

Request RCC to permit log-In to CVLKRA site in required computers at branch.
 LOG INTO <https://www.cvlkra.com/Default.aspx>

Screen Shot No.	Procedure for data entry in CVL KRA system
1	<p>The CVL KRA site is https://www.cvlkra.com/Default.aspx</p> <p>Initial Procedure to be followed by Branch Manager The login ID of the Branch Admin (Branch Manager) will be BM followed by IBR code of the branch e.g. for Khand Bazaar Branch it will be BM531758.</p> <p>The initial password will be 12345@ – please note the password should compulsorily have atleast one special character such as @ or *</p>
2	<p>Branch Admin has to nominate Officers as POSVERIFIERS (Point of Service Verifiers) for entering the data in CVL KRA system</p> <p>Procedure for Branch Admin (Branch Managers) to create POSVERIFIER IDs for the Officers</p> <p>Branch Admin will have to login in his ID go to ADMIN - CREATE USERS and select your Branch Code which is pre-entered by M S Marg Branch from the drop down arrow.</p> <p>Branch Admin to create a POSVERIFIER - from drop down arrow select POSVERIFIER</p> <p>Branch Admin has to enter login ID of the POSVERIFIER which will be the Finacle ID of the concerned staff.</p> <p>Branch Admin should enter initial password as 12345@ – which has to be subsequently changed after initial login by the POSVERIFIER and should compulsorily have at least one special character such as @ or *</p> <p>Contact Details – Branch Admin to enter the name of the concerned Officer (POSVERIFIER) and Branch Telephone Number and Mobile number of the Officer (POSVERIFIER)</p>

Screen Shot No.	Procedure for data entry in CVL KRA system
3	<p>STEPS FOR DATA ENTRY</p> <p>FIRST STEP IS TO CHECK WHETHER THE CLIENT IS ALREADY KYC COMPLIANT WITH KRA BY CLICKING ON “KYC Inquiry”</p> <p>THIS STEP CAN BE DONE FROM THE MAIN SCREEN WITHOUT ENTERING YOUR LOGIN ID AND PASSWORD.</p>
4	<p>TO CHECK WHETHER THE CUSTOMER IS ALREADY KYC COMPLIANT WITH KRA (ALREADY REGISTERED WITH KRA) CLICK ON “KYC Inquiry”</p> <p>ENTER THE PAN CARD NUMBER OR APPLICANTS NAME AND DATE OF BIRTH CLICK SUBMIT</p>
5&6	<p>IF THE CLIENT IS ALREADY KYC COMPLIANT WITH KRA THE ABOVE SCREEN WILL POP UP AND IT WILL INDICATE THE STATUS SUCH AS VERIFIED – as shown in this screen REJECTED – as shown in the next screen.</p>
7 & 8	<p>LOGIN ID YOUR FINACLE ID as an example VC177442 POS CODE 1100025900 PASSWORD THE INITIAL PASSWORD KEEPING CAPS LOCK ON 12345@ ENTER THE VERIFICATION CODE AND CLICK ON LOG-IN AFTER INITIAL LOGIN YOU HAVE TO CHANGE THE PASSWORD - YOUR NEW PASSWORD SHOULD COMPULSORILY HAVE ATLEAST ONE SPECIAL CHARACTER SUCH AS @ OR *</p>
9	<p>GO TO KYC – NEW KYC – AS THE CASE MAY BE - SELECT INDIVIDUAL KYC OR NON-INDIVIDUAL KYC</p>

Screen Shot No.	Procedure for data entry in CVL KRA system
10	CURRENT STATUS WILL SHOW “NEW” ENTRY ON BEHALF OF- IT WILL ALWAYS SHOW “UNION BANK OF INDIA” INTERMEDIARY INTERNAL REF. NO. - HERE YOU ENTER THE DEMAT ACCOUNT NUMBER OF THE CLIENT.. APP NO. - YOUR BRANCH IBR CODE FOLLOWED RUNNING SERIAL NUMBER APPLICATION DATE – ACCOUNT OPENING DATE. PAN EXEMPTED – BY DEFAULT IT IS “NO” – ENTER PAN NUMBER AND CLICK ON PAN “CHECK PAN”.
11	IF THE MESSAGE “PAN DOES NOT EXIST” YOU HAVE TO PROCEED WITH THE DATA ENTRY BY CLICKING “NEXT”
12	IF THE MESSAGE POPS “ PAN EXIST IN THE SYSTEM” YOU NEED NOT PROCEED TO ENTER THE DATA IN SYSTEM- THEN GO TO “KYC INQUIRY” ENTER THE PAN NUMBER AND TAKE A PRINT OUT OF THE DETAILS AND RETAIN ON RECORD.
13	THE ROWS MARKED * ARE TO BE MANDATORILY FILLED UP.
14	<u>CONTACT INFO</u> ENTER THE CORRESPONDENCE ADDRESS AND OTHER DETAILS. IF THE PERMANENT ADDRESS IS SAME AS CORRESPONDENCE ADDRESS CLICK ON THE SMALL BUTTON NEXT TO “PERMANENT ADDRESS SAME AS ABOVE” PROOF OF CORRESPONDENCE ADDRESS – SELECT THE APPROPRIATE DOCUMENT SUBMITTED AS PROOF BY CLICKING ON “PROOF ADDRESS BOX” AND GIVE THE PROOF NUMBER (E.G. PASSPORT NUMBER / RATION CARD NUMBER) AND DATE.
15	<u>OTHER DETAILS</u> SELECT GROSS INCOME RANGE AND OCCUPATION DETAILS USING DOWN ARROW FILL IN NET WORTH DETAILS IN CASE OF NON- INDIVIDUAL ACS. (IN FIGURES e.g. 108 lacs to be entered 10800000) IVP DETAILS FLAG – DONE IVP DONE ON – THIS DATE HAS TO BE THE DATE OF ACCOUNT OPENING OR DATE MENTIONED ON KYC FORM – DATE WHICH EVER IS LATER

Screen Shot No.	Procedure for data entry in CVL KRA system
16	A SCREEN LIKE THIS WILL POP UP. IT WILL SHOW CVL REFERENCE NUMBER NOTE DOWN THIS NUMBER ON THE TOP RIGHT HAND CORNER OF THE KYC FORM.
17 & 18	THE DOCUMENTS ENTERED HAVE TO BE COURIERED TO CVL KRA GO TO KYC – COURIER DEAPATCH- COURIER KYC CLICK ON FETCH THEN USING DOWN ARROW SELECT THE COURIER PICK UP ADDRESS – UNION BANK OF INDIA FULL POSTAL ADDRESS OF YOUR BRANCH MENTION TELEPHONE NO OF BRANCH AND SUBMIT, IT WILL GENERATE COURIER RECORD NUMBER
19	THE COURIER RECORD NUMBER IS TO BE NOTED ON THE COURIER SLIP WHICH IS TO BE PRINTED AFTER THIS RECORD IS CREATED.
20	TO PRINT COURIER SLIP GO TO KYC – COURIER DESPATCH - PRINT DETAILS
21	CLICK ON FETCH – SELECT -COURIER - IT WILL SHOW THE BATCH NUMBER CREATED – SELECT THE BATCH – IT WILL SHOW DETAILS OF PICK UP ADDRESS AND PAN NUMBERS WITH NAME IN THAT PARTICULAR BATCH UNDER “SELECTED PAN”
22	CLICK ON “SAVE AND PRINT”
23 & 24	TAKE TWO PRINTS OF THE COURIER SLIP – ONE TO BE ATTACHED TO THE ORIGINAL KYC FORMS TO BE SENT TO CVLKRA ALONG WITH THE DOCUMENTS THE SECOND COPY TO BE ATTACHED TO THE ENTIRE SET OF OFFICE COPY SENT TO CVLKRA (TO BE RETAINED AT THE BRANCH)
25 & 26	PROCEDURE FOR DESPATCHING DOCUMENTS THROUGH COURIER – DOWNLOADS – COURIER LIST THERE ARE TWO OPTIONS 1) OPEN 2) SAVE USE THE SAVE OPTION SAVE AS CVLKRA Courier_ Details.xlsx CLOSE LOG OUT OF CVLKRA
27	GO TO THE EXCEL FILE SAVED AS CVLKRA Courier_ Details.xlsx saved on your desktop

Screen Shot No.	Procedure for data entry in CVL KRA system
28	<p>This File has Two Sheets – Locations and Pick Up Request Format</p> <p>Locations Sheet gives you the E-Mail address where the Pickup Request is to be mailed and the details of contact person and telephone numbers.</p> <p>Pick Up Request Format Sheet The Headings in Rows 1 & 2 should NOT be changed. Serial No. If you are dispatching say three KYC forms on one day the serial nos. will be 1,2,3 – the next day if you are sending say five KYC forms then the serial nos. will be 1,2,3,4,5. Account number will be the Client ID. In case of joint holders the Account No. will be Client ID / A and Client ID/B and Client ID/C. Request Date will be the date of set up . Keep the documents ready in cover to be handed over to the courier agency for despatch. POS Code will be 1100025900 (for all branches of Union Bank of India)</p> <p>Pick Up Address is the Address of your Branch Company Name – Union Bank of India. Line 1 – Branch Name. Line 2 upto Pin Code to be the complete branch address. Contact Person - Name of Branch Manager / Accountant.</p> <p>Delivery Address is the address of CDSL Ventures which is fixed and has not to be changed.</p> <p>After entering all details in sheet “Pickup Request Format” save the file. This file has to be sent as an attachment to the E-mail address of courier given in Location Sheet for your State / City.</p>

Screen Shot No.	Procedure for data entry in CVL KRA system														
29 & 30	<p>If you want a record of the data in your ID first click on FETCH then click on TEXT and Save on desktop.</p> <p>If you only want to view click on FETCH and details will be displayed.</p> <p>In the details displayed view the APP_STATUS_DESC column the following status are displayed:-</p> <table border="0"> <tr> <td>Status</td> <td>Status Description</td> </tr> <tr> <td>Submitted</td> <td>KYC details have been recorded with CVL-KRA</td> </tr> <tr> <td>Documents Received</td> <td>KYC details have been received at CVL-KRA</td> </tr> <tr> <td>Under Verification</td> <td>KYC documents and data are being scrutinized.</td> </tr> <tr> <td>Hold</td> <td>KYC has been marked for review and or / additional information / supporting documents may have to be obtained to rectify the discrepancies which remain after review.</td> </tr> <tr> <td>Verified by CVLKRA</td> <td>KYC has passed verification and is registered with CVL KRA . In order to maintain a record you have to go to KYC – Query Pan – Enter the Pan Card No. and Submit and take a print out</td> </tr> <tr> <td>Rejected by CVL KRA</td> <td>KYC has been rejected by CVL KRA</td> </tr> </table> <p>The reason for Hold and Rejection is available under the column APP_COMMENTS</p>	Status	Status Description	Submitted	KYC details have been recorded with CVL-KRA	Documents Received	KYC details have been received at CVL-KRA	Under Verification	KYC documents and data are being scrutinized.	Hold	KYC has been marked for review and or / additional information / supporting documents may have to be obtained to rectify the discrepancies which remain after review.	Verified by CVLKRA	KYC has passed verification and is registered with CVL KRA . In order to maintain a record you have to go to KYC – Query Pan – Enter the Pan Card No. and Submit and take a print out	Rejected by CVL KRA	KYC has been rejected by CVL KRA
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Documents Received	KYC details have been received at CVL-KRA														
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Hold	KYC has been marked for review and or / additional information / supporting documents may have to be obtained to rectify the discrepancies which remain after review.														
Verified by CVLKRA	KYC has passed verification and is registered with CVL KRA . In order to maintain a record you have to go to KYC – Query Pan – Enter the Pan Card No. and Submit and take a print out														
Rejected by CVL KRA	KYC has been rejected by CVL KRA														
31	Verified by CVLKRA Take a print out and attach it to the KYC form which has to be retained with the Account Opening Form.														
33 To 36	<p>AFTER THE KYC OF ALL JOINT HOLDERS IS DONE MAINTAIN A RECORD OF THOSE ACCOUNTS WHO ARE KYC COMPLIANT</p> <p>Once the branch has dispatched the documents to CVL KRA, the same has to be recorded in DPSECURE.</p> <p>In DP SECURE DEMAT MODULE MAKER HAS TO GO – BO (on left hand side) – MODIFY BO BACKOFFICE COLUMN – NEW – ENTER THE BOID IN ADDITIONAL INFORMATION ENTER “KYC DONE ON Dt.....” AND SUBMIT . THE SAME HAS TO BE VERIFIED BY CHECKER. ONCE THE ENTRY IN DPSECURE IS VERIFIED THE SAME WILL BE UPDATED IN BO MASTER</p>														

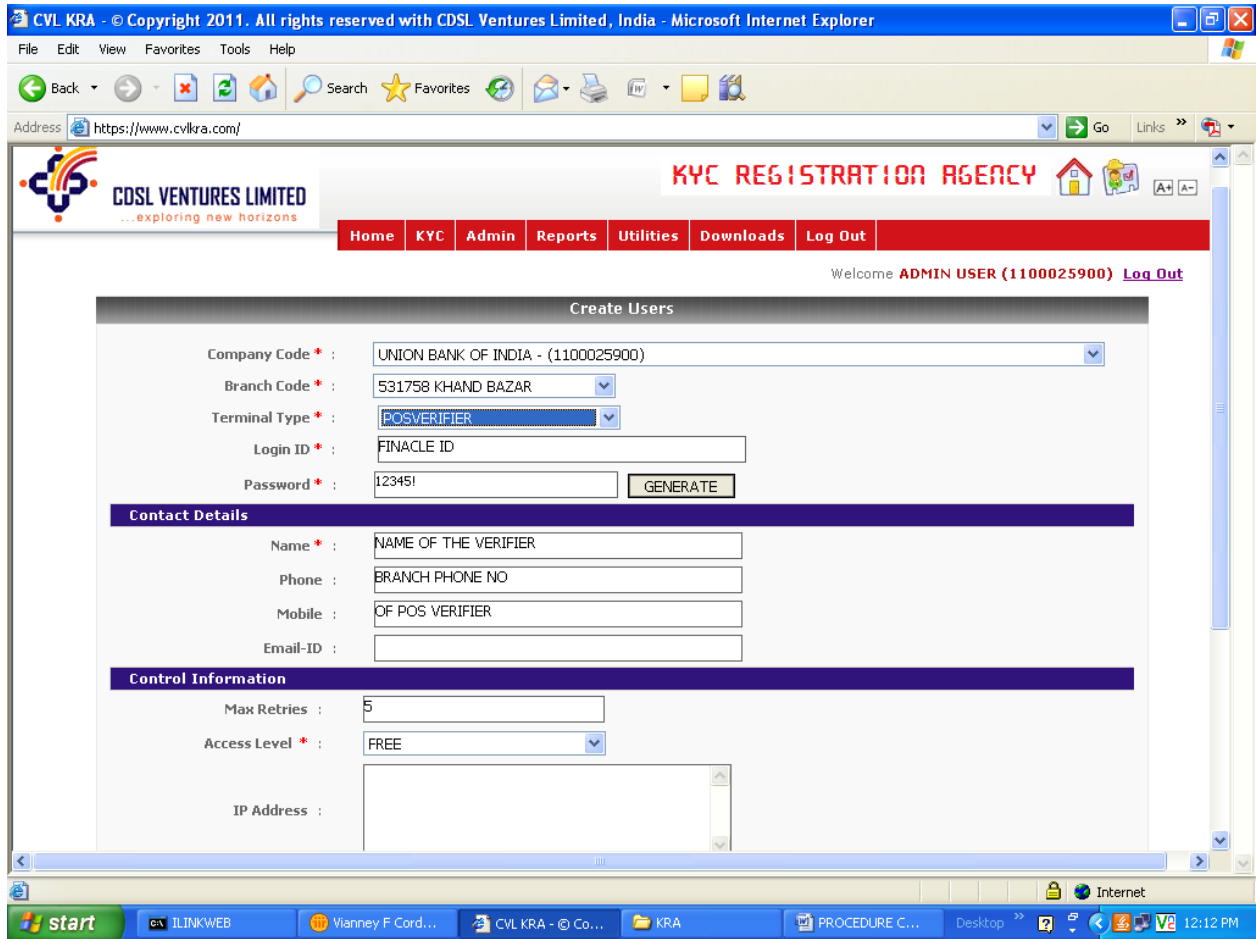


The CVL KRA site is <https://www.cvlkra.com/Default.aspx>

The login ID of the Branch Admin (Branch Manager) will be BM followed by IBR code of the branch

The initial password will be 12345@ – please note the password should compulsorily have atleast one special character such as @ or *

SCREEN SHOT NO. 1



Branch Admin has to nominate Officers as POSVERIFIERS for entering the data in CVL KRA system.

Procedure for Branch Admin (Branch Managers) to create POSVERIFIER IDs for the Officers.

Branch Admin will have to login in his ID go to ADMIN - CREATE USERS and select your Branch Code which is pre-entered by M S Marg Branch from the drop down arrow.

Branch Admin to create a POSVERIFIER - from drop down arrow select POSVERIFIER

Branch Admin has to enter login ID of the POSVERIFIER which will be the Finacle ID of the concerned staff.

Branch Admin should enter initial password as 12345@ – which has to be subsequently changed after initial login by the POSVERIFIER and should compulsorily have at least one special character such as @ or *

Contact Details – Branch Admin to enter the name of the concerned Officer (POSVERIFIER) and Branch Telephone Number and Mobile number of the Officer (POSVERIFIER)

SCREEN SHOT NO. 2

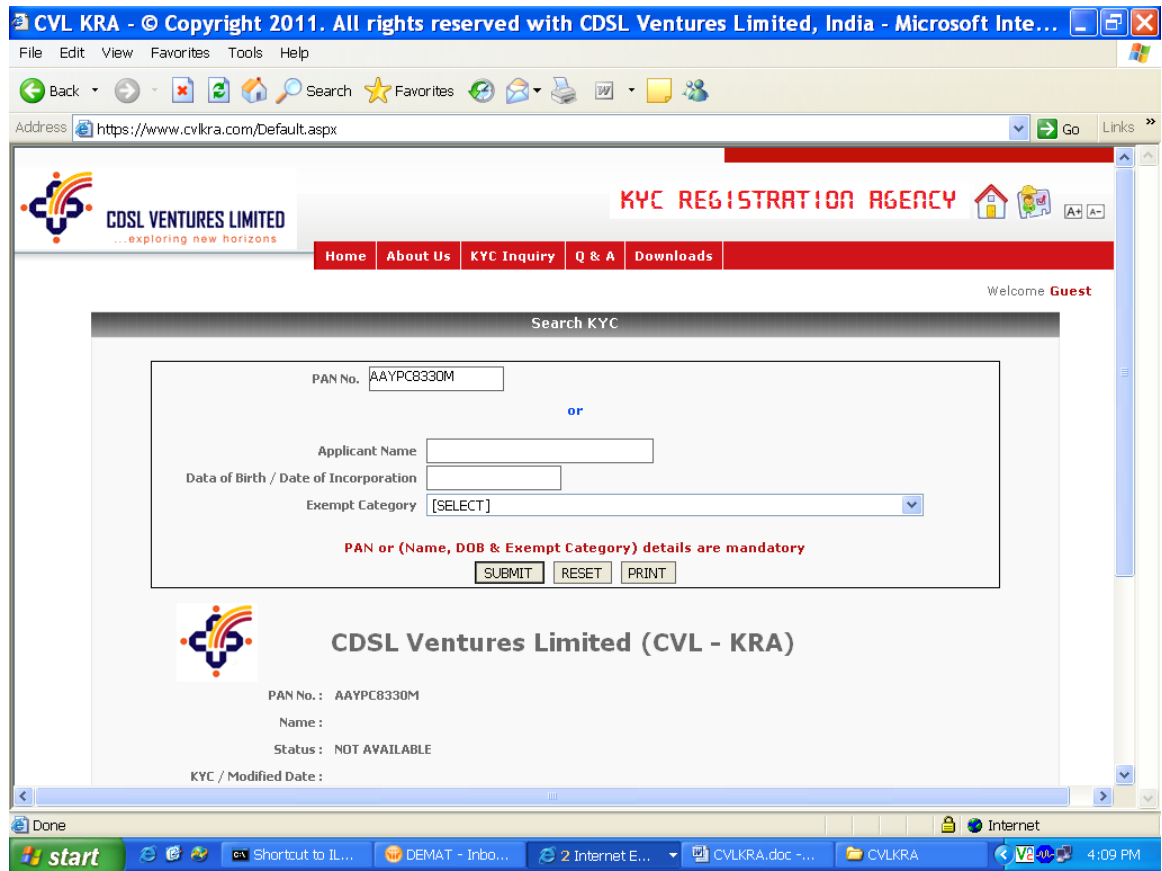


LOG INTO <https://www.cvlkra.com/Default.aspx>

FIRST STEP IS TO CHECK WHETHER THE CLIENT IS ALREADY KYC COMPLIANT WITH KRA BY CLICKING ON “KYC Inquiry”

THIS STEP CAN BE DONE FROM THE MAIN SCREEN WITHOUT ENTERING YOUR LOGIN ID AND PASSWORD.

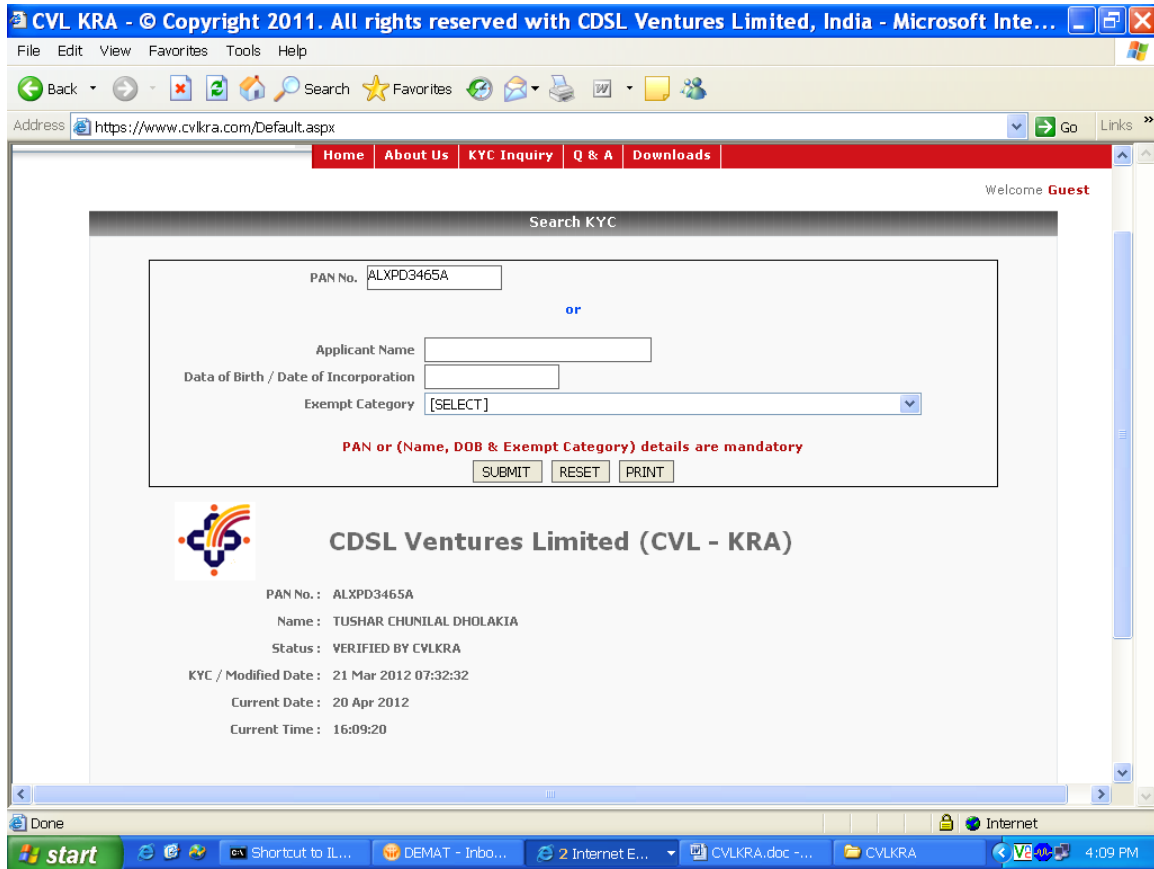
SCREEN SHOT NO. 3



TO CHECK WHETHER THE CUSTOMER HAS ALREADY KYC COMPLIANT WITH KRA (ALREADY REGISTERED WITH KRA) CLICKING ON “KYC Inquiry”

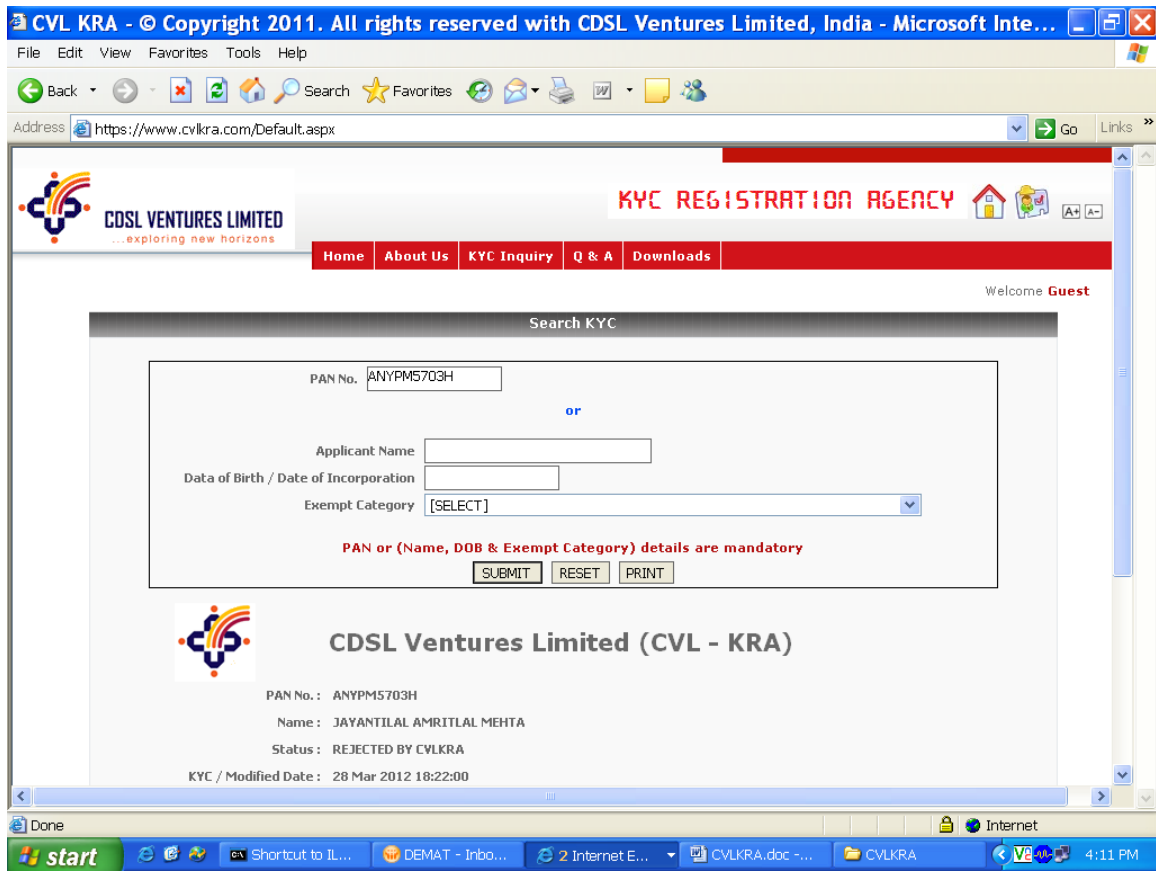
ENTER THE PAN CARD NUMBER
OR
APPLICANTS NAME AND DATE OF BIRTH
CLICK SUBMIT

SCREEN SHOT NO. 4



IF THE CLIENT IS ALREADY KYC COMPLIANT WITH KRA THE ABOVE SCREEN WILL POP UP AND IT WILL INDICATE THE STATUS SUCH AS VERIFIED – as shown in this screen
REJECTED – as shown in the next screen.

SCREEN SHOT NO. 5

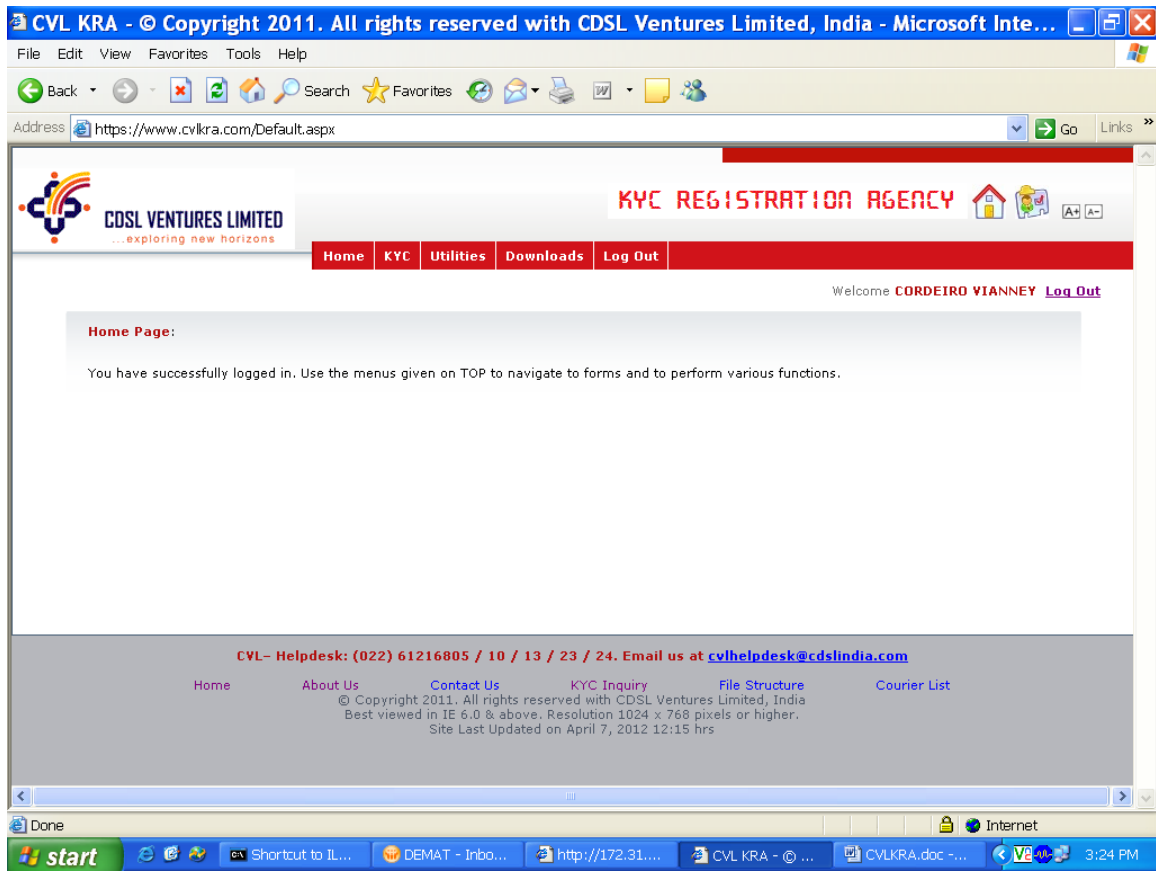


SCREEN SHOT NO. 6

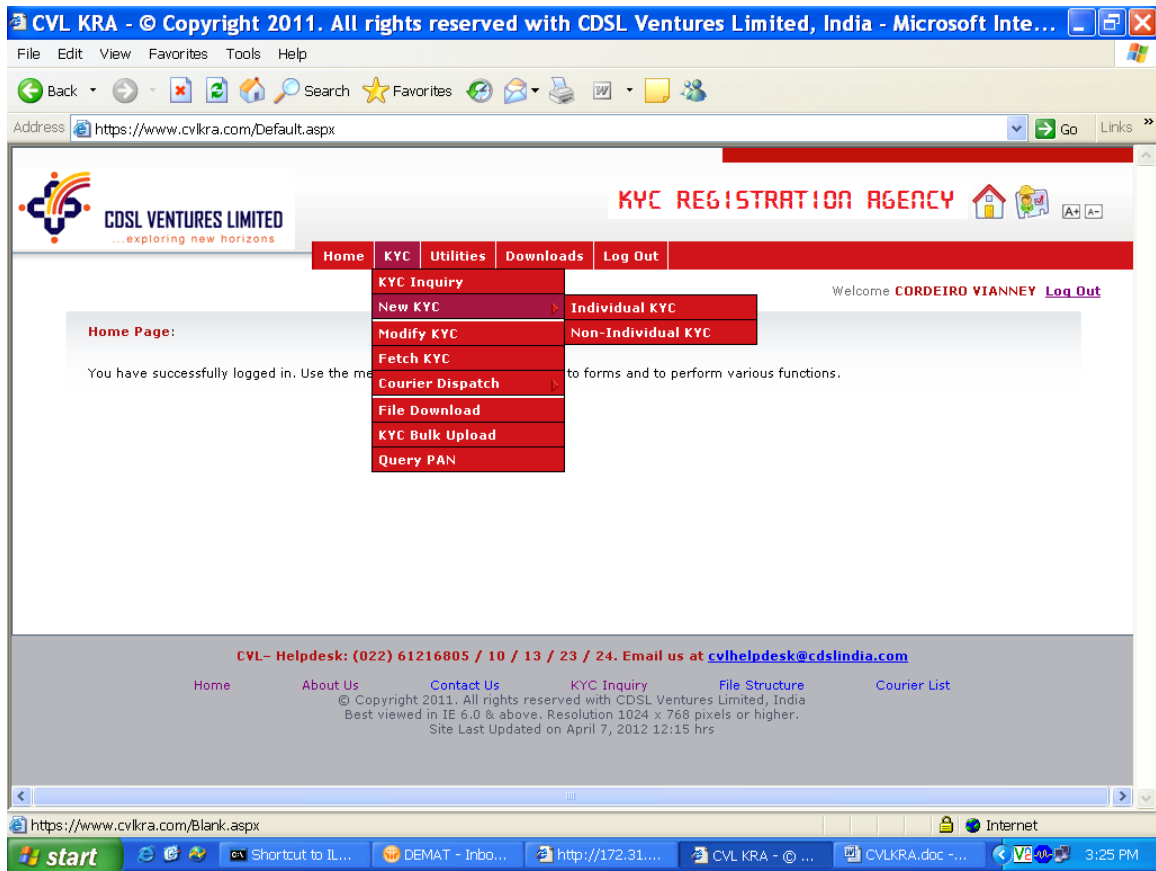


LOGIN ID YOUR FINACLE ID as an example VC177442
POS CODE 1100025900
PASSWORD THE INITIAL PASSWORD KEEPING CAPS LOCK ON 12345@
ENTER THE VERIFICATION CODE AND CLICK ON LOG-IN
AFTER INITIAL LOGIN YOU HAVE TO CHANGE THE PASSWORD - YOUR NEW
PASSWORD SHOULD COMPULSORILY HAVE ATLEAST ONE SPECIAL CHARACTER
SUCH AS @ OR *

SCREEN SHOT NO. 7

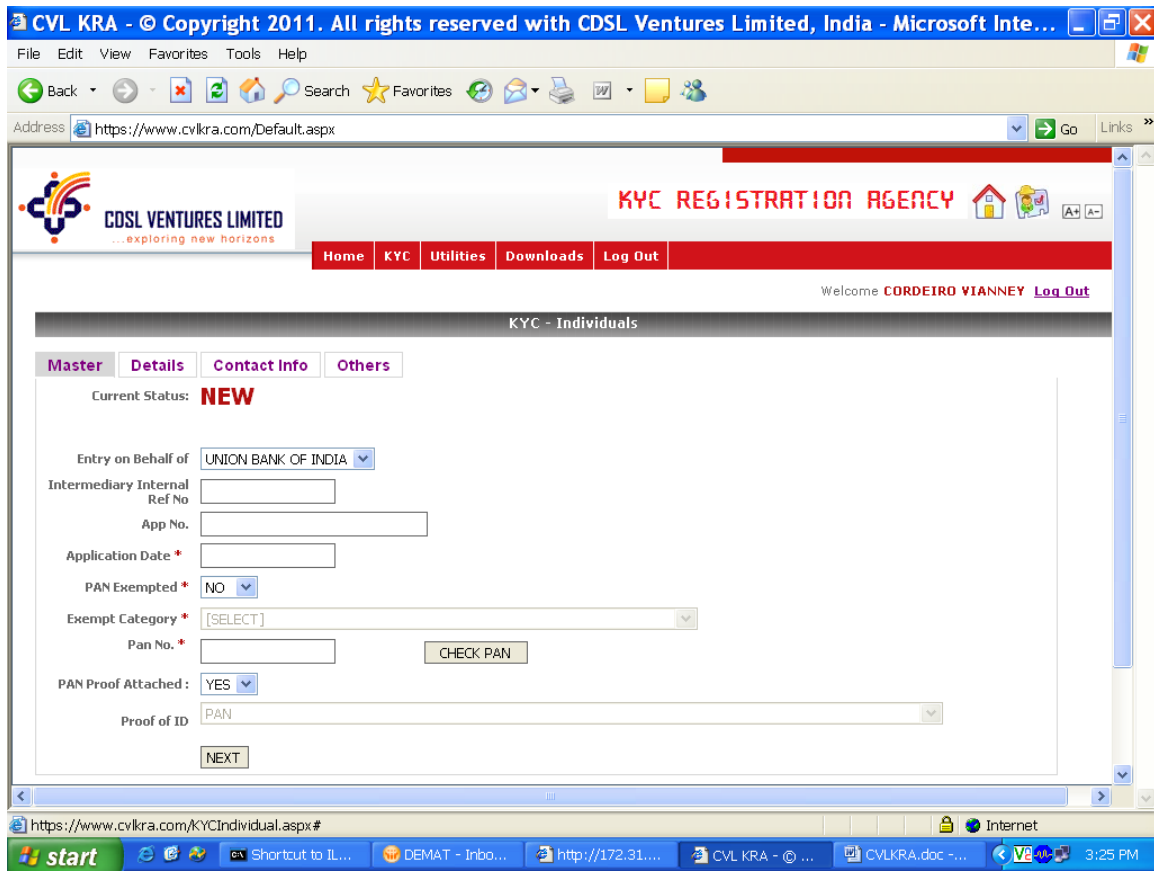


SCREEN SHOT NO. 8



GO TO KYC – NEW KYC – AS THE CASE MAY BE SELECT
INDIVIDUAL KYC OR NON-INDIVIDUAL KYC

SCREEN SHOT NO. 9



CURRENT STATUS WILL SHOW “NEW”

ENTRY ON BEHALF OF IT WILL ALWAYS SHOW “UNION BANK OF INDIA”
INTERMEDIARY INTERNAL REF. NO. HERE YOU ENTER THE CLIENT ID OF
THE DEMAT ACCOUNT.

APP NO. YOUR BRANCH IBR CODE FOLLOWED RUNNING SERIAL NUMBER
APPLICATION DATE – THE DATE AC IS OPENED

PAN EXEMPTED – MOSTLY IT IS NO, HOWEVER IF THE CUSTOMER IS OF
PAN EXEMPTED CATEGORY THEN SELECT “YES” AND THE EXEMPT CODE.

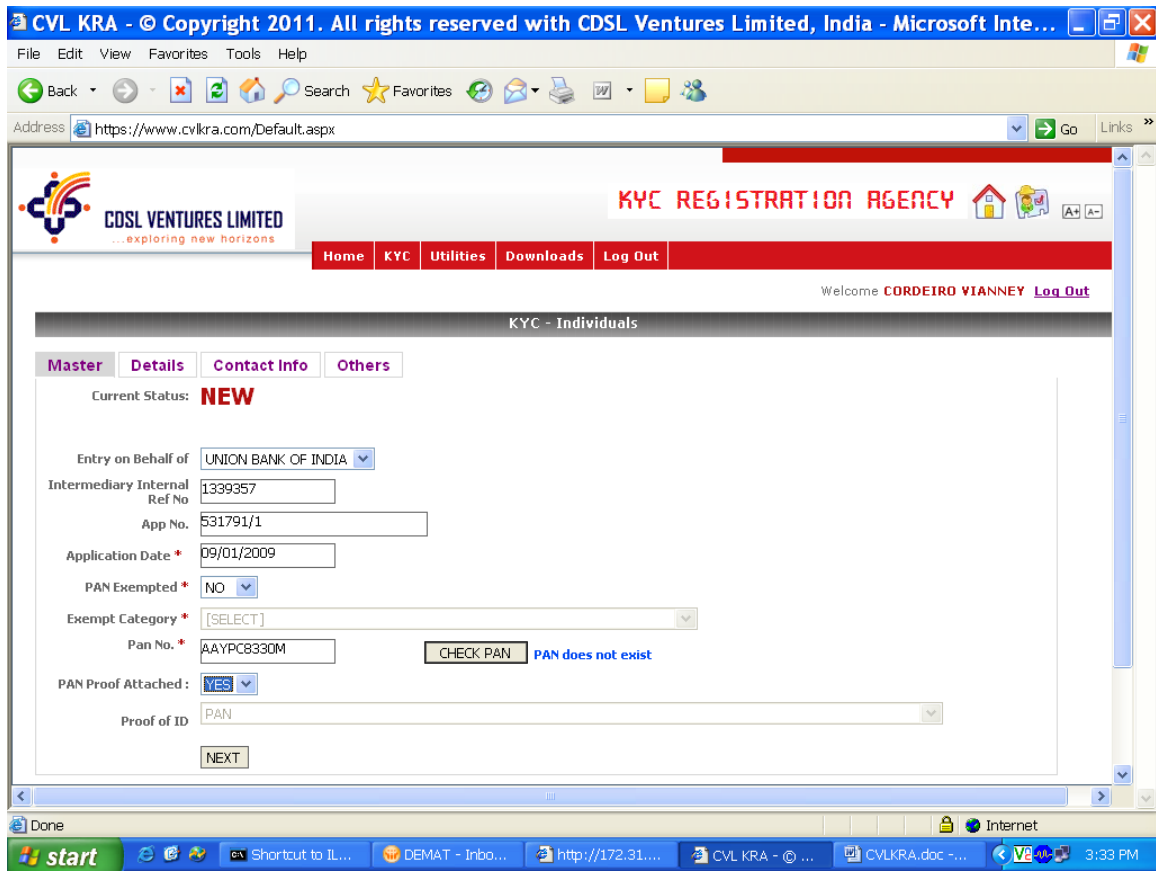
PAN NO – ENTER THE PAN NUMBER

PAN PROOF ATTACHED – YES

PROOF OF ID – BRING CURSOR TO “PAN” – SEVERAL OPTIONS WILL OPEN –
SELECT THE CORRECT OPTION.

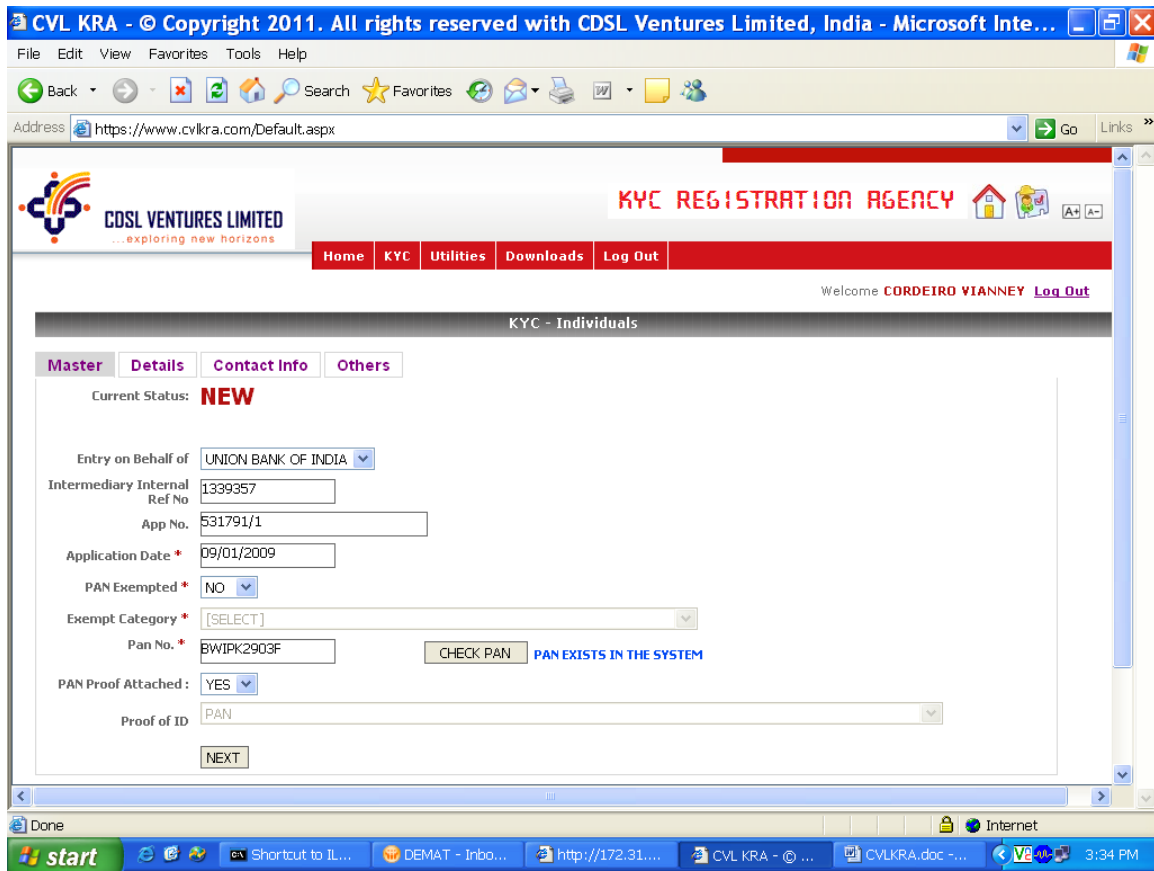
CLICK ON “CHECK PAN”

SCREEN SHOT NO. 10



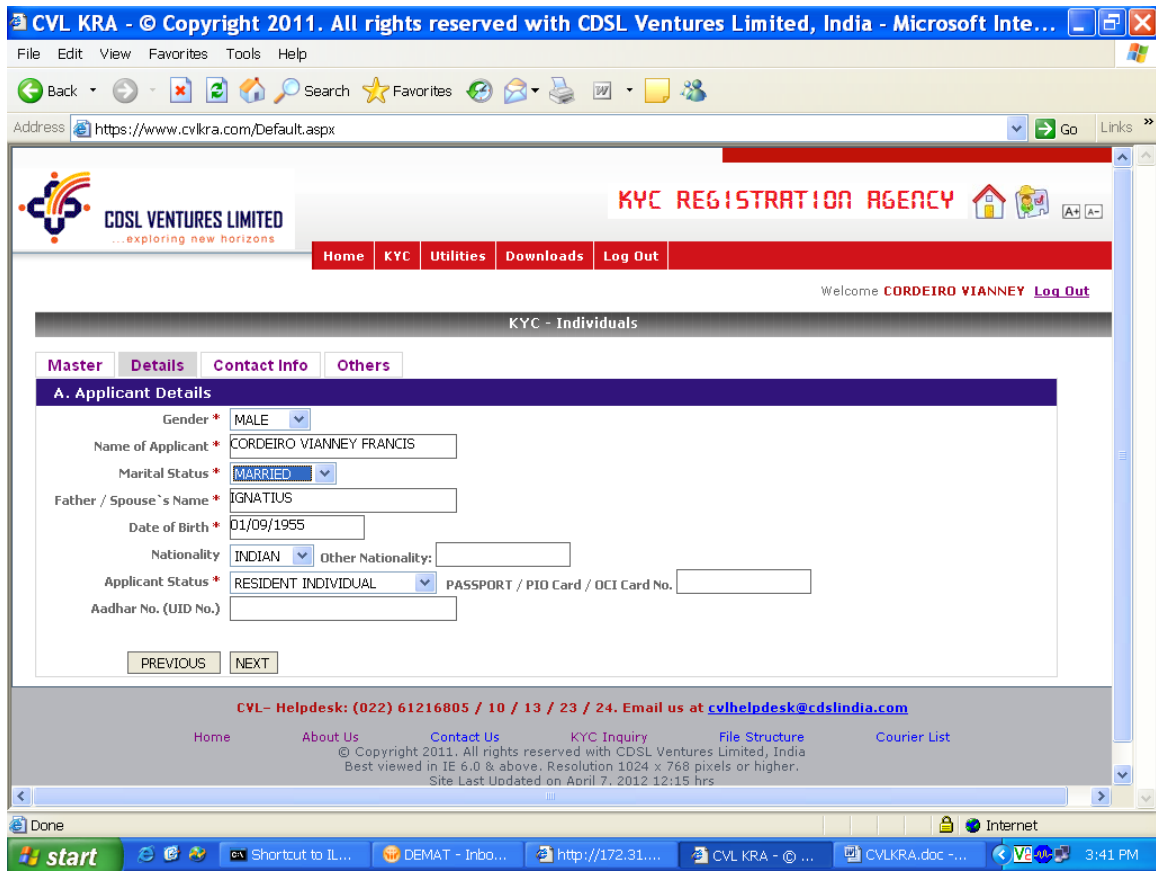
IF THE MESSAGE “PAN DOES NOT EXIST” YOU HAVE TO PROCEED WITH THE DATA ENTRY.

SCREEN SHOT NO. 11



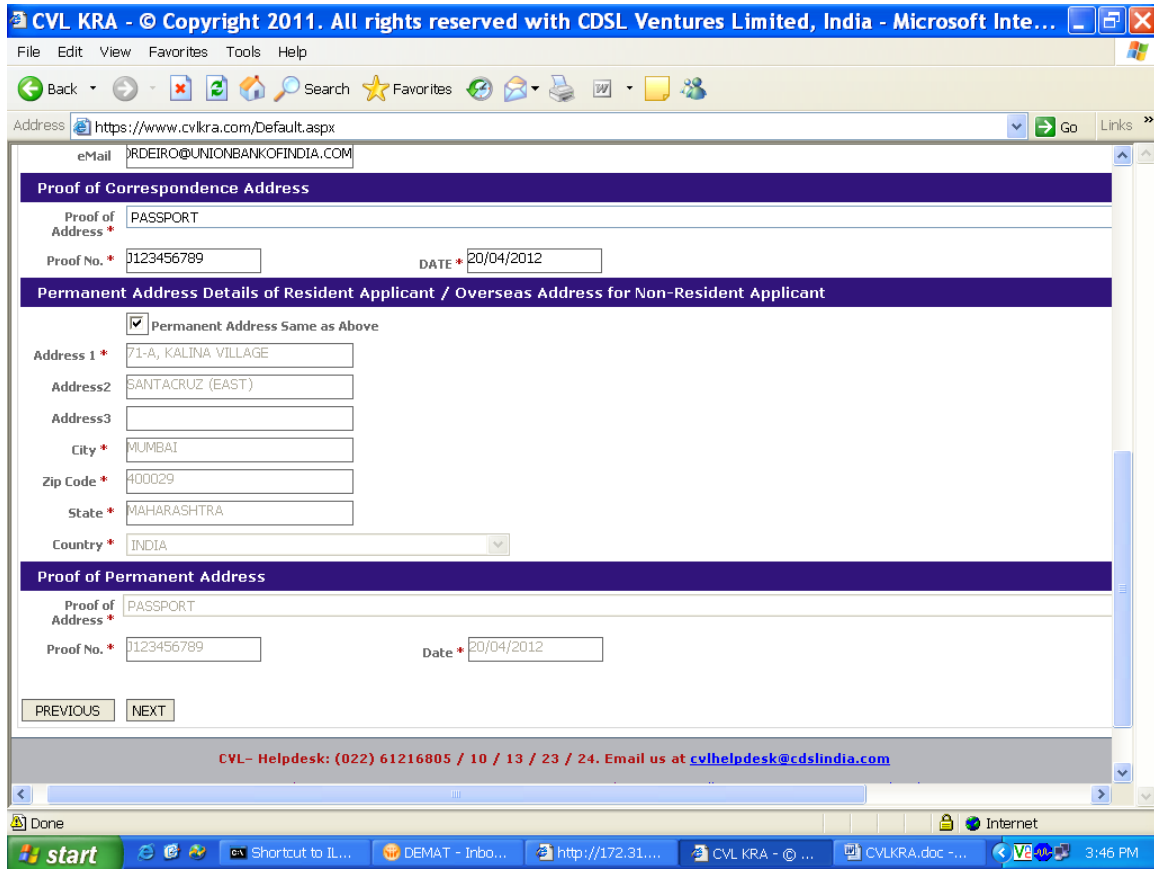
IF THE MESSAGE POPS “ PAN EXIST IN THE SYSTEM” YOU NEED NOT PROCEED TO ENTER THE DATA IN SYSTEM- THEN GO TO “KYC INQUIRY” ENTER THE PAN NUMBER AND TAKE A PRINT OUT OF THE DETAILS AND RETAIN ON RECORD.

SCREEN SHOT NO. 12



THE ROWS MARKED * ARE TO BE MANDATORILY FILLED UP.

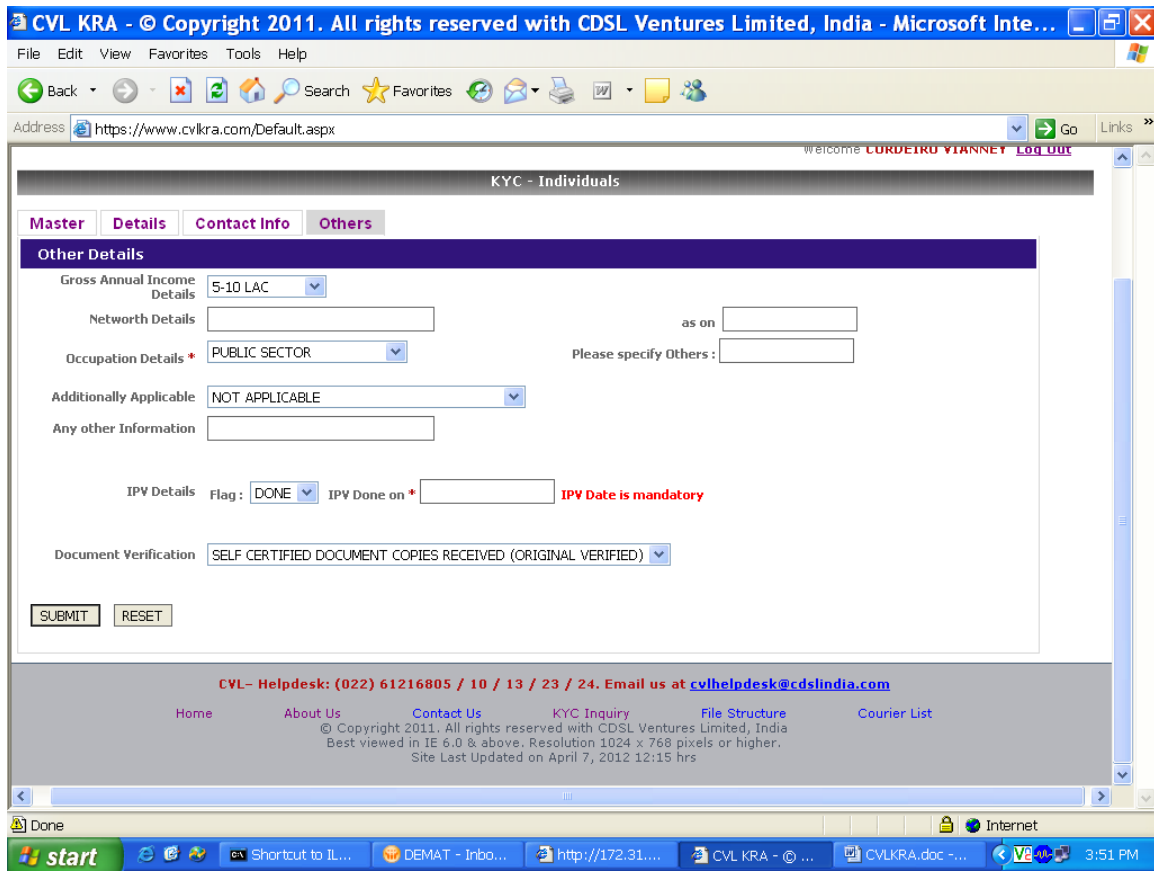
SCREEN SHOT NO. 13



ENTER THE CORRESPONDENCE ADDRESS AND OTHER DETAILS. IF THE PERMANENT ADDRESS IS SAME AS CORRESPONDENCE ADDRESS CLICK ON THE SMALL BUTTON NEXT TO “PERMANENT ADDRESS SAME AS ABOVE”

PROOF OF CORRESPONDENCE ADDRESS – SELECT THE APPROPRIATE DOCUMENT SUBMITTED AS PROOF AND GIVE THE PROOF NUMBER (E.G. PASSPORT NUMBER / RATION CARD NUMBER) AND DATE.

SCREEN SHOT NO. 14

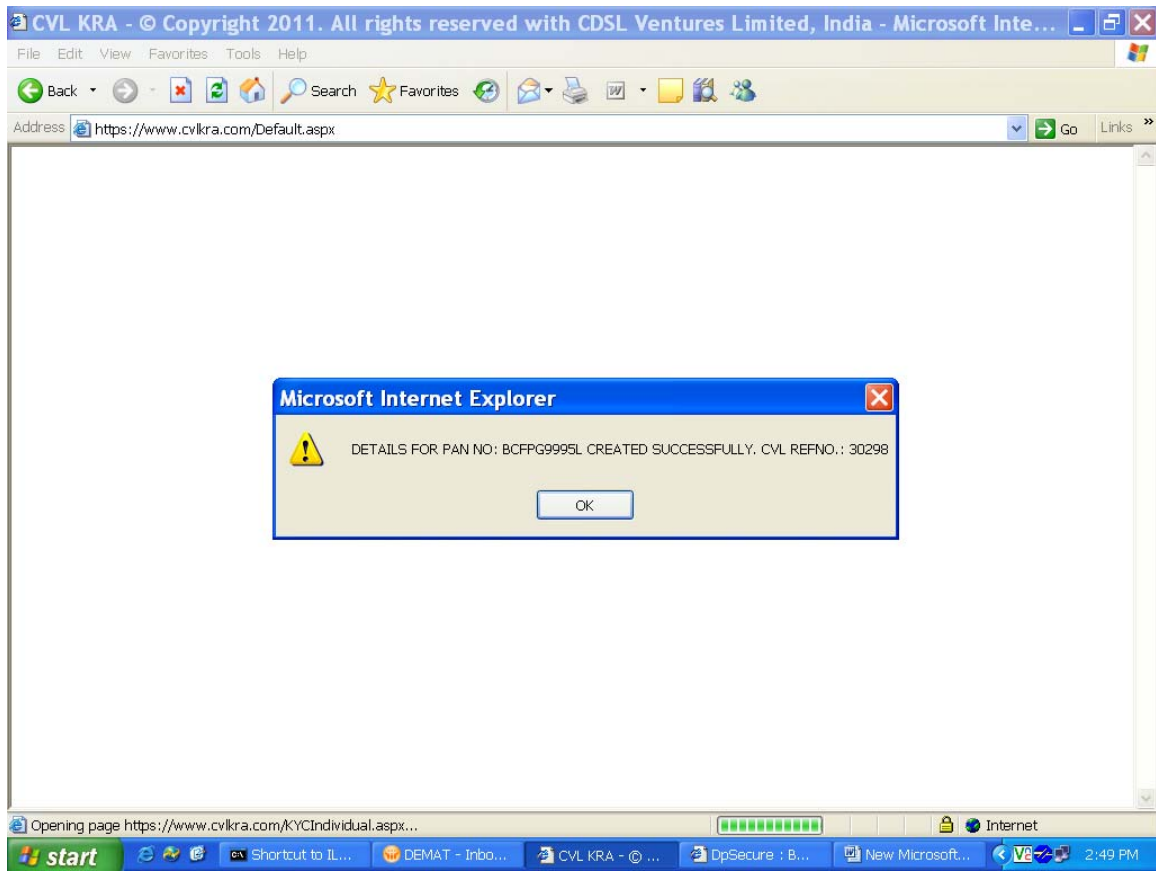


FILL UP - GROSS INCOME , OCCUPATION DETAILS

IVP DETAILS FLAG – DONE

IVP DONE ON – THIS DATE HAS TO BE THE DATE OF ACCOUNT OPENING.

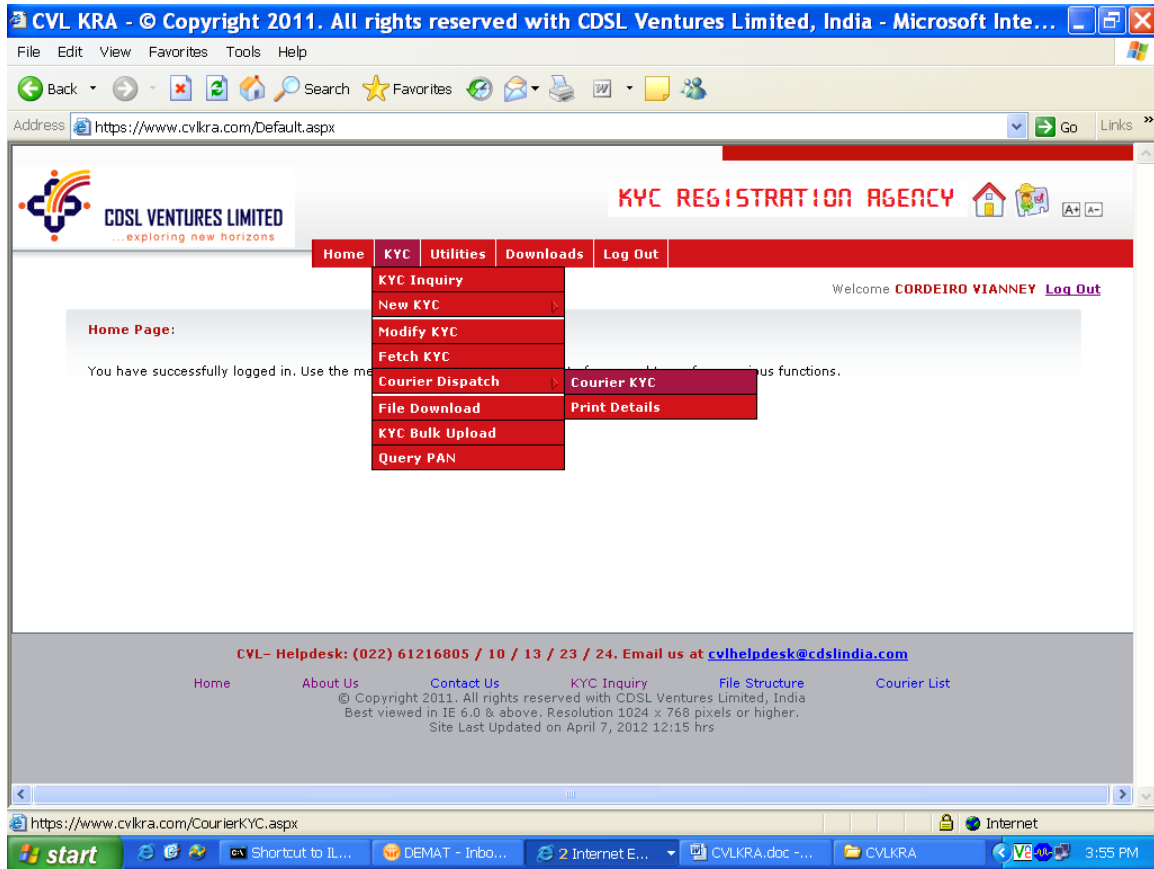
SCREEN SHOT NO. 15



A SCREEN LIKE THIS WILL POP UP.

NOTE THE CVL REFNO. NOTE DOWN THIS NUMBER ON THE TOP RIGHT HAND CORNER OF THE KYC FORM.

SCREEN SHOT NO. 16

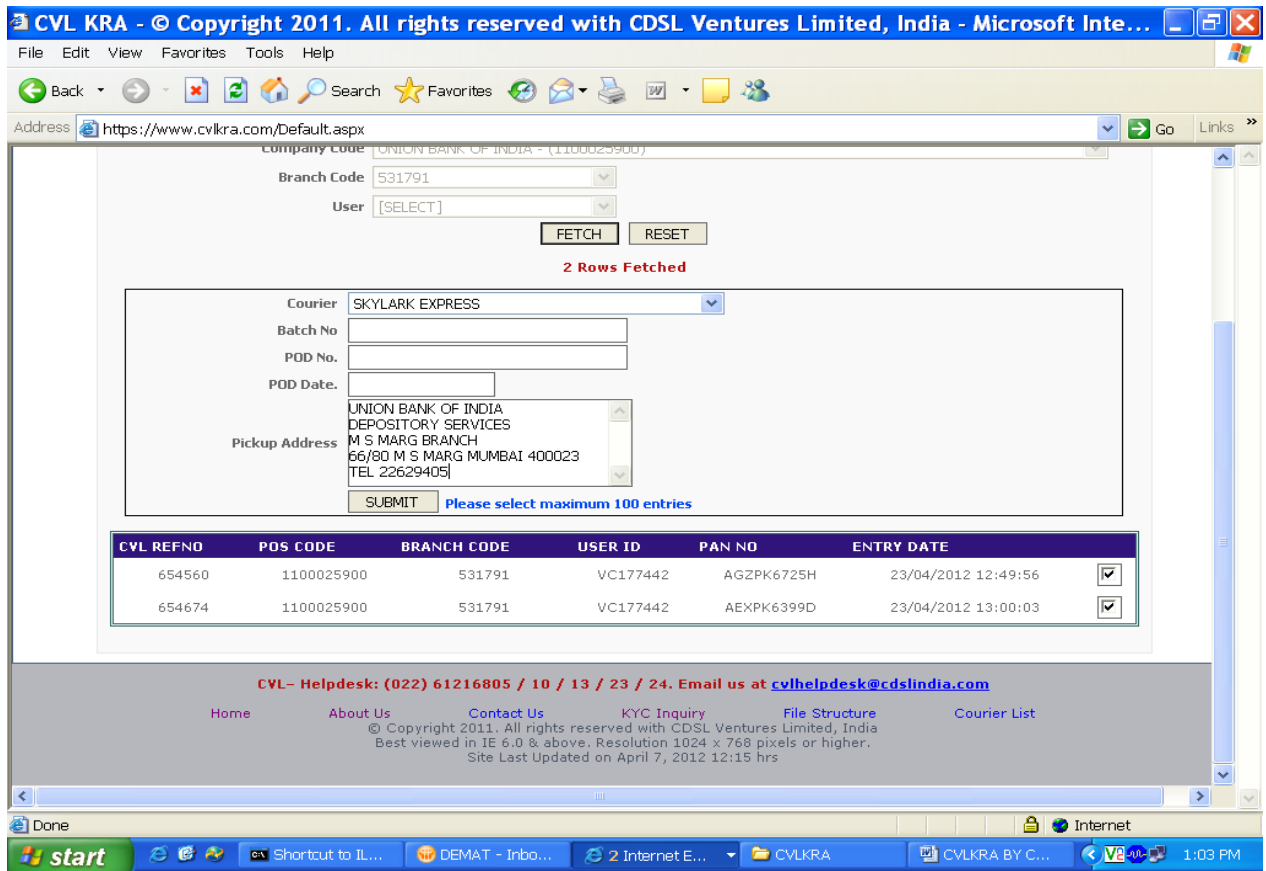


THE DOCUMENTS ENTERED HAVE TO BE COURIERED TO CVL KRA
GO TO KYC – COURIER DESPATCH- COURIER KYC

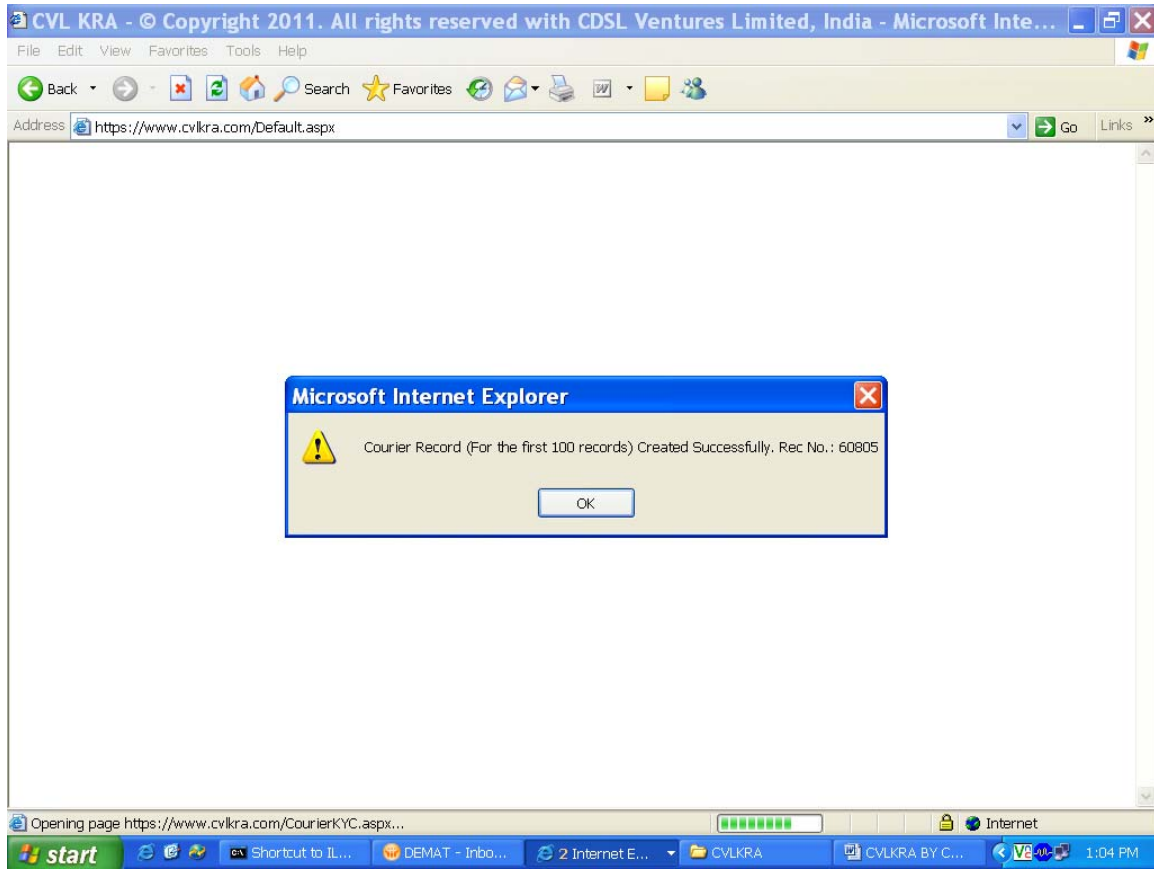
SELECT THE COURIER
PICK UP ADDRESS –

UNION BANK OF INDIA
FULL POSTAL ADDRESS OF YOUR BRANCH
MENTION TELEPHONE NO OF BRANCH

SCREEN SHOT NO. 17

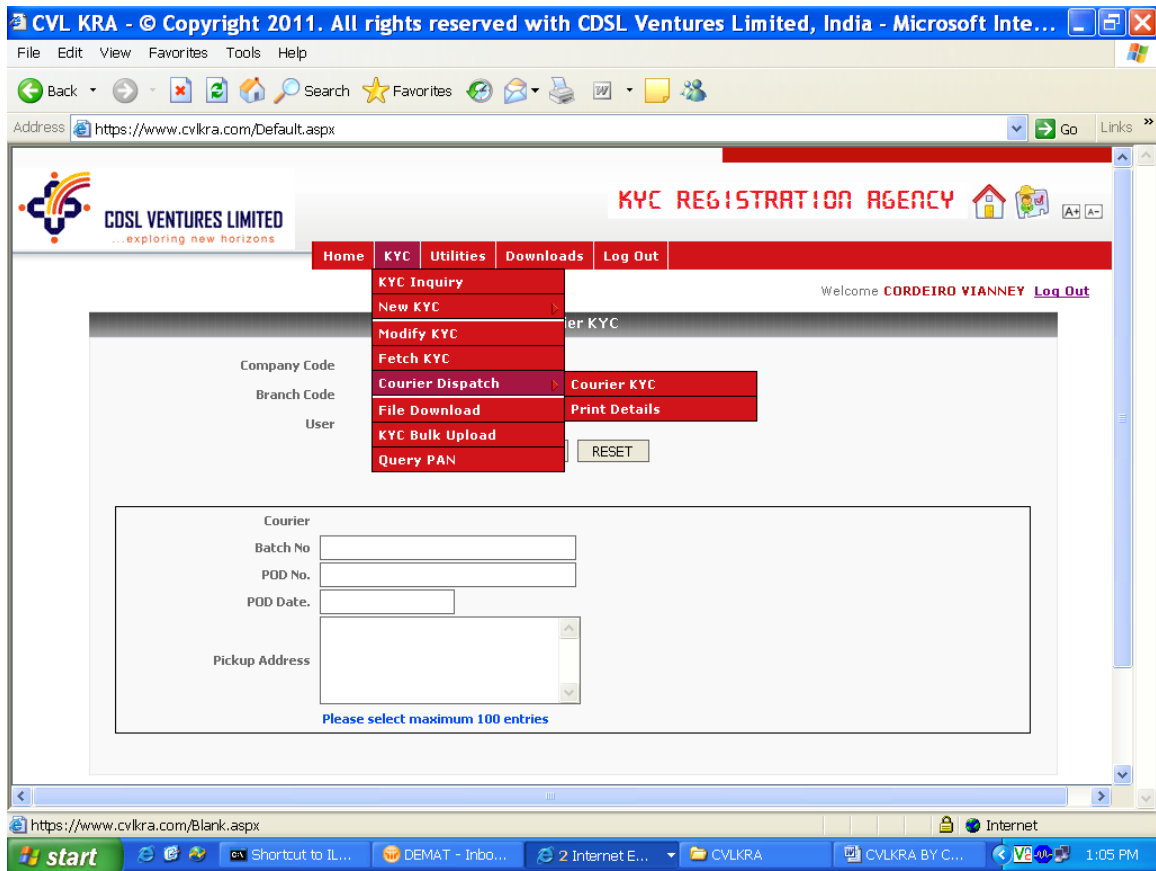


SCREEN SHOT NO. 18



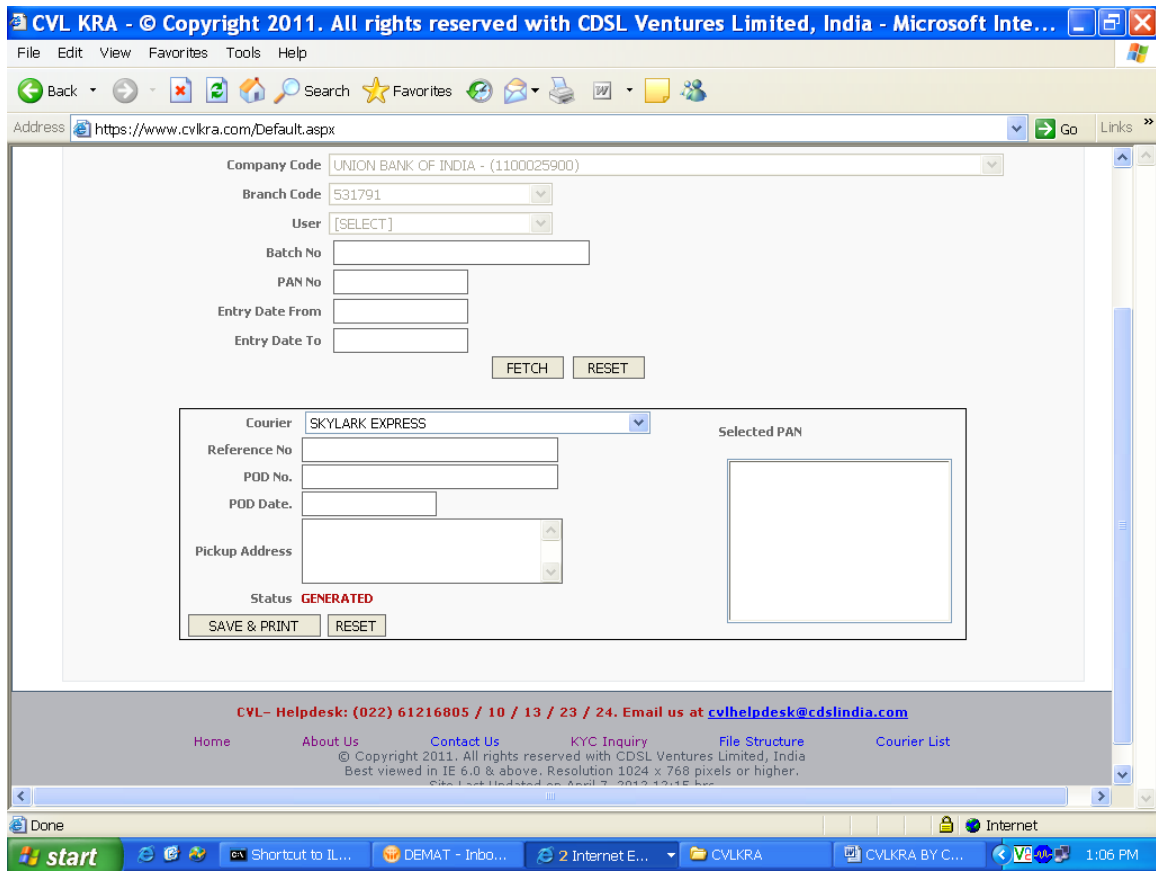
THE COURIER RECORD NUMBER IS TO BE NOTED ON THE COURIER SLIP WHICH IS TO BE PRINTED AFTER THIS RECORD IS CREATED.

SCREEN SHOT NO. 19



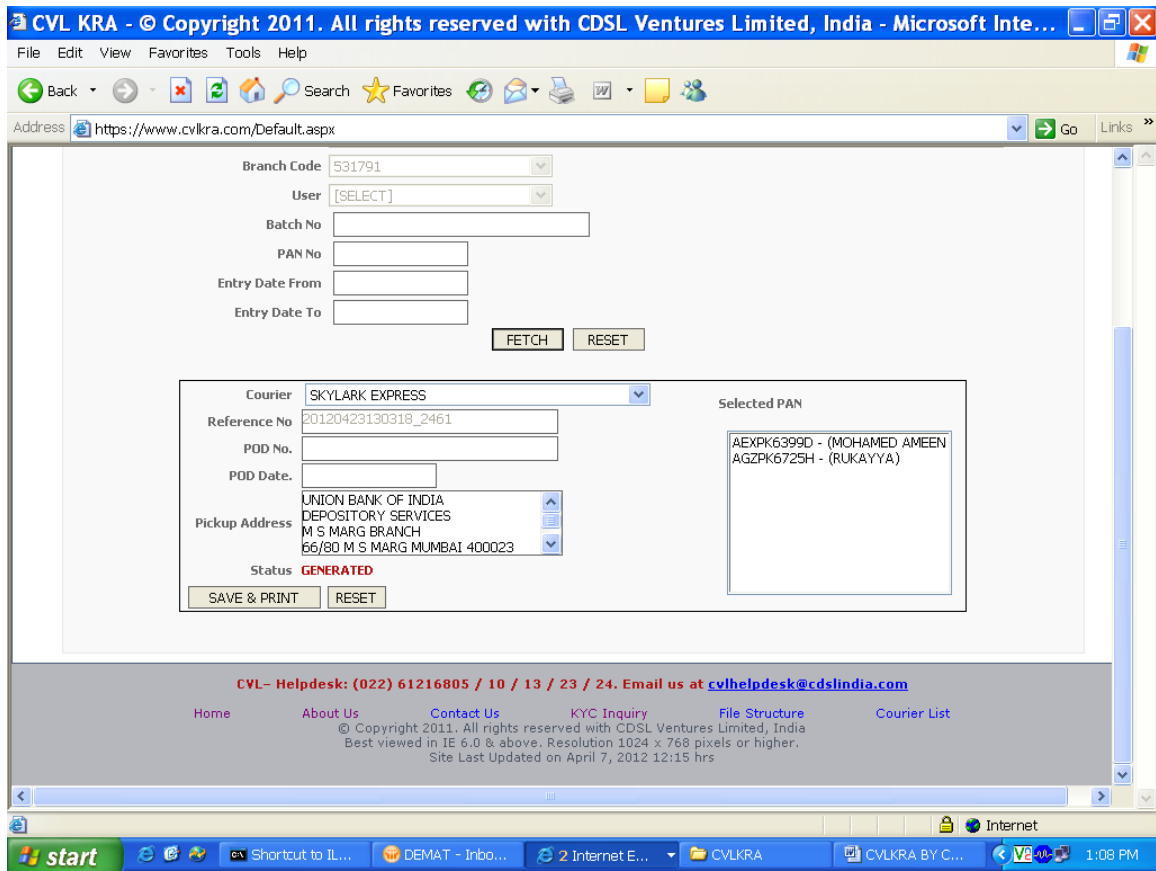
TO PRINT COURIER SLIP GO TO PRINT DETAILS

SCREEN SHOT NO. 20



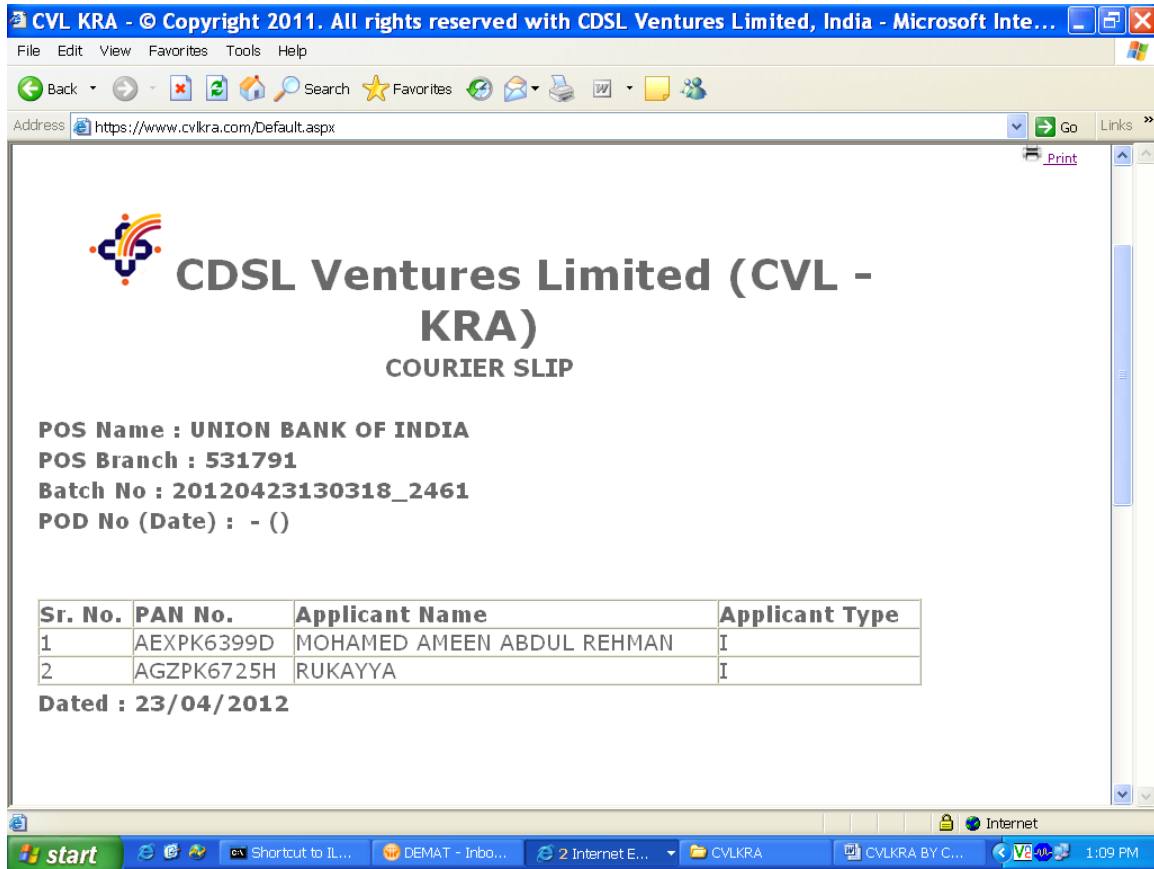
CLICK ON FETCH – THE DETAILS OF PAN CARD NOS. WILL BE DISPLAYED
IN THE BOX “SELECTED PAN”
SELECT THE COURIER

SCREEN SHOT NO. 21



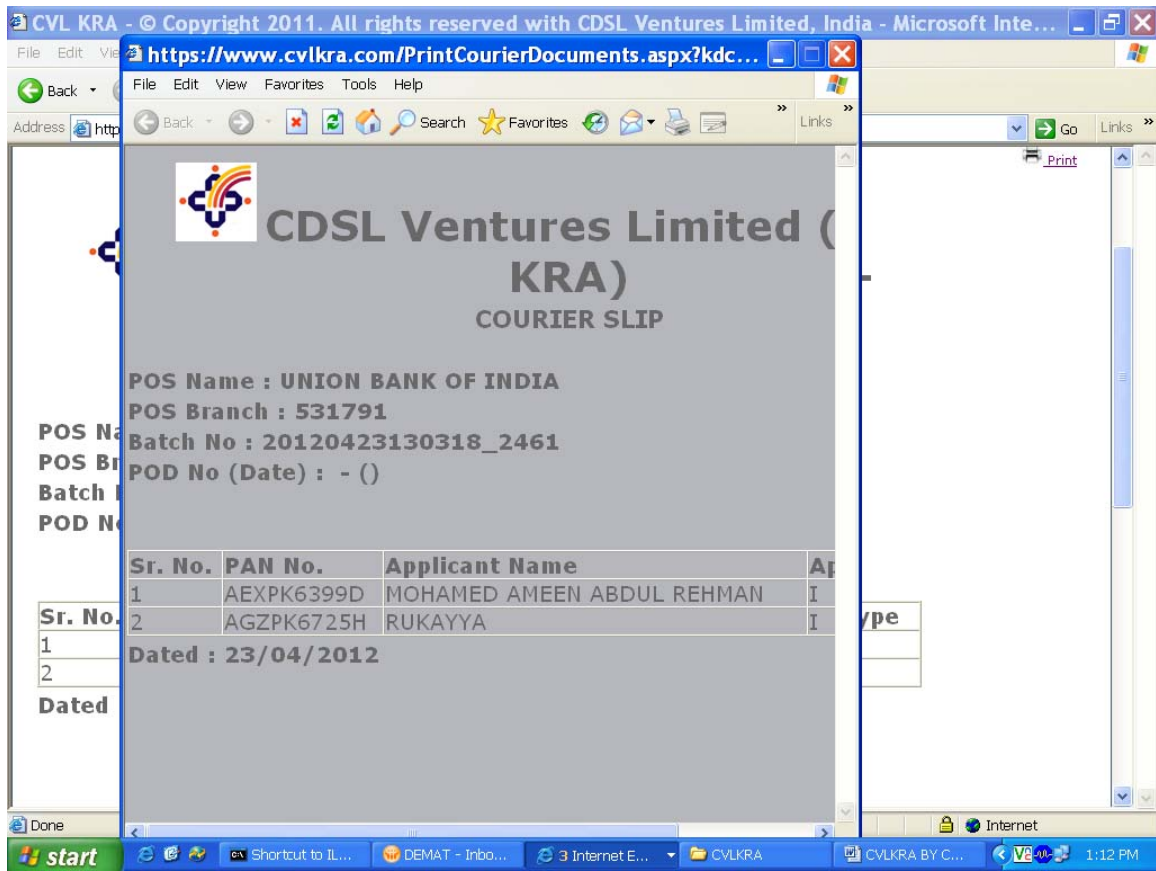
CLICK ON “SAVE AND PRINT”

SCREEN SHOT NO. 22



TAKE TWO PRINTS OF THE COURIER SLIP – ONE TO BE ATTACHED TO THE ORIGINAL KYC FORMS TO BE SENT TO CVLKRA ALONG WITH THE DOCUMENTS
THE SECOND COPY TO BE ATTACHED TO THE ENTIRE SET OF DOCUMENTS SENT TO CVLKRA.

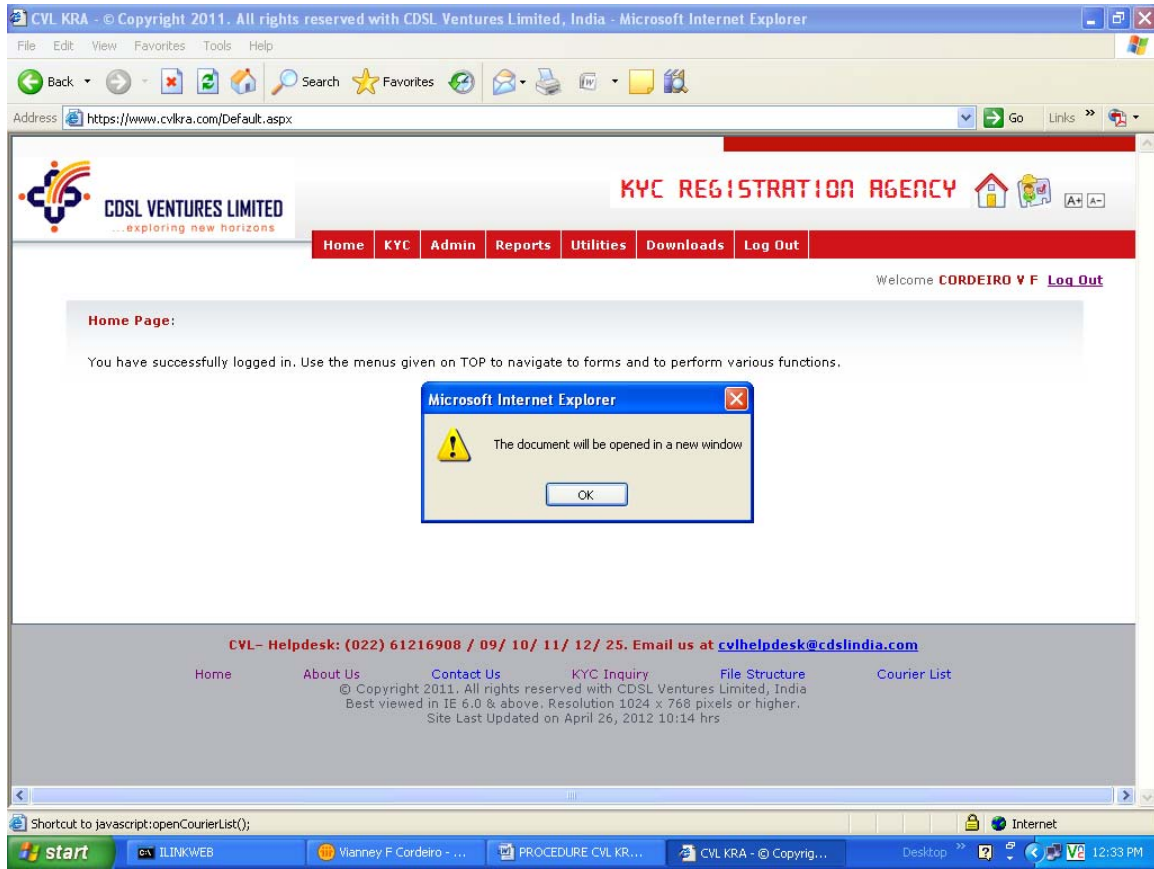
SCREEN SHOT NO. 23



SCREEN SHOT NO. 24

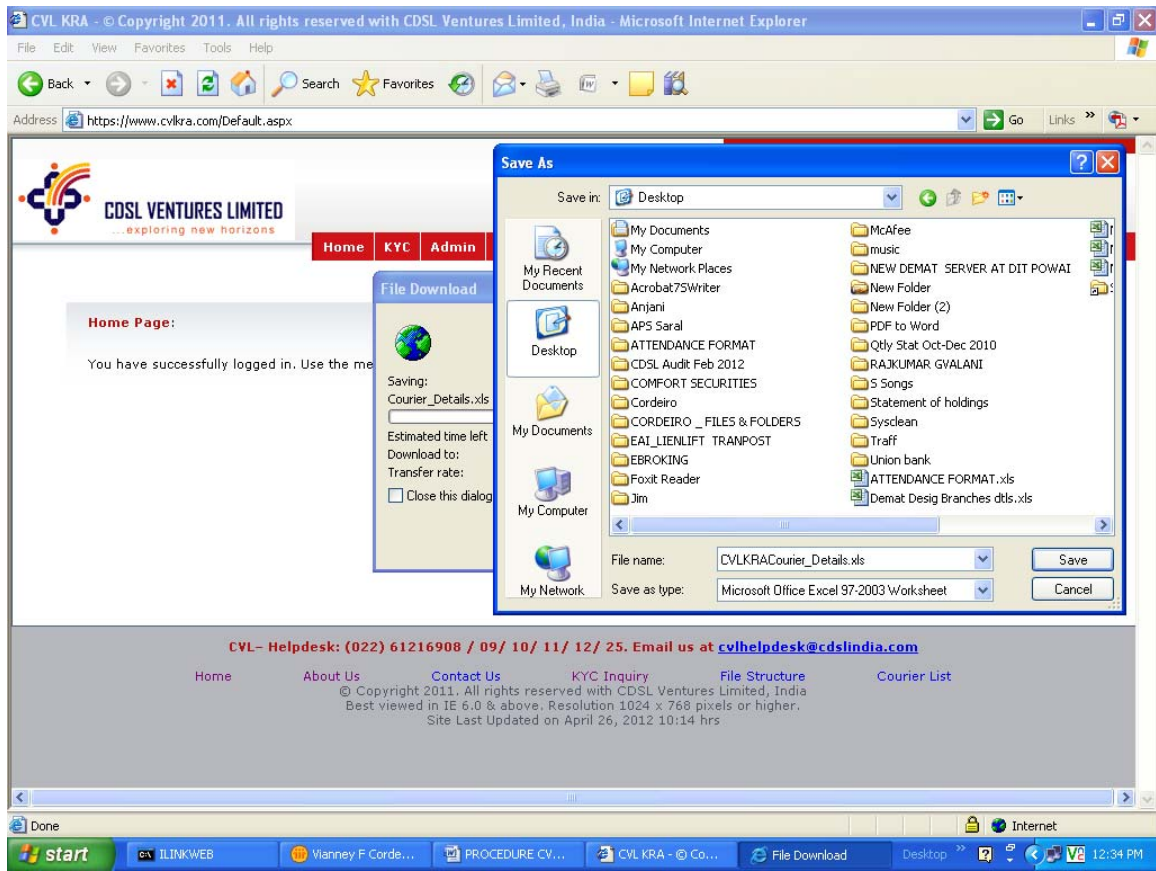


SCREEN SHOT NO. 25



PROCEDURE FOR DESPATCHING DOCUMENTS THROUGH COURIER –
DOWNLOADS – COURIER LIST
THERE ARE TWO OPTIONS 1) OPEN 2) SAVE
USE THE SAVE OPTION
SAVE AS CVLKRACourier_ Details.xlsx
CLOSE
LOG OUT OF CVLKRA

SCREEN SHOT NO. 26



GO TO THE EXCEL FILE SAVED AS CVLKRACourier_Details.xlsx saved on your desktop.

SCREEN SHOT NO. 27

The screenshot shows an Excel spreadsheet with the following content:

Home Insert Page Layout Formulas Data Review View

D18 Abhishek Singh / Rakesh Roy

Courier Details

4 For **Outstation Pick Ups** Completely Filled up pick up request to be mailed to cvlpickup@gmail.com to request pick up from your office.
5 For **Mumbai Pick Ups** Completely Filled up pick up request to be mailed to cvlpickupmumbai@gmail.com to request pick up from your office.
6 Please mention complete Delivery and Pick Up address on the envelopes.
7 Pick ups will be scheduled for next working day between 12PM-6PM and between 12PM - 2:30PM on Saturdays on receiving requests.
8 Please do not change/edit the pre feeded informatin in the pick up request format.
9 Any change or update in pick up information (Address/Contact Person/Contact Number etc) to be mailed on onboardexpress@gmail.com

States	Cities	Pick Up Request Mail to	Contact Person	Contact Numbers
BIHAR	BHAGALPUR	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
	PATNA	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
ANDHRA PRADESH	HYDERABAD	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
	VIJAYAWADA	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
	VISAKHAPATNAM	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
ASSAM	GUWAHATI	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
	JORHAT	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
CHANDIGARH	CHANDIGARH	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
	MOHALI	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
CHATTISGARH	RAIPUR	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
DADRA	SILVASSA	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
GOA	GOA	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
	MAPUSA	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762
	MARGAO	cvlpickup@gmail.com	Abhishek Singh / Rakesh Roy	09320225819/022-41236762

This File has Two Sheets – Locations and Pick Up Request Format

Locations Sheet gives you the E-Mail address where the Pickup Request is to be mailed and the details of contact person and telephone numbers.

Pick Up Request Format Sheet

The Headings in Rows 1 & 2 should NOT be changed.

Serial No. If you are dispatching say three KYC forms on one day the serial nos. will be 1,2,3 – the next day if you are sending say five KYC forms then the serial nos. will be 1,2,3,4,5.

Account number will be the Client ID. In case of joint holders the Account No. will be Client ID / A and Client ID/B and Client ID/C.

Request Date will be the date of set up . Keep the documents ready in cover to be handed over to the courier agency for despatch.

POS Code will be 1100025900 (for all branches of Union Bank of India)

Pick Up Address is the Address of your Branch

Company Name – Union Bank of India.

Line 1 – Branch Name.

Line 2 to Pin Code to be the complete branch address.

Contact Person - Name of Branch Manager / Accountant.

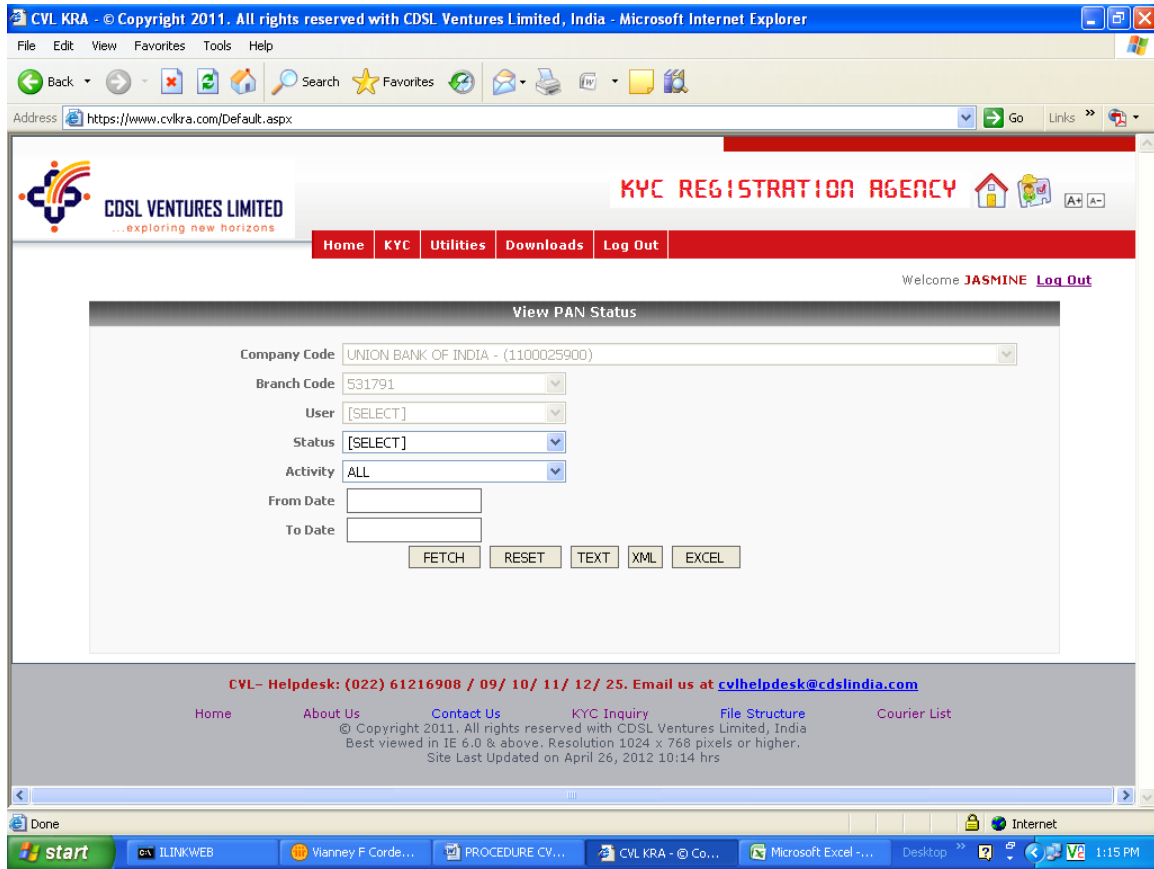
Delivery Address is the address of CDSL Ventures which is fixed and has not to be changed.

After entering all details in sheet “Pickup Request Format” save the file. This file has to be sent as an attachment to the E-mail address of courier given in Location Sheet for your State / City.

SCREEN SHOT NO. 28



SCREEN SHOT NO. 29



If you want a record of the data in your ID first click on **FETCH** then click on **TEXT** and Save on desktop.

If you only want to view click on **FETCH** and details will be displayed.

In the details displayed view the **APP_STATUS_DESC** column the following status are displayed:-

Status	Status Description
Submitted	KYC details have been recorded with CVL-KRA
Documents Received	KYC details have been received at CVL-KRA
Under Verification	KYC documents and data are being scrutinized.
Hold	KYC has been marked for review and or / additional information / supporting documents may have to be obtained to rectify the discrepancies which remain after review.
Verified by CVLKRA	– KYC has passed verification and is registered with CVL KRA .
In order to maintain a record you have to go to KYC – Query Pan – Enter the Pan Card No. and Submit and take a print out	
Rejected by CVL KRA	– KYC has been rejected by CVL KRA

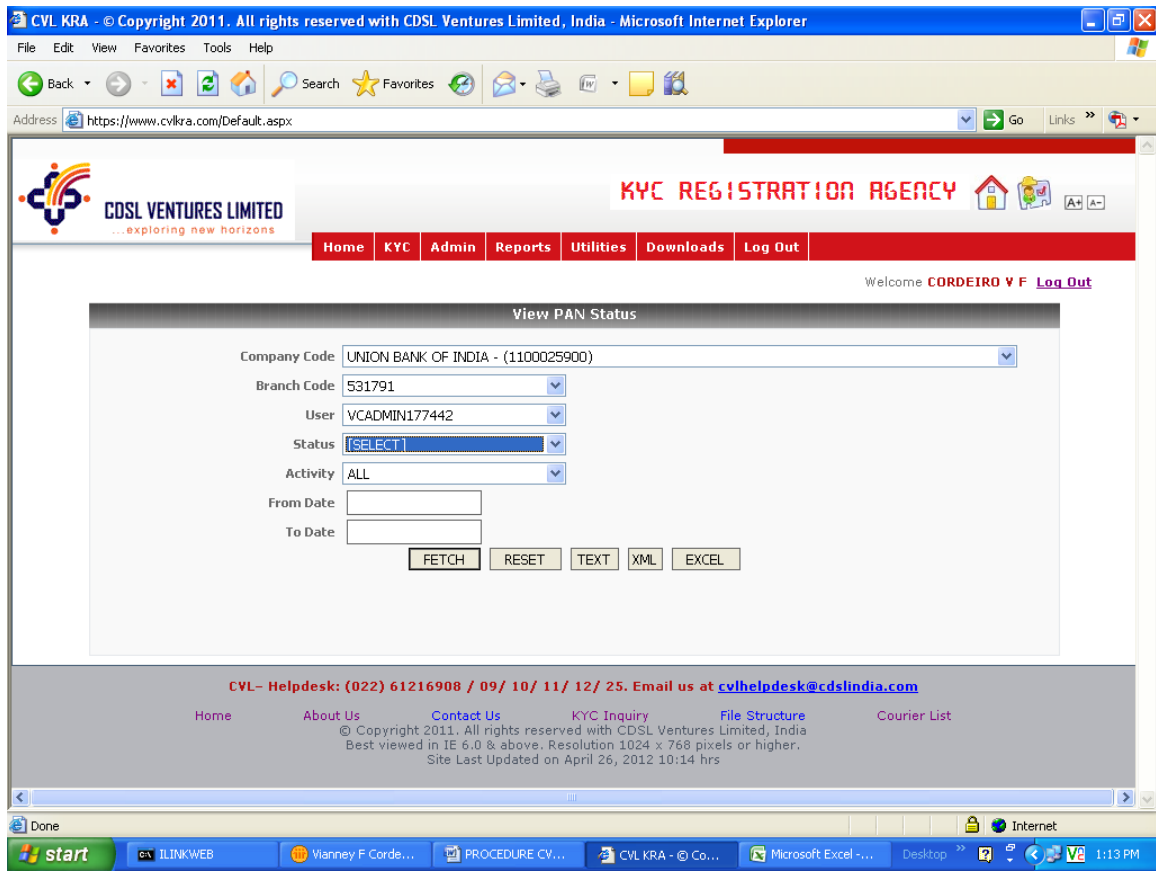
The reason for Hold and Rejection is available under the column **APP_COMMENTS**

SCREEN SHOT NO. 30

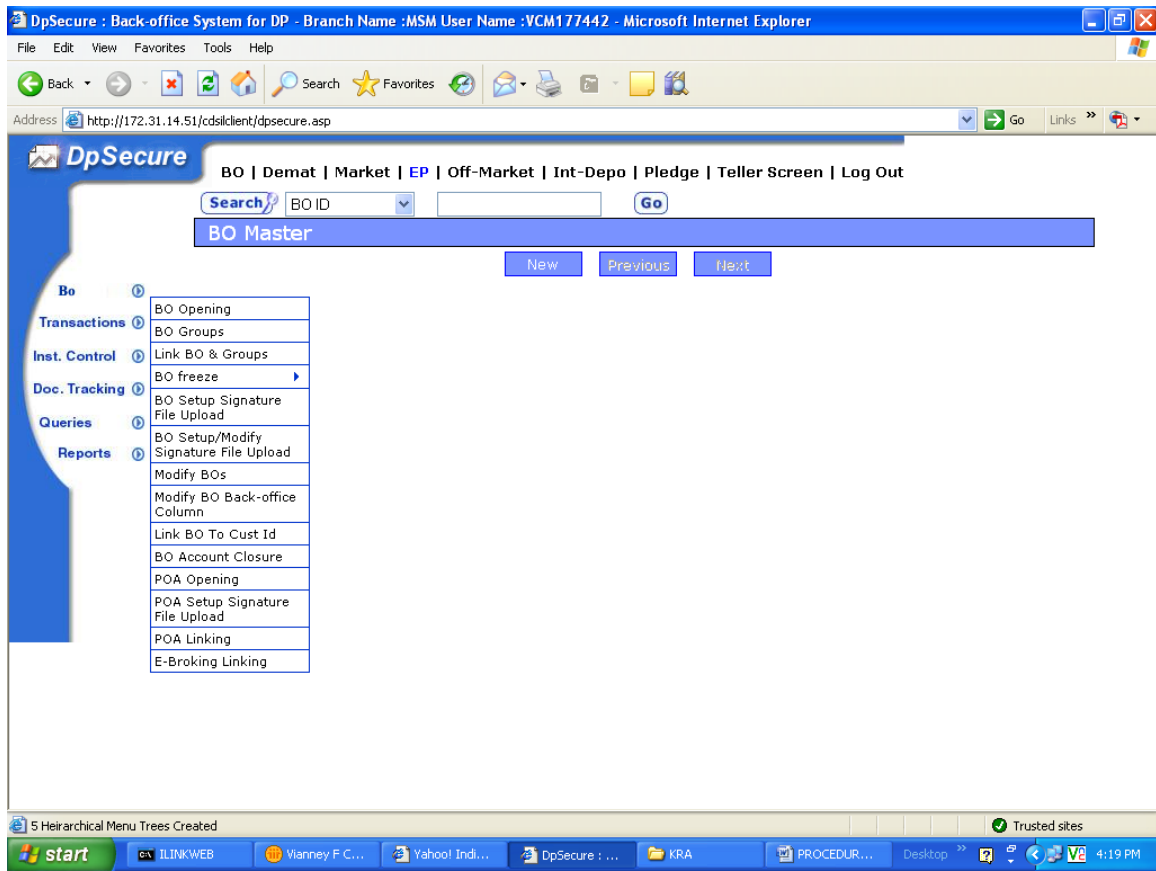


Verified by CVLKRA Take a print out and attach it to the KYC form which has to be retained with the Account Opening Form.

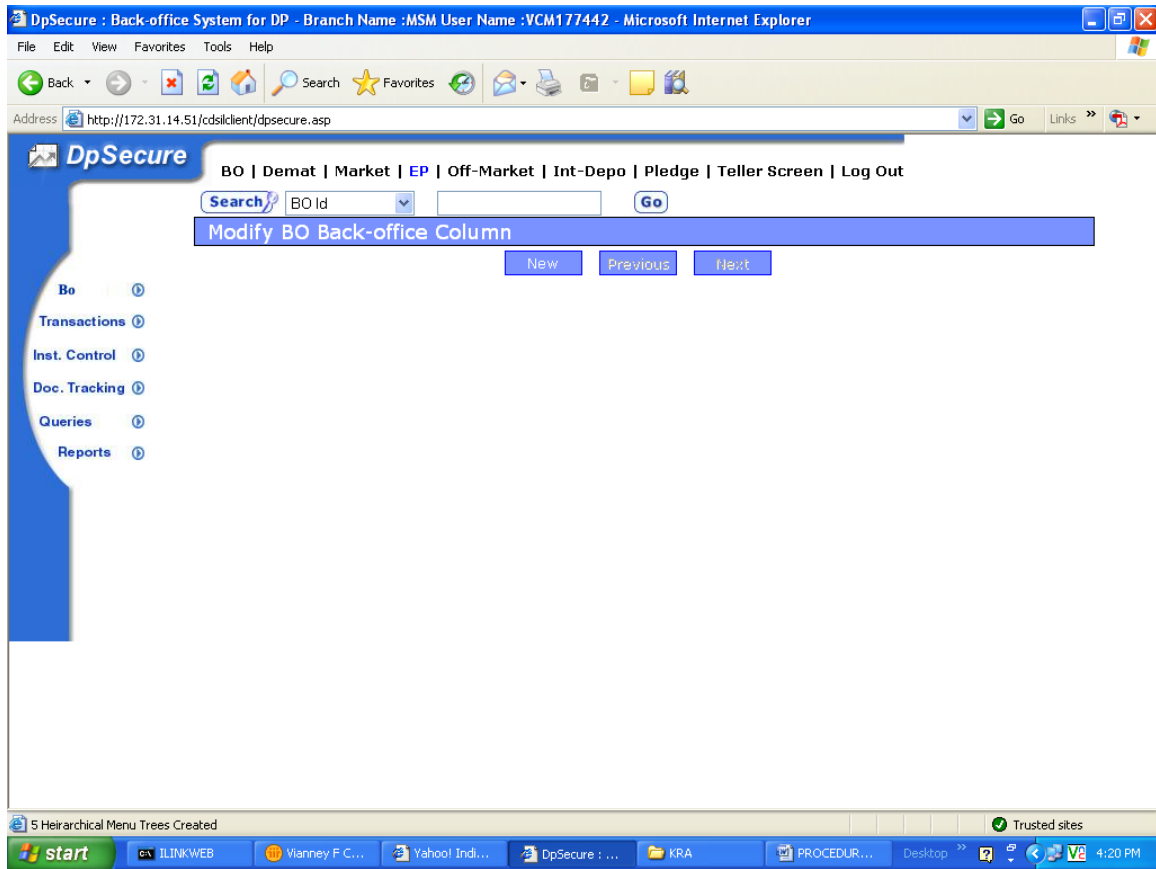
SCREEN SHOT NO. 31



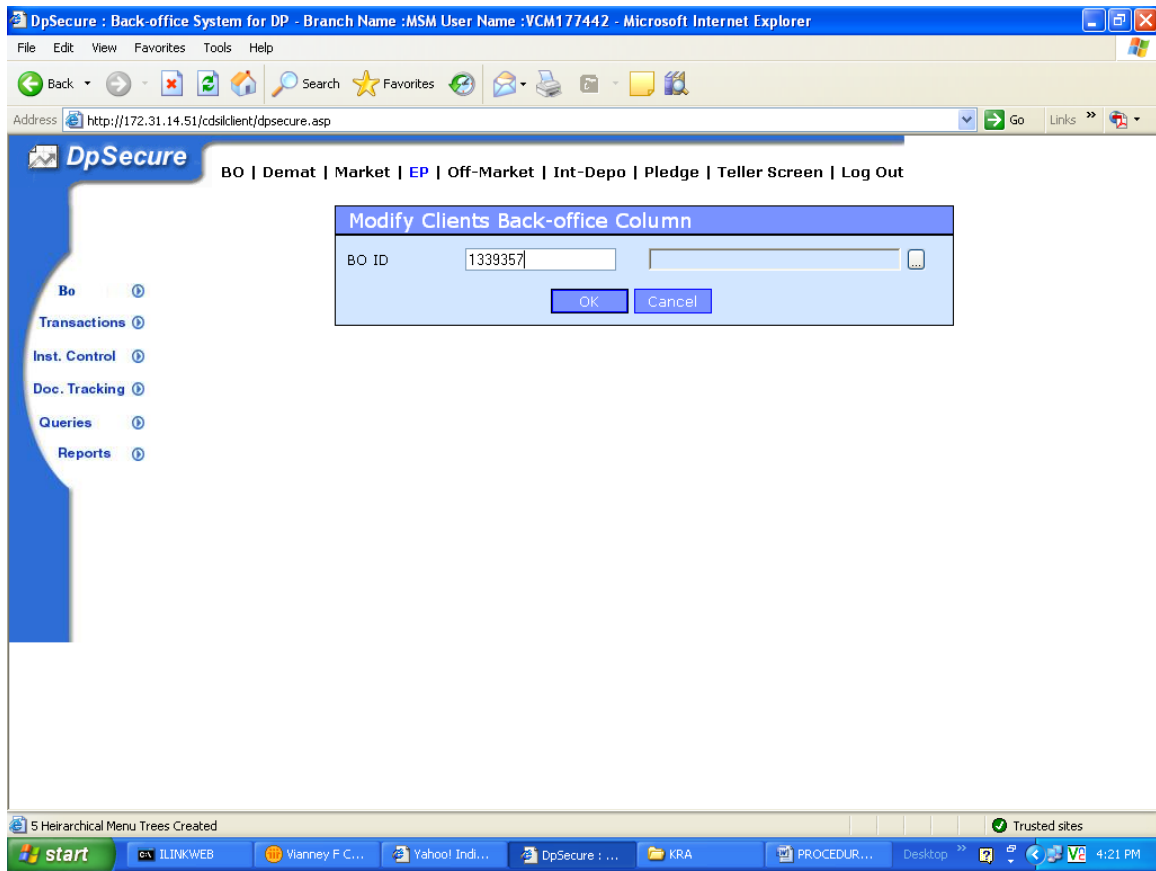
SCREEN SHOT NO. 32



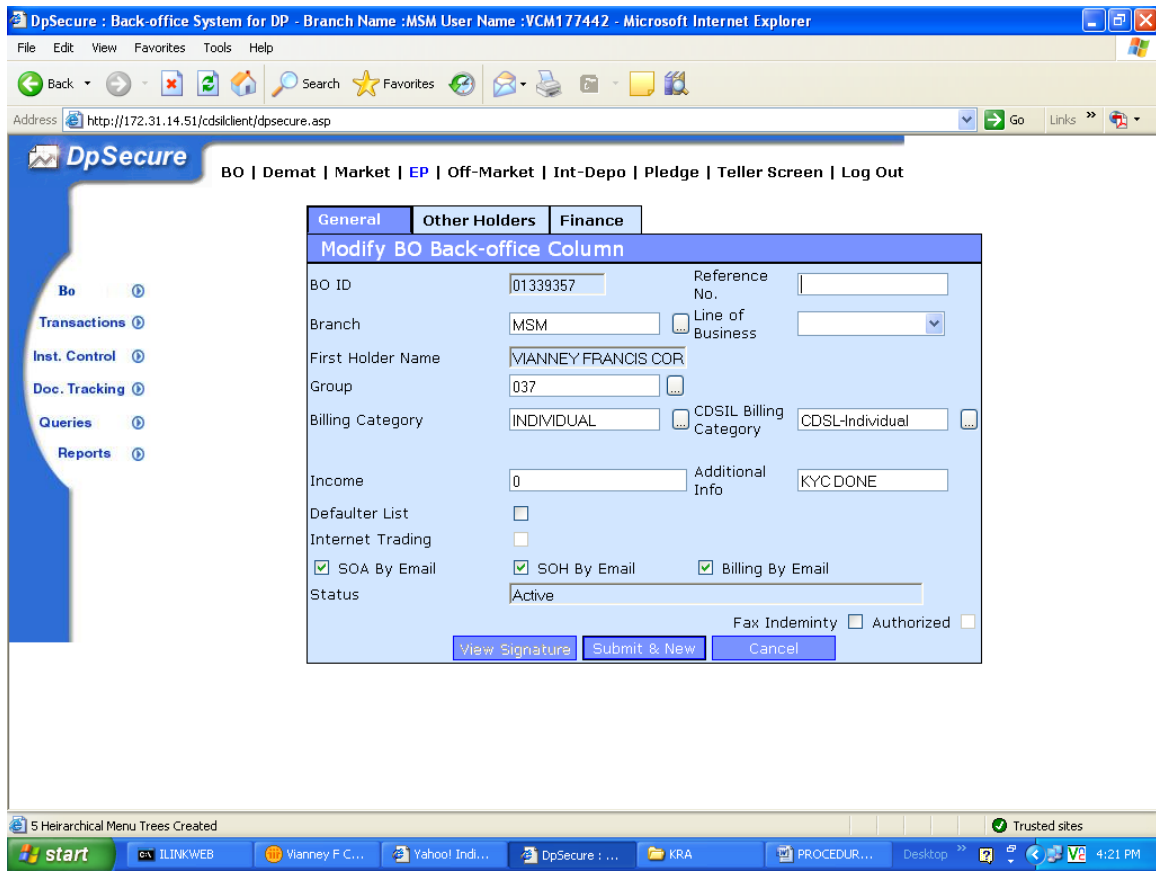
SCREEN SHOT NO. 33



SCREEN SHOT NO. 34



SCREEN SHOT NO. 35



SCREEN SHOT NO. 36