

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:

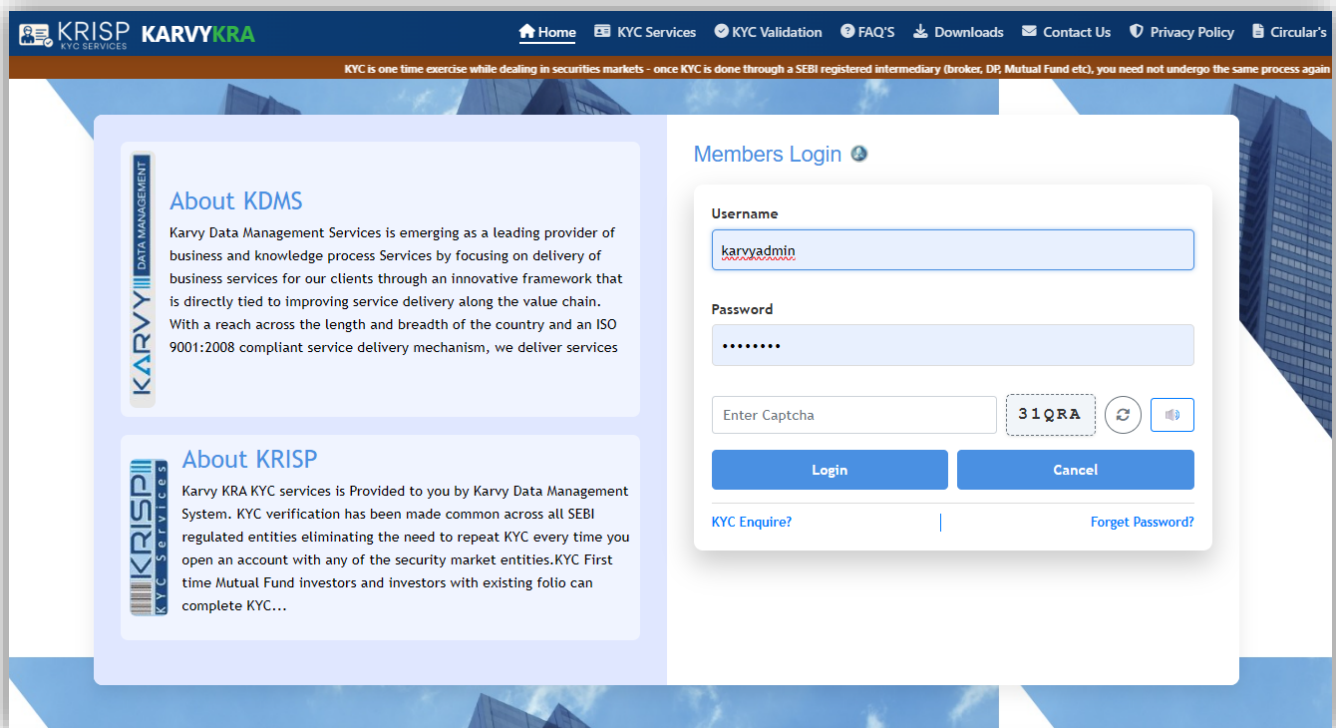
Only Asset Management Companies (AMCs) and SEBI-registered intermediaries are authorized to transact via the KARVY KRA intermediary login. To register as an intermediary, the following are required:

- 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.

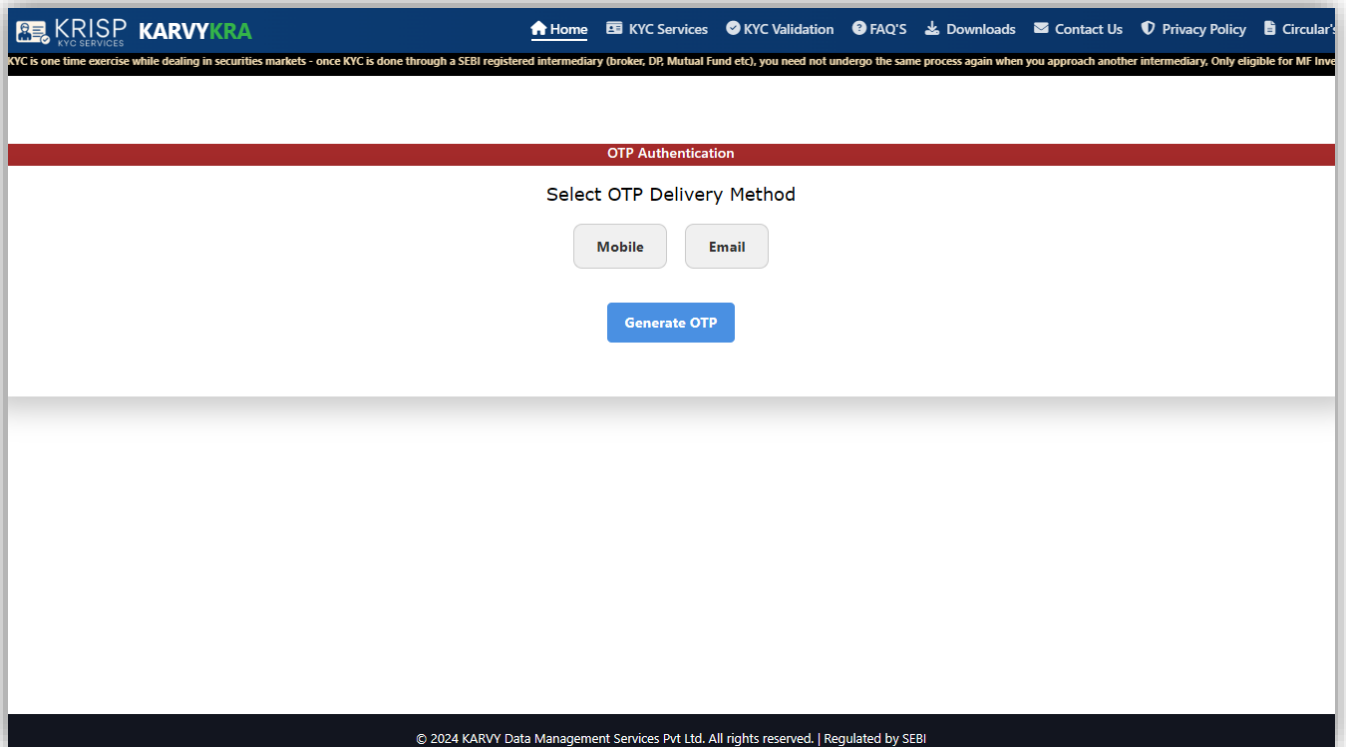
5. Intermediary Login Page:

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

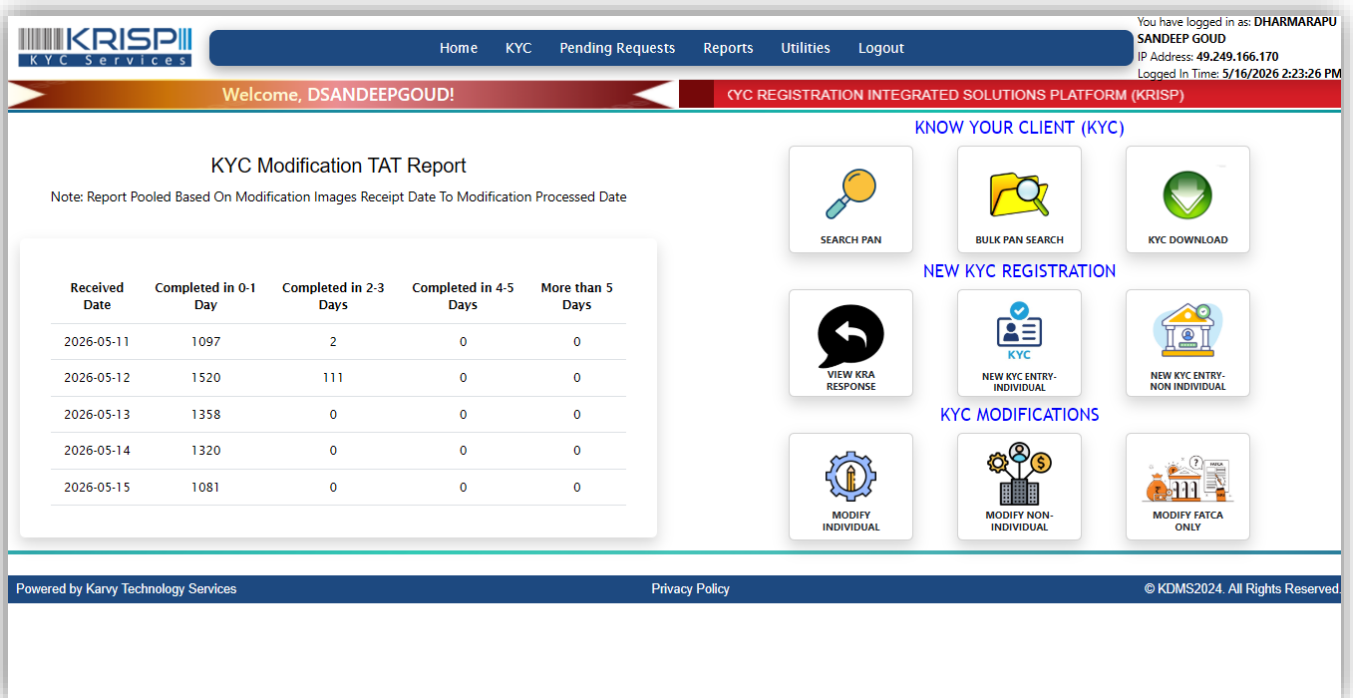


6. OTP authentication for Login:

After entering the required details, two authentication options are provided – Mobile and Email. You may select either option to proceed with the authentication process.



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



7. Home Page after Login:

Upon selecting the KYC option, a dropdown menu appears displaying the available sub menus in KYC.

KRISP KYC Services

Home | **KYC** | Pending Requests | Reports | Utilities | Logout

You have logged in as: DHARMARAPU SANDEEP GOUD
IP Address: 49.249.166.170
Logged In Time: 5/16/2026 2:23:26 PM

Welcome, DSANDEEPGOUD!

KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM (KRISP)

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 Modifi

Received Date	Completed in 0-1 Day	Completed in 2-3 Days	Completed in 4-7 Days	Completed in 8-15 Days
2026-05-11	1097	2	0	0
2026-05-12	1520	111	0	0
2026-05-13	1358	0	0	0
2026-05-14	1320	0	0	0
2026-05-15	1081	0	0	0

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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.

SEARCH RESULTS:

Status as on: May 16, 2026 14:57:25
 Pan Number: R
 Applicant Name: KES LU
 KYC Flag: Normal KYC
 eSIGN Flag: No eSIGN

KRA Name	KYC Date	KYC Status	KYC Status Date	Modification Status Date	Modification Status	Modification Remarks
KARVY	27-02-2026 12:47:42	KYC Registered	27-02-2026 14:15:56	27-02-2026 14:15:56	KYC Registered	
CVL		Not Available			Not Available	
KFIN		Not Available			Not Available	
NDML		Not Available			Not Available	
CAMS		Not Available			Not Available	
DOTEX		Issue With DOTEX Service				

[Print Report](#)

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.

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.

KYC Search & Download

PAN No. [] Date Of Birth [] Download From []

KYC Download [] On Behalf Of []

With Image [] [Search & Download](#)

Pan Doesnot Exist in the Selected KRA

Note:
 1. Intermediary Code is Mandatory.
 2. This service will be charged as per Terms and Conditions.

[Download XML File Click Here](#)
[Download Image Click Here](#)
[Download Registration Letter](#)

8.3 PAN Exempted Download:

The same process is repeated as mentioned above (as per 8.2)

8.4 KYC Entry:

8.4.1 Individual Entry - 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.

The screenshot displays the 'NEW KYC ENTRY [INDIVIDUAL]' form in the KARVY KYC Services application. The form is divided into several sections:

- Navigation:** A top navigation bar includes 'Home', 'KYC', 'Pending Requests', 'Reports', 'Utilities', and 'Logout'. A user profile section shows 'SANDEEP GOUD' with IP Address: 49.249.166.170 and Logged In Time: 5/16/2026 3:23:04 PM.
- Welcome Message:** A red banner displays 'Welcome, DSANDEEPGOUD!'.
- Process Flow:** A horizontal progress bar shows steps: MASTER DATA (active), GENERAL INFO, ADDRESS, OTHER DETAILS, FATCA/CRS, KYC & IPV, and DOCUMENTS.
- PAN SEARCH:** A blue header section with a search icon and 'PAN SEARCH' text.
- Form Fields:**
 - Enter PAN No.:** A text input field with a 'Search' button.
 - Application No.:** A text input field.
 - Application Date:** A date input field with a placeholder 'dd/mm/yyyy'.
 - Document Upload:** A 'Choose File' button and a 'No file chosen' message.
 - Is PAN Exempt?:** A checkbox.
 - Select PAN Exempt Reason:** A dropdown menu with '[Select]' as the current value.
- Buttons:** A blue 'Continue' button is located at the bottom right of the form.

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.

The screenshot shows the KRISP KYC Services interface. The user is logged in as 'Narsingh Chavan' with IP address 49.249.166.170. The page title is 'NEW KYC ENTRY [INDIVIDUAL]'. The 'GENERAL INFORMATION' section includes the following fields:

- Application Name: [Text Field]
- Father's / Spouse Name: [Text Field]
- Gender: [Select]
- Marital Status: [Select]
- Nationality: [Select]
- Other Nationality Details: [Text Field]
- Residential status: [Select]
- Date of Birth: dd/mm/yyyy
- UID / Aadhaar No.: [Text Field]
- Proof of Identity: [Select]
- POI Reference No.: [Text Field]
- Issue Date: dd/mm/yyyy

Navigation buttons 'Previous' and 'Next' are located at the bottom right of the form.

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)**.

The screenshot shows the KRISP KYC Services interface. The user is logged in as 'Narsingh Chavan' with IP address 49.249.166.170. The page title is 'NEW KYC ENTRY [INDIVIDUAL]'. The 'ADDRESS' section includes the following fields:

- CORRESPONDENCE ADDRESS:**
 - Address 1, Address 2, Address 3
 - City/Town/Village, PIN, Country (India)
 - State (Select), Tel.(Res.), Mobile, Fax
 - E-mail Id, Proof of Address, POA Reference No.
 - Issue Date: dd/mm/yyyy
- PERMANENT ADDRESS DETAILS:**
 - Address 1, Address 2, Address 3

A checkbox labeled 'Click here if address is same as Permanent' is located between the two address sections.

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.

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. The top navigation bar includes 'Home', 'KYC', 'Pending Requests', 'Reports', 'Utilities', and 'Logout'. The user is logged in as 'Narsingh Chavan' with IP Address: 49.249.166.170 and Logged In Time: 2/2/2026 12:47:02 PM. The main header displays 'Welcome, Narsingh!' and 'KYC REGISTRATION INTEGRATED SOLUTIONS PLATF'. The 'Document Preview' section on the left shows a document with fields for Date (02-02-2026), Place (HYDERABAD), and KYC Verification Carried Out by (Relationship Manager). The 'IPV DETAILS' section on the right contains the following fields: Staff Name, Employee Code, Designation, and Date of Verification (dd/mm/yyyy). Navigation buttons 'Previous' and 'Next' are visible at the bottom of the IPV details section.

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.

The screenshot shows the 'NEW KYC ENTRY [INDIVIDUAL]' interface. The top navigation bar and user information are the same as in the previous screenshot. The main header displays 'Welcome, Narsingh!' and 'KYC REGIST'. The 'Document Preview' section on the left shows a document with fields for Date of Birth (13-05-1999), Gender (F-Female), Marital Status (Unmarried), Citizenship (IN-Indian), Residential Status (Resident Individual), and Occupation Type (S-Service, Private Sector). The 'DOCUMENTS' section on the right contains the following fields: Are Documents Enclosed?, Are Originals of POA, POI Verified?, and Date of Verification (dd/mm/yyyy). Navigation buttons 'Previous', 'Save', and 'Cancel' are visible at the bottom of the documents section.

8.4.2 Online Individual Entry:

After entering the relevant details by the Intermediary POS, click on the “Submit” button.

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

You have logged in as: DHARMARAPU SANDEEP GOUD
IP Address: 49.249.166.170
Logged In Time: 5/16/2026 4:01:07 PM

Welcome, DSANDEEPCGOU! | 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.

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

You have logged in as: DHARMARAPU SANDEEP GOUD
IP Address: 49.249.166.170
Logged In Time: 5/16/2026 4:01:07 PM

Welcome, DSANDEEPCGOU! | KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM (KRISP)

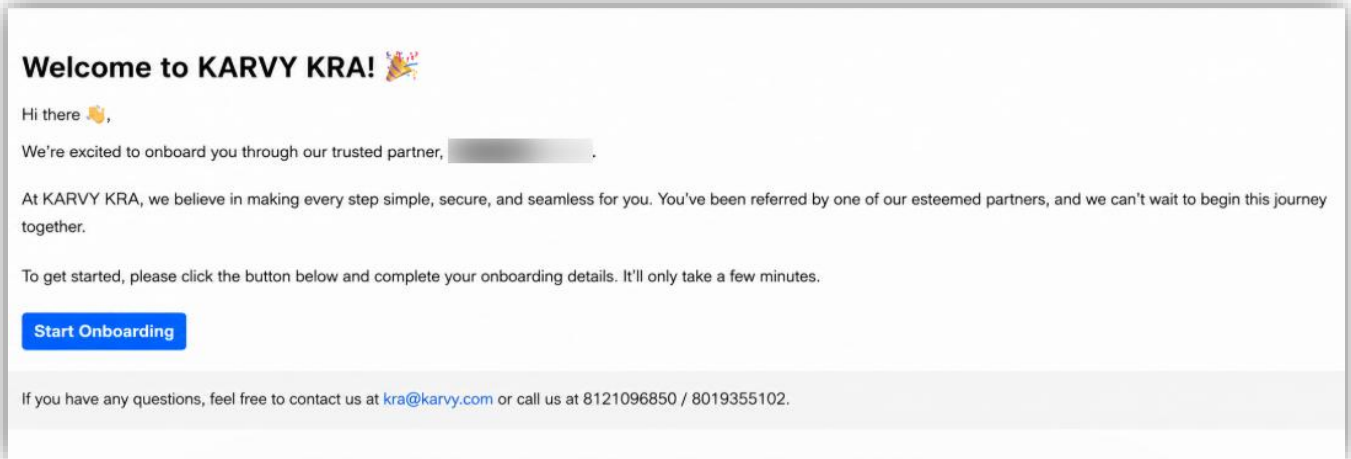
Branch EKYC Entry

Please verify the information before submission:

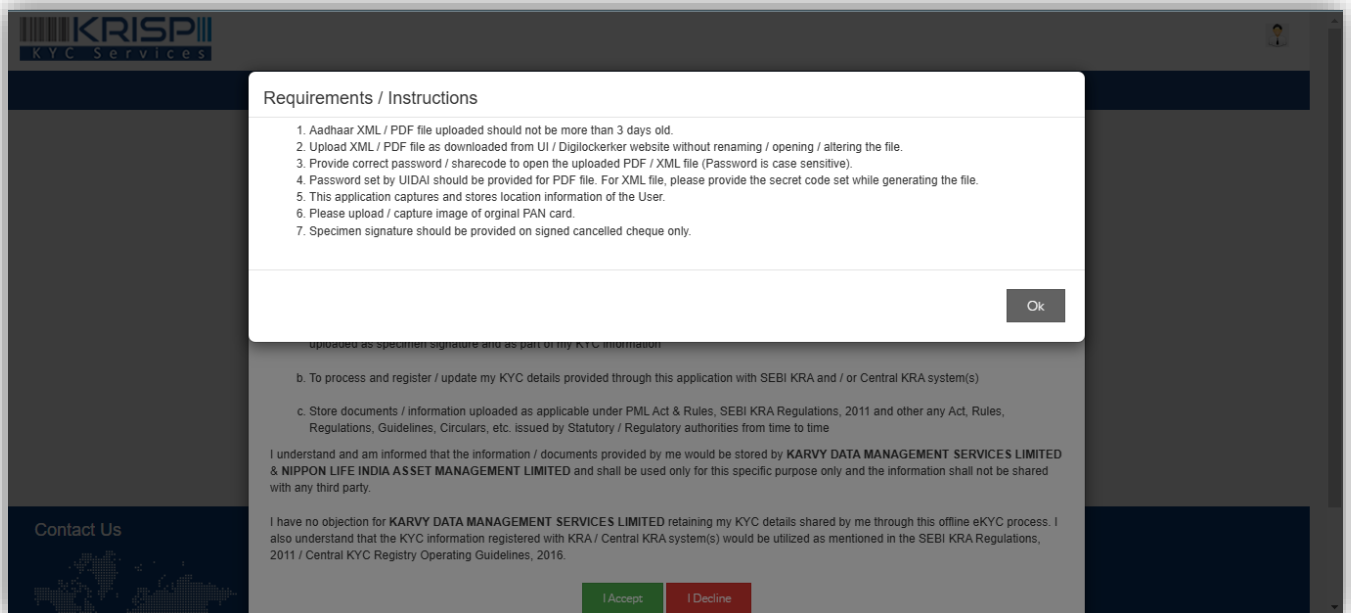
AgencyCode	
AgencyTransactionID	
Pan	
PanName	ABCD
Mobile	
EmailID	ABCD@GMAIL.COM
Emp Name	XYZ
Emp Designation	DM
Emp Code	123456
Emp Location	XYZ

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.



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. Digi Locker
2. E-Aadhaar PDF
3. Aadhaar XML

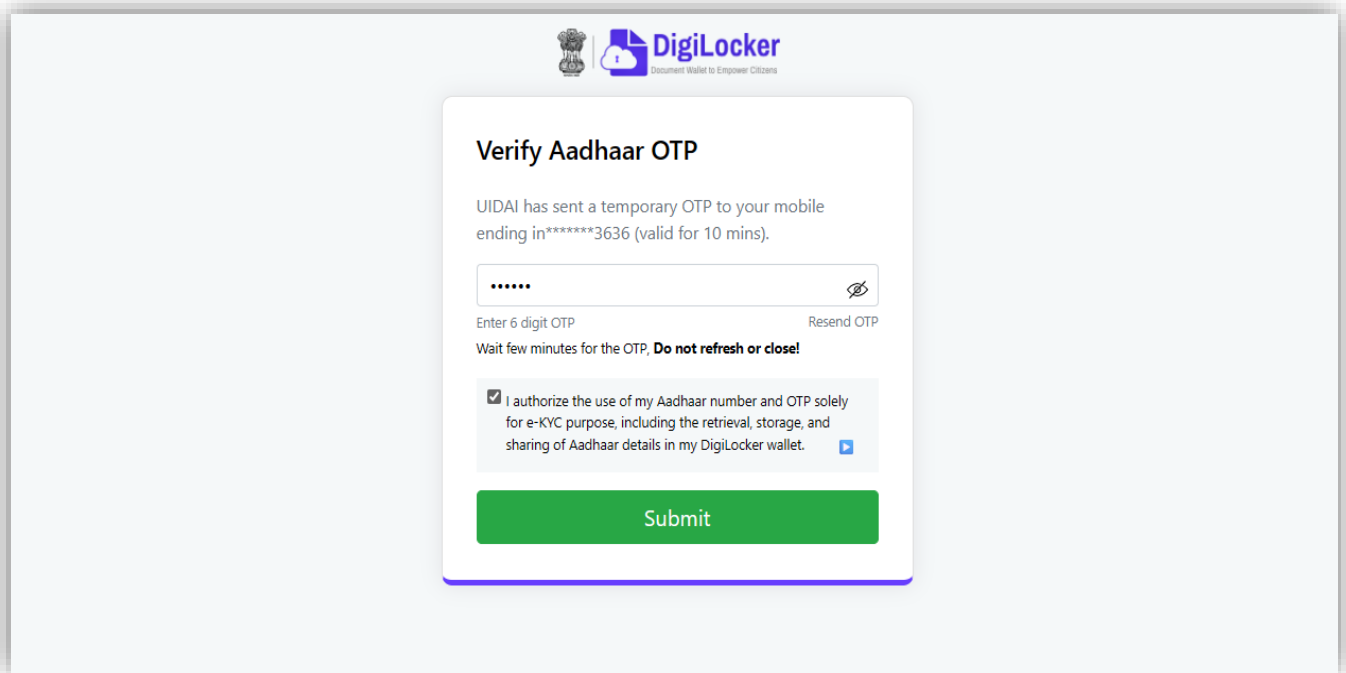
If the client selects Digi Locker, they will be redirected to the Digi Locker website.

The screenshot shows a web form titled "Enter Details" from KRISP KYC Services. The form contains the following fields: Name, Mobile, Email Id, and Pan Number. Below these fields are three radio button options: "DigiLocker" (which is selected), "E-Aadhaar PDF", and "Aadhaar XML". A blue "Proceed" button is located at the bottom of the form.

1. **Digi Locker:** 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. At the top, there is the DigiLocker logo with the tagline "Document Wallet to Empower Citizens". Below the logo, the heading "Sign In to your account!" is displayed. There are three buttons for login: "Mobile", "Username", and "Aadhaar". The "Aadhaar" button is highlighted. Below these buttons is a text input field labeled "Aadhaar Number*" with a small icon on the right. Below the input field, the text "Enter your Aadhaar Number" is displayed. A large green "Next" button is positioned below the input field. At the bottom of the page, 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.



Verify Aadhaar OTP

UIDAI has sent a temporary OTP to your mobile ending in*****3636 (valid for 10 mins).

..... [Resend OTP](#)

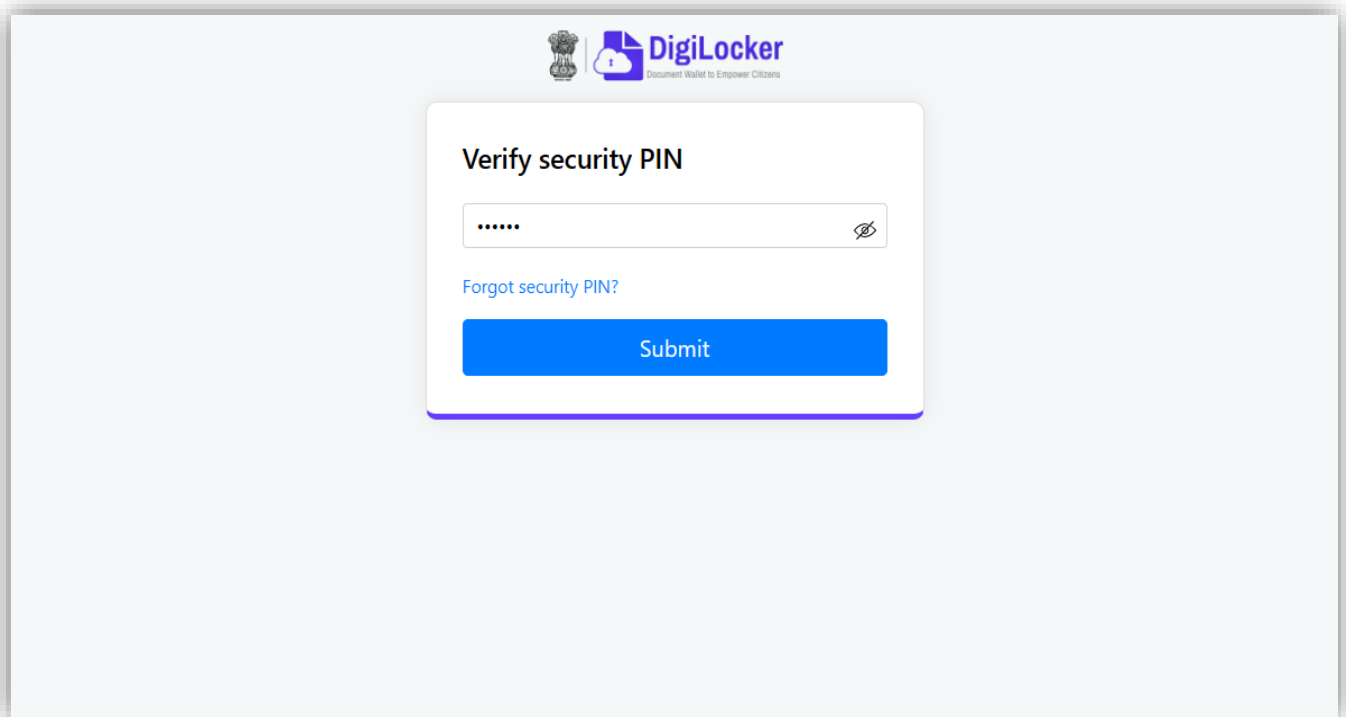
Enter 6 digit OTP

Wait few minutes for the OTP, **Do not refresh or close!**

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.

Submit

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



Verify security PIN

..... [Resend OTP](#)

[Forgot security PIN?](#)

Submit

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.

Please provide your consent to share the following with **KARVY KRA**:

- Issued Documents (3) Select all
 - Aadhaar Card (XX5230)
 - PAN Verification Record (XXG1725A)
 - Driving License (XX005777)
- Profile information
Name, Date of Birth, Gender
- Consent validity date (Today + 30 days)
18-Jun-2026 Edit
- Purpose
Know Your Customer

Consent validity is subject to applicable laws.
By clicking 'Allow', you are giving consent to share with **KARVY KRA**.

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.

The screenshot shows a web form titled "Enter Details". It contains the following fields and options:

- Name:** A text input field.
- Mobile:** A text input field.
- Email Id:** A text input field.
- Pan Number:** A text input field.
- Options:** Three radio buttons: Digilocker, E-Aadhaar PDF, and Aadhaar XML.
- Download Link:** A text link: "To download e-Aadhaar PDF [Click here](#)".
- File Upload:** A button labeled "Choose File" next to a text box that says "No file chosen".
- Password:** A text input field.
- Instructions:** "Combination of first 4 letters of your name(as in Aadhaar) in CAPITAL letters and Year of Birth in YYYY format. Eg:ABCD1999".
- Submit:** A blue button labeled "Proceed".

For the above three options (Digi Locker, 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

The screenshot shows a web page titled "Photo Capture" under the "KRISP KYC Services" header. It includes the following elements:

- Instructions:**
 - Your face must be clearly visible.
 - Please take picture with good lighting for better output.
 - Live photograph of the applicant should only be captured.
- Image Placeholder:** A small square placeholder for a live photograph of a person's face.
- Capture Button:** A blue button labeled "Capture" positioned below the image placeholder.
- Footer:**
 - Contact Us:** Karvy Data Management Services Limited, Varun Motors, 3rd Floor, IT Park Gachibowli, SY. No 115/P, ISB Rd, Financial District, Nanakramguda, Telangana 500032. SEBI Regn. No.: IN/KRA/005/2012. Mobile: 8121096850 / Mobile: 8019355102. Email: kra@karvydata.com.
 - Quick Links:** Home, Product, Pricing, Resources, Company, Support, Blog, Privacy Policy.

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 Digi Locker, E-Aadhaar, or Aadhaar XML.”

KRISP KYC Services

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 *

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

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 * Signature Image *

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 Digi Locker, E- Aadhaar, or Aadhaar XML.

KRISP KYC Services

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 Available* Yes

Address Line 1*

Address Line 2

Address Line 3

Pin / Post Code*

ISO 3166 Country Code* India

State / U.T Code*

District*

City / Town / Village*

Client mobile number and mail will be fetched from Digi Locker, 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.

CONTACT DETAILS

Tel. (Off)

Tel. (Res)

Mobile 91

Fax

Email ID test@dd.cl

REMARKS (if any)

Date 05/19/2026

Place

DETAILS OF RELATED PERSON

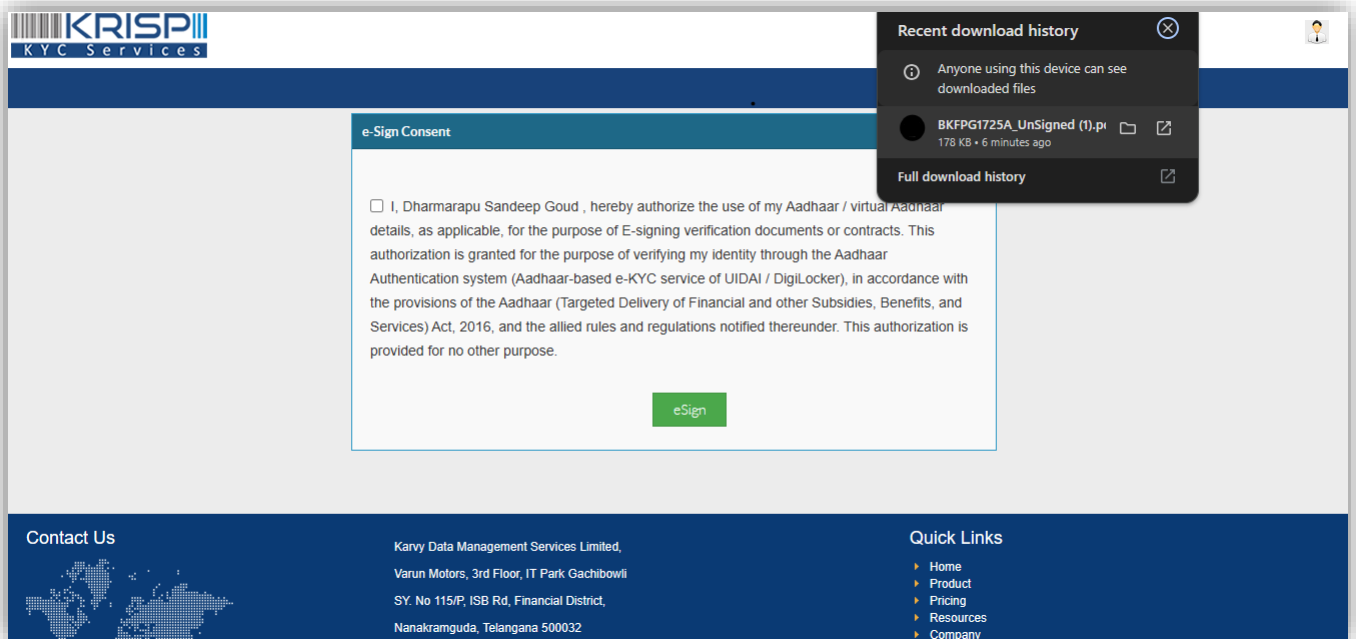
No

FATCA DETAILS

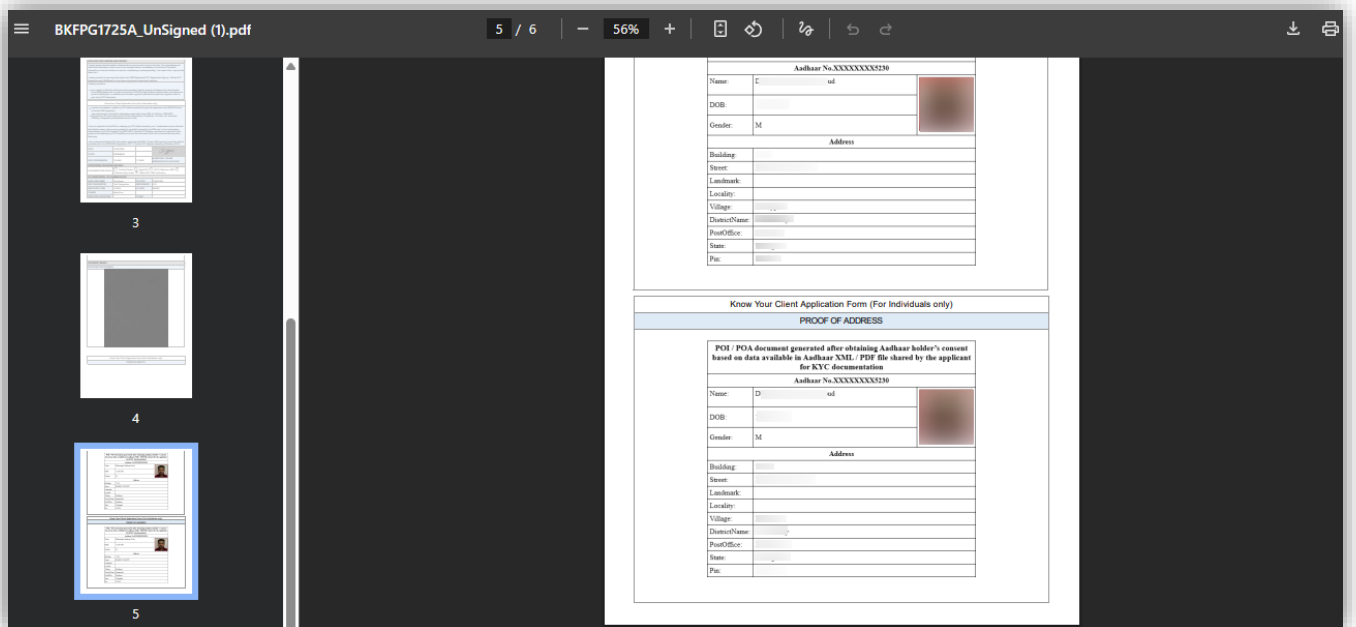
FATCA Applicable* Select

CONTINUE

After clicking on the Continue option, the e-Sign page will be displayed.



Downloaded unsigned image. Refer below image.



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

protean

KARVY DATA MANAGEMENT SERVICES LIMITED has requested to Digitally sign the document
Transaction ID: UKC:eSign:8294:20260519145643804 dated **2026-05-19T14:56:00**

Select a Language

Please click on the checkbox and enter Aadhaar / Virtual ID
 I hereby authorize Protean eGov Technologies 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.

VID/Aadhaar:

SEND OTP **CANCEL**

[Click Here to generate Virtual ID.](#) [Download Instructions to generate Virtual ID in lieu of Aadhaar.](#)

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

protean

KARVY DATA MANAGEMENT SERVICES LIMITED has requested to Digitally sign the document
Transaction ID: UKC:eSign:8294:20260519145643804 dated **2026-05-19T14:56:00**

Select a Language

Please click on the checkbox and enter Aadhaar / Virtual ID
 I hereby authorize Protean eGov Technologies 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.

ENTER OTP :

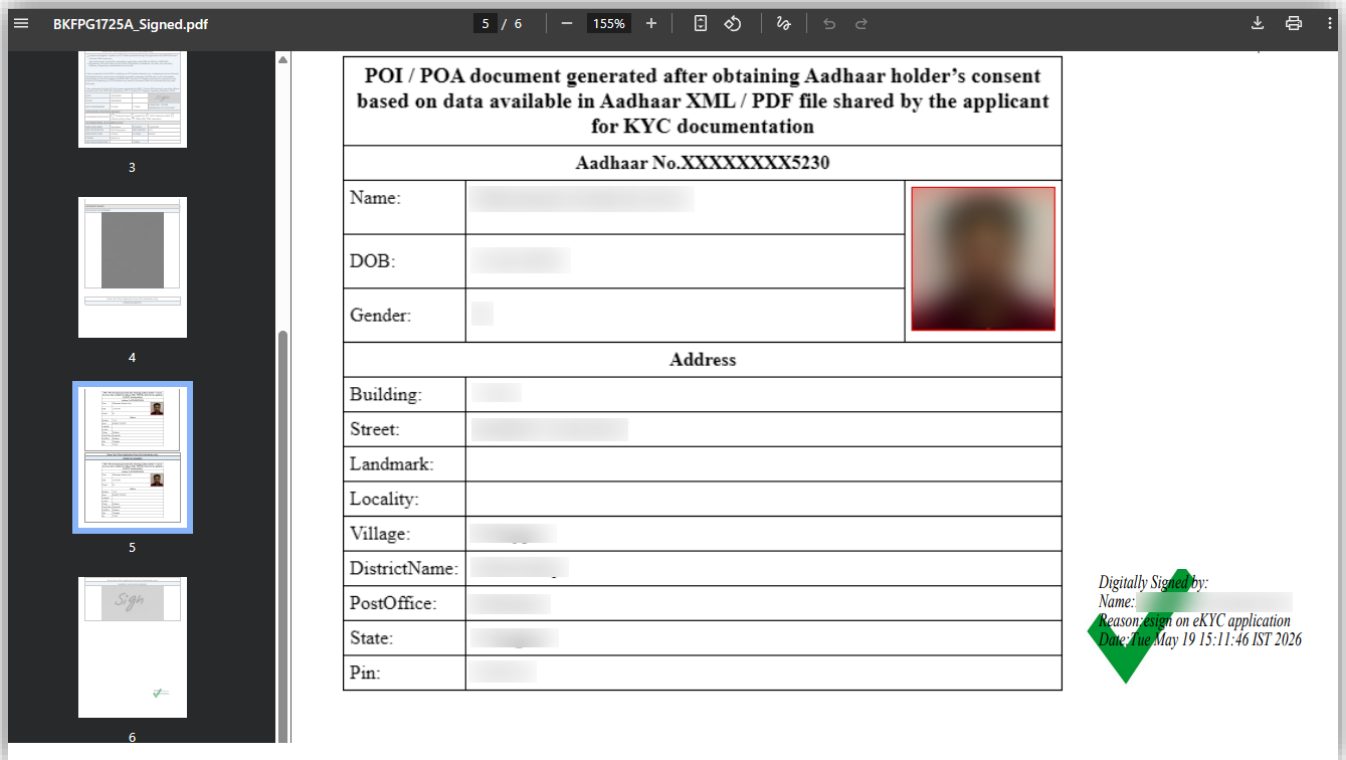
Verify OTP **Cancel** **Resend OTP**

Success! OTP has been sent to mobile ***** & email ID *****@gmail.com

[Click Here to generate Virtual ID.](#) [Download Instructions to generate Virtual ID in lieu of Aadhaar.](#)

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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 e-Sign 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

8.4.3 Non-Individual Entry - New KYC:

The screenshot displays the 'New KYC ENTRY [NON-INDIVIDUAL]' form. At the top, there is a navigation bar with 'Home', 'KYC', 'Pending Requests', 'Reports', 'Utilities', and 'Logout'. A user login notification shows 'You have logged in as: DHARMARAPU SANDEEP GOUD' with IP address '49.249.166.170' and login time '5/19/2026 3:29:23 PM'. The main header says 'Welcome, DSANDEEPGOUD!' and 'RATION INTEGRATED SOLUTIONS PLATFORM (KRISP)'. The form itself has a title bar 'New KYC ENTRY [NON-INDIVIDUAL]'. It contains a search section with 'Enter PAN No. to search before proceeding:', a text input field, a 'SEARCH' button, and a checkbox 'Is PAN Exempt?'. Below the search section are three input fields: 'Application No.' with a placeholder 'ENTER APPLICATION NUMBER', 'Application Date' with a placeholder '(DD/MM/YYYY)', and 'Select PAN Exempt Reason:' with a '[Select]' dropdown. The footer contains 'Powered by Karvy Technology Services', 'Privacy Policy', and '© KDMS2024. All Rights Reserved.'

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:

The screenshot shows the 'GENERAL INFORMATION' section of the form. It is a grid of input fields:

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town/Village	PIN	Country
<input type="text"/>	<input type="text"/>	India
State	[If Other than india,Enter Address]	Tel.(Off.)
[Select]	<input type="text"/>	<input type="text"/>
Tel.(Res.)	Mobile	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail Id	Proof of Address	Address Proof No.
<input type="text"/>	[Select]	<input type="text"/>
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]	<input type="text"/>	(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
<input type="text"/>	[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

Is Entity Involved in Foreign Exchange / Money Changer Services

Is Entity Involved in Gaming / Gambling / Lottery Services (e.g. Casino, Betting Syndicates)

Is Entity Involved in Money Lending / Pawning

Any Other Information

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
<input style="width: 90%; height: 100%;" type="text"/>	<input style="width: 90%; height: 100%;" type="text"/>	<input style="width: 90%; height: 100%;" type="text"/>	<input style="width: 90%; height: 100%;" type="text" value="(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

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.

KRISP KYC Services | Home | KYC | Pending Requests | Reports | Utilities | Logout | SANDEEP GOUD | IP Address: 49.249.166.170 | Logged In Time: 5/23/2026 12:20:15 PM

Welcome, DSANDEEPGOUD! | ISTRATION 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: [PAN Number] | Date of Birth: [dd/mm/yyyy] | [Fetch]

Intermediary: [Select] | Document Upload: [Choose File] [No file chosen] | [Search]

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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: DHARMARAPU SANDEEP GOUD | IP Address: 49.249.166.170 | Logged In Time: 5/19/2026 4:37:32 PM

Welcome, DSANDEEPGOUD! | KYC REGISTRATION INTEGRATED SOLUTIONS

Edit KYC ENTRY [INDIVIDUAL]

1 Master | 2 General Info | 3 Address Details | 4 Other Details | 5 KYC Mode | 6 Fatca info | 7 Submit

Document Preview

100% | Rotate Left | Rotate Right | Modification Image

GENERAL INFORMATION

Application Number: [] | Application Date: 08/12/2022 | PAN Exempt Reason: [Select]

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

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

Residential Status: [] | Date of Birth: [] | UID / Aadhaar No.: 0

VID: [] | UID Token No.: [] | Proof of Identity: PAN

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.

The screenshot shows the 'Edit KYC ENTRY [INDIVIDUAL]' page. The document preview on the left shows a scanned address proof document with handwritten text 'BANK A/c Statement'. The 'CORRESPONDENCE ADDRESS DETAILS' form on the right contains the following fields:

- Address 1
- Address 2
- Address 3
- City/Town/Village
- PIN
- Country
- State
- Tel.(Off)

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

The screenshot shows the 'Edit KYC ENTRY [INDIVIDUAL]' page with the 'OTHER DETAILS' form active. The document preview on the left is the same as in the previous screenshot. The 'OTHER DETAILS' form on the right contains the following fields:

- Gross Annual Income: [Select]
- Networth in Rs: [Text Field]
- As on Date: dd/mm/yyyy
- Occupation Details: [Select]
- Others: Others
- PEP status: Not Applicable
- Any Other Information: [Text Area]

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

KRISP KYC Services Home KYC Pending Requests Reports Utilities Logout

You have logged in as: DHARMARAPU SANDEEP GOUD
IP Address: 49.249.166.170
Logged In Time: 5/19/2026 4:37:32 PM

Welcome, DSANDEEPGOUD! KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM (KRISP)

Edit KYC ENTRY [INDIVIDUAL]

Document Preview 0 0

Modification Image

1 2 3 4 5 6 7
Master General Info Address Details Other Details **KYC Mode** Fatca info Submit

KYC DETAILS

KYC Mode: Digilocker
Esign Flag: Select

IPV Flag: Exempt

IN-PERSON VERIFICATION DETAILS

Name Of Verifier:
Employee Code:
Designation:
Date of Verification: dd/mm/yyyy

Previous Next

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

KRISP KYC Services Home KYC Pending Requests Reports Utilities Logout

You have logged in as: DHARMARAPU SANDEEP GOUD
IP Address: 49.249.166.170
Logged In Time: 5/19/2026 4:37:32 PM

Welcome, DSANDEEPGOUD! KYC REGISTRATION INTEGRATED SOLUTIONS PLATFORM (KRISP)

Edit KYC ENTRY [INDIVIDUAL]

Document Preview 0 0

Modification Image

1 2 3 4 5 6 7
Master General Info Address Details Other Details KYC Mode **Fatca info** Submit

FATCA / CRS DECLARATION

Applicable Flag: N
Declaration Date: dd/mm/yyyy

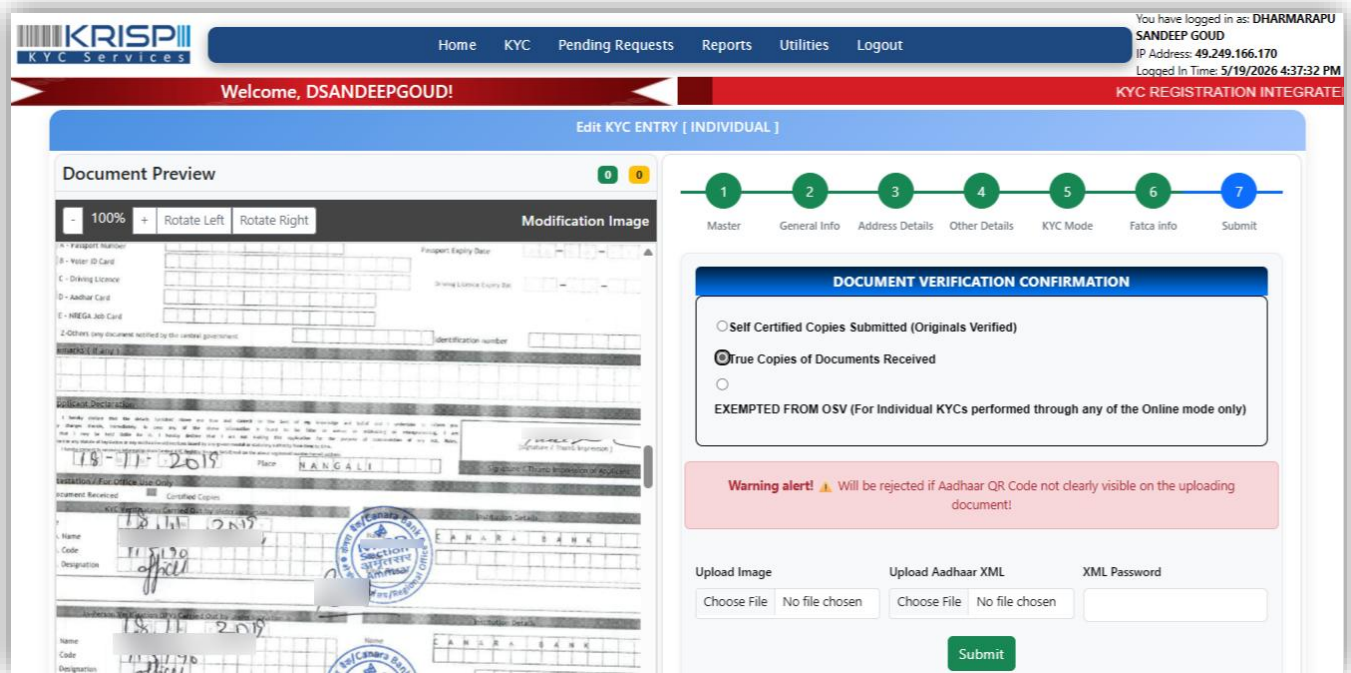
Birth Place:
Birth Country: [Select]

Country of Residence: [Select]
Country of Citizenship: [Select]

FATCA / CRS ADDITIONAL DETAILS

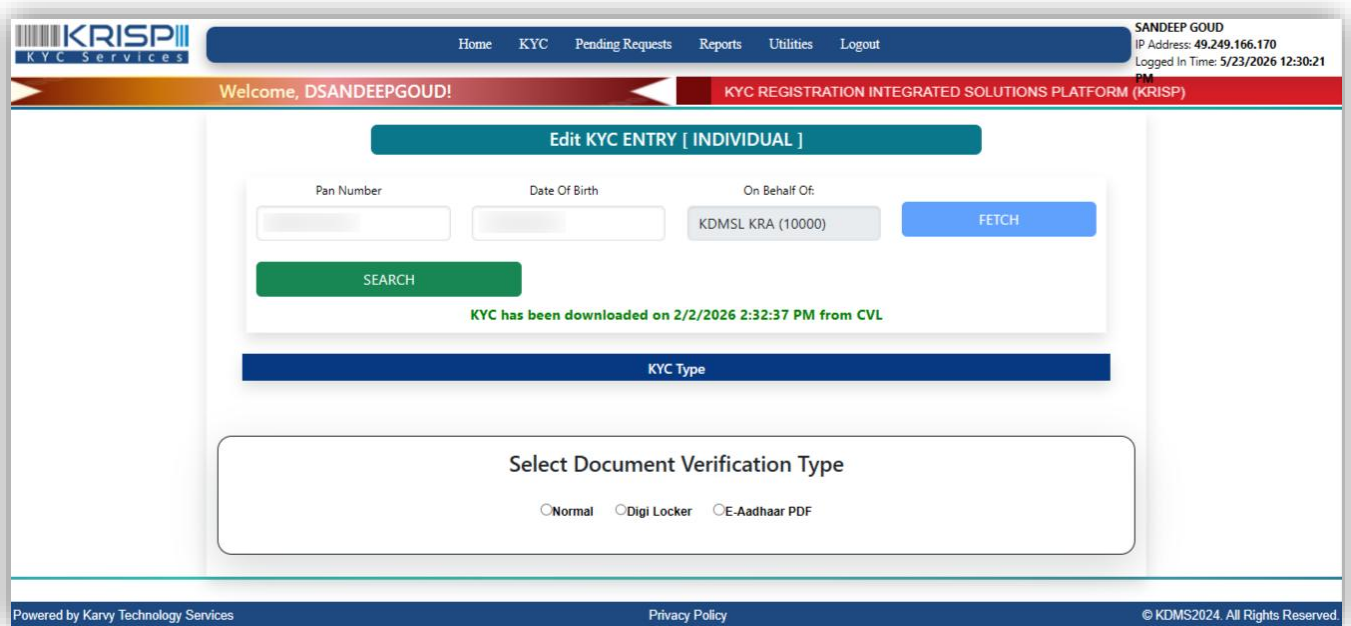
Previous Next

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



9.2 Individual Online:

Enter the details through Fetch Other KRA Modify KYC Interop - Individual Online.

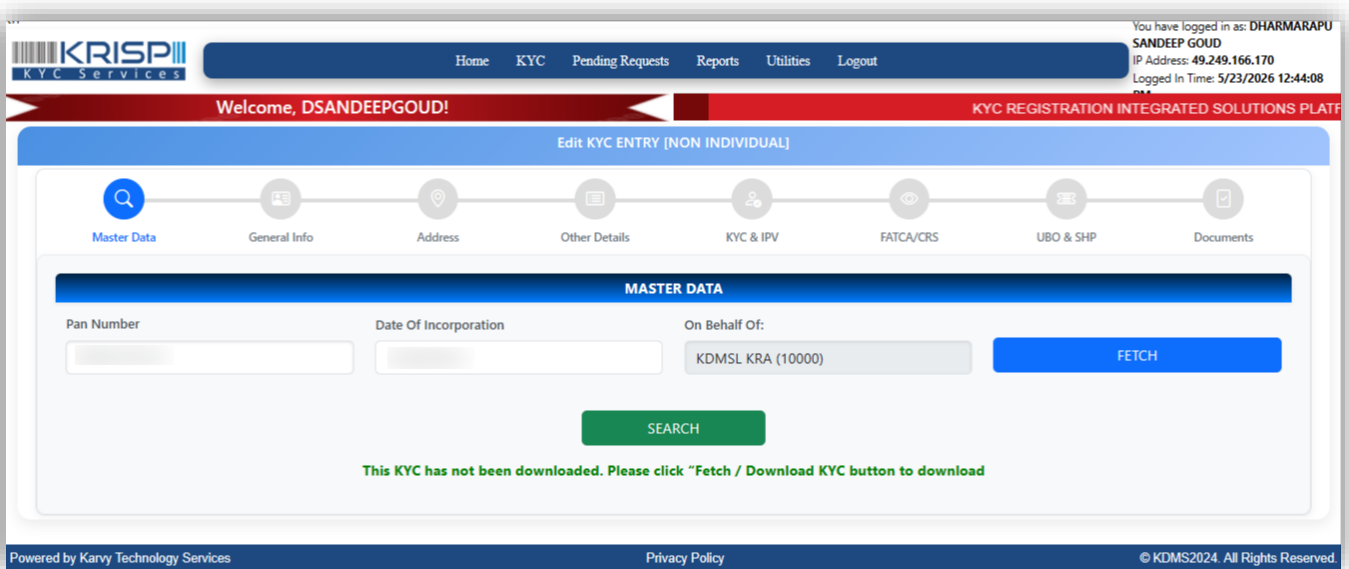
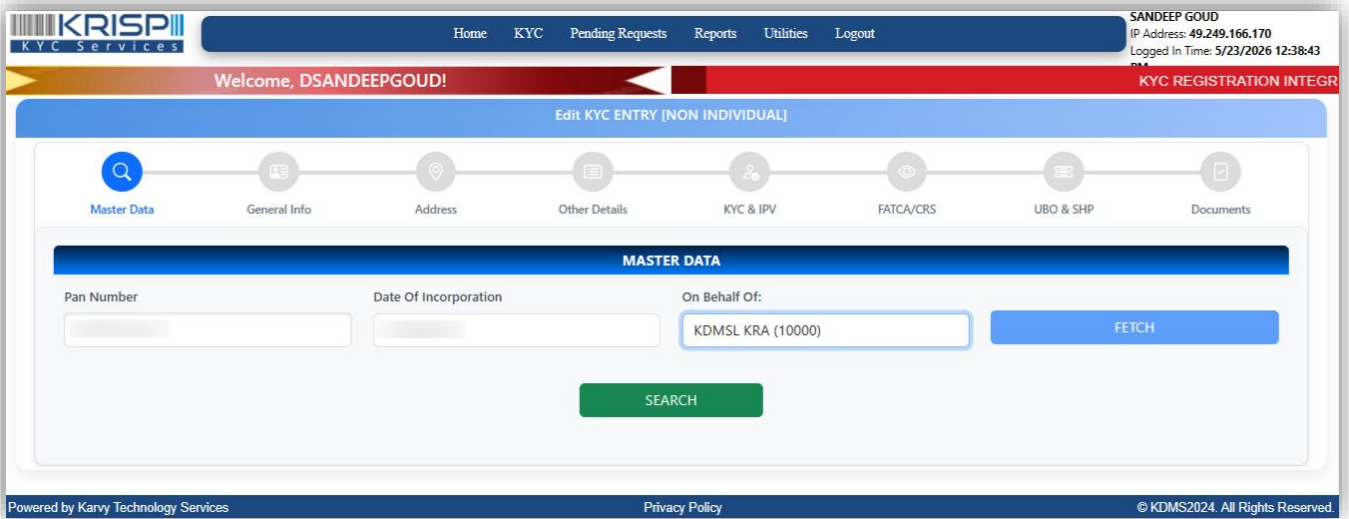


After fetching the KYC details, we have to select the KYC type i.e. Normal or Digi Locker or e-Aadhaar PDF and complete the KYC upload.

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.



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.

GENERAL INFORMATION

Application Number	Application Date DD/MM/YYYY	Applicant Name
Date of Incorporation	Place of Incorporation	Registration No. (e.g., CIN)
Date of Commencement	Other Regulatory Registration (if applicable)	Other Regulatory Reg. No.
Status HUF	Others	

Buttons: Previous, Next

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

Address 1	Address 2	Address 3
City/Town/Village	PIN	Country India
State	Tel.(Off.)	Tel.(Res.)
Mobile	Fax	E-mail Id
Proof of Address [Select]	POA Reference No.	Issue Date DD/MM/YYYY

Check if same as correspondence

PERMANENT ADDRESS DETAILS

Address 1	Address 2	Address 3
City/Town/Village	PIN	Country India
State	Proof of Address [Select]	POA Reference No.
Issue Date DD/MM/YYYY		

Buttons: 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.

The screenshot shows the 'Edit KYC ENTRY [NON INDIVIDUAL]' form in the KRISP KYC Services application. The user is logged in as DHARMARAPU SANDEEP GOUD. The form is currently on the 'Other Details' step of a multi-step process. The 'OTHER DETAILS' section includes fields for Gross Annual Income (a dropdown menu), Networth in Rs. (a text input with '0'), and as on Date (DD/MM/YYYY). Below this is the 'Directors Details' section, which is a table with columns: Pan No., Name, Address (subdivided into DIRADD1, DIRADD2, DIRADD3, DIRCITY, DIRSTATE, DIRPINCODE), DIN No., Relation, and PEP Connection. There is an 'ADD' button at the bottom right of the table and an 'Any Other Information' text area. Navigation buttons for 'Previous' and 'Next' are at the bottom.

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 'Edit KYC ENTRY [NON INDIVIDUAL]' form in the KRISP KYC Services application, now on the 'KYC & IPV' step. The 'KYC & IPV' section includes fields for Name Of Verifier, Employee Code, Designation, and Date of Verification (DD/MM/YYYY). There are 'Previous' and 'Next' navigation buttons at the bottom. The footer of the page contains the text: 'Powered by Karvy Technology Services', 'Privacy Policy', and '© KDMS2024. All Rights Reserved.'

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

The screenshot shows the 'Edit KYC ENTRY [NON INDIVIDUAL]' page. The breadcrumb trail includes: Master Data, General Info, Address, Other Details, KYC & IPV, **FATCA/CRS**, UBO & SHP, and Documents. The 'FATCA / CRS' section contains the following fields:

Applicable Flag	Declaration Date	Birth Place
<input type="text" value="N"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>
<input type="button" value="Previous"/>		<input type="button" value="Next"/>

Footer: Powered by Karvy Technology Services | Privacy Policy | © KDMS2024. All Rights Reserved.

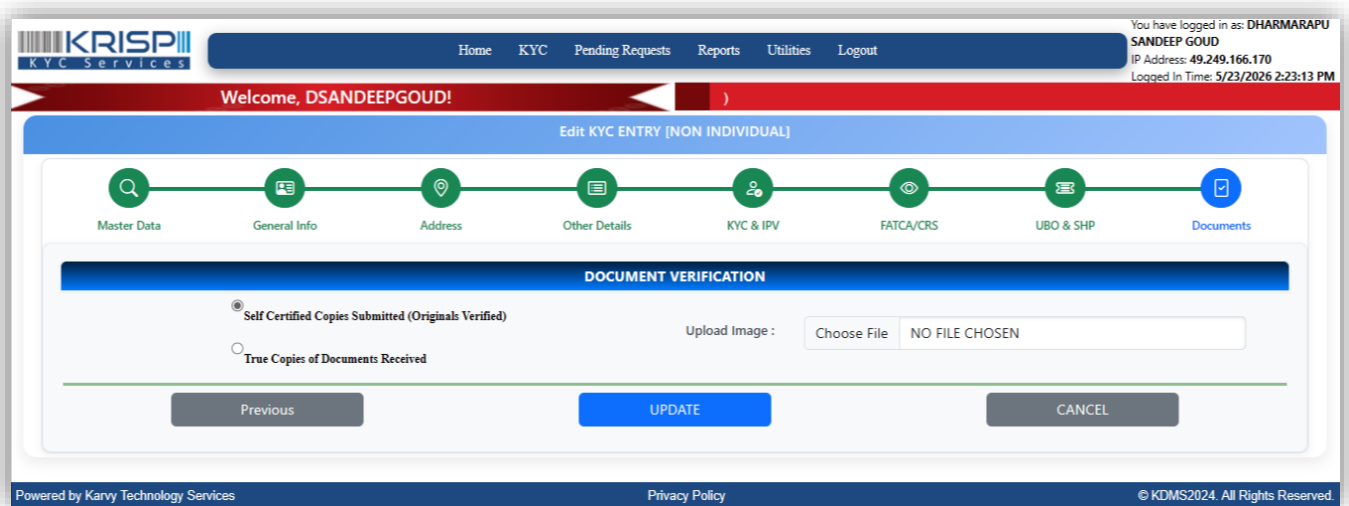
UBO & SHP & BS Details: Enter the details of UBO, SHP, and BS as per the documents provided by the applicant. After verifying and completing all required fields, click on the 'Next' button to proceed with the further process.

The screenshot shows the 'Edit KYC ENTRY [NON INDIVIDUAL]' page with the 'UBO & SHP & BS DETAILS' section active. The breadcrumb trail includes: Master Data, General Info, Address, Other Details, KYC & IPV, FATCA/CRS, **UBO & SHP**, and Documents. The form contains the following fields:

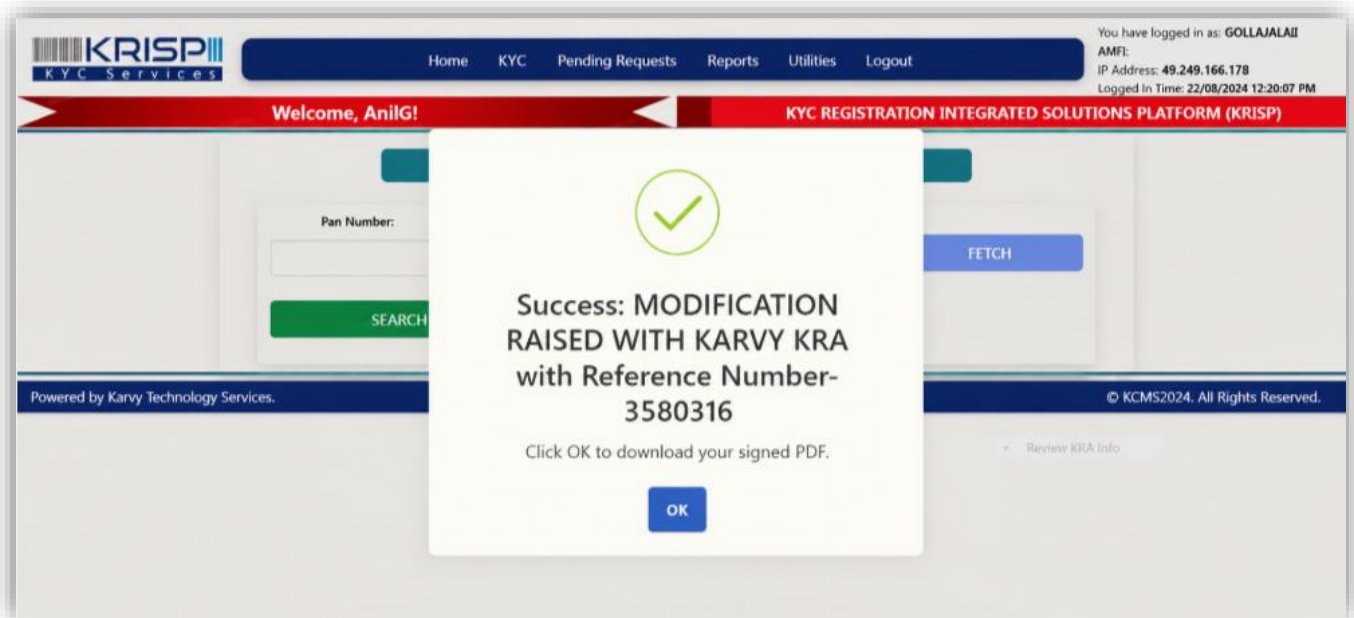
Is UBO Applicable?	UBO Declaration Date	UBO Date of Declaration / Document Upload Date
<input type="text" value="-- Select --"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
UBO Exemption Reason	Is SHP Declaration Available?	SHP Declaration Date
<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>	<input type="text" value="DD/MM/YYYY"/>
SHP Date of Declaration / Document Upload Date	Is BS Declaration Available?	BS Declaration Date
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="-- Select --"/>	<input type="text" value="DD/MM/YYYY"/>
	BS Date of Declaration / Document UploadDate	
	<input type="text" value="DD/MM/YYYY"/>	
<input type="button" value="Previous"/>		<input type="button" value="Next"/>

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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.



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.

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

You have logged in as: DHARMARAPU SANDEEP GOUD
IP Address: 49.249.166.170
Logged In Time: 5/23/2026 2:34:01 PM

Welcome, DSANDEEPGOUD! | N INTEGRATED SOLUTIONS PLATFORM (KRISP)

Edit KYC FATCA [INDIVIDUAL / NON - INDIVIDUAL]

Pan Number: Date Of Birth: On Behalf Of: KDMSL KRA (10000)

KYC has been downloaded on 2/2/2026 2:32:37 PM from CVL

Application Number: Application Date: 08/12/2022

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.

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

You have logged in as: DHARMARAPU SANDEEP GOUD
IP Address: 49.249.166.170
Logged In Time: 5/23/2026 2:36:44 PM

Welcome, DSANDEEPGOUD! | D SOLUTIONS PLATFORM (KRISP)

KYC Delink [INDIVIDUAL / NON - INDIVIDUAL]

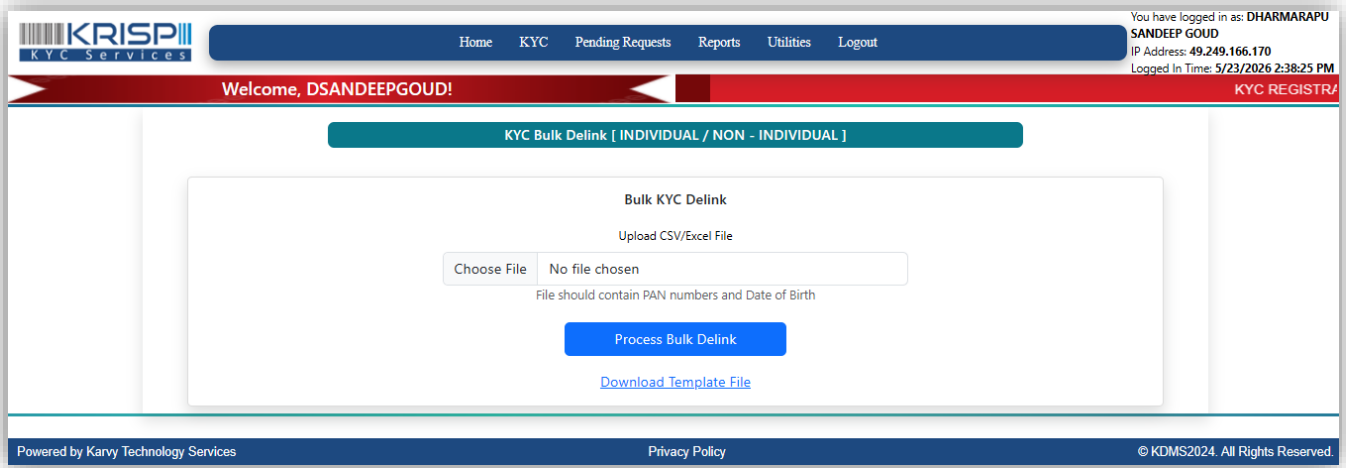
Pan Number: Date Of Birth: [DD/MM/YYYY]

KYC ID	PAN NO	APPLICANT NAME	DOB	POSCODE	DELINK

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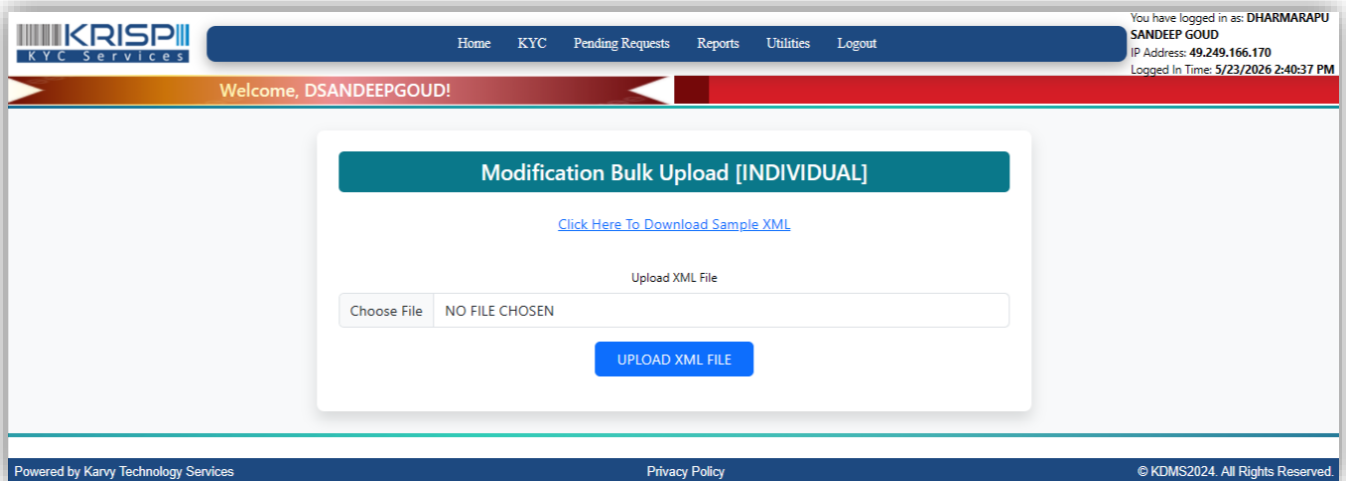
9.6 Bulk KYC Delink:

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



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.



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.

KRISP KYC Services Home KYC Pending Requests Reports Utilities Logout

You have logged in as: **DHARMARAPU SANDEEP GOUD**
IP Address: 49.249.166.170
Logged In Time: 5/23/2026 2:42:23 PM

Welcome, **DSANDEEPGOUD!** KYC REGISTRATION II

KYC Supplementary - Document Upload

* PAN NUMBER

Enter 10-character PAN number

Name: M F
Status: KRA ID Activated
Category: HUF
KYC Updated: 26/08/2015

* Document Type: -- Select Document Type --
Select the type of supplementary document

* Is this document applicable?: -- Select --

* Declaration Date: 23/05/2026
Date of declaration

Disclaimer
 If the **Financial Year selected does not match the date mentioned in the uploaded document**, the document will be treated as **invalid** and **will be rejected / not acceptable for KYC processing**.

☰ Documents to be Submitted **3**

#	Document Type	Is Applicable	Declaration Date	Document Date	File Name	File Size	Actions
1	Balance Sheet	Yes	23/05/2026	23/05/2026	A <input type="text"/> .pdf	0.17 MB	<input type="button" value="Delete"/>
2	Shareholding Pattern	Yes	23/05/2026	23/05/2026	A <input type="text"/> .pdf	0.17 MB	<input type="button" value="Delete"/>
3	Ultimate Beneficial Owner	Yes	23/05/2026	23/05/2026	A <input type="text"/> .pdf	0.17 MB	<input type="button" value="Delete"/>

① Total documents: 3

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.

The screenshot displays the KRISP KYC Services web portal. At the top, there is a navigation bar with links for Home, KYC, Pending Requests, Reports, Utilities, and Logout. The user is logged in as DHARMARAPU SANDEEP GOUD, with IP Address 49.249.166.170 and Logged In Time 5/23/2026 2:56:19 PM. A red banner below the navigation bar says "Welcome, DSANDEEPGOUD!" and "KYC REGISTRATION INTE".

The main content area features a teal header "Instructions to complete the FATCA BULK upload". Below this, a light blue box contains the following instructions:

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

Three buttons are provided for downloading templates: "FATCA Master File", "Template for FATCA Flag 'Yes'", and "Template for FATCA Flag 'No'".

Below the instructions, there are three more bullet points:

- 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.

At the bottom of the form, there is a "Select FATCA Flag" dropdown menu, a "Choose File" button, a "No file chosen" text, and a blue "Upload" button.

The footer of the page includes "Powered by Karvy Technology Services", "Privacy Policy", and "© KDMS2024. All Rights Reserved."

Thank You!

Thank you for reviewing this Standard Operating Procedure (SOP).
Your adherence to the guidelines outlined in this document helps ensure
accuracy, compliance, and seamless KRA operations.
For any further queries or assistance, please feel free to contact the
designated support team.