## Current Process – verification in DKYC

- DKYC has role-based login. RM, Verifier and Admin are the roles assigned.
- Dashboard is the first screen. The verifier Dashboard screen is divided in following sections: New Accounts, Modification and Reactivation.
- Each section has the following buckets:
  - Total Records Shows the total number of forms in the section.
  - KYC Done Manually pushed verified forms
  - Final Rejected Shows the total number of forms rejected more than 3 times.
  - Work in Progress The clients whose KYC journey is not completed appear in this bucket
  - o Rework Resubmitted forms available for verification appear in this bucket
  - Review Pending All forms available for verification (not resubmitted) appear here.
  - My ETrade Pending,
  - Send to LD (Pending)

User can click on the buckets available to view the details of the clients present in the respective bucket.

- Reports available are Esign Report, Modification Report and Reactivation Report. Client can be search using PAN, Registered ID, Name and LD code.
  - $\circ~$  Esign Report- Consists verified clients pending for Esign. After the E sign is done, the form is sent to LD.

Verification Process:

- After the client completes his KYC journey (Self or Assisted), the client moves to Review Pending bucket (Verifier login).
- New clients available for verification are available in Review Pending in New Account Section on the Dashboard.



• The Clients are present in the list form in the verification screen. A user can select a client by clicking on the Edit icon and can review the KYC Details of the same.

Total Records	KYC Don		Final Reje	ted	Work In Progress	R	lework		R	leview Pen	ding
Send To LD(Pending)	MyETrade Re Pending 11	view									
an No/Reg.ld	S	EARCH						Search:	PREVIES		NEXT
an No/Reg.ld now 10 - entries S. No Option	≓ KYC Status ≓	EARCH KYC Source =	† Verifier ≓†	PAN 🔿	Client Name		БŶ	Search: RM Name	PREVIES	rt e	NEXT
an No/Reg.Id Now 10 v entries S. No. V Option	≓ KYC Status ⇒ Review Pending	EARCH	† Verifier ≓†	PAN 🖃 DVUPS7476A	Client Name RASHMITABEN PRAVIN	NBHAI SANGHA	r# NI S	Search: RM Name	PREVIES	27 27	MEXT
an No/Reg.Id tow 10 v entries S. No. V Option 1 2	ਤਾਂ KYC Status ਤਾਂ Review Pending Review Pending	EARCH KYC Source ∋	♥ Verifier ⊨♥ MEGHA	PAN 🛒 DVUPS7476A HFSPS6283F	Client Name RASHMITABEN PRAVIN PARMENDER SINGH	NBHAI SANGHA	⇒ NI S	Search: RM Name GADADIA I	PREVIES	zł	M
an No/Reg.Id how 10 v entries S. No. V Option 1 1 2 1 3 1 1	Image: WyC Status Image: WyC Status   Review Pending   Review Pending   Review Pending   Review Pending	EARCH KYC Source ≘	♥ Verifier ≓♥ MEGHA	PAN INTERNATIONAL PAN INTERNAT	Client Name RASHMITABEN PRAVIN PARMENDER SINGH KRISHNA RAMNARSAF	NBHAI SANGHA YA CHENNA	⇒ NI S V E	Search: RM Name GADADIA I /ARUN GC	PREVIES	III IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	M

 KYC Details screen consists of following section-wise details - RM Details, Account/Segment Details, Personal Details, Family Details, Permanent Address, Correspondence Address, Business Details, Nominee Details, Holder Details, Bank Details, Equity Scheme Details, and uploaded document and client image.

VIEW UPLOADES	KYC Details	
RM Details		
RM Name SADADIA DIPIKABEN	RM Employee Code	RM Email ob@bonanzaonline.com
RM Mobile NULL	RM Branch Code	
Account/Segment De	tails	
Account Type TRADING,CDSL		
Equity Segment BSE,NSE	My ETrade	
LD Code MG05V1340	Terminal Code 05/1340	
Personal Details		

• Verifier checks each section and can mark incorrect details as rejected (if required). He can click on **View Uploades** option to view the client's uploaded documents.

RESET UPLOADES	KYC Details		
RM Details			Client Signature
RM Name SADADIA DIPIKABEN	RM Employee Code	RM Email ob@boneszeon/line.com	RASHMITABEN PRAVINBHAI SANGHANI
RM Mobile NULL	RM Branch Code		22Maicia
Account/Segment Deta	ails		Client photo
Account Type TRADING.CDSL			zoom:
Equity Segment BSE.NSE	My ETrade		
LD Code MG05V1340	Terminal Code OSV1340		
Personal Details			
		control	and the second second

- User clicks on **Verify** button on the KYC details button to verify the client.
- E sign can be done by navigating to E sign Report and clicking **E sign** button in Equity Esign column.

-											0	2
sign Repo	ort											
Pan No/Reg.ld/F	Name/LDCode		SEARCH									
Show 25 v	entries								Search:	PREVIES	NEXT	1
S. No. 📌	Send To LD :::	XML (r)	Option	17	Equity ESign	10	Equity Date 🚌	Commodity ESign 🖂	Commod	ity Date	於 Reg. ID	R
1	SEND	XML	EQUITY		۲		18 Nov 2022				9000755	192
2	SEND	XML	EQUITY		0		17 Nov 2022				9000755	30
3		XML	EQUITY		۲		18 Nov 2022				9000755	87
4					ESIGN 🥏 PD	8					9000755	/90
5		XML	EQUITY		9		18 Nov 2022				9000754	68
6			EQUITY		9		18 Nov 2022				9000755	85
7	SEND	XML.	EQUITY		۲		17 Nov 2022				9000755	55
8	SEND	XML	EQUITY		۲		18 Nov 2022				9000755	84
9					ESIGN 🥥 PD	1					9000755	81

• After the Esign is completed, the client can be sent to LD by clicking on **Send** button in Send to LD column.

For Rejected Clients

- A client can be rejected by clicking on the Cross sign. Verifier has to mandatorily input Rejection reason for rejection.
- The rejected form will appear in the rework bucket to the RM.
- The RM then updates the details and resubmits the form for verification.
- The verifier checks and verifies re-submitted details (In review pending). He can also reject the form again, if required.
- A form can be resubmitted max 3 times. If rejected more than 3 times, the client will move to Final Rejected bucket and will not be available for resubmission.