

Standard Operating Procedure (SOP)

For

KRA (KYC Registration Agency)

System Users

December 2011

This manual is designed to assist users in understanding and navigating the KRA application effectively. Reproduction or distribution of this document, in whole or in part, is prohibited without the prior written consent of KARVYKRA and its authorized representatives.

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1. About KYC Registration Agency (KRA)

The Securities and Exchange Board of India (SEBI) has established the regulatory framework for KYC Registration Agencies (KRAs) through the **SEBI KRA Regulations**, notified via **Notification No. LAD-NRO/GN/2011-12/29/36772** dated **December 2, 2011**. These regulations provide a standardized and centralized approach to the Know Your Client (KYC) process across the securities market.

2. Objective of KRA KYC:

Currently, investors or clients who wish to open accounts with multiple SEBI-registered intermediaries must undergo the KYC process separately with each entity. This often results in duplication and inefficiencies. To address this issue, a centralized KYC mechanism has been introduced to streamline the process and maintain a unified KYC record across the securities market, thereby enhancing operational efficiency and reducing redundancy.

3. Scope of KARVY KRA Services:

KARVY KRA offers a comprehensive suite of services aimed at simplifying and standardizing KYC compliance for market participants. The key services include:

1. **Access to KARVY KRA Registered Intermediary Portal:**
Available at (<https://www.karvykra.com/>), this portal facilitates intermediary operations and customer KYC management.
2. **New Customer KYC Processing:**
Execution of KYC procedures for customers whose PAN is not available in any existing KRA database.
3. **Interoperability and PAN/KYC Status Verification:**
Enables PAN availability and KYC status verification across all KRAs through the Interoperability Platform (IOP).
4. **PAN Verification with Income Tax Database:**
Real-time verification of PAN through NSDL, an authorized entity by the Income Tax Department.
5. **SEBI-Mandated Validations:**
Includes independent verification of PAN (including PAN Aadhaar Linkage, as referred to in rule 114 AAA of the Income-tax Rules, 1962) Aadhaar, email, and mobile number, POI & POA as per SEBI guidelines.

4. Pre-Requisites for Intermediary Registration:

Only Asset Management Companies (AMCs) and SEBI-registered intermediaries are authorized to transact via the KARVY KRA intermediary login. To register as an intermediary, the following are required:

- Duly completed application form
- Supporting KYC documentation
- Signed Terms & Conditions agreement

These documents must be submitted to the KARVY KRA back office for registration and activation of services.

5. Intermediary Login Page:

The intermediary is required to enter their **User ID** and **Password** to initiate the subsequent OTP authentication process.

KARVY KRA KYC SERVICES

Home **KYC Services** **KYC Validation** **FAQ'S** **Downloads** **Contact Us** **Privacy Policy** **Circular's**

(broker, DP, Mutual Fund etc), you need not undergo the same process again when you approach another intermediary. Only eligible for MF Investment upto Rs.50,000 p.a. per Mutual Fund.

About KDMS

Karvy Data Management Services is emerging as a leading provider of business and knowledge process Services by focusing on delivery of business services for our clients through an innovative framework that is directly tied to improving service delivery along the value chain. With a reach across the length and breadth of the country and an ISO 9001:2008 compliant service delivery mechanism, we deliver services

About KRISP

Karvy KRA KYC services is Provided to you by Karvy Data Management System. KYC verification has been made common across all SEBI regulated entities eliminating the need to repeat KYC every time you open an account with any of the security market entities. KYC First time Mutual Fund investors and investors with existing folio can complete KYC...

Members Login

Username
karvyadmin

Password

Enter Captcha # ? 0 & w

Login **Cancel**

[KYC Enquire?](#) | [Forgot Password?](#)

6. OTP authentication for Login: After entering the required details, two authentication options are provided — **Mobile** and **Email**. You may select either option to proceed with the authentication process.

KARVYKRA
KYC SERVICES

Home KYC Services KYC Validation FAQ'S Downloads Contact Us Privacy Policy Circular's

KYC is one time exercise while dealing in securities markets - once KYC is done through a SEBI registered intermediary (broker, DP, Mutual Fund etc), you need not undergo the same process again when you approach another intermediary. Only elig

OTP Authentication

Select OTP Delivery Method

Mobile Email

Generate OTP

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After the login through either mobile or email authentication, we get the below mentioned home page.

KRISP KYC SERVICES

Home KYC Pending Requests Reports Utilities Logout

You have logged in as: D Mahaboob
IP Address: 49.249.166.170
Logged In Time: 10/9/2025 11:30:45 AM

Welcome, Karvykracheck! KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM

KNOW YOUR CLIENT (KYC)

SEARCH PAN BULK PAN SEARCH KYC DOWNLOAD

NEW KYC REGISTRATION

VIEW KRA RESPONSE NEW KYC ENTRY- INDIVIDUAL NEW KYC ENTRY- NON INDIVIDUAL

KYC MODIFICATIONS

MODIFY INDIVIDUAL MODIFY NON- INDIVIDUAL MODIFY FATCA ONLY

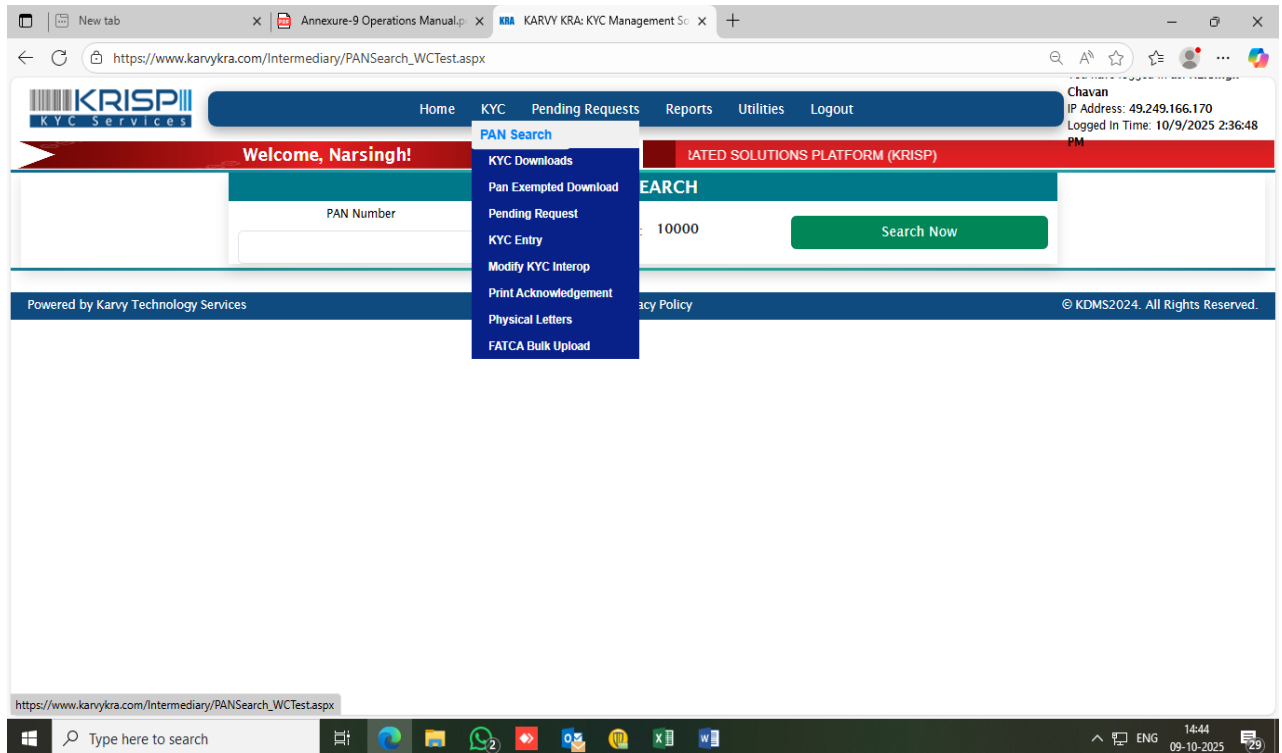
KYC Modification TAT Report

Note: Report Pooled Based On Modification Images Receipt Date To Modification Processed Date

Received Date	Completed in 0-1 Day	Completed in 2-3 Days	Completed in 4-5 Days	More than 5 Days
2025-10-04	203	942	4	0
2025-10-05	785	5	2	0
2025-10-06	1673	83	0	0
2025-10-07	1553	1	0	0
2025-10-08	572	0	0	0

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7. Home Page after Login: Upon selecting the KYC option, a dropdown menu appears displaying the available sub menus in KYC.



8. KYC: (Know Your Customer) is a regulatory process through which financial institutions and intermediaries verify the identity, address, and financial details of their customers. The objective of KYC is to prevent identity theft, fraud, money laundering, and terrorist financing, and to ensure compliance with applicable laws and regulatory requirements.

The KYC process typically includes customer identification, verification of documents, risk assessment, and periodic updating of customer information.

On selecting the KYC option, we get multiple options for the Intermediary users.

1. Pan Search
2. KYC Downloads
3. Pan exempted Downloads
4. Pending Requests
5. KYC Entry
6. Modify KYC interop
7. Print Acknowledgement
8. Physical Letters
9. FATCA Bulk Uploads

8.1 PAN Search: Once the 'PAN Search' option is selected and the PAN number is entered, the system displays the corresponding KYC status.

KRISP KYC Services

Home KYC Pending Requests Reports Utilities Logout

Welcome, Narsingh!

PAN SEARCH

PAN Number: 250N POS Code: 10000 Search Now

SEARCH RESULTS:

Status as on: Oct 09, 2025 14:52:29
Pan Number: 250N
Applicant Name: L KUMAR

KYC Flag: No eSIGN
eSIGN Flag: No eSIGN
IPV Flag:

KRA	Date Of Upload	Status	Status Description	Status Date	Date Of Modification	Modify Status	Modify Hold Reasons	PERM ADDProof	CORR ADDProof	FATCA Flag
KARVY		05	Not Available							
CVL	07-10-2023 21:13:14	07	KYC Validated	08-10-2023 22:38:51		Not Available		Aadhaar	Aadhaar	
KFIN		05	Not Available			Not Available				
NDML		05	Not Available			Not Available				
CAMS		05	Not Available			Not Available				
DOTEX		05	Not Available							

Print Report

8.2 KYC Downloads: Once the 'KYC Download' option is selected and once the relevant details are entered, click on "Search & Download" option. For download, click the "Click Here" option.

KRISP KYC Services

Home KYC Pending Requests Reports Utilities Logout

Welcome, Narsingh!

KYC Search & Download

PAN No. 250N Date Of Birth 1975 Download From

KYC Download On Behalf Of

With Image Search & Download

Thank You for using KARVY Interop Service. KYC Images shall be provided at EOD on receiving from the Other KRA

Note:

- Intermediary Code is Mandatory.
- This service will be charged as per Terms and Conditions.

Download XML File Click Here
Download Image

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8.3 PAN Exempted Download: The same process is repeated as mentioned above (as per 8.2)

8.4 KYC Entry:

8.4.1 Online Individual Entry: After entering the relevant details by the Intermediary POS, click on the “Submit” button.

You have logged in as: **Narsingh Chavan**
IP Address: 49.249.166.170
Logged In Time: 10/9/2025 3:29:50 PM

Home KYC Pending Requests Reports Utilities Logout

Welcome, Narsingh!

KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM (KRISP)

Branch EKYC Entry

Agency Code *
Agency Transaction ID *
PAN Number *
PAN Name *
Mobile Number *
Email Address *
Employee Name *
Employee Designation *
Employee Code *
Employee Location *

Submit

Once we submit, the below mentioned “Branch EKYC Entry” page is displayed. Here the Intermediary will verify the details and process accordingly.

You have logged in as: **Chavan**
IP Address: 49.249.166.170
Logged In Time: 2/2/2026 11:44:05 AM

Home KYC Pending Requests Reports Utilities Logout

Welcome, Narsingh!

KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM (KRISP)

Branch EKYC Entry

Please verify the information before submission:

AgencyCode	KDMSL KRA (10000)
AgencyTransactionID	761481
Pan	BFZPC1494P
PanName	NARSINGH CHAVAN
Mobile	9618840709
EmailID	CHAWANNARSINGH@GMAIL.COM
Emp Name	BINDU
Emp Designation	S.M.
Emp Code	125858
Emp Location	HYDERABAD

Close Confirm & Submit

Here, the Customer will receive an “On boarding” link to his/her registered mail ID as given below. Here the On boarding procedure is directly done by the Customer and not by the Intermediary.

Welcome, [REDACTED]!

We're excited to onboard you through our trusted partner, [REDACTED] Chavan.

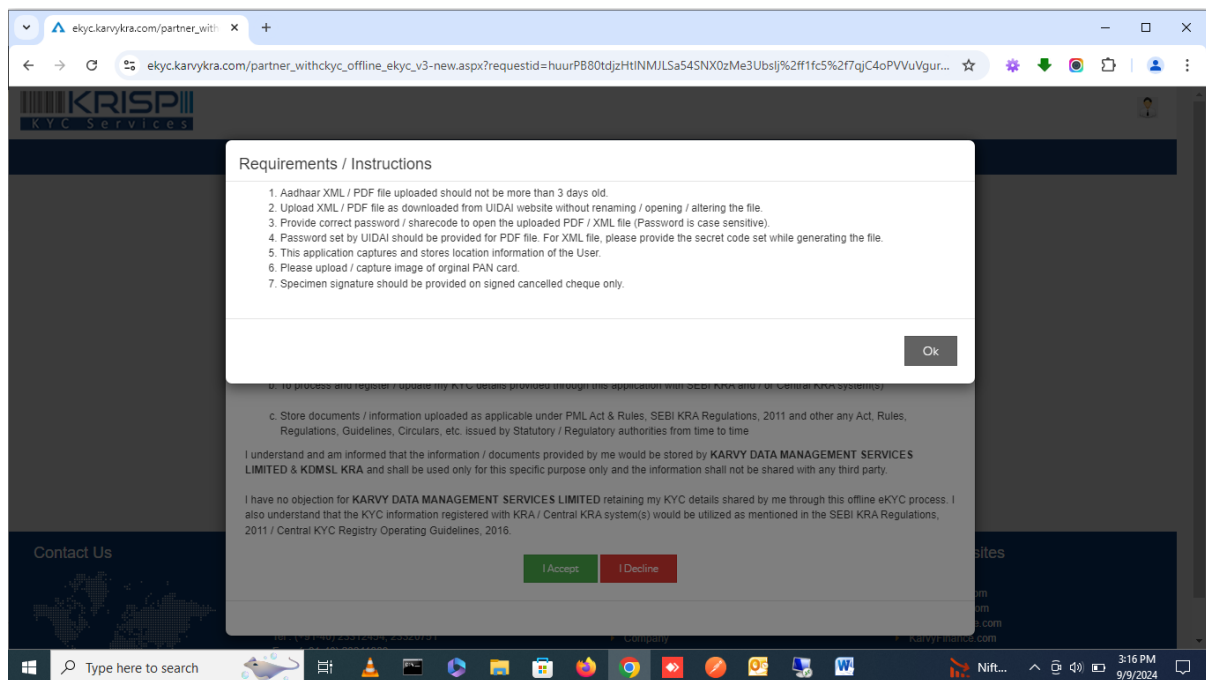
At KARVY KRA, we believe in making every step simple, secure, and seamless for you. You've been referred by one of our esteemed partners, and we can't wait to begin this journey together.

To get started, please click the button below and complete your onboarding details. It'll only take a few minutes.

[Start Onboarding](#)

If you have any questions, feel free to contact us at kra@karvy.com or call us at 8121096850 / 8019355102.

After clicking on Start Onboarding, the client will be redirected to the next page, where they can read the requirements, instructions, and terms & conditions. Once reviewed, the client must click 'OK' to accept and proceed to the next step. Refer to the image below.



After accepting the terms and conditions, the client will be redirected to the next page, where the following options will be displayed:

1. DigiLocker
2. E-Aadhaar PDF
3. Aadhaar XML

If the client selects DigiLocker, they will be redirected to the DigiLocker website.

The screenshot shows a web browser window with the URL `ekyc.karvykra.com/Partner_withkyc_offline_ekyc_v3.aspx?requestid=4yjQU8awDigJSN0...`. The page header includes the 'KRISP KYC Services' logo. The main content area features a form titled 'Enter Details' with the following fields: Name (filled with 'dudekula mahaboob'), Mobile (filled with '9392880851'), Email Id (filled with 'mahaboob143143@gmail.com'), and Pan Number (filled with 'cthp0549k'). Below these fields are three radio buttons for 'Digilocker', 'E-Aadhaar PDF', and 'Aadhaar XML'. A link 'To download Aadhaar-XML Click here' is present. There is a 'Choose File' button next to the text 'No file chosen'. A Password field is also visible, with a note: 'Please type the same password provided for Aadhaar XML file download'. A 'Process' button is at the bottom of the form.

1. **Digilocker:** The client must log in using a username or mobile number, or Aadhaar number. Upon successful login, the client will be redirected to the next step for further processing.

The screenshot shows the DigiLocker login page with the URL `accounts.digilocker.gov.in/signin/uid_login/f91e7a61e3de0af6dc10ada5062289a1ab05ccccb...`. The page has the DigiLocker logo and the text 'Sign In to your account!'. There are three tabs: 'Mobile', 'Username', and 'Aadhaar'. The 'Aadhaar' tab is selected. Below the tabs is a text input field labeled 'Aadhaar Number*' with a placeholder 'Enter your Aadhaar Number'. A green 'Next' button is below the input field. At the bottom, there is a link: 'Do not have an account? Sign Up'.

If the client logs in using Aadhaar, they will receive an Aadhaar OTP, which must be entered to proceed to the next step.

The screenshot shows a web browser window with the URL `accounts.digitallocker.gov.in/signin/auth/signin_request_uid`. The page features the DigiLocker logo and a central form titled "Verify Aadhaar OTP". The form contains the following elements:

- A message: "UIDAI has sent a temporary OTP to your mobile ending in*****0851 (valid for 10 mins)."
- A text input field with a masked value "*****" and a clear button (X).
- Labels "Enter 6 digit OTP" and a "Resend OTP" link.
- A warning: "Wait few minutes for the OTP, Do not refresh or close!"
- A checkbox with the text: "I authorize the use of my Aadhaar number and OTP solely for e-KYC purpose, including the retrieval, storage, and sharing of Aadhaar details in my DigiLocker wallet." with a blue checkmark.
- A green "Submit" button at the bottom.

The client must create a 6-digit PIN for further processing and click the Submit button to proceed to the next step.

The screenshot shows a web browser window with the URL `accounts.digitallocker.gov.in/signin/auth/verify_uid_otp`. The page features the DigiLocker logo and a central form titled "Verify security PIN". The form contains the following elements:

- A text input field with a masked value "*****" and a clear button (X).
- A link: "Forgot security PIN?"
- A blue "Submit" button at the bottom.

After verifying the security PIN, the client will be presented with options to select the issued documents such as Aadhaar, PAN Verification, and Driving Licence. The client must select the relevant document and provide consent to proceed to the next page.

The screenshot shows a web browser window with the URL `consent.digilocker.gov.in/consent-form?app_id=YL5E2CCA4E&jwt=eyJ0eXAiOiJKV1QiLCJhbGciOi...`. The page features the DigiLocker logo, a green checkmark icon, and the KRISP KYC SERVICES logo. The main content area is titled "Please provide your consent to share the following with KARVY KRA:". It contains a list of "Issued Documents (3)" with checkboxes: "Aadhaar Card (XX2866)" (checked), "PAN Verification Record (XXD6549K)" (unchecked), and "Driving License (can be accessed)" (unchecked). Below this is a "Profile information" section with fields for "Name, Date of Birth, Gender". A "Consent validity date" section shows "Today + 30 days" and "06-March-2026" with an "Edit" link. A "Purpose" section shows "Know Your Customer". At the bottom, there is a disclaimer: "Consent validity is subject to applicable laws. By clicking 'Allow', you are giving consent to share with KARVY KRA." and two buttons: "Deny" and "Allow".

After clicking on the Allow option, the page shown below will be displayed for client image capture as part of the further process. The client's submitted PAN will be validated through ITD PAN Verification. If the PAN is active, the page will be redirected to the next step; otherwise, the ITD PAN response will be displayed.

2. **E-Aadhaar/ Aadhaar XML:** If the client chooses to log in using E-Aadhaar/Aadhaar XML, they must select the E-Aadhaar/Aadhaar option and then click on the "Click Here" option to download the E-Aadhaar PDF from the UIDAI website for further processing.

After downloading the PDF, the client must upload the selected PDF, enter the Aadhaar password, and submit as shown in the image below.

For the above three options (DigiLocker, E-Aadhaar, and Aadhaar XML), the following is the common process.

If the client logs in using any one of the options, they will be redirected to the next page as shown in the image below.

Instruction for image capture: 1) client face must be clearly visible, 2) Please take picture with good lighting for better upload, 3) live photograph of the client should only be captured

After capturing the client's image, the client's general information such as name, father's name, gender, date of birth, and other details will be fetched from DigiLocker, E-Aadhaar, or Aadhaar XML."

Note: * Mandatory field

1 GENERAL INFORMATION | **2 ADDRESS DETAILS**

Application Type * KYC Number Account Type *

Name * (Same as ID proof)

Maiden Name (If any)

☐ Father / ☐ Spouse Name *

Mother Name *

Date of Birth * Gender * Marital Status * Citizenship *

Next

After entering the general information, the required POI and POA documents must be uploaded. Click on Next to proceed with the further process.

Resident Individual

No RESIDENCE FOR TAX PURPOSES IN JURISDICTION(S) OUTSIDE INDIA

PROOF OF IDENTITY (PoI) AND PROOF OF ADDRESS (PoA) *

Identity Proof Type * Identification Number * Proof Available *

Proof of Address * Identification Number * Proof Available *

PAN (front) Image * No file chosen

Signature Image * No file chosen

Next

After uploading the POI & POA proofs, the client's Address Details such as Address type, Proof available, address lines, state, district and other details will be fetched from DigiLocker, E-Aadhaar, or Aadhaar XML.

Note: * Mandatory field

1 GENERAL INFORMATION **2 ADDRESS DETAILS**

COMMUNICATION DETAILS*

☒ **4.1 CURRENT / PERMANENT / OVERSEAS ADDRESS DETAILS**

Address Type * Residential

Proof of Address * Proof of Aadhaar

Proof Available * Yes

Address Line 1 * 3-4-316/1

Address Line 2 NEW RAIPURA

Address Line 3 Warangal, Hanamkonda

Pin / Post Code * 506001

ISO 3166 Country Code * India

State / U.T Code * TELANGANA

District * WARANGAL URBAN

City / Town / Village * WARANGAL

Client mobile number and mail will be fetched from DigiLocker, E-Aadhaar, or Aadhaar XML.

The client must select the FATCA details (Yes/No) and then click on Continue to proceed with the further process.

Tel. (Off)

Tel. (Res)

Mobile 91 9963309510

Fax

Email ID testl@dd.cl

REMARKS (If any)

Date 09/09/2024

Place WARANGAL

DETAILS OF RELATED PERSON

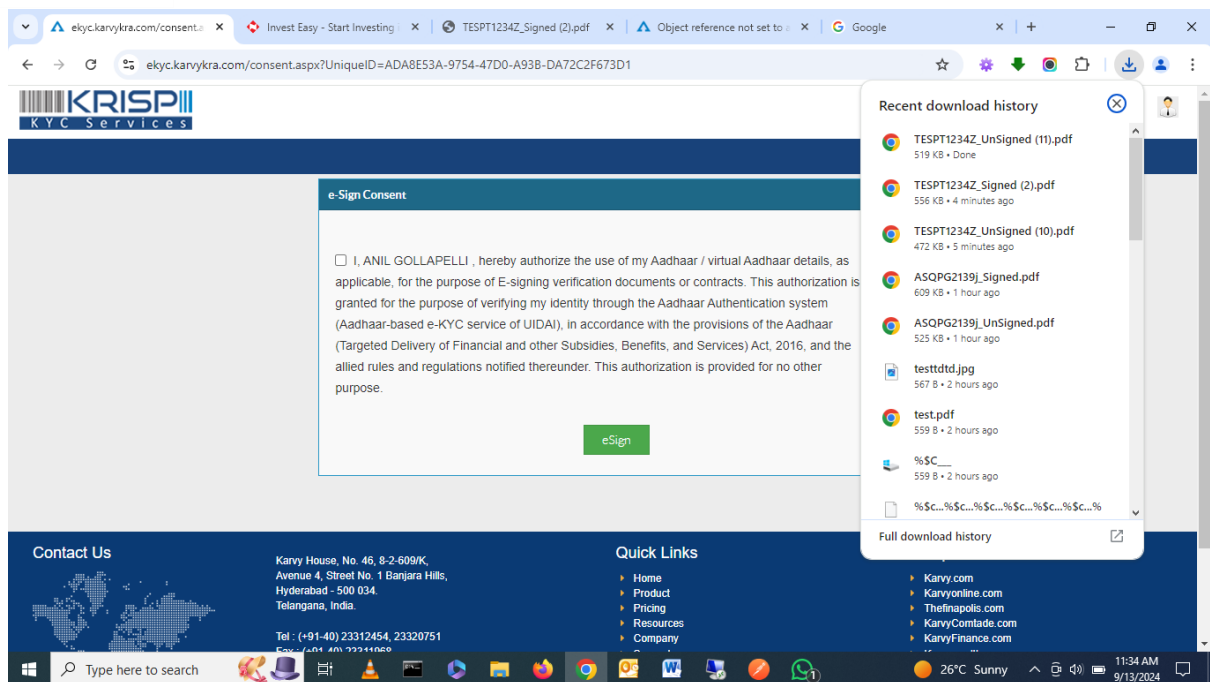
No

FATCA DETAILS

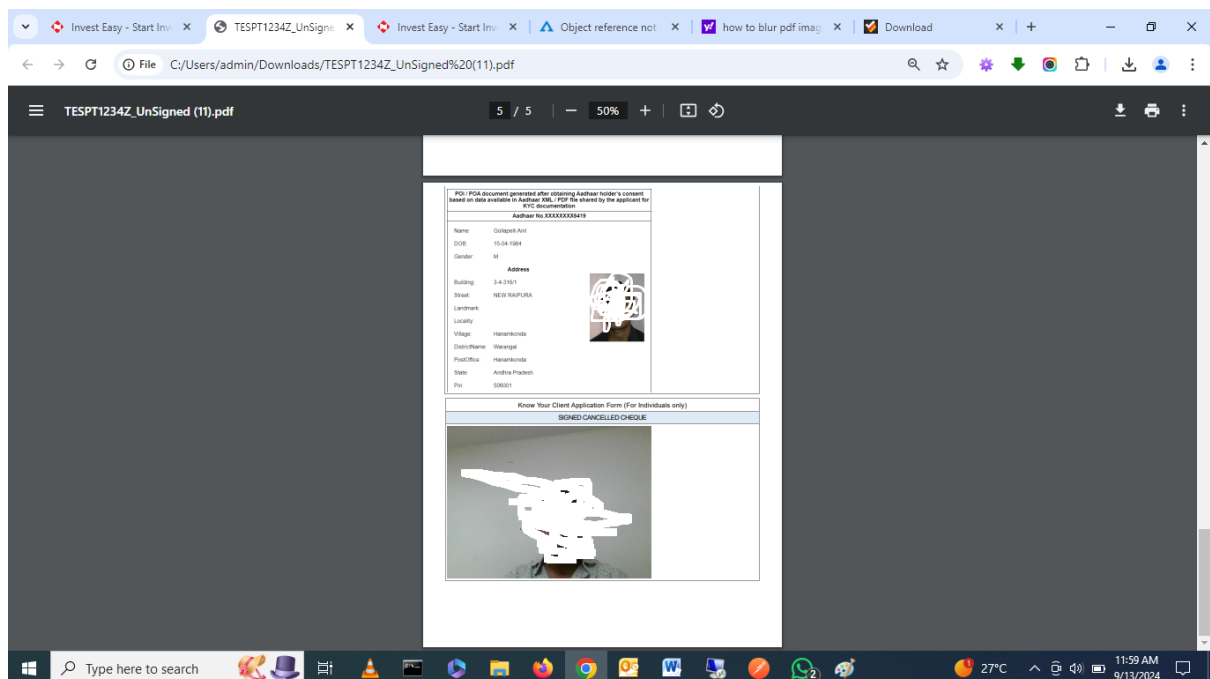
FATCA Applicable * Select

CONTINUE

After clicking on the Continue option, the eSign page will be displayed.



Downloaded unsigned image. Refer below image.



After click on eSign option below page will be displayed, the client will be enter their VID/Aadhaar number for further process.

The screenshot shows a web browser window with the URL `pregw.esign.egov-nsdl.com/nsdl-esp/authenticate/auth-rajsessionid=F900601DE9B537F2E4A0382C689D8E3D?authMod=1&tid=MTcyNjIwN...`. The page header features the Protean logo and the text "KARVY DATA MANAGEMENT SERVICES LIMITED has requested to Digitally sign the document". Below this, the transaction ID is displayed: "Transaction ID: UKC:eSign:9837:20240913115359055 dated 2024-09-13T11:53:04".

The page includes a language dropdown set to "English" and buttons for "Play audio" and "Stop audio". A checkbox is present with the text "Please click on the checkbox and enter Aadhaar/Virtual ID". Below the checkbox, there is a list of three terms and conditions:

- I hereby authorize Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Limited) to -
1. Use my Aadhaar / Virtual ID details (as applicable) **digitally signing of documents for submitting and registering KYC information with SEBI registered KRA and / or Central KRA for investing in securities markets for/with KARVY DATA MANAGEMENT SERVICES LIMITED** and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) **digitally signing of documents for submitting and registering KYC information with SEBI registered KRA and / or Central KRA for investing in securities markets for/with KARVY DATA MANAGEMENT SERVICES LIMITED**.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by Protean eGov Technologies Limited and the data will be stored by Protean eGov Technologies Limited till such time as mentioned in guidelines from UIDAI from time to time.

Below the terms and conditions, there is a text input field labeled "VID/Aadhaar:" with the placeholder text "Enter VID/Aadhaar". To the right of the input field is an eye icon. Below the input field are two buttons: "SEND OTP" and "CANCEL".

The footer of the page includes the text "NSDL e-Gov is now protean" and a Windows taskbar at the bottom showing the time as 11:41 AM on 9/13/2024.

After entering the VID or Aadhaar number, the client will receive an OTP to proceed with the further process. Refer to the image below.

The screenshot shows the same web browser window as the previous image, but the page content has updated. The transaction ID remains the same: "Transaction ID: UKC:eSign:9837:20240913115359055 dated 2024-09-13T11:53:04".

The language dropdown is still set to "English", and the "Play audio" and "Stop audio" buttons are still present. The checkbox is still checked. The list of terms and conditions is the same as in the previous image.

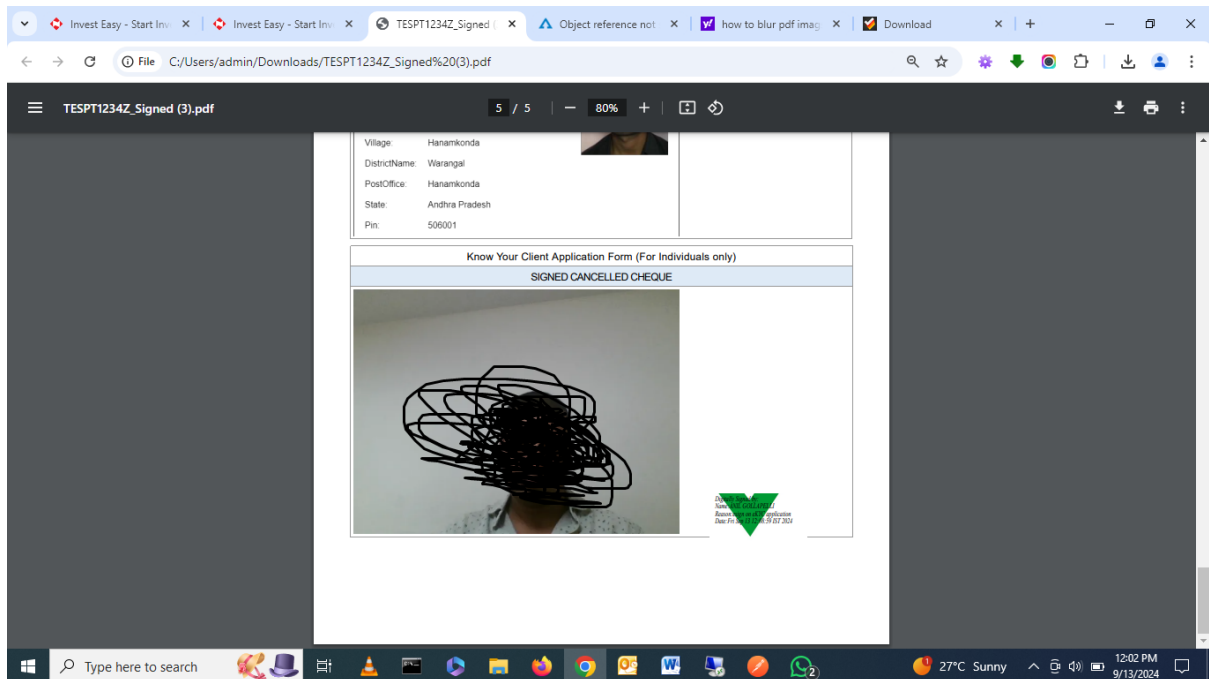
Below the terms and conditions, there is a text input field labeled "ENTER OTP:" with the placeholder text "Enter OTP:". To the right of the input field is an eye icon. Below the input field are two buttons: "Verify OTP" and "Cancel".

A green success message is displayed at the bottom of the page: "Success otp sent on registered mobile/email id.".

The footer of the page includes the text "NSDL e-Gov is now protean" and a Windows taskbar at the bottom showing the time as 11:47 AM on 9/13/2024.

After entering the OTP, the client will be redirected to the intermediary page “success page”.

Process is complete and downloaded signed PDF. Refer below image.



After completing customer onboarding, the intermediary must approve or reject the request raised, as per the process detailed in the link below.

<https://ckyc.karvykra.com/Intermediary/ipvWithEsignApproveList.aspx>

Navigation ->>>>reports->>>>ipv with esign approve list (refer the image below).

S.No	Bucket ID	PAN	POS Code	POI ID	Document Front	Document Back	POA Document Front	POA Document Back	Signature	Action
1	3528771	BZEPS6316M	10012		Document Front		Document Front		Signature	Approve Reject
2	3528851	AMBPG1585H	10012		Document Front		Document Front		Signature	Approve Reject
3	3528868	MPRPS4362B	10012		Document Front		Document Front		Signature	Approve Reject
4	3528897	ADGPD1824L	10012		Document Front		Document Front		Signature	Approve Reject

8.4.2 Individual – New KYC

This menu is used to enter KYC details of an Individual. This option is used to capture individual customer data in 6 tabs viz., Master data, General info, Address, Other details, FATCA/CRS, KYC & IPV, Documents. Each tab is explained below.

The client’s submitted PAN will be validated through ITD PAN Verification. If the PAN is active, the page will be redirected to the next step; otherwise, the ITD PAN response will be displayed.

Master Data: We have to enter the details viz. PAN, Application No., Application Date and upload the Document, click on “Continue”.

PAN No: This field is used to capture PAN of the customer. Exempt Category: This field is used to identify clients belonging to PAN exempted category. List of categories for which PAN is exempted. For e.g. i) Sikkim Resident. ii) Transactions carried out on behalf of STATE / CENTRAL Govt. iii) Court Appointed Officials. iv) Official Liquidator, Court Receiver etc. Date of Birth: This field is to capture the Date of Birth of the Applicant in DD-MM-YYYY format.

KRISPI KYC Services Home KYC Pending Requests Reports Utilities Logout Chavan IP Address: 49.249.166.170 Logged In Time: 10/18/2025 10:49:49

Welcome, Narsingh! INTEGRATED SOLUTIONS PLATFORM (KRISPI)

NEW KYC ENTRY [INDIVIDUAL]

MASTER DATA GENERAL INFO ADDRESS OTHER DETAILS FATCA/CRS KYC & IPV DOCUMENTS

PAN SEARCH

Enter PAN No: CRRPV6171R Search ☐ Is PAN Exempt ?

Application No. Application Date dd/mm/yyyy Select PAN Exempt Reason : [Select]

Document Upload Choose File No file chosen Continue

General Information: Once the document is uploaded, the PDF appears on the left side of the page. Based on the information in the PDF, the fields under 'General Information' must be filled accordingly.

KRISPI KYC Services Home KYC Pending Requests Reports Utilities Logout Chavan IP Address: 49.249.166.170 Logged In Time: 10/18/2025 11:02:59

Welcome, Narsingh! KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM

NEW KYC ENTRY [INDIVIDUAL]

Document Preview 100% Rotate Left Rotate Right Modification Image

Address Type* ☐ Residential/Business ☒ Residential ☐ Business ☐ Registered Office ☐ Others

Proof of Address* (intested copy of any 1 POA for correspondence and permanent address each to be submitted)

☒ A - Aadhaar Card XXXX XXXX (Expiry Date) ☐ B - Passport Number (Expiry Date) ☐ C - Voter ID Card (Expiry Date) ☐ D - Driving License (Expiry Date) ☐ E - NREGA Job Card ☐ F - NPR (Expiry Date) ☐ Z - Others (Only document notified by Central Government)

Identification Number

3. Contact Details

Email ID santol@rediff.com Mobile No. +91 9844310257 Tel (om) Tel (Res)

4. Applicant Declaration

I/We hereby declare that the KYC details furnished by me are true and correct to the best of my/our knowledge and belief and that I/we shall be liable to inform you of any changes therein, immediately. In case any of the above information is found to be false or incorrect or misrepresenting, I am/We are aware that I/We may be held liable for it.

Applicant e-Sign Applicant Wet Sign

MASTER DATA GENERAL INFO ADDRESS OTHER DETAILS FATCA/CRS KYC & IPV DOCUMENTS

GENERAL INFORMATION

Application Name Father's / Spouse Name Gender [Select]

Marital Status Nationality Other Nationality Details [Select]

Residential status Date of Birth dd/mm/yyyy UID / Aadhaar No.

Proof of Identity POI Reference No. Issue Date dd/mm/yyyy

Previous Next

Address: This tab is used to capture the customer's **Communication, Permanent, and Overseas** Address details, along with:

- Contact Numbers
- Email ID
- Details of the address proof document
- Validity period of the address proof

If the **Permanent Address** is the same as the **Correspondence Address**, you can select the checkbox labelled:

“Click here if address is same as Permanent” to auto-fill the fields. **Note:** The **Overseas Address** is **mandatory** for customers classified as **NRI (Non-Resident Indian)**.

Other details: Enter the details viz. Gross Annual Income, Net worth in Rs., As on (date), Occupation details etc. Please refer the image below:

FATCA/CRS: Enter the FATCA/CRS details viz. Application flag & Declaration date, if applicable as per the KYC request raised.

The screenshot shows the 'NEW KYC ENTRY [INDIVIDUAL]' interface. On the left is a 'Document Preview' pane with a 'Modification Image' button. The main form is titled 'FATCA / CRS DECLARATION'. It includes fields for 'Applicable Flag' (a dropdown menu), 'Declaration Date' (dd/mm/yyyy), 'Birth Place', 'Birth Country' ([Select]), 'Country of Residence', and 'Country of Citizenship'. Below these fields is a section for 'FATCA / CRS ADDITIONAL DETAILS'. The top navigation bar includes 'Welcome, Narsingh!' and 'KYC REGISTRATION IN'. The bottom navigation bar includes 'MASTER DATA', 'GENERAL INFO', 'ADDRESS', 'OTHER DETAILS', 'FATCA/CRS', 'KYC & IPV', and 'DOCUMENTS'.

KYC & IPV details: At the last stage, we must capture the IPV and Document verification details as mentioned below. In-Person Verification (IPV) done by: This field to be used to capture the details of the employee through whom the IPV is carried out with the Employee Name, Designation, and Employee No. refer below image.

The screenshot shows the 'NEW KYC ENTRY [INDIVIDUAL]' interface. On the left is a 'Document Preview' pane showing a 'KYC Verification Carried Out by' form with fields for Date, Emp. Name, Emp. Code, and Emp. Designation. The main form is titled 'IPV DETAILS'. It includes fields for 'Staff Name', 'Employee Code', 'Designation', and 'Date of Verification' (dd/mm/yyyy). Below these fields are 'Previous' and 'Next' buttons. The top navigation bar includes 'Welcome, Narsingh!' and 'KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM'. The bottom navigation bar includes 'MASTER DATA', 'GENERAL INFO', 'ADDRESS', 'OTHER DETAILS', 'FATCA/CRS', 'KYC & IPV', and 'DOCUMENTS'. A user login bar at the top right shows 'you have logged in as: narsingh Chavan' with IP Address: 49.249.166.170 and Logged In Time: 2/2/2026 12:47:02 PM.

Documents: We have to select the documents and submit. After the submission of documents, we will get the pop-up message - “Successfully Inserted. PAN No ----- , Reference No.-----”. System Generated Reference Number to be written in the application. Press “OK” to go to next stage. Refer below image.

8.4.3 Non Individual – New KYC:

This menu is used to enter KYC details of a Non Individual. This option is used to capture individual customer data in 6 tabs viz., General info, Address, Other details, FATCA/CRS, Director details, KYC & IPV, Documents & Intermediary confirmation.

We have to enter the details viz. PAN, Application No., Application Date & click on “Continue”.

The client's submitted PAN will be validated through ITD PAN Verification. If the PAN is active, the page will be redirected to the next step; otherwise, the ITD PAN response will be displayed.

General Information: This page is similar to the KRA Individual page. In addition to the existing fields, the following mandatory details must be entered: Application date, Applicant Name, Father Name, Gender, Marital status, Nationality, Residential status, DOB etc. Please refer the image below:

GENERAL INFORMATION		
Application Name	Date of Incorporation (DD/MM/YYYY)	Place of Incorporation
Registration No.(e.g. CIN)	Date of Commencement (DD/MM/YYYY)	Other Regulatory Registration if Applicable
Other Regulatory Registration No.	Status [Select]	Others

Address: We have to enter the Correspondence address details and Permanent address details. If both are same, we have to click on the option "Same as Correspondence address".

Note: The **Overseas Address** is **mandatory** for customers classified as **NRI (Non-Resident Indian)**.

CORRESPONDENCE ADDRESS DETAILS		
Address 1	Address 2	Address 3
City/Town/Village	PIN	Country
State	[If Other than india, Enter Address]	Tel.(Off.)
Tel.(Res.)	Mobile	Fax
E-mail Id	Proof of Address	Address Proof No.
Issue Date (DD/MM/YYYY)		

Other details: Here we need to enter the Income details of the Applicant. Refer the image below:

Other Details		
Gross Annual Income	Networth in Rs.	As on(date)
[Select]		(DD/MM/YYYY)

FATCA/CRS Declaration: Enter the FATCA/CRS details viz. Application flag & Declaration date.

FATCA / CRS Declaration		
Applicable Flag	Declaration Date	
Select	[DD/MM/YYYY]	
Birth Place	Birth Country	Country of Residence
	[Select]	Select
Country of Citizenship	Other Services	
Select	Select	

Director's details: We have to enter the No of Directors / Promoters / Authorized Signatories

Directors Details	
No of Directors / Promoters / Authorized Signatories	
<input type="checkbox"/> Is Entity Involved in Foreign Exchange / Money Changer Services <input type="checkbox"/> Is Entity Involved in Gaming / Gambling / Lottery Services (e.g. Casino, Betting Syndicates) <input type="checkbox"/> Is Entity Involved in Money Lending / Pawning	Any Other Information <input type="text"/>

In-Person Verification (IPV) Details: At the last stage, we must capture the IPV and Document verification details as mentioned below. In-Person Verification (IPV) done by: This field to be used to capture the details of the employee through whom the IPV is carried out with the Employee Name, Designation, Employee No. Refer the image below:

In-Person Verification (IPV) Details			
Staff Name	Employee Code	Designation	Date of Verification
			(DD/MM/YYYY)

Intermediary Confirmation: We have to select the documents and submit. After the submission of documents, we will get the pop-up message - “Successfully Inserted. PAN No ----- , Reference No.-----“. System Generated Reference Number to be written in the application. Press “OK” to go to next stage.

Intermediary Confirmation

☐ Are Documents Enclosed ?
☐ Are Originals of POA, POI Verified ?

Date of Verification

(DD/MM/YYYY)

SAVE

CANCEL

Pending Requests: In the Document Management section, enter the 'Application Date From' and 'To' fields, click on 'Submitted', then upload the document and submit.

9. Modify KYC Interop:

9.1 Individual:

Master: Enter the details through Fetch Other KRA Modify KYC Interop – Individual menu. The process details are mentioned as same as KRA individual entry menu. We must select OK for the fetch charges to proceed with the entry. Refer below image.

[Home](#)
[KYC](#)
[Pending Requests](#)
[Reports](#)
[Utilities](#)
[Logout](#)

You have logged in as: **Narsingh Chavan**
 IP Address: 49.249.166.170
 Logged In Time: 2/2/2026 2:21:32 PM

Welcome, Narsingh! : REGISTRATION INTEGRATED SOLUTIONS PLATFORM (KRISP)

Edit KYC ENTRY [INDIVIDUAL]

1
Master

2
General Info

3
Address Details

4
Other Details

5
KYC Mode

6
Fatca Info

7
Submit

PAN SEARCH

PAN Number

Date of Birth

Intermediary

Document Upload
 No file chosen

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Privacy Policy
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General Information: Once the document is uploaded, the PDF appears on the left side of the page. Based on the information in the PDF, the fields under 'General Information' must be filled accordingly. Refer the below image.

KRISP KYC Services | Home | KYC | Pending Requests | Reports | Utilities | Logout

You have logged in as: **Narsingh Chavan**
IP Address: 49.249.166.170
Logged In Time: 2/2/2026 2:27:10 PM

Welcome, Narsingh!

Edit KYC ENTRY [INDIVIDUAL]

Document Preview | 100% | Rotate Left | Rotate Right | Modification Image

CKYC & KRA KYC Form

Know Your Client Application Form (For Individuals only)
Please fill the form in English and in BLOCK Letters.
Fields marked with * are mandatory fields.

1. Identity Details (Please refer instruction A at the end)

PAN: [REDACTED] | Please enclose a duly attested copy of your PAN Card

Name* (same as ID proof): [REDACTED] | Maiden Name (if any): [REDACTED] | Father / Spouse Name*: [REDACTED] | Mother Name*: [REDACTED] | Date of Birth*: [REDACTED] | Gender*: ☒ M - Male ☒ F - Female ☐ T-Transgender | Marital Status*: ☒ Married ☒ Unmarried ☐ Others | Citizenship*: ☒ N- Indian ☐ Others - Country: [REDACTED] | Country Code: [REDACTED] | Residential Status*: ☒ Resident Individual ☐ Non Resident Indian ☐ Person of Indian Origin ☐ Person of Indian Origin

GENERAL INFORMATION

Application Number: [REDACTED] | Application Date: 04/07/2024 | PAN Exempt Reason: [Select]

Applicant Name: [REDACTED] | Father Name: [REDACTED] | Gender: Male

Marital Status: Unmarried | Nationality: Indian | Other Nationality: [REDACTED]

Residential Status: Resident Individual | Date of Birth: 23/10/1996 | UID / Aadhaar No.: N

Address Details: This tab is used to capture the customer's **Communication, Permanent, and Overseas** Address details, along with:

- Contact Numbers
- Email ID
- Details of the address proof document
- Validity period of the address proof

If the **Permanent Address** is the same as the **Correspondence Address**, you can select the checkbox labelled: **"Click here if address is same as Permanent"** to auto-fill the fields.

KRISP KYC Services | Home | KYC | Pending Requests | Reports | Utilities | Logout

You have logged in as: **Narsingh Chavan**
IP Address: 49.249.166.170
Logged In Time: 2/2/2026 2:30:31 PM

Welcome, Narsingh!

KYC REGISTRATION INTEGRATED SOLUTIONS

Edit KYC ENTRY [INDIVIDUAL]

Document Preview | 100% | Rotate Left | Rotate Right | Modification Image

CORRESPONDENCE ADDRESS DETAILS

Address 1: S/O [REDACTED] MANI | Address 2: THATTEPALL [REDACTED]

Address 3: [REDACTED] LY | City/Town/Village: [REDACTED] AREDDY

PIN: [REDACTED] | Country: India

State: Telangana | Tel.(Off): [REDACTED]

Other details: Enter the details viz. Gross Annual Income, Net worth in Rs., As on (date), Occupation details etc. Please refer the image below:

KARVY KYC Services | Home | KYC | Pending Requests | Reports | Utilities | Logout

You have logged in as: **Narsingh Chavan**
IP Address: 49.249.166.170
Logged In Time: 2/2/2026 2:30:31 PM

Welcome, Narsingh! | KYC REGISTRATION INTEGRATED SOLUTIONS PLATFO

Edit KYC ENTRY [INDIVIDUAL]

Document Preview | 100% | Rotate Left | Rotate Right | Modification Image

OTHER DETAILS

Gross Annual Income: [] Networth in Rs: []

As on Date: [] Occupation Details: Professional

Others: [] PEP status: Not Applicable

Any Other Information: []

KYC Mode: Here, we need to enter the KYC details and IPV details for further processing. Please refer below image.

KARVY KYC Services | Home | KYC | Pending Requests | Reports | Utilities | Logout

You have logged in as: **Narsingh Chavan**
IP Address: 49.249.166.170
Logged In Time: 2/2/2026 2:30:31 PM

Welcome, Narsingh! | KYC REGISTRATION INTEGRATED SOLUTIONS PLATFO

Edit KYC ENTRY [INDIVIDUAL]

Document Preview | 100% | Rotate Left | Rotate Right | Modification Image

KYC DETAILS

KYC Mode: Normal KYC Esign Flag: No

IPV Flag: Yes

IN-PERSON VERIFICATION DETAILS

Name Of Verifier: [] Employee Code: []

Designation: [] Date of Verification: 05/11/2019

FATCA/CRS Declaration: Enter the FATCA/CRS details viz. Application flag & Declaration date, if applicable as per the KYC request raised.

The screenshot shows the KARVY KYC Services portal interface. The user is logged in as Narsingh Chavan. The main navigation bar includes Home, KYC, Pending Requests, Reports, Utilities, and Logout. A welcome message "Welcome, Narsingh!" is displayed. The page title is "Edit KYC ENTRY [INDIVIDUAL]".

The "Document Preview" section on the left shows a form with fields for Country of Jurisdiction of Residence, Tax Identification Number, Place / City of Birth, Address, and State/UT. It also includes a section for "Details of Related Person" and a "Proof of Identity" section with checkboxes for various documents like Passport, Voter ID Card, PAN Card, etc.

The "FATCA / CRS DECLARATION" section on the right contains the following fields:

- Applicable Flag: N
- Declaration Date: 16/01/2023
- Birth Place: [Empty]
- Birth Country: [Select]
- Country of Residence: [Select]
- Country of Citizenship: [Select]

Below this section is a "FATCA / CRS ADDITIONAL DETAILS" section.

Submit: We are required to upload the KYC documents and submit the same for further processing.

The screenshot shows the "Document Verification Confirmation" section of the KARVY KYC Services portal. The user is logged in as Narsingh Chavan. The main navigation bar includes Home, KYC, Pending Requests, Reports, Utilities, and Logout. A welcome message "Welcome, Narsingh!" is displayed. The page title is "Edit KYC ENTRY [INDIVIDUAL]".

The "Document Preview" section on the left shows a form with fields for Country of Jurisdiction of Residence, Tax Identification Number, Place / City of Birth, Address, and State/UT. It also includes a section for "Details of Related Person" and a "Proof of Identity" section with checkboxes for various documents like Passport, Voter ID Card, PAN Card, etc.

The "DOCUMENT VERIFICATION CONFIRMATION" section on the right contains the following fields:

- Self Certified Copies Submitted (Originals Verified): ☐
- True Copies of Documents Received: ☒
- EXEMPTED FROM OSV (For Individual KYCs performed through any of the Online mode only): ☐

Below this section is a "Warning alert!" box stating: "Will be rejected if Aadhaar QR Code not clearly visible on the uploading document!".

The "Upload Image" section contains the following fields:

- Upload Image: Choose File, No file chosen
- Upload Aadhaar XML: Choose File, No file chosen
- XML Password: [Empty]

A "Submit" button is located at the bottom right of the form.

9.2 Individual Online: Enter the details through Fetch Other KRA Modify KYC Interop – Individual Online.

After fetching the KYC details, we have to select the KYC type i.e. Normal or Digi Locker or e-Aadhaar PDF and complete the KYC upload.

9.3 Non Individual: Enter the details through Fetch Other KRA Modify KYC Interop – Non Individual menu.

Master Data: We need to enter the Pan, DOI and click on Search to check for earlier data. If the data has already been fetched, it will be displayed. If not, we need to click on Fetch to proceed with the further process. Please refer below images.

Fifth

The screenshot shows the KRISP KYC Services dashboard. At the top, there is a navigation bar with links: Home, KYC, Pending Requests, Reports, Utilities, and Logout. A user login banner indicates the user is Narsingh Chavan, with IP Address 49.249.166.170 and a login time of 2/3/2026 3:31:30 PM. Below the navigation bar, a welcome message "Welcome, Narsingh!" is displayed. The main section is titled "Edit KYC ENTRY [NON INDIVIDUAL]". It features a horizontal menu with icons for Master Data, General Info, Address, Other Details, KYC & IPV, FATCA/CRS, UBO & SHP, and Documents. The "Master Data" section is active, showing fields for Pan Number (AAUHS6178M), Date Of Incorporation (20/03/2000), and On Behalf Of (KDMSL KRA (10000)). A "FETCH" button is present. Below these fields is a green "SEARCH" button. A message at the bottom states: "This KYC has not been downloaded. Please click 'Fetch / Download KYC button to download".

General information: Enter the general details such as Application Number, Date, Name, Date of Incorporation (DOI), Place, etc. After filling in all the required fields, click on the 'Next' button to proceed to the next step.

The screenshot shows the KRISP KYC Services dashboard, specifically the "General Information" section. The navigation bar and user login banner are the same as in the previous screenshot. The main section is titled "Edit KYC ENTRY [NON INDIVIDUAL]". The horizontal menu is the same, but the "General Info" icon is highlighted. The "General Information" section contains several fields: Application Number (NNEC16462), Application Date (27/01/2026), Applicant Name (JAYESH PRAVIN SHAH (HUF)), Date of Incorporation (27/03/2012), Place of Incorporation (MUMBAI), Registration No. (e.g., CIN) (AAGHJ1912A), Date of Commencement (27/03/2012), Other Regulatory Registration (if applicable), Other Regulatory Reg. No., Status (HUF), and Others. At the bottom, there are "Previous" and "Next" buttons.

Address: We have to enter the Correspondence address details and Permanent address details. If both are same, we have to click on the option “Same as Correspondence address”.

Note: The **Overseas Address** is **mandatory** for customers classified as **NRI (Non-Resident Indian)**.

Home KYC Pending Requests Reports Utilities Logout

Welcome, Narsingh! INS PLATFORM (KRISP)

Edit KYC ENTRY [NON INDIVIDUAL]

Master Data General Info Address Other Details KYC & IPV FATCA/CRS UBO & SHP Documents

CORRESPONDENCE ADDRESS

Address 1: A-109 110 VICKY CLASSIC CHS
City/Town/Village: MUMBAI
State: Maharashtra
Mobile: 9833144344
Proof of Address: [Select]
Address 2: LINK ROAD MAHAVIR NAGAR
PIN: 400067
Tel.(Off.):
Fax:
POA Reference No.: 99650100012936
Address 3: KANDIVALI WEST
Country: India
Tel.(Res.):
E-mail Id: JAY_SHA@HOTMAIL.COM
Issue Date: 20/11/2025

PERMANENT ADDRESS DETAILS ☒ Check if same as correspondence

Address 1: A-109 110 VICKY CLASSIC CHS
City/Town/Village: MUMBAI
State: Maharashtra
Proof of Address: [Select]
Issue Date: 20/11/2025
Address 2: LINK ROAD MAHAVIR NAGAR
PIN: 400067
POA Reference No.: 99650100012936
Address 3: KANDIVALI WEST
Country: India

Previous Next

Other details: Here we need to enter the Income details of the Applicant and we have to enter the No of Directors / Promoters / Authorized Signatories. Please refer below images.

Home KYC Pending Requests Reports Utilities Logout

Welcome, Narsingh! You have logged in as: Narsingh Chavan
IP Address: 49.249.166.170
Logged in Time: 2/3/2026 3:38:17 PM

Edit KYC ENTRY [NON INDIVIDUAL]

Master Data General Info Address Other Details KYC & IPV FATCA/CRS UBO & SHP Documents

OTHER DETAILS

Gross Annual Income: 10-25 LAC
Networth in Rs.:
as on Date: 31/03/2025

Directors Details

Pan No	Name	Address	DIN No.	Relation	PEP Connection
<input checked="" type="checkbox"/>				[Select]	[Select]

ADD

Any Other Information

Previous Next

KYC & IPV Details: We must capture the IPV and Document verification details as mentioned below. In-Person Verification (IPV) done by: This field to be used to capture the details of the employee through whom the IPV is carried out with the Employee Name, Designation, Employee No. Refer the image below

The screenshot shows the KRISP KYC Services interface. The user is logged in as Narsingh Chavan. The navigation bar includes Home, KYC, Pending Requests, Reports, Utilities, and Logout. The main header displays "Welcome, Narsingh!" and "ISTRATION INTEGRATED SOLUTIONS PLATFORM (KRISP)". The breadcrumb trail indicates "Edit KYC ENTRY [NON INDIVIDUAL]". The process flow includes Master Data, General Info, Address, Other Details, KYC & IPV (current step), FATCA/CRS, UBO & SHP, and Documents. The IPV DETAILS form contains the following fields:

IPV DETAILS	
Name Of Verifier	Employee Code
Designation	Date of Verification
	20/01/2026
<div>Previous</div> <div>Next</div>	

FATCA/CRS Declaration: Enter the FATCA/CRS details viz. Application flag & Declaration date for further step. Please refer below image

The screenshot shows the KRISP KYC Services interface. The user is logged in as Narsingh Chavan. The navigation bar includes Home, KYC, Pending Requests, Reports, Utilities, and Logout. The main header displays "Welcome, Narsingh!" and "ISTRATION INTEGRATED SOLUTIONS PLATFORM (KRISP)". The breadcrumb trail indicates "Edit KYC ENTRY [NON INDIVIDUAL]". The process flow includes Master Data, General Info, Address, Other Details, KYC & IPV, FATCA/CRS (current step), UBO & SHP, and Documents. The FATCA / CRS form contains the following fields:

FATCA / CRS		
Applicable Flag	Declaration Date	Birth Place
N	20/01/2026	
<div>Previous</div> <div>Next</div>		

UBO & SHP & BS Details: Enter the details of UBO, SHP, and BS as per the documents provided by the applicant. After verifying and completing all required fields, click on the 'Next' button to proceed with the further process.

KRISP KYC Services | Home | KYC | Pending Requests | Reports | Utilities | Logout

Welcome, Narsingh! | INTEGRATED SOLUTIONS PLATFORM (KRISP)

Chavan
IP Address: 49.249.166.170
Logged In Time: 2/3/2026 3:38:17 PM

Edit KYC ENTRY [NON INDIVIDUAL]

Master Data | General Info | Address | Other Details | KYC & IPV | FATCA/CRS | **UBO & SHP** | Documents

UBO & SHP & BS DETAILS

Is UBO Applicable?
-- Select --

UBO Declaration Date
DD/MM/YYYY

UBO Date of Declaration / Document Upload Date
DD/MM/YYYY

UBO Exemption Reason
-- Select --

Is SHP Declaration Available?
-- Select --

SHP Declaration Date
DD/MM/YYYY

SHP Date of Declaration / Document Upload Date
DD/MM/YYYY

Is BS Declaration Available?
-- Select --

BS Declaration Date
DD/MM/YYYY

BS Date of Declaration / Document UploadDate
DD/MM/YYYY

Previous | Next

Documents: Select either of the options 'Self-Certified Copies Submitted' or 'True Copies of Documents Received'. Then upload the KYC document and click on the 'Update' button to proceed.

KRISP KYC Services | Home | KYC | Pending Requests | Reports | Utilities | Logout

Welcome, Narsingh! | INTEGRATED SOLUTIONS PLATFORM (KRISP)

Chavan
IP Address: 49.249.166.170
Logged In Time: 2/3/2026 3:38:17 PM

Edit KYC ENTRY [NON INDIVIDUAL]

Master Data | General Info | Address | Other Details | KYC & IPV | FATCA/CRS | UBO & SHP | **Documents**

DOCUMENT VERIFICATION

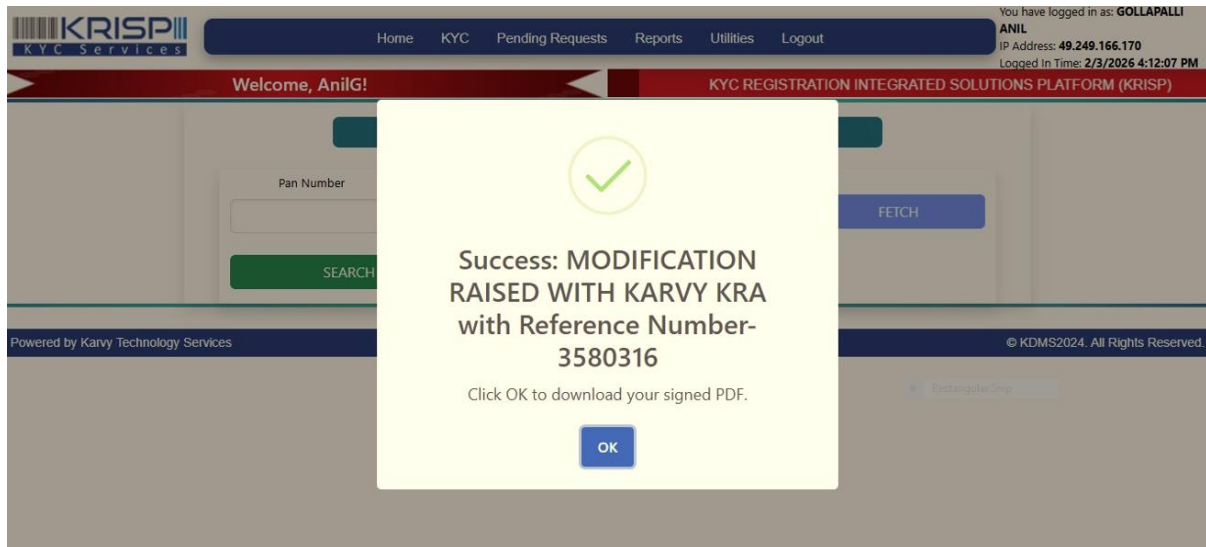
☒ Self Certified Copies Submitted (Originals Verified)

☐ True Copies of Documents Received

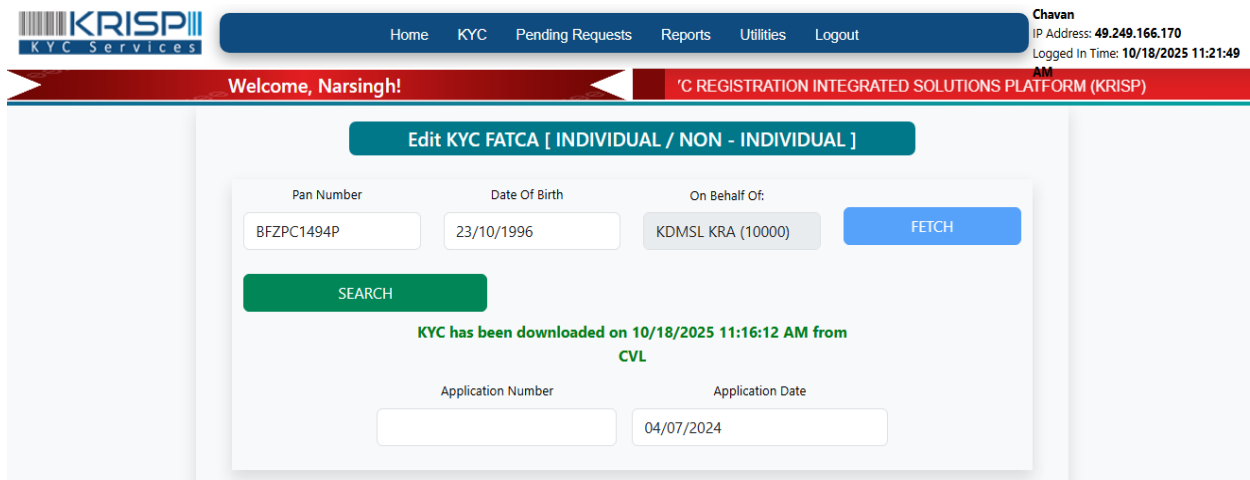
Upload Image : Choose File | NO FILE CHOSEN

Previous | UPDATE | CANCEL

Finally, after clicking on the 'Update' option, a message will be displayed stating: **'Success: Modification raised with KARVY KRA with reference number.'** Refer to the image below



9.4 FATCA only IOP: Enter the details through Fetch Other KRA Modify KYC Interop – FATCA only IOP menu. The process details are mentioned as same as KRA Individual entry menu. We must select OK for the fetch charges to proceed with the entry.



9.5 KYC Delink: Enter the PAN number & Date of Birth details and click on the “Search” option. We will get the details pertaining to the applicant and have to click the option “Click here to Delink”. Refer below image.

you have logged in as: **Narsingh Chavan**
IP Address: 49.249.166.170
Logged In Time: 2/3/2026 4:08:07 PM

Home KYC Pending Requests Reports Utilities Logout

Welcome, Narsingh! ON INTEGRATED SOLUTIONS PLATFORM (KRISP)

KYC Delink [INDIVIDUAL / NON - INDIVIDUAL]

Pan Number Date Of Birth

[DD/MM/YYYY]

Search

KYC ID	PAN NO	APPLICANT NAME	DOB	POSTCODE	DELINK
Click here to Delink					

9.6 Bulk KYC Delink: We have to enter the PAN number & DOB as per the given sample CSV file and then upload & submit. Refer below image.

you have logged in as: **Narsingh Chavan**
IP Address: 49.249.166.170
Logged In Time: 2/3/2026 4:08:49 PM

Home KYC Pending Requests Reports Utilities Logout

Welcome, Narsingh! KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM

KYC Bulk Delink [INDIVIDUAL / NON - INDIVIDUAL]

Bulk KYC Delink

Upload CSV/Excel File

Choose File No file chosen

File should contain PAN numbers and Date of Birth

Process Bulk Delink

[Download Template File](#)

9.7 Bulk Modification Upload: We have to enter the Applicant details viz. PAN, DOB, Address etc. as per the XML sample format which is mentioned in the Bulk modification upload tab. Refer below image.

you have logged in as: **Narsingh Chavan**
IP Address: 49.249.166.170
Logged In Time: 2/3/2026 4:07:25 PM

Home KYC Pending Requests Reports Utilities Logout

Welcome, Narsingh! KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM

Modification Bulk Upload [INDIVIDUAL]

[Click Here To Download Sample XML](#)

Upload XML File

Choose File NO FILE CHOSEN

UPLOAD XML FILE

9.8 UBO SHP BL Upload: Enter the PAN number and click on 'Search'. The options to upload and enter the details will be displayed. Enter and upload the UBO, SHP, and BL details, then click on 'Add to List' so that all three details are added. After verifying the entries, click on the 'Submit All Documents' option. Refer below image.

KYC Supplementary - Document Upload

Search PAN NUMBER: AAGH1912A

Name: JAYESH PRAVIN SHARH (HUF) | Status: KYC ID Activated | Category: HUF | KYC Updated: 31/01/2026

Document Type: -- Select Document Type -- | Is this document applicable? -- Select -- | Declaration Date: 03/02/2026

Documents to be Submitted

#	Document Type	Is Applicable	Declaration Date	Document Date	File Name	File Size	Actions
1	Balance Sheet	Yes	03/02/2026	03/02/2026	AAHRA355H.pdf	2.80 MB	[X]
2	Shareholding Pattern	Yes	03/02/2026	03/02/2026	AAHRA355H.pdf	2.80 MB	[X]
3	Ultimate Beneficial Owner	Yes	03/02/2026	03/02/2026	AAHRA355H.pdf	2.80 MB	[X]

Total documents: 3

Buttons: Clear Form, Add to List, Reset All, Submit All Documents

10. FATCA Bulk Upload:

1. Select the FATCA Flag as "Yes" or "No" based on your document.
2. For FATCA Country Codes and FATCA Exempt Reasons Please Download the FATCA Master File
3. Download the appropriate CSV template for FATCA Flag "Yes" or "No" from the following links:
4. After downloading, fill in the CSV file with the necessary data.
5. Upload the file using the Upload button. A preview of the uploaded file will be displayed below.
6. Review the previewed data. Once satisfied, click Submit to finalize the upload.

Instructions to complete the FATCA BULK upload

- Select the FATCA Flag as "Yes" or "No" based on your document.
- For Fatca Country Codes and Fatca Exempt Reasons Please Download the Fatca Master File
- Download the appropriate CSV template for FATCA Flag "Yes" or "No" from the following links:

Buttons: FATCA Master File, Template for FATCA Flag "Yes", Template for FATCA Flag "No"

- After downloading, fill in the CSV file with the necessary data.
- Upload the file using the Upload button. A preview of the uploaded file will be displayed below.
- Review the previewed data. Once satisfied, click Submit to finalize the upload.

Select FATCA Flag: [Dropdown] | Choose File: No file chosen | Upload

Thank You!