



**SS CORPORATE  
SECURITIES LTD**

## **Step 2 – Instigo Registration Page**

Clicking on the link, applicant lands on the Instigo registration page & the journey starts. Any value that is passed will be displayed in non-editable mode.

## New Registration

Please provide below details to start online KYC process

Email ID \*

Enter Email Address

Please Enter Email Address

Mobile Number \*

GENERATE OTP

The user will enter email address and mobile number. The user will click on generate OTP link. OTP will be sent to the entered mobile number

### New Registration

Please provide below details to start online KYC process

Email ID \*

Mobile Number \*

OTP is sent on mobile number:

☆ OTP \*

410323

Sending OTP in 21 Secs

Are you employee? ☐ Yes ☒ No

☒ I am desirous of having account- ...[Read More](#)


PROCEED

## **Step 3 – PAN and KYC**


User will be come to the **PAN verification** page:

## PAN Verification

Let's verify your PAN

 PAN \*

DOB as per PAN



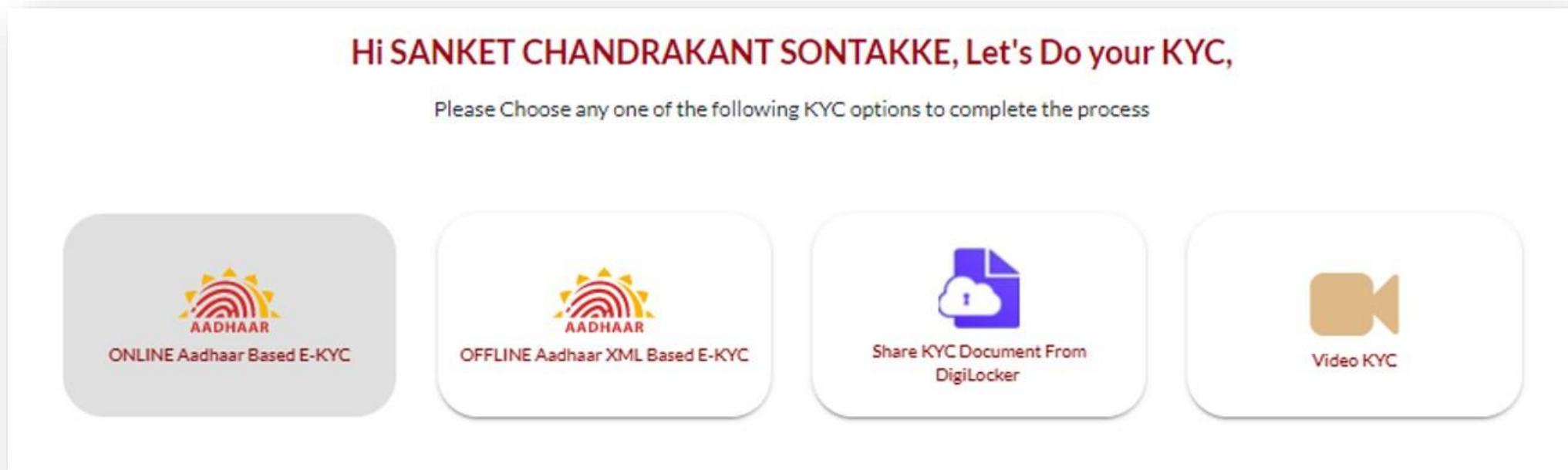
NEXT

When user enters PAN, same gets validated with ITD database and email verification mail will be sent on entered email ID.

PAN is verified and Email Verification link is sent to your email id. Please check your mail and click on the verification link to verify email id.

OK

Once user enters DOB and clicks next, PAN will be checked in KRA database. If a record is present in KRA, data will be downloaded in the backend and the user will be redirected to **KRA details page**. If user is not registered in KRA, user will be redirected to other KYC mode option.



There are 3 options available: Offline Aadhar XML, Digilocker & Video KYC. Online – eKYC is only available to Sub KUA. If a mobile number is linked with Aadhaar, then the user can choose Offline Aadhaar based KYC or Digilocker, otherwise the user has to go for Video KYC.

Each KYC journey is shown at the end of the page.

## **Step 4 – KRA Details**



Once user completes KYC, he/she will land on KRA details page:

### Additional KRA Details

Name as per PAN: SANKET CHANDRAKANT SONTAKKE [Name sequence is incorrect?](#)

Nationality

India

Residential Status

Resident Individual

Marital status \*

Gender \*

Father's/Spouse Name:

Select Name

Father

Select Title \*

Mr.

First Name \*

Middle Name

Surname

PROCEED

In Case of KRA KYC, fields will be auto populated except Father/Spouse flag and title. User will enter additional KRA details in case of other KYC modes and click on next Button. User will see demat related details:

**Hi, MANMEET KAUR**  
Let's capture Demat details.

☐ Basic Services Demat Account

SMS Alert Facility

☒ YES☐ NO

Standing Instruction (SI)- To received credit automatically into my account

☒ YES☐ NO

Auto Pledge Confirmation

☒ YES☐ NO

Mode of receiving Rights and Obligation Document

☒ Electronic☐ Physical

Mode of receiving Annual Reports, AGM notice and other communication from issue

☒ Electronic☐ Physical

I wish to receive DIS booklet at the time of account opening

☐ YES☒ NO

Mode of receiving account statement

☒ Electronic☐ Physical

Account to operated through Power of Attorney (POA)

☒ YES☐ NO

Online access to demat account

☐ YES☒ NO

PROCEED

## **Step 5 – Personal & Financial Details**

After providing KRA details, user will land on personal and financial detail page:

## Hi SANKET CHANDRAKANT SONTAKKE,

Let's capture your personal details and financial details required for CKYC, PMLA and FATCA compliance

Country of Birth

India

KYC Identification Number

Occupation \*

Public Sector

₹ Gross Annual Income \*

₹ Networth as on date

Place of Birth \*

☐

Is your country of tax residency other than India?

☐

Are you political Exposed Person (PEP)?

☐

Basic Services Demat Account

☐

Are you Relative of (PEP)?

Mother's Name:

Select Title

Mrs.

First Name \*

Middle Name

Surname

PROCEED

User will enter all information required for CKYC, PMLA, FATCA and click proceed button.

## **Step 6 – Bank Details**

User will land on bank details page:

### Let's capture your Bank Details

You will receive all future pay-out of fund in this bank account with respect to these accounts.

<div>Bank Account Type *</div> <div>Savings</div>	<div>IFSC Code *</div> <div>HDFC0000002</div>
<div>Bank Name</div> <div>HDFC BANK</div>	<div>Bank Branch</div> <div>MUMBAI - KHAR (WEST)</div>
<div>Bank Address</div> <div>SWAGATAM, OPP. KHAR POLICE STATION,S. V. ROAD, KHAR(WEST)MUMBAIMAHARASHTRA400 052</div>	
<div>Account Number *</div>	<div>Re-enter Account Number</div>

VERIFY

User will enter bank details and the same will get verified using penny drop. Also, the system will match name from bank to name from ITD/KYC (as per distributor selection) and will be displayed.

### Let's capture your Bank Details

You will receive all future pay-out of fund in this bank account with respect to these accounts.

Bank Account Type *	IFSC Code *
Savings	HDFC0000002
Bank Name	Bank Branch
HDFC BANK	MUMBAI - KHAR (WEST)
Bank Address	
SWAGATAM, OPP. KHAR POLICE STATION,S. V. ROAD, KHAR(WEST)MUMBAIMAHARASHTRA400 052	
Account Number *	Re-enter Account Number
●●●●●●●●●●	

VERIFY

Name as per KYC	Name as per bank	Matched 52%

NOT MY BANK ACCOUNT

PROCEED

## **Step 7 – PMS Details**



After completion of bank details, user will be redirected to enter PMS details:

#### Capital Commitment

In Figures

In Words

#### Capital Contribution

☐ Payment ☒ I will do Payment Separately

#### Depository Account Details

Depository Participant Id

Depository Participant Name

Client Id

### Risk Profiling

Source Of Income \*

Salary

Source Of Wealth \*

Income from Property

Highest Education

Graduation

Mode Of Operation

Select an option \*

First Holder

Investment Experience in Capital Market

☐ Yes ☒ No

Are you required to deduct tax at source

☐ Yes ☒ No

Kindly select below, if your occupation type is Professional

Is Self Employed Professional

Select an option

CA

Line of Business/Industry

abc

PROCEED

## **Step 8 – Mandatory Documents**

After providing PMS details, user will upload mandatory documents.

**Hi SANKET CHANDRAKANT SONTAKKE, Let's click pictures / upload documents**


**Signature**  
Sign on white paper, take a picture and upload. Uploaded image should be properly visible.

Preview

Upload image in JPEG or .PNG format with less than 97 KB.

[CLICK PICTURE](#) [UPLOAD](#)

**Photo**  
Please show PAN Card and take photo. PAN card should not cover your face and clearly visible.



[CLICK PICTURE](#)

**PAN Card**  
Kindly upload SCAN image of ORIGINAL PAN (front Side) OR Take a picture of ORIGINAL PAN. DO NOT upload scan image or COPY of PAN

Preview

Upload image in JPEG or .PNG format with less than 2 Mb.

[CLICK PICTURE](#) [UPLOAD](#)

**Cancelled Cheque**  
Kindly upload SCAN image of ORIGINAL Cancelled Cheque OR Take a picture of ORIGINAL Cancelled Cheque Cheque should be personalised (i.e. should have name of applicant). DO NOT upload scan image or COPY of Cancelled Cheque


Preview

Upload image in JPEG or .PNG format with less than 2 Mb.

[CLICK PICTURE](#) [UPLOAD](#)

If Penny drop fails, only then upload of cancelled cheque is mandatory. Once user uploads all necessary documents successfully, user will see nomination option on this document upload page. User can provide nomination as follows:


**Bank Statement**  
Kindly upload Bank Statement of last one year.



000000026014\_Poa-protected.pdf  
Upload pdf with less than 20 Mb.

UPLOAD

**Cancelled Cheque**  
Kindly upload **SCAN** image of **ORIGINAL** Cancelled Cheque OR Take a picture of **ORIGINAL** Cancelled Cheque Cheque should be **personalised** (i.e. should have **name of applicant**). **DO NOT** upload scan image or **COPY** of Cancelled Cheque



sanke  
Upload image in .JPEG or .PNG format with less than 2 Mb.

CLICK PICTURE    UPLOAD

Nomination

☐ I wish to make nomination.

☒ I do not wish to make nomination.

When user clicks on **I wish to nominate**, the following screen will be displayed

### Nominee - Details 1

Nominee Name (As per PAN/KYC/Aadhar) *	Share of each nominee	Share of each nominee %
fgd	<input type="checkbox"/> Equal	
Relationship with the applicant *	Mobile/Telephone No. *	Email ID *
fdg		
	Please enter mobile no.	
Is Minor	Nominee Identification Details *	Aadhaar No *
<input checked="" type="radio"/> Yes <input type="radio"/> No	Aadhaar	
Address of Nominee *		Pincode *
dgfg		956354
Nominee Date of Birth *		

### Guardian Details :

Name of Guardian (Mr./Ms.) *	Mobile /Telephone No. of Guardian *	Guardian Email ID *
Relationship Of Guardian with Nominee *	Guardian Identification Details *	

On completion of nomination, user will be redirected to summary page, to verify all entered data.

### Summary

#### Applicant Details

Name as per ITD:

Name as per KRA/Aadhar/DigiLocker/Video KYC:

Name as per Bank:

#### Basic Details

Father/Spouse Name :

Gender :

Date of Birth :

Marital Status :

Nationality :

Mobile Number :

Occupation :

Gross Annual Income :

Country of Birth :

Networth as on date :

Mother's Name :

Place of Birth :

KYC Identification Number :

Residential Status :

Email id :

Not Verified

☐ Is your country of tax residency other than India?

☐ Are you political Exposed Person (PEP)?

☐ Basic Services Demat Account

☐ Are you Relative of (PEP)?

#### Bank Details

Account Number :

Branch Name :

Bank Name :

Branch Address :

On completion of nomination, user will be redirected to summary page, to verify all entered data.

**Address Details**

**Correspondence Address :**

Country :  
India

State :  
MAHARASHTRA

City :  
Vada

District :

Address :  
AGARALI WADA Thane - 421303

**Permanent Address :**

Country :  
India

State :  
MAHARASHTRA

City :  
Vada

District :

Address :  
AGARALI WADA Thane - 421303

**Trading Details**

☐ Past Action By regulatory/statutory/other authority

☐ I wish to use my existing Demat Account

Trading Experience :  
0 to 1 Year

**Exchanges & Segment**

BSE

☐ Equity ☐ Equity Derivatives ☐ Commodity ☒ Mutual Fund ☐ Currency Derivatives

MCX

☐ Commodity ☐ Equity ☐ Equity Derivatives ☐ Mutual Fund ☐ Currency Derivatives

MSE

☐ Equity ☐ Equity Derivatives ☐ Mutual Fund ☐ Currency Derivatives ☐ Commodity

NSE

☐ Equity ☐ Equity Derivatives ☐ Commodity ☐ Mutual Fund ☐ Currency Derivatives

ICEX

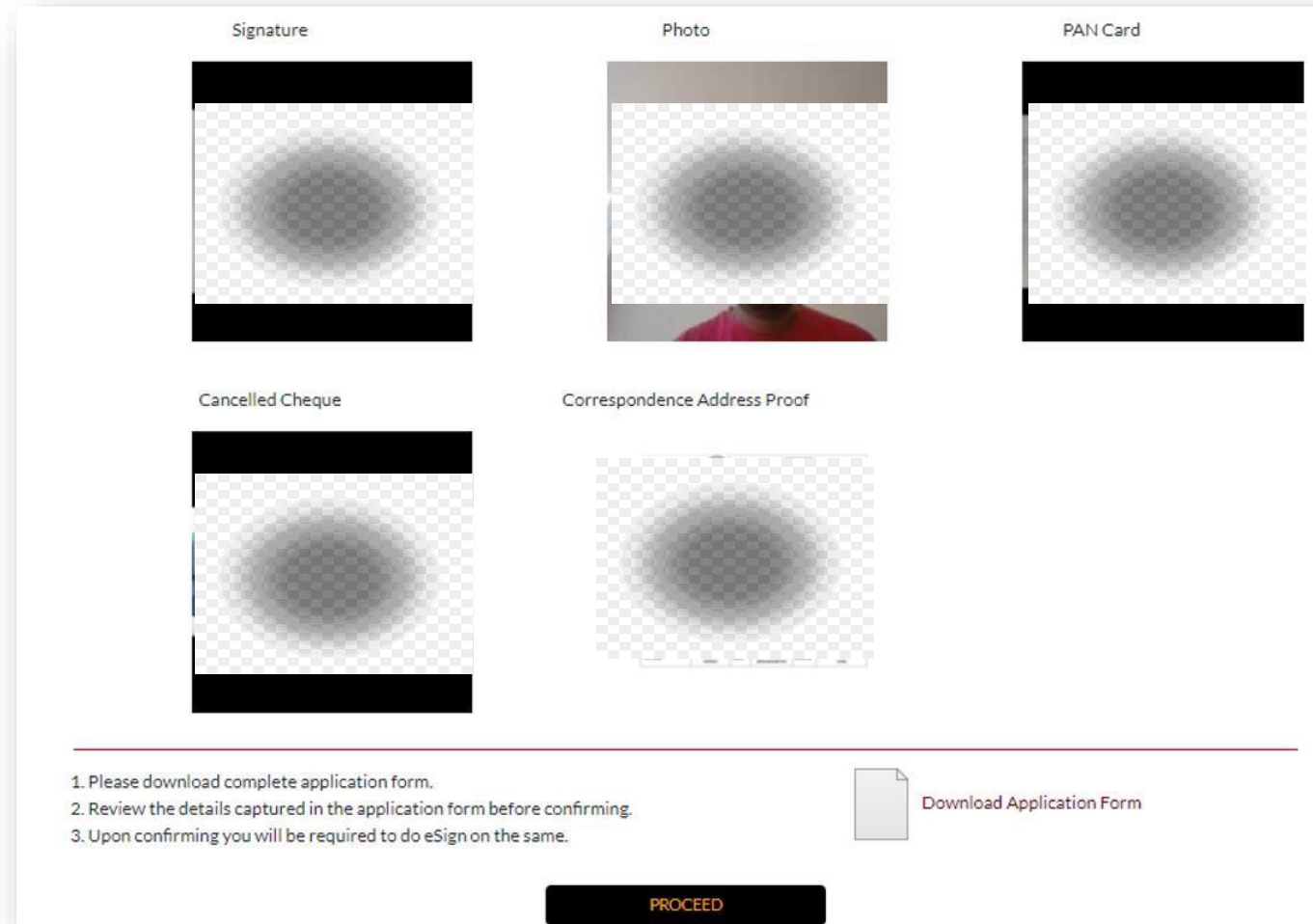
☐ Commodity ☐ Mutual Fund ☐ Currency Derivatives ☐ Equity ☐ Equity Derivatives

NCDEX

☐ Commodity ☐ Equity ☐ Equity Derivatives ☐ Mutual Fund ☐ Currency Derivatives



On completion of nomination, user will be redirected to summary page, to verify all entered data.



The summary page displays five upload areas for document verification:

- Signature**: A square area with a black border and a grey checkered background.
- Photo**: A square area with a black border and a grey checkered background, showing a partial view of a person's face and shoulders.
- PAN Card**: A square area with a black border and a grey checkered background.
- Cancelled Cheque**: A square area with a black border and a grey checkered background.
- Correspondence Address Proof**: A square area with a black border and a grey checkered background.

Below the upload areas, there is a list of instructions:

1. Please download complete application form.
2. Review the details captured in the application form before confirming.
3. Upon confirming you will be required to do eSign on the same.

To the right of the instructions is a button labeled **Download Application Form** with a document icon.

At the bottom center is a large black button labeled **PROCEED**.

User can download PDF on this page to preview the application form before eSign.

## Step 9 – eSign

After re-checking all entered data, user will land on eSign page

### Let's sign your Application

#### eSign

1. You will be redirected to NSDL eGovernance Infrastructure Limited website for eSigning.
2. For eSign you need to complete eKYC using Aadhaar details.
3. Upon completion of eKYC, UIDAI will share your basic details such as name, address, date of birth, gender, etc.
4. [Click here](#) to view the application before eSign.

eSign with Aadhaar OTP

#### Is your Mobile not Linked with Aadhaar?

1. Download account opening form by clicking below
2. Print downloaded form and sign it
3. Send it to below address:  
National Securities Depository Limited National Securities Depository Limited Trade World, A wing, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai – 400013

☐ I wish to submit the physical copy of application after affixing ink signature

Confirm & Download Application

Users can perform eSign, if mobile number is linked to Aadhaar. Users will be redirected to the NSDL e-governance site to perform eSign. If the mobile number is not linked to Aadhaar, the user has to download an application form, sign physically and send it to the distributor's office.

# **Step 10 – Congratulations**

After successful esign, user will reach on congratulations page

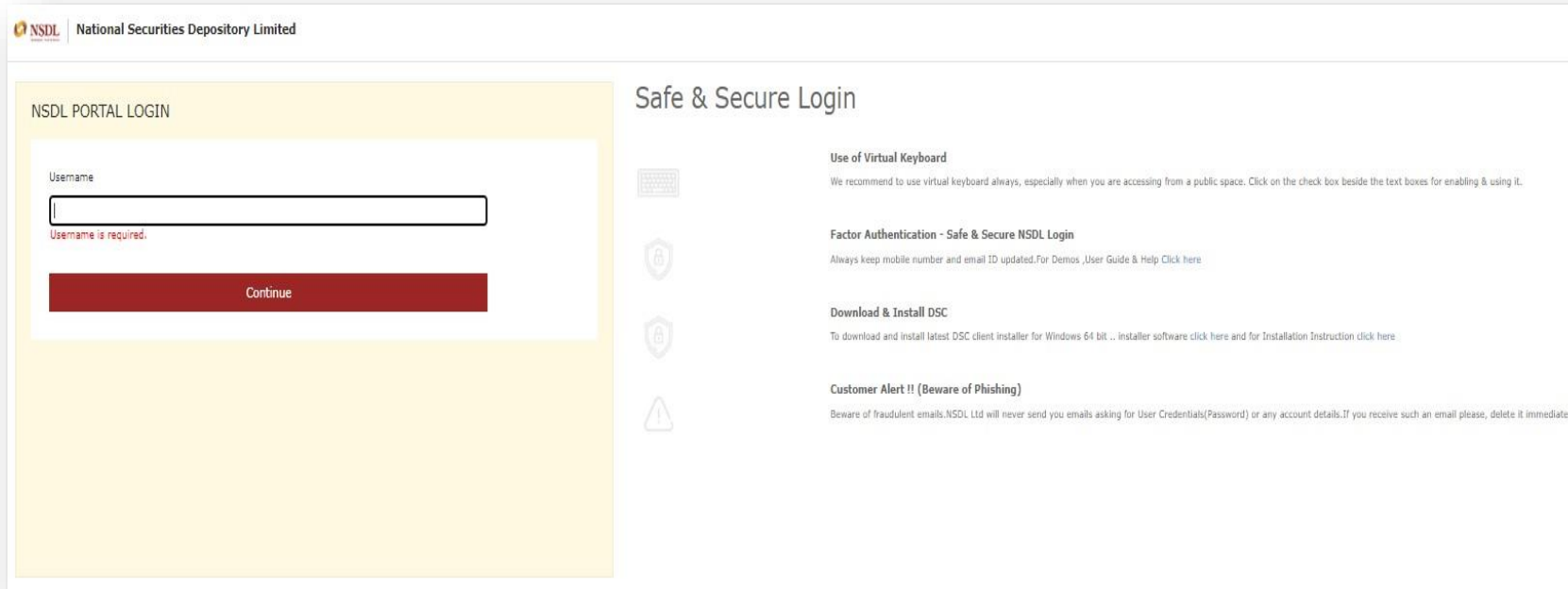
## Congratulations

Your Application has been Submitted Successfully

Application Ref. No. 000000041219

# KYC Flow

## Governance Module



**NSDL** National Securities Depository Limited

### NSDL PORTAL LOGIN

Username

Username is required.

Continue

### Safe & Secure Login

**Use of Virtual Keyboard**  
We recommend to use virtual keyboard always, especially when you are accessing from a public space. Click on the check box beside the text boxes for enabling & using it.

**Factor Authentication - Safe & Secure NSDL Login**  
Always keep mobile number and email ID updated. For Demos, User Guide & Help Click here

**Download & Install DSC**  
To download and install latest DSC client installer for Windows 64 bit .. installer software click here and for Installation Instruction click here

**Customer Alert!! (Beware of Phishing)**  
Beware of fraudulent emails. NSDL Ltd will never send you emails asking for User Credentials (Password) or any account details. If you receive such an email please, delete it immediately.

Above is the login portal the for governance module. There are two different logins:

1. Maker
2. Checker

**Maker Login** – The maker will see the following screen with 2 tabs upon login

Request

Search & View

Incomplete Application

Create File

Summary

For Your Action

For Your Information

Enter PAN No.

Enter Acknowledgement No.

Start Date

End Date

Enter Mobile No.

Enter Email Id

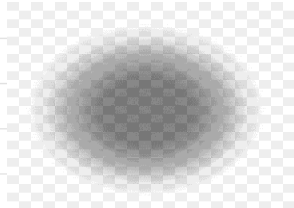
KYC Mode

Clear

Search

Total Records Found

32

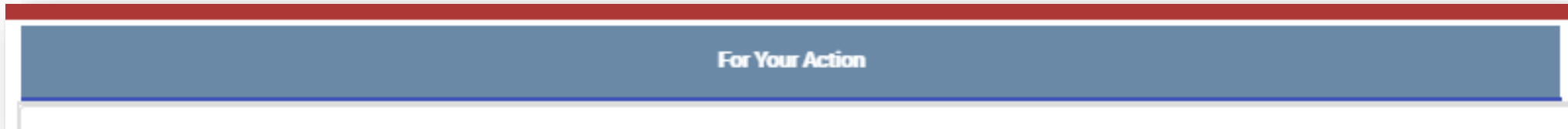
Acknowledgement No.	PAN No.	Applicant Name	Source of Request	Mode of KYC	Status	Created Date	Updated Date
00000068331			Client	Video KYC	Verification Pending	08/10/2021	08/10/2021
00000068155			Client	Aadhaar KYC	Verification Pending	08/10/2021	08/10/2021
00000067142		N	Client	Video KYC	Verification Pending	06/10/2021	06/10/2021
00000066730			Client	Aadhaar KYC	Verification Pending	05/10/2021	05/10/2021
00000062074		IA	Client	Aadhaar KYC	Verification Pending	24/09/2021	24/09/2021

Items per page: 5

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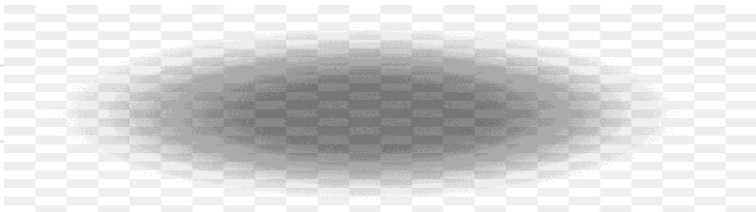
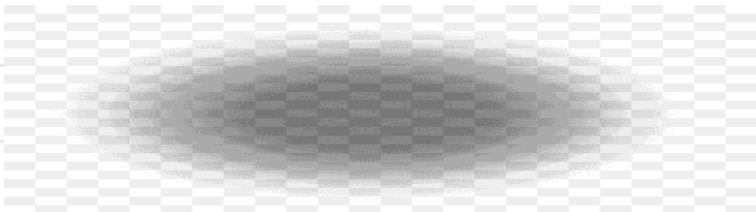


**Tab 1: For Your Action** - In this section, maker will see all pending records for verification.



### Verify Record:

To verify pending records, user will click on acknowledgement number

Acknowledgement No.	PAN No.	Applicant Name	Source of Request	Mode of KYC
000000068331			Client	Video KYC
000000068155			Client	Aadhaar KYC
000000067142			Client	Video KYC

On click, maker will see all details of a particular record

Search and View

DP Details

RM Details

RM/Employee Details

Franchise/AP Details

Branch Details

Contact No.

Email Id

Employee Code

Client Details

100%

23.08%

☐ Payment  
☐ KRA Sync Status

☐ Esign  
[View Comments \(Checker Recheck Comment\)](#)

☒ Physical verification of application

1

2

3

4

5

6

7

Identity Details

Address Details

Trading Account Details

Demat Services

E-Insurance Details

Download

Financial & Other Details

PAN Number

Not Matched with KYC

PAN Status with ITD

EXISTING AND VALID

Nationality \*

India

Residential Status

Resident Individual

Applicant Gender

☒ Male
 ☐ Female
 ☐ Other

Applicant Marital Status

☒ Single
 ☐ Married
 ☐ Divorced
 ☐ Widow
 ☐ Widower

Maker will check all details and submit the application. The same application will be available for checker login.

**Modification:** Maker user can modify some data and click on “Modify & Generate Link button” on financial details page.

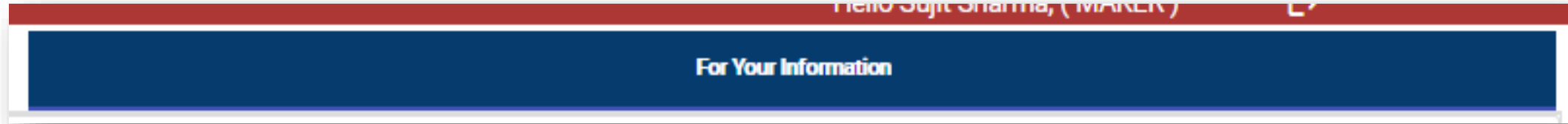
Status of Application \*

Save & Finish

Modify & Generate Link

Back

**Tab 2: For Your Information** - In this section, maker will see all records for which action has been taken.



Maker can see all records on which action has been taken and submitted successfully by passing some parameters in search criteria, such as.

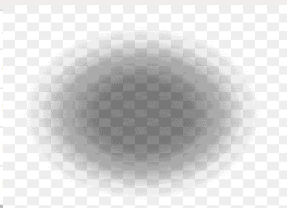
For Your Action

For Your Information

Enter PAN No.  
Enter Acknowledgement No.  
Start Date: 10/6/2021 End Date: 10/8/2021  
Status: Verified  
Enter Mobile No.  
Enter Email Id  
KYC Mode

Clear Search

Total Records Found 5

Acknowledgement No.	PAN No.	Applicant Name	Source of Request	Mode of KYC	Status	Created Date	Updated Date
000000068353		IAN	Client	Video KYC	Verified	08/10/2021	08/10/2021
000000068256		Client	Video KYC	Verified	08/10/2021	08/10/2021	
000000067302		Client	Video KYC	Verified	06/10/2021	06/10/2021	
000000067294		Client	Video KYC	Verified	06/10/2021	06/10/2021	
000000067255		Client	KRA KYC	Verified	06/10/2021	06/10/2021	

**Checker Login** - Checker login is similar to maker login. Records submitted by the maker will be available in the checker login for verification. Same as maker, the checker will verify data and submit a record with either Verified or Rejected status.

Request

Search & View

Incomplete Application

Create File

Summary

For Your Action

For Your Information

Enter PAN No.

Enter Acknowledgement No.

Start Date

End Date

Enter Mobile No.

Enter Email Id

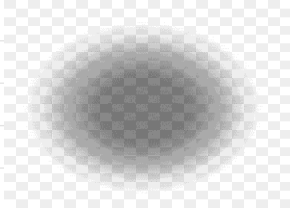
KYC Mode

Clear

Search

Total Records Found

8

Acknowledgement No.	PAN No.	Applicant Name	Source of Request	Mode of KYC	Status	Created Date	Updated Date
000000013205			Client	KRA KYC	Maker Verified	17/07/2020	17/07/2020
000000013193			Client	Aadhaar KYC	Maker Verified	17/07/2020	17/07/2020
000000013186			Assisted	KRA KYC	Maker Verified	17/07/2020	17/07/2020
000000013143			Assisted	KRA KYC	Maker Verified	17/07/2020	17/07/2020
000000013132			Assisted	Aadhaar KYC	Maker Verified	17/07/2020	17/07/2020

Items per page: 5

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<

>

After completion of maker and checker, user can generate different files

Request ▾

Create File ▲

Download File ▲

DPM File

CKYC File

UCC NSE File

UCC BSE File

Upload File ▾

File Download

Verification Date

Start Date

6/3/2020

End Date

6/11/2020

Clear

Download

**THANK YOU**