

## **Digital KYC Process Note for INDIVIDUAL / NRI.**

1. MFD/RIA will create First time Investor (Individual/ NRI) for KYC Process.
2. The First-time customer data is saved to proceed with KYC initiation Process. In the case of Joint holder or Either-or Survivor both the customer data shall be created in single flow.
3. KYC Screen allows to review the status of KYC , allows to Initiate KYC, and check on real time the KRA –KYC status and Investor approval status.
4. Upload KYC Document option allows to upload and record POI, POA, Investor Signature, Photo by MFD/RIA and allows to send KYC link to investor for their review and approval through e-sign.
5. List of POA (Proof of Address) allows a wide range of address proof documents to be uploaded there by gives convenience. In the case of NRI – the Passport Copy is mandatory for local address and Overseas address document should be attested by overseas bank/notary/embassy.
6. The IPV declaration is done through this screen and the details of employee signature, distributor seal is auto populated.
7. Once the Approval is completed, the User through preview screen shall send the link to investor. The MFD/RIA shall send link to Investor more than once till the approval is made by the investor.
8. Investor receives the below email to proceed towards KYC completion.
9. Investor will upload the Wet signature or sign on the notepad to proceed for review the KYC process and e-sign. This frees investor from uploading all documents and only checking information in KYC form before signing.
10. A facility which only MFU offers to reject by investor in case of any error in the KYC form and allows MFD to be notified and re-correct and submit the KYC form again.

11. After successful approval, Investor proceed to e-sign through Aadhaar verification whereby OTP is generated through Aadhaar linked mobile for esign. This service is brought by MFU through registered ASP (Application Service Provider) who provides this facility.
12. Successful approval allows MFD to see the status on the screen and also track till the KRA approves the KYC application to initiate First Purchase.

### KYC PROCESS FLOW CHART

