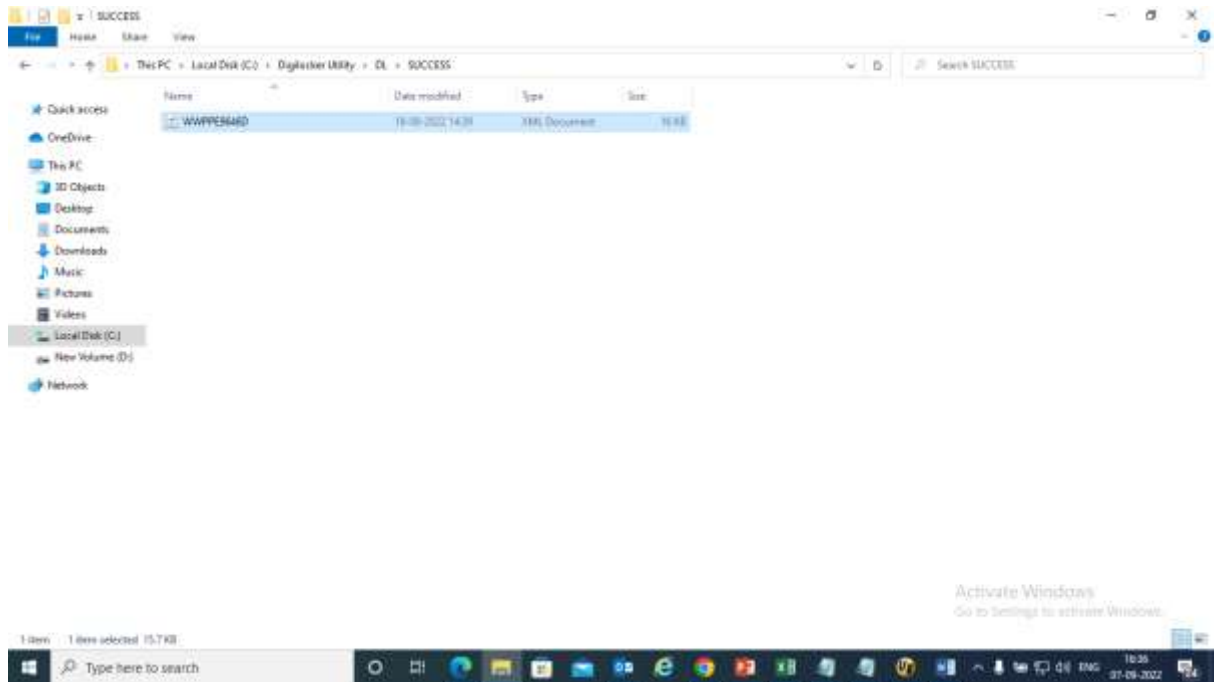
2. User has to double click on **PreKycDI_V0.1** batch file.



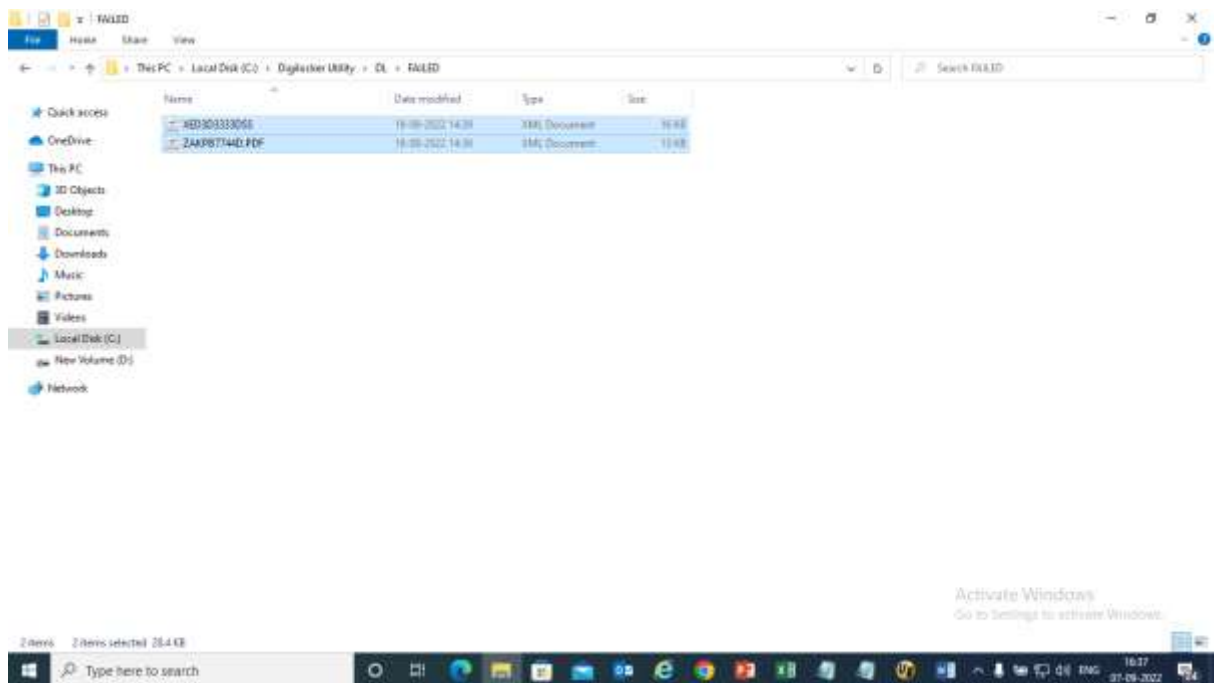
```
C:\Windows\system32\cmd.exe
D:\>java -jar PreKycDI_V0.1.jar
INFO 2022-09-07 16:27:52,621 [main] com.ndml.kra.prekycDI.main.PreKycDIMain - ===== Start: PreKycDI Utility =====
INFO 2022-09-07 16:27:52,634 [main] com.ndml.kra.prekycDI.main.PreKycDIMain - VERSION:: 0.1
INFO 2022-09-07 16:27:52,636 [main] com.ndml.kra.prekycDI.main.PreKycDIMain - Start loading properties from: config/dlApp.properties
INFO 2022-09-07 16:27:56,565 [main] com.ndml.kra.prekycDI.util.PreKycDIUtils - 300
INFO 2022-09-07 16:27:56,566 [main] com.ndml.kra.prekycDI.util.PreKycDIUtils - invoke authenticatingUser() User authenticated successfully
INFO 2022-09-07 16:27:56,566 [main] com.ndml.kra.prekycDI.main.PreKycDIMain - Check if failed and success folder exists???
INFO 2022-09-07 16:27:56,567 [main] com.ndml.kra.prekycDI.main.PreKycDIMain - Failed files folder path: D:/DL/FAILED/
INFO 2022-09-07 16:27:56,575 [main] com.ndml.kra.prekycDI.main.PreKycDIMain - Success files folder path: D:/DL/SUCCESS/
INFO 2022-09-07 16:27:56,575 [main] com.ndml.kra.prekycDI.main.PreKycDIMain - Total files in D:/DL 1
Enter validatePanFileName ()
File name under validation-> WFP096400
```

If Files gets uploaded successfully then it will get moved in SUCCESS folder automatically: - **C >> Digilocker & Aadhaar XML upload Utility>>DL>>SUCCESS**

If Files gets uploaded successfully then it will get moved in SUCCESS folder automatically: - **C >> Digilocker & Aadhaar XML upload Utility>>UID>>SUCCESS**



If Files gets Failed then it will get moved in FAILED folder automatically : - **C >> Digilocker Utility >>DL>>FAILED**



If Files gets Failed then Reason of File failure (error) will get updated in LOGS folder, i.e. **C >> Digilocker Utility >>logs**

