

To,

The Nodal Officer,

All Reporting Entities (REs) registered under CKYCRR 1.0.

Subject: REs onboarding and performing Mock Run before final Go-live of CKYCRR 2.0

Dear Sir/Madam,

Please refer to our earlier communication dated 29 July, 2026 for Go-Live preparedness for REs (also available under Notification/Communique section of CKYC website).

REs onboarding on CKYCRR 2.0 will start from 10th August, 2026 onwards.

REs mock-run on CKYCRR 2.0 will be from 10th August – 14th August, 2026.

What You Need to Do:

1) Reporting Entity (RE) Onboarding Process for CKYCRR 2.0

- To ensure a smooth onboarding experience to CKYCRR 2.0, Reporting Entities (REs) are requested to complete the activities as per the enclosed **“User Manual for onboarding existing REs from CKYCRR 1.0 to CKYCRR 2.0”**
- Upon first login to the production environment, the Registration Form will be displayed with the existing CKYCRR 1.0 data automatically populated. **Only those fields that are newly introduced in CKYCRR 2.0 and were not available in CKYCRR 1.0 will remain editable. Details of these missing fields are provided under Para 5.2 in User manual for Onboarding existing RE from CKYCRR1.0 to CKYCRR2.0.** Reporting Entities should update the missing information and submit the registration form.

2) Activities to be Performed During Production Mock Run (10th August, 2026 to 14th August, 2026)

REs will be allowed to perform mock run on the production environment before Go-Live from 10th to 14th August, 2026

During the mock run period, Reporting Entities should perform end-to-end transactions using one or more of the following channels for KYC search, create, download and update:

- Web-based application
- Bulk File Upload
- API Integration
- SFTP-based File Exchange

The following guidelines should be followed:

- KYC records available up to the cut-off date will be accessible in CKYCRR 2.0.
- Reporting Entities should perform Search, Download, Create, and Update transactions as they would in the live production environment.
- To avoid triggering consent notifications to actual customers during the mock run, REs are advised to use KYC records of their own employees or authorized team members.

Billing Management Activities

Reporting Entities may also perform the following Billing Management transactions:

- Add Funds
- Claim Refund
- View Wallet Balance
- Configure Minimum Wallet Balance
- Configure Threshold Wallet Balance
- Register or update GSTIN
- Register or update Bank Account Details

KYC Lifecycle Management

The following KYC lifecycle operations may also be performed:

- Deactivate KYC Record
- Reactivate KYC Record
- Suspend KYC Record

- Revoke Suspension of KYC Record

Other Modules

Reporting Entities are also encouraged to familiarize themselves with the remaining CKYCRR 2.0 modules, including:

- Sub-User Management
- Management Information System (MIS)
- Analytical Dashboard
- Client Update Request Management
- Complaint Dashboard
- Ticket Management
- Other authorized modules applicable to the Reporting Entity

Mock Run Validity

- The Production environment will remain available for mock run activities until **14th August 2026**.
- All transactions performed during the mock run will be treated as test data and will be purged before the official Go-Live.

3) VC sessions

To assist Reporting Entities with the onboarding process and readiness activities, **Virtual Conference (VC) sessions will be conducted on 7th August, 2026 for all REs as per the following schedule:**

Sr no	Session	Date and Time
1	RE Sign up and Registration	07- Aug-2026 10:30 TO 1:30 PM
	Re-submission of RE Registration	
	Login, Password & DSC Setup	
	Forgot Password, Forgot User ID	
	Sub-User Management	
	Billing management System	
	IP whitelisting	
	Break	
2	Web Based KYC Transactions - Search, Download, Create, Update,	07- Aug-2026 2:30 TO 5:00 PM

	KYC Transactions : Deactivate, Reactivate, Suspend and Revoke suspension	
	BO Registry and Public Access	
	API Based KYC Transactions - Search, Download, Create, Update	
	Bulk File Formats	
	Bulk KYC Transactions - Web Based	
	Bulk KYC Transactions - SFTP Based	
	Helpdesk	
	Training Portal	
3	Query session	07- Aug-2026 5:00 PM TO 6:00 PM

4) User Manuals, Onboarding existing RE from CKYCRR 1.0 to CKYCRR 2.0 and other documents

The other user manuals, updated API document, SOPs and other supporting **documents shall be available by 7th August, 2026** on the following CKYC official website – <https://www.ckycindia.in> under Downloads section under heading “CKYCRR 2.0”.

- **Helpdesk contact number** – Refer the enclosed “user manual for onboarding existing REs from CKYCRR 1.0 to CKYCRR 2.0”

Expectations from REs

All REs may keep regular track of e-mails and CKYC website for various updates in future. Any document updated shall be reflected in the Downloads section of the CKYC website. Onboarding and mock run may be completed by REs as per the schedule for smooth switching from CKYCRR 1.0 to CKYCRR 2.0.

Sd/-

(MD & CEO)

Encl: Annexure- “User Manual for onboarding existing REs from CKYCRR 1.0 to CKYCRR 2.0”



CKYCRR 2.0

User Manual for Onboarding Existing Reporting Entities (REs) from CKYCRR 1.0 to CKYCRR 2.0

Ver. 1.0 | August 4, 2026

Abbreviations & Definitions

Term	Description
API	Application Programming Interface
CERSAI	Central Registry of Securitisation Asset Reconstruction and Security Interest of India
CIN	Corporate Identification Number
CKYC	Central Know Your Customer
CKYCRR	Central KYC Records Registry
DNS	Domain Name System
DSC	Digital Signature Certificate
FI	Financial Institution
FVU	File Validation Utility
GSTIN	Goods and Services Tax Identification Number
IAU	Institutional Admin User
IP	Internet Protocol
IT	Information Technology
KYC	Know Your Customer
LLP	Limited Liability Partnership
LLPIN	Limited Liability Partnership Identification Number
MIS	Management Information System
NO	Nodal Officer
OTP	One-Time Password
PAN	Permanent Account Number
PMLA	Prevention of Money Laundering Act, 2002
RE	Reporting Entity as defined under the Prevention of Money Laundering Act, 2002
SFTP	Secure File Transfer Protocol
SOP	Standard Operating Procedure
SSL	Secure Sockets Layer
UAT	User Acceptance Testing
URL	Uniform Resource Locator
VAN	Virtual Account Number
VC	Video Conference

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1. Introduction

1.1. Purpose of this Document

This manual provides Reporting Entities (REs) with a consolidated, step-by-step guide to complete all one-time activities required for onboarding onto CKYCRR 2.0 and transitioning to production, culminating in go-live.

1.2. Intended Audience

- Nodal Officers (NO) of Reporting Entities
- Institutional Admin Users (IAU 1 / IAU 2) of Reporting Entities
- IT / Integration teams at Reporting Entities responsible for API, SFTP, and network setup
- Compliance / KYC Operations teams of Reporting Entities
- Any other teams of the RE responsible for the activities and operations mentioned in this document

2. RE Onboarding Journey – Overview

The table below summarises the end-to-end sequence of activities REs are required to complete, from prerequisites through to go-live. Screenshots of the relevant CKYCRR portal are provided at each step in the sections that follow.

Phase	Activities
Prerequisites	The RE shall complete all necessary network, security, DSC, and document/utility readiness requirements and ensure that the Customer Key /Customer Secret and Helpdesk details are readily available.
Testbed Access	Designated RE users set up password/DSC , select the mode of transaction (Web based, API based and SFTP based) and complete prescribed Testbed activities as per list including updating Entity Profile
Production Access	Designated RE users set up password/DSC for production. After login to production environment RE shall review the Entity Profile (registration form – with auto-populated values for fields from CKYCRR 1.0), fill in the details in New Fields and submit. After successful submit, RE user will get access to CKYCRR 2.0
Activation	On successful completion of all activities, the RE is considered onboarded and ready for live production use
Go-Live / Production Ready	RE is intimated of CKYCRR 1.0 and CKYCRR 2.0 downtime ahead of the go-live cutover

3. Prerequisites

Before accessing CKYCRR 2.0, the Reporting Entity should complete the following prerequisites.

3.1. Whitelisting of IPs and DNS

RE shall whitelist the CKYCRR 2.0 IP addresses and DNS entries within their organisation's network.

For Web Portal

Item	Value
IP Address(es)	154.210.177.73
DNS Entries	https://prod.ckycregistry.co.in/
Ports to be Opened	443

For API Integration

Item	Value
IP Address(es)	154.210.177.73
DNS Entries	https://secureapi.ckycregistry.co.in/
Ports to be Opened	9443, 9444

For SFTP Integration

Item	Value
IP Address(es)	154.210.177.88 (for browser based) 172.20.201.51 (for programmatically accessing SFTP)
DNS Entries	https://sftp-prod-dc.ckycregistry.co.in/
Ports to be Opened	2022

3.2. SSL Certificate, Encryption & Signing Keys

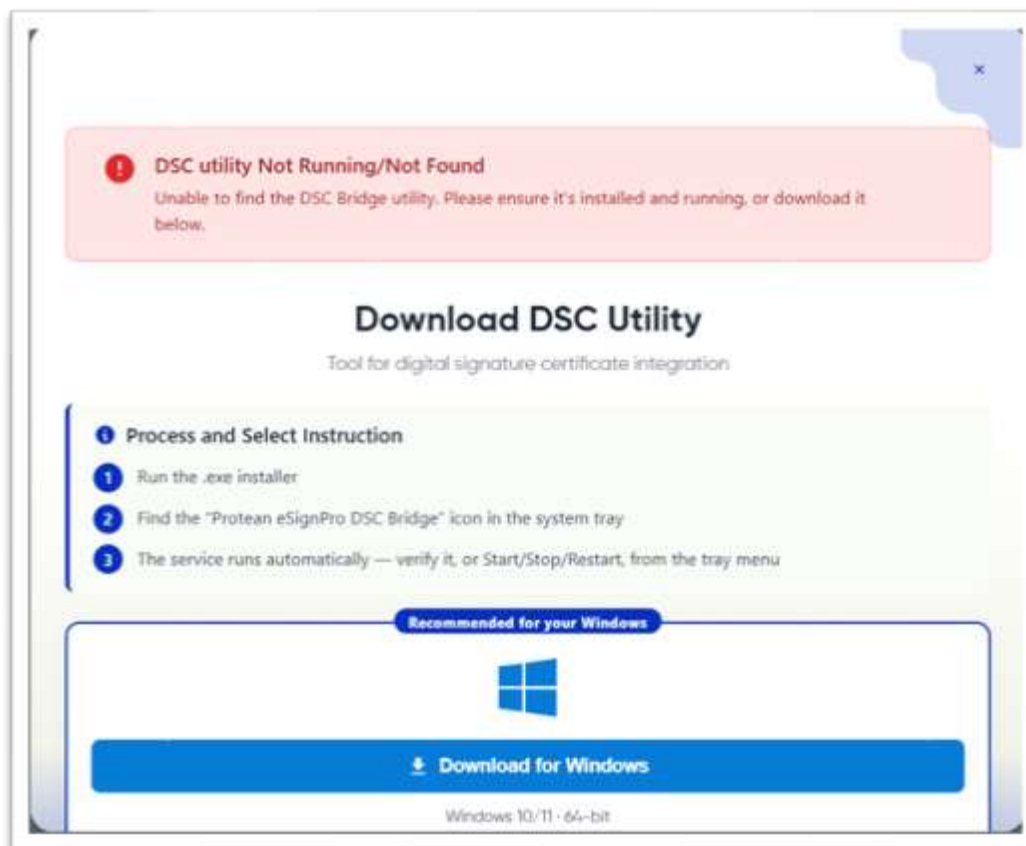
RE shall install the SSL certificate, encryption public key, and signing public key provided by CERSAI.

3.3. DSC Utility Installation

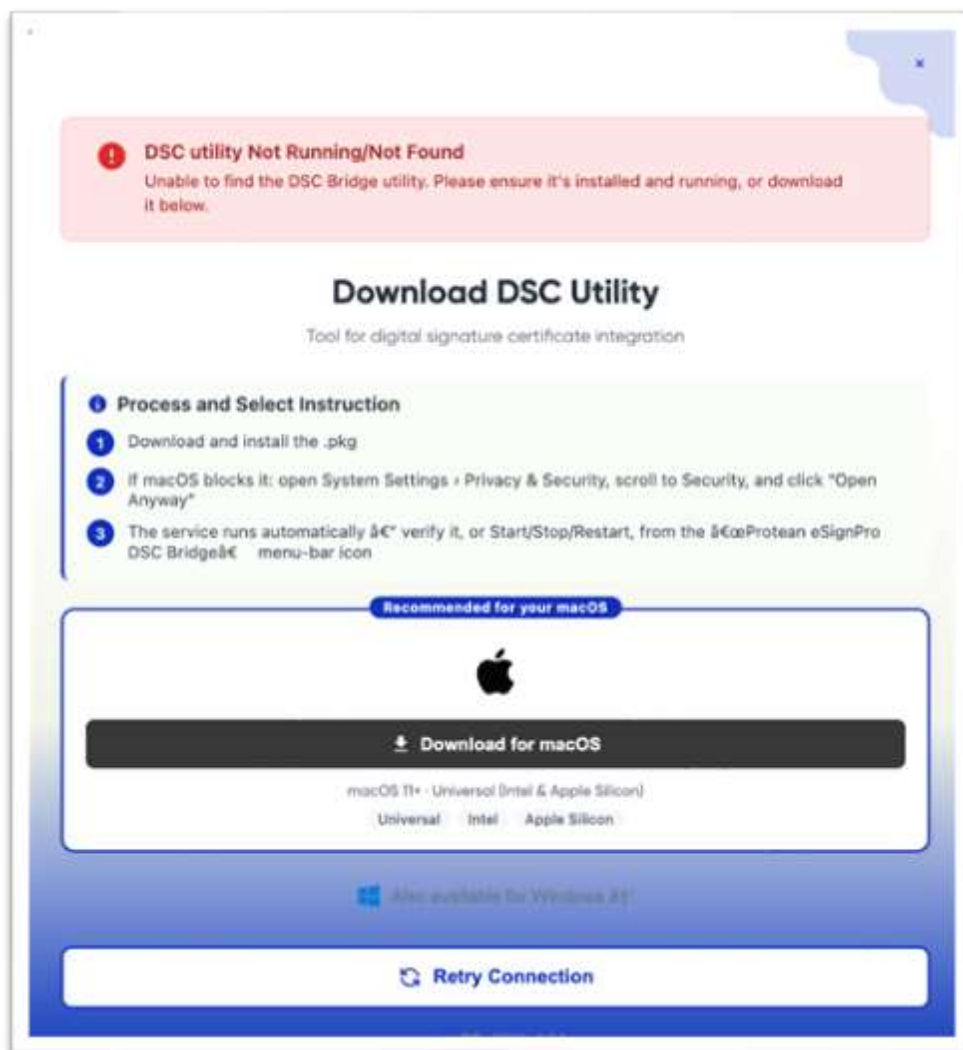
RE shall download and install the Digital Signature Certificate (DSC) Utility

- For detailed installation steps, download and refer to the DSC Utility User Manual available in the 'Download' section.

- For Windows DSC utility can be downloaded from below screen. This screen is popped up at the time of DSC setup when user clicks on “Upload” button.



- For Mac OS, DSC utility can be downloaded from below screen. This screen is popped up at the time of DSC setup when user clicks on “Upload” button.



3.4. FVU Utility Download

RE shall download the File Validation Utility (FVU), required to validate bulk files before upload.

Latest version of the FVU can be downloaded from Download section of portal (<https://prod.ckycregistry.co.in/>)

3.5. Documents and Utilities to Download

RE shall download the following:

- User Manuals
- Bulk / SFTP Sample Files
- File Format Specifications
- API Integration Document
- Standard Operating Procedures (Sops) For Programmatic Use of FVU & SFTP
- Undertaking Document

- Aadhaar Template
- Consent Templates
- User Manual for Onboarding Existing Reporting Entities (REs) from CKYCRR 1.0 to CKYCRR 2.0
- File Validation Utility (FVU)
- SFTP Utility
- DSC Utility
- CKYCRR Certificates (Signing, Encryption and SSL)

3.6. Onboarding in Case of Common User Across Nodal Officer and Institutional Admin User(s)

In CKYCRR 2.0, three separate users will be created at the time of onboarding, namely, **Nodal Officer (NO)**, **Institutional Admin User 1 (IAU 1)**, and **Institutional Admin User 2 (IAU 2)**. These roles must be assigned to three distinct individuals; the same individual cannot be assigned more than one of these roles.

Where the same individual is assigned as the Nodal Officer and IAU 1 or IAU 2 in CKYCRR 1.0:

- The Nodal Officer shall first complete the **Entity Profile** and update the details of the IAU role (IAU 1 or IAU 2) currently assigned to the same individual. The details of the other IAU, where assigned to a different individual, may be retained as is.
- While updating the IAU details, only the **newly introduced fields in CKYCRR 2.0** are required to be filled in, wherever applicable.
- Document upload fields are **optional** for REs migrating from CKYCRR 1.0 to CKYCRR 2.0. **However, where the details of an IAU are updated because the same individual was assigned as both Nodal Officer and IAU, uploading the Authorization Letter for the newly assigned IAU is recommended, although the field remains optional.**
- **Nodal Officer must update the IAU's (the one who is common) email address, so that once Entity Profile details are updated and submitted by Nodal Officer; the IAU (the one who is common) will receive an email for password and DSC setup.**

3.7. Prerequisites (Information and Documents) for Completing RE Registration Profile

CKYCRR 2.0 has introduced several New Fields and document uploads in the RE Registration / Entity Profile that were not part of CKYCRR 1.0.

REs are advised to keep the following **information and documents ready in advance** before starting the Entity Profile update in Production (detailed step-wise process is given in Section 5.2):

A. Information to be kept ready

- Constitution type of the entity
- Proprietor Name (In case of Sole Proprietorship)
- GSTIN of the entity, if applicable
- LLPIN (if the entity is a Limited Liability Partnership)
- License Issue Date of the Regulator License / Certificate
- License Expiry Date of the Regulator License / Certificate

- Digipin of Registered Address (optional)
- Digipin of Correspondence Address (optional)

- **CKYC Number** of the following 4 persons (mandatory if Citizenship is Indian):
 - Head of Institution
 - Nodal Officer
 - Institutional Admin User 1 (IAU 1)
 - Institutional Admin User 2 (IAU 2)
- Date of Board Resolution for appointment of Nodal Officer
- Date of Authorization for Institutional Admin Users (both 1 and 2)

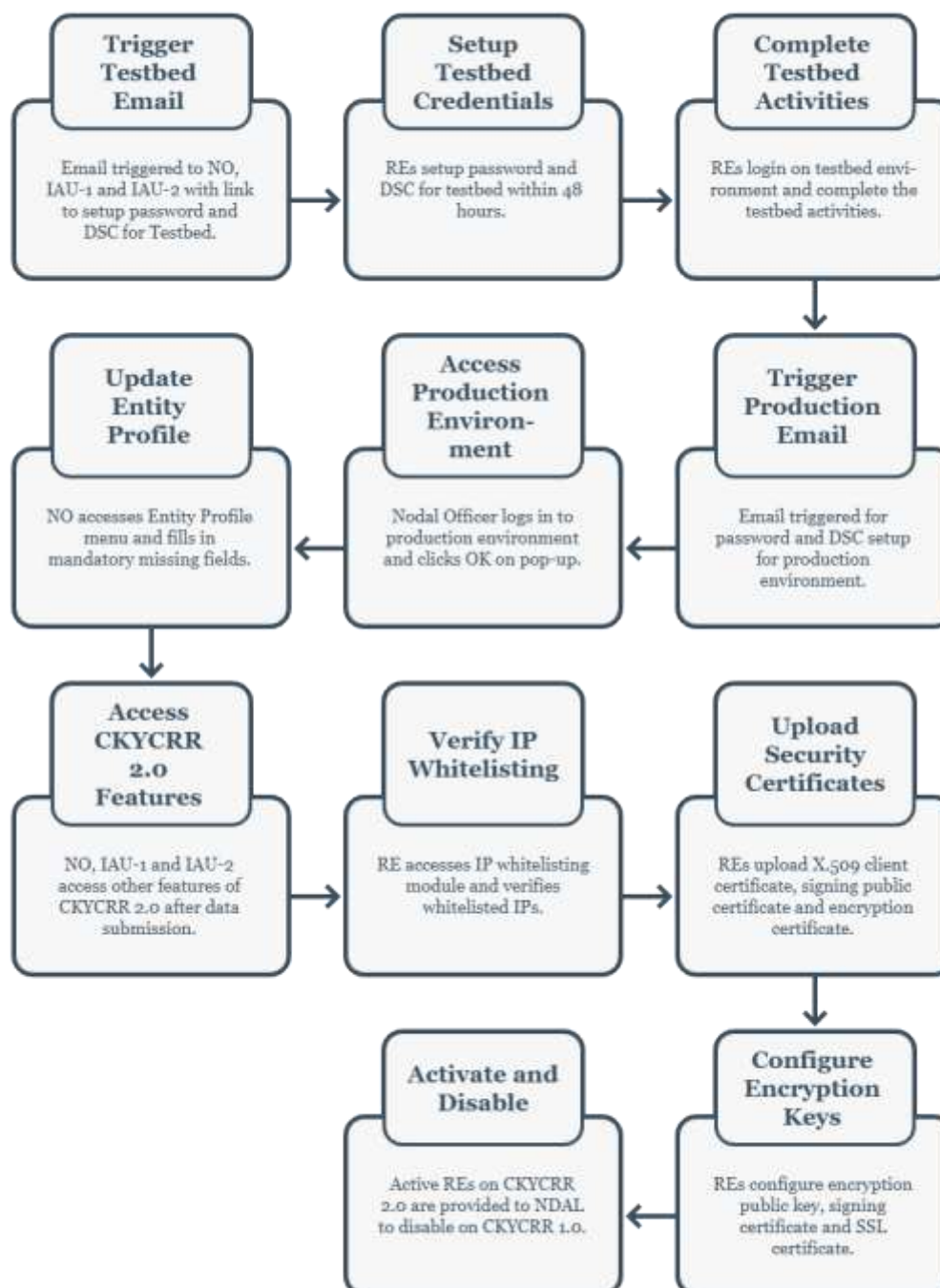
B. Documents to be kept for reference

- Regulator License / Certificate / Registration document
- GSTIN document
- LLPIN document (if applicable)
- Address Proof of the registered office
- Board Resolution for appointment of Nodal Officer (optional)
- Authorization letter issued by Competent Authority for both Institutional Admin Users (IAU 1 and IAU 2) (optional)
- Proof of Identity of Nodal Officer and both Institutional Admin Users (optional)
- Employee Code / Photo Identity Card issued by the RE (for Nodal Officer and Admin Users), wherever available (optional)

Important Note: (i) Some new fields have been introduced as part of RE registration in CKYCRR 2.0 which were not part of old system. After login to production, The RE user must proceed to the “Update Profile” > “Entity Profile” section.

(ii) The required fields are organized across 6 Steps. Upon accessing each step, data retrieved from CKYCRR 1.0 will be displayed as read-only (non-editable), while new fields introduced in CKYCRR 2.0 will be enabled for data entry. After entering all mandatory fields, the user may save the updated details in each step and proceed.

RE Onboarding Process

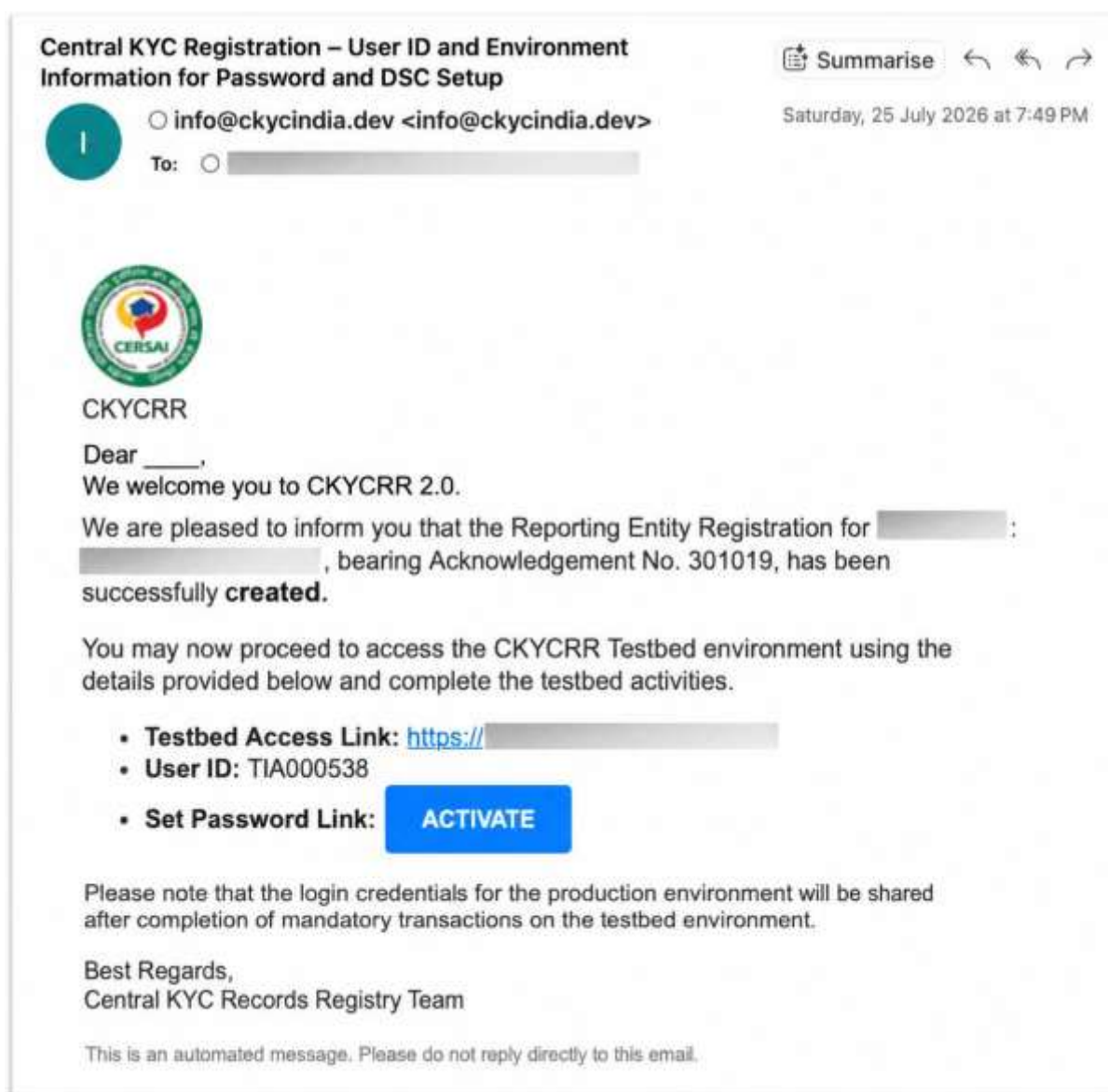


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4. Testbed Access

4.1. Testbed Setup

An email will be sent to the designated RE users - Institutional Admin 1 (IAU 1), Institutional Admin 2 (IAU 2), and Nodal Officer (NO) containing a link to set up their password and configure their Digital Signature Certificate (DSC) for the Testbed environment. Link will be valid for 48 hours.



RE user shall click on “Activate” button which will redirect the user to password set page.

Before setting up the password and upload DSC, as per the pre-requisite mentioned regarding DSC in section 3.3, RE user to Download DSC utility and then run the installer. After completion a “protean esignPro Bridge” logo will be visible in the system tray indicating completion of set up.

4.2. Setting Up Password & DSC for Testbed

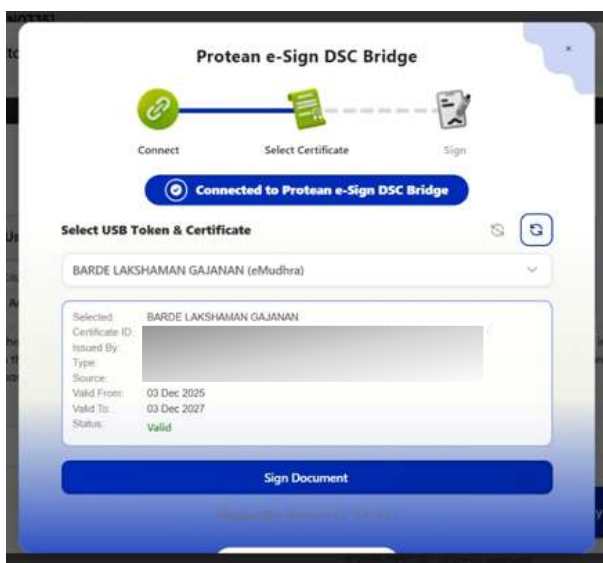
1. RE user to click the link received in the email.
2. RE user to set up a new password as per the password policy.



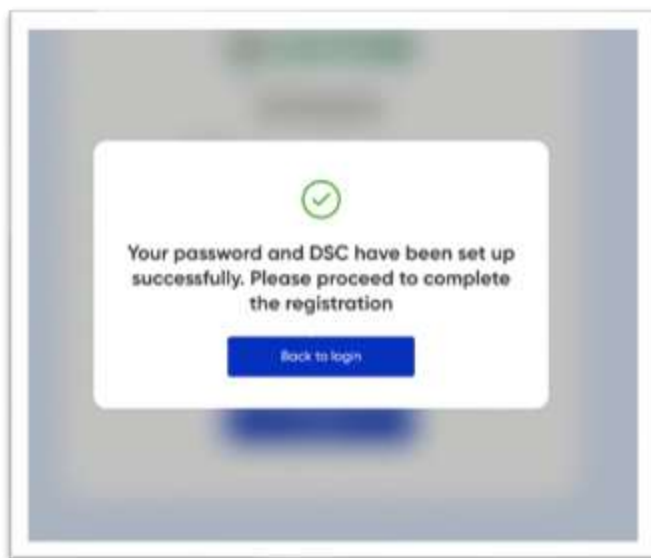
3. Click on “Upload” button. Pop-up window will be displayed to select the DSC from dropdown as shown in below screen



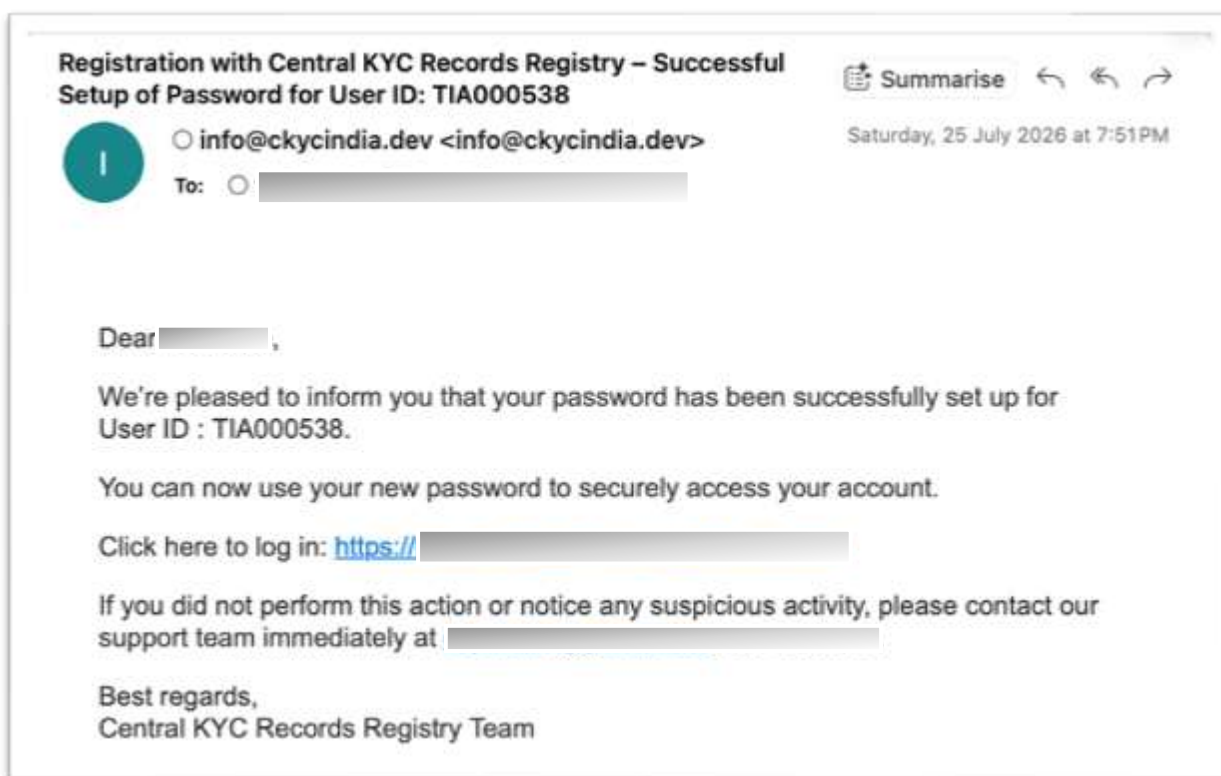
4. Once RE user select the desired DSC details from dropdown, a certificate details will be shown with a “Sign Document” button



5. Once user signs the document i.e. after successful DSC set up below screen will appear.



6. After clicking on the “Back to Login” button, user will be redirected to the testbed login page. Additionally, an email will be triggered to user with testbed login URL as shown below:



7. RE user can use the User ID, new password and DSC to login to testbed of CKYCRR 2.0 system. RE users may refer to the Login Module User Manual.

4.3. Carrying Out Testbed Activities

After the password and DSC setup is complete, the first RE user to log in among the three (NO, IAU 1, IAU 2) must select one or all options from the KYC Transaction mode (Web based, API based and SFTP based) pop-up window (refer screen shot below). The selection made will determine the specific list of testbed activities assigned to the RE users. Upon successful completion of these activities, the users will receive their Production environment credentials and access.

KYC Transaction Mode

Please select the preferred mode(s) of KYC transactions

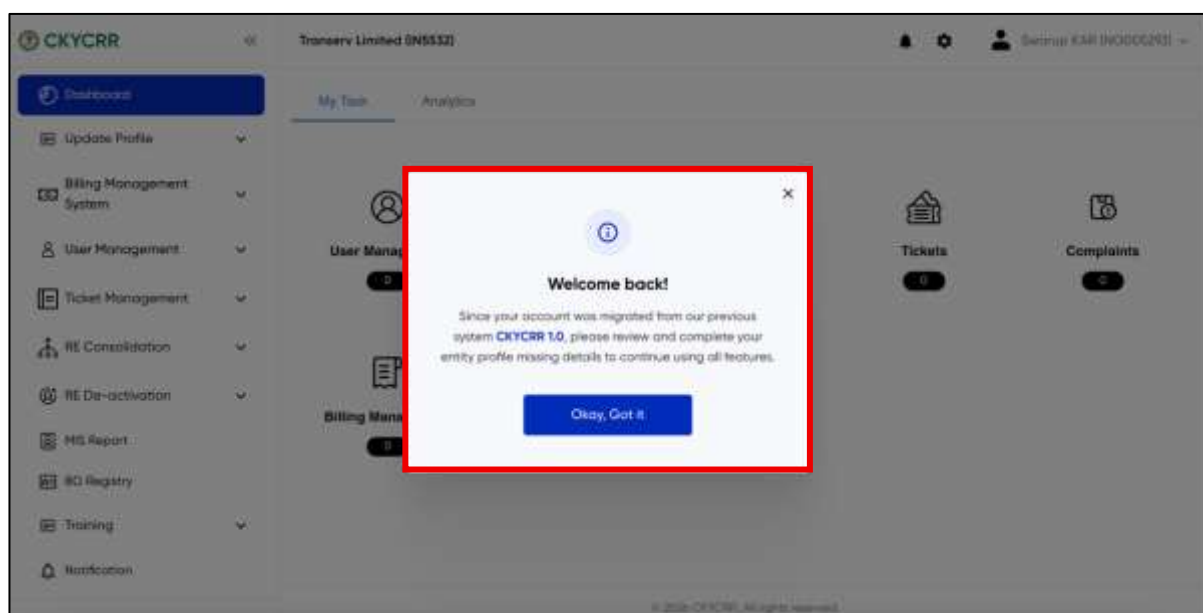
☐ Web-Based KYC Transactions

☐ API-Based KYC Transactions

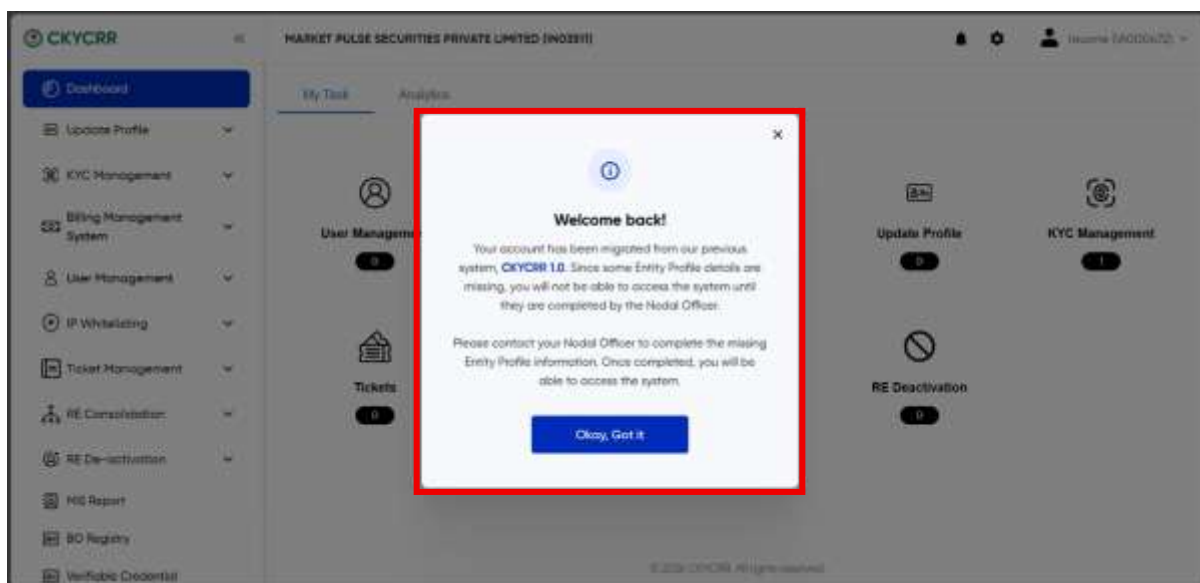
☐ SFTP-Based KYC Transactions

Submit

Once the KYC transaction mode has been selected by RE user, thereafter if **Nodal Officer of RE** logs-in to testbed of CKYCRR 2.0, a welcome message similar to below will be shown encouraging user to update the entity profile details at first.



IAUs are advised to log in only after the Nodal Officer has updated the Entity Profile. If an IAU attempts to log in before this update, the following message will be displayed on screen:



Further RE users shall access the "Testbed Activities" section from the left navigation menu. They can then proceed to perform the prescribed activities, beginning with the update of the Entity profile.

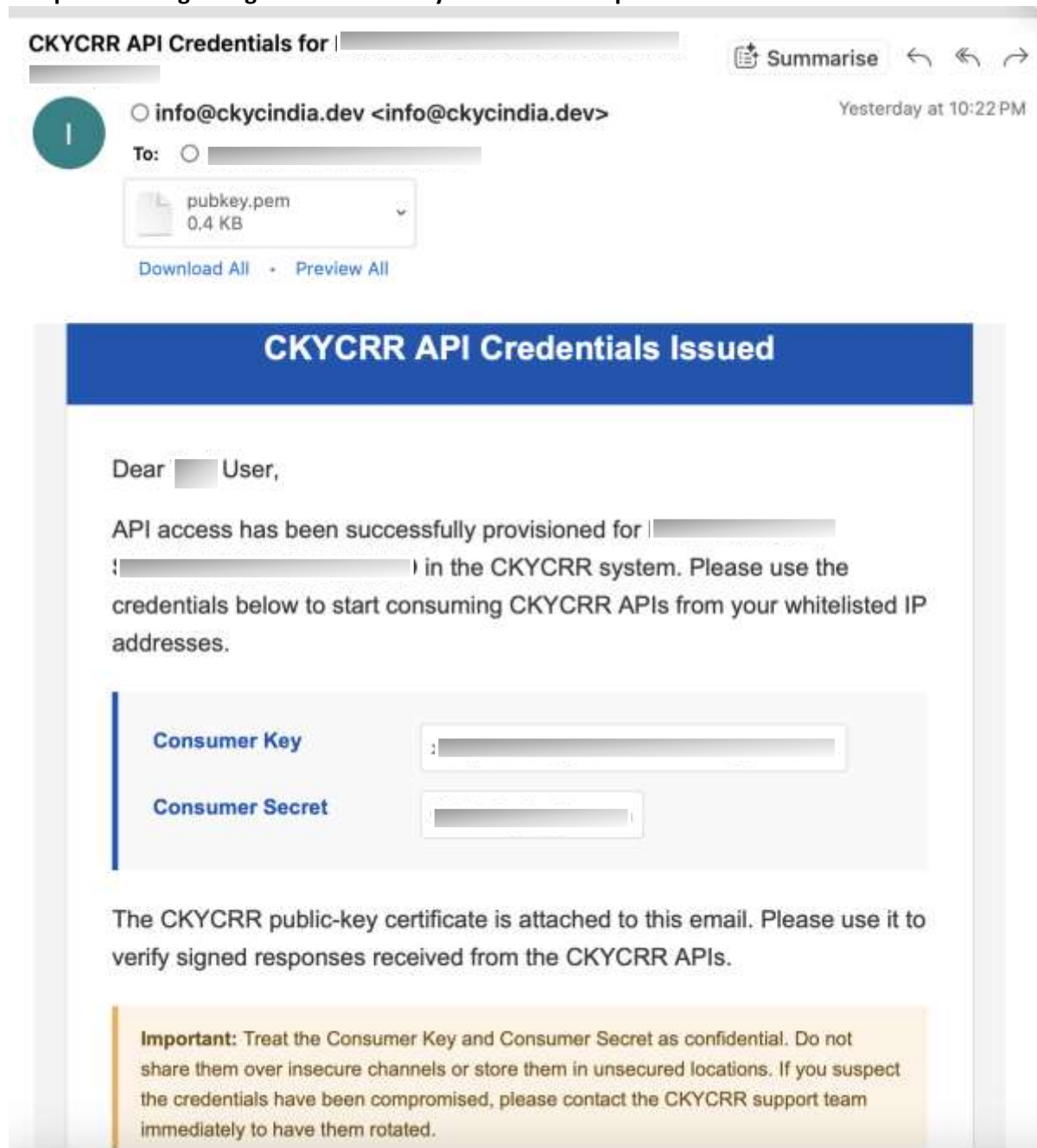


The RE must perform the following activities in Testbed :

Key Event	Sub-module	Mandatory/ Optional/ Conditional Mandatory	Remarks
Update Profile	Update entity profile	Optional	
	Update user profile	Optional	
IP whitelisting	IP registration Public key mapping	Conditional Mandatory	Mandatory where RE selected API and SFTP based KYC transaction
KYC Management	Web-based - Single - Search - Download - Create/upload - Update	Mandatory	
	Web-based - Bulk - Search - Download - Create/upload - Update	Conditional Mandatory	Mandatory where RE selected web based - bulk KYC transaction
	API based – transactions	Conditional Mandatory	Mandatory where RE selected API based KYC transaction
	SFTP – transactions	Conditional Mandatory	Mandatory where RE selected SFTP based KYC transaction
Billing Management System	Balance top-up (Add funds) Threshold amount setting Minimum amount setting	Mandatory	
	Refund Initiation	Mandatory	
	Incentive Claim mechanism	Optional	
	Proforma invoice	Mandatory	
	eGST invoicing	Optional	
Sub-user management	Region creation Branch creation	Mandatory	
	User Creation	Mandatory	
Administration	Approval of KYC record	Mandatory	
	Approval of User creation	Mandatory	
	Approval of refund/incentive request	Mandatory	

When RE user whitelists the IPs for API and SFTP and upload the MTLS, SSL, Encryption & signing certificates, an email will be triggered which contains Customer Key and Customer. Same can be used for API integration and SFTP based data exchange.

Sample email regarding the customer key and secret is depicted below for reference:



As the RE user progresses through the designated testbed activities, the status for each activity will automatically update from “Pending” to “Completed”. The user can monitor real-time progress via the “**Testbed Activities**” option in the left navigation menu. RE users may refer to the User Manuals of each module to complete the testbed activities.

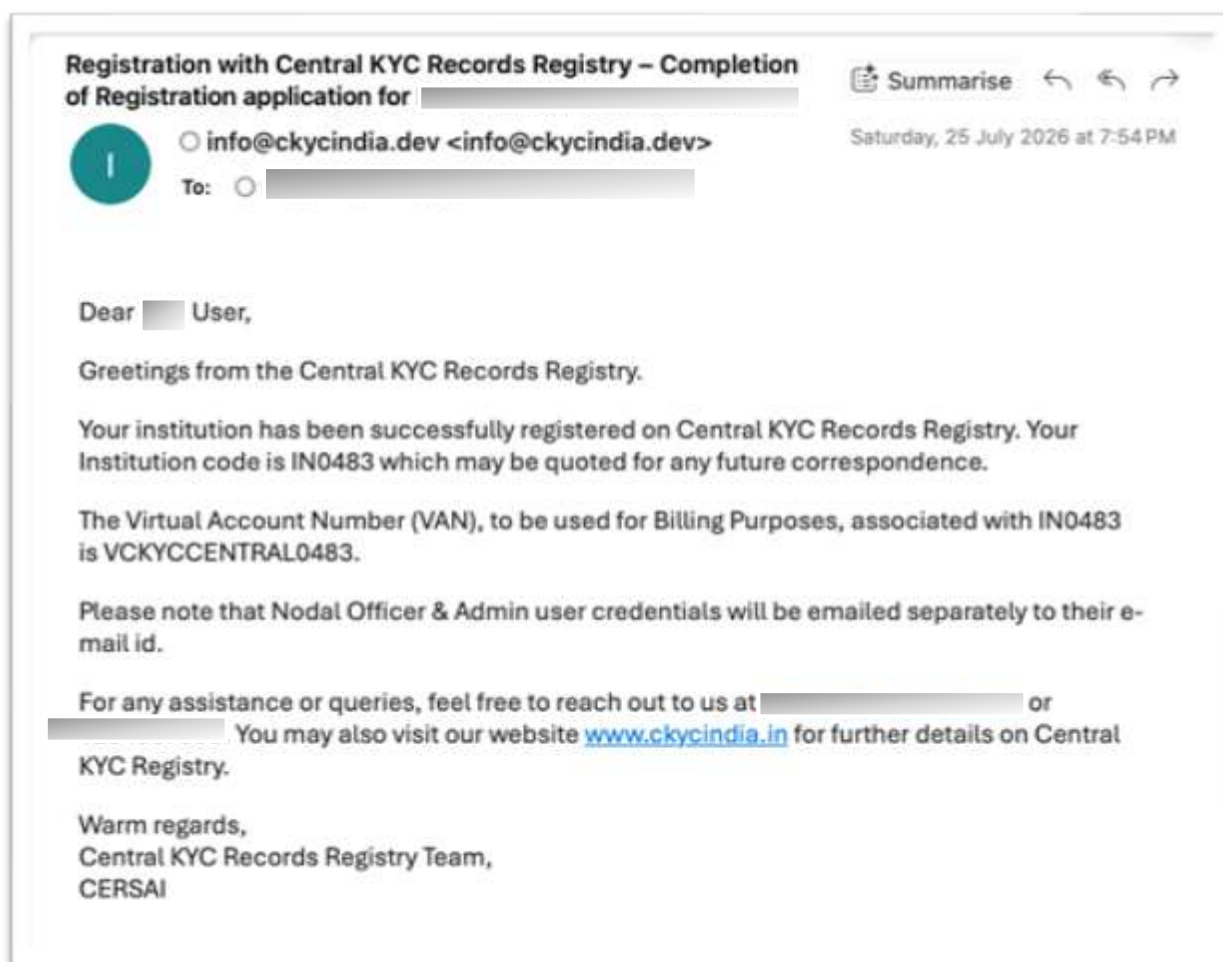
Upon successful completion of all mandatory testbed activities, RE users will receive a password setup link for the Production environment.

4.4. Completion Trigger – VAN Details & Production Setup Email

Upon successful completion of the Testbed activities, two emails will be triggered:

1. Regarding Virtual Account Number to be used for Billing Purposes will be shared
2. Nodal Officer & Admin user credentials will be emailed separately to their e-mail id.

Sample email regarding VAN number is displayed in below screen:



Sample email regarding User ID, password and DSC Setup link mail to Nodal and IAU are shown in below screens:

Registration with Central KYC Records Registry - [REDACTED]
[REDACTED] & FI Code: IN0483 Production Environ...

Summarise

Saturday, 25 July 2026 at 7:54 PM



info@ckycindia.dev <info@ckycindia.dev>
To: [REDACTED]

Dear [REDACTED] User,

Greetings from the Central KYC Records Registry.

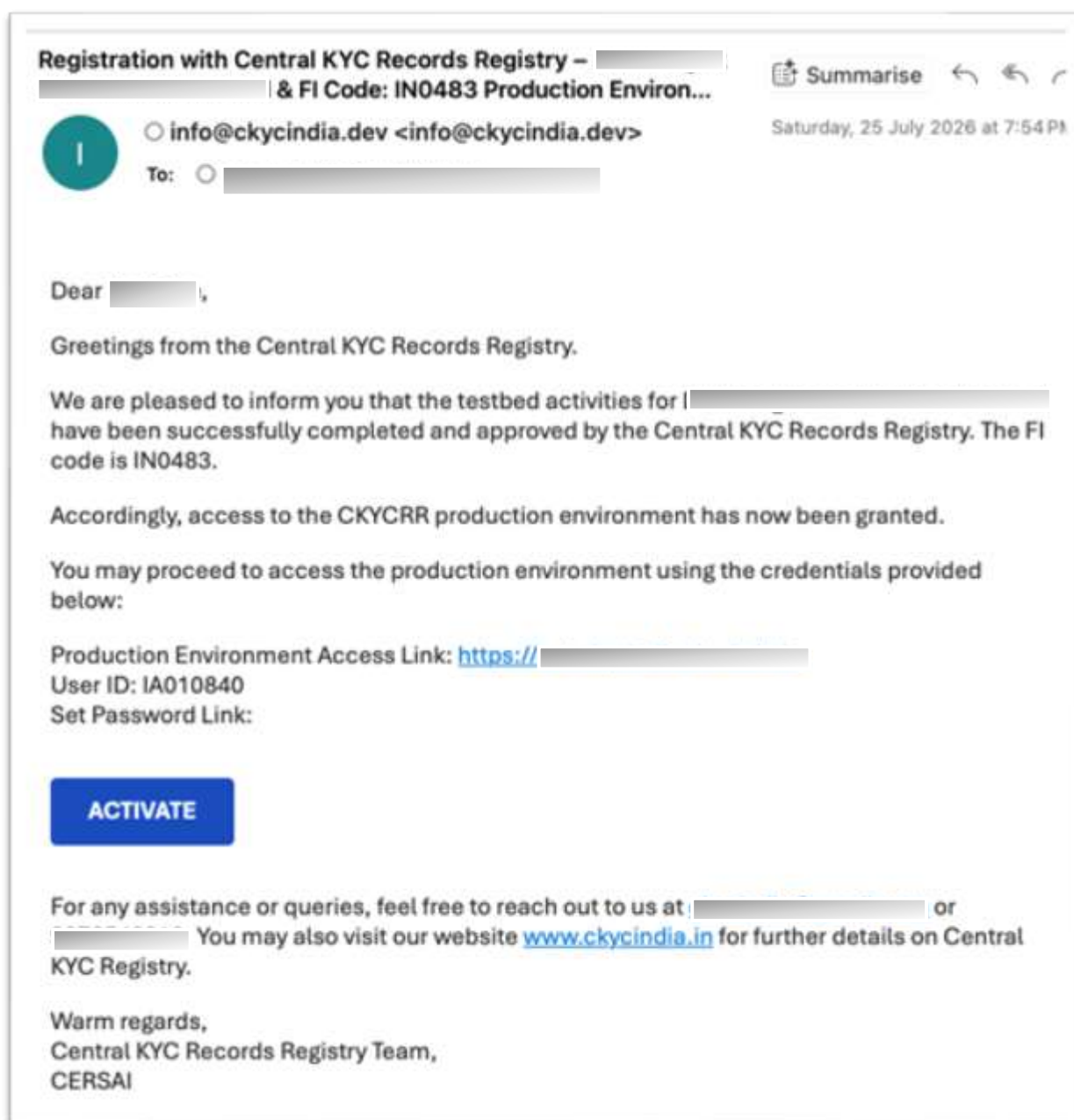
We are pleased to inform you that the testbed activities for Delhi nagrik shekhari bank limited have been successfully completed and approved by the Central KYC Records Registry. The FI code is IN0483.

Accordingly, access to the CKYCRR production environment has now been granted.

You may proceed to access the production environment using the credentials provided below:

Production Environment Access Link: [https://\[REDACTED\]](https://[REDACTED])
User ID: NO011886
Set Password Link:

ACTIVATE



RE user can click on the "Activate" button to set up a password and DSC on production environment, and login to access the CKYCRR 2.0 platform feature.

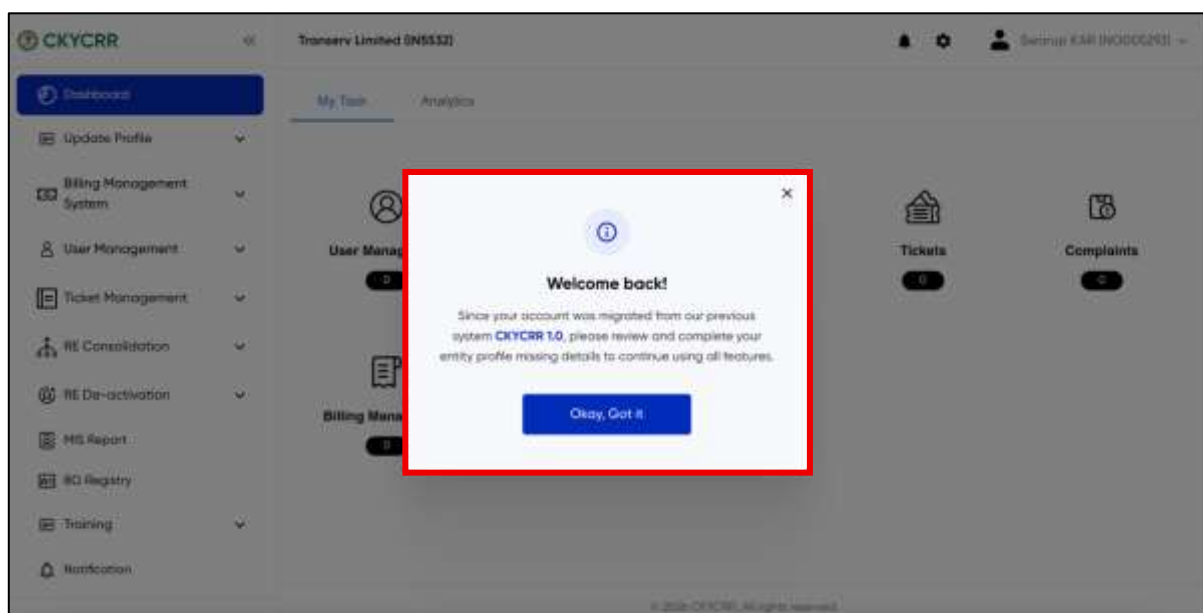
5. Production Access

5.1. Setting Up Password & DSC for Production

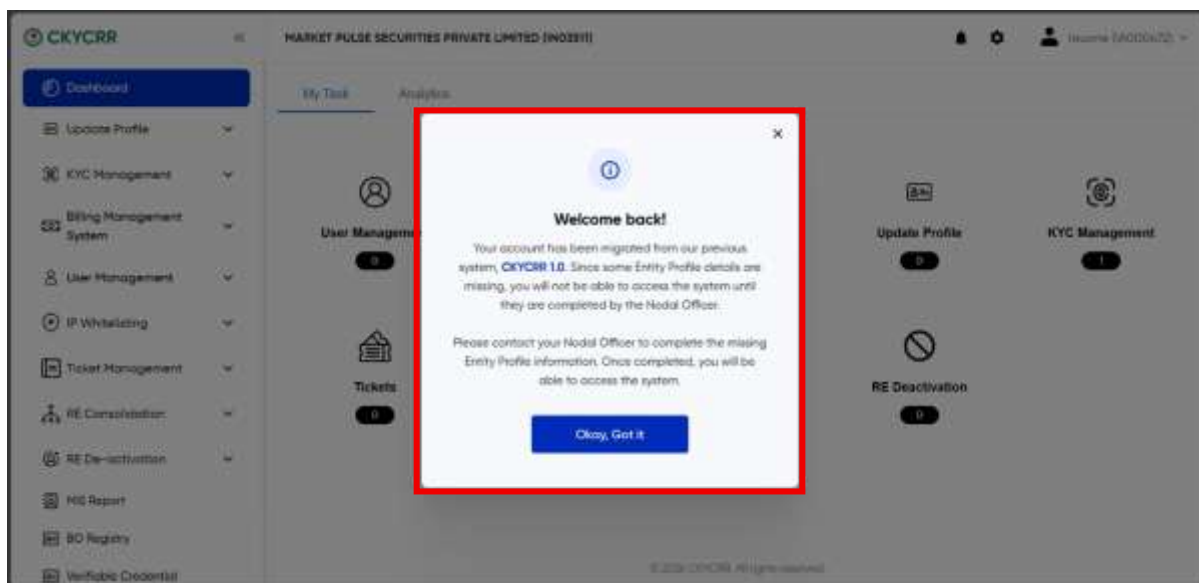
As mentioned in section 4, after successful completion of the Testbed activities, an email will be sent to the designated RE users (IAU 1, IAU 2, and NO) containing a link to set up their Production password and configure their Production DSC.

1. RE user to click the production setup link received via email.
2. RE user to set up a password for the Production environment.
3. RE user to configure their Production DSC.
4. RE user to log in to the Production environment using the configured credentials.

As soon as the **Nodal Officer of RE** logs-in to CKYCRR 2.0 for the first time, a welcome message similar to below will be shown encouraging user to update the entity profile details at first.



IAUs are advised to log in only after the Nodal Officer has updated the Entity Profile. If an IAU attempts to log in before this update, the following message will be displayed on screen:



5.2. Step-by-Step Guide for Completing RE Registration Profile in CKYCRR 2.0

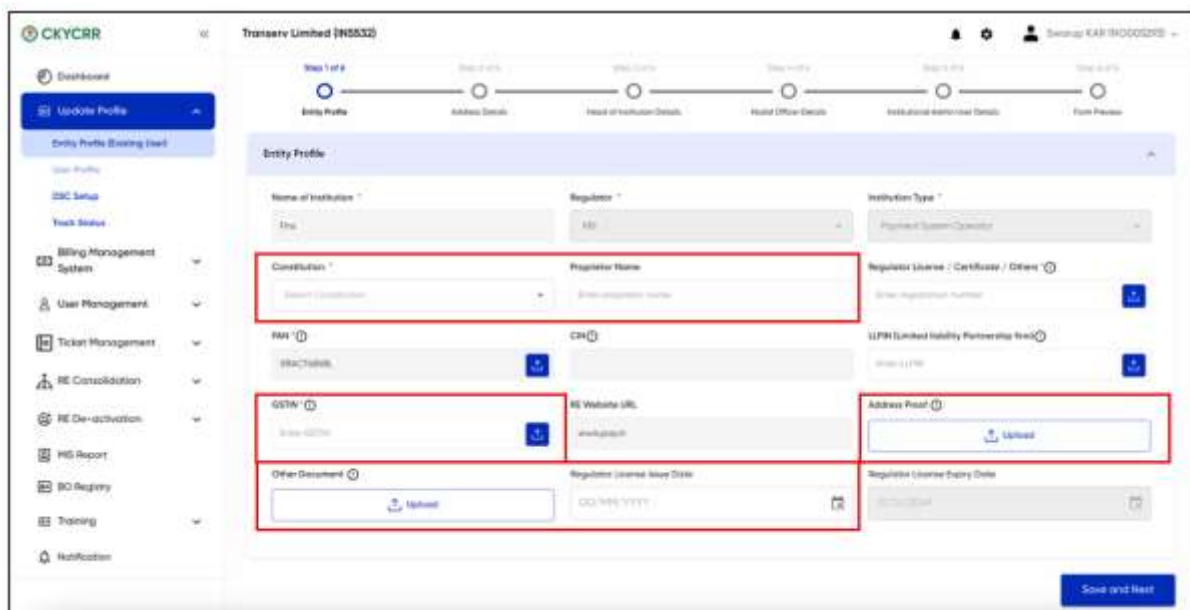
It may be noted that several new fields have been introduced in RE Registration under CKYCRR 2.0 which were not part of the earlier CKYCRR 1.0. The list of all such additional fields and information required under CKYCRR 2.0 is given below.

After successful login to the Production environment, the RE user must proceed to **Update Profile → Entity Profile**.

- Data retrieved from CKYCRR 1.0 will be displayed as **read-only** (non-editable).
- New fields introduced in CKYCRR 2.0 will be enabled for data entry.
- The registration form is organised across **6 steps**. The user should complete and save the details in each step before proceeding to the next.

Note: RE users are advised to gather all necessary data and supporting documents in advance before beginning this process (refer Section 3.7).

Step 1 of 6 – Entity Profile



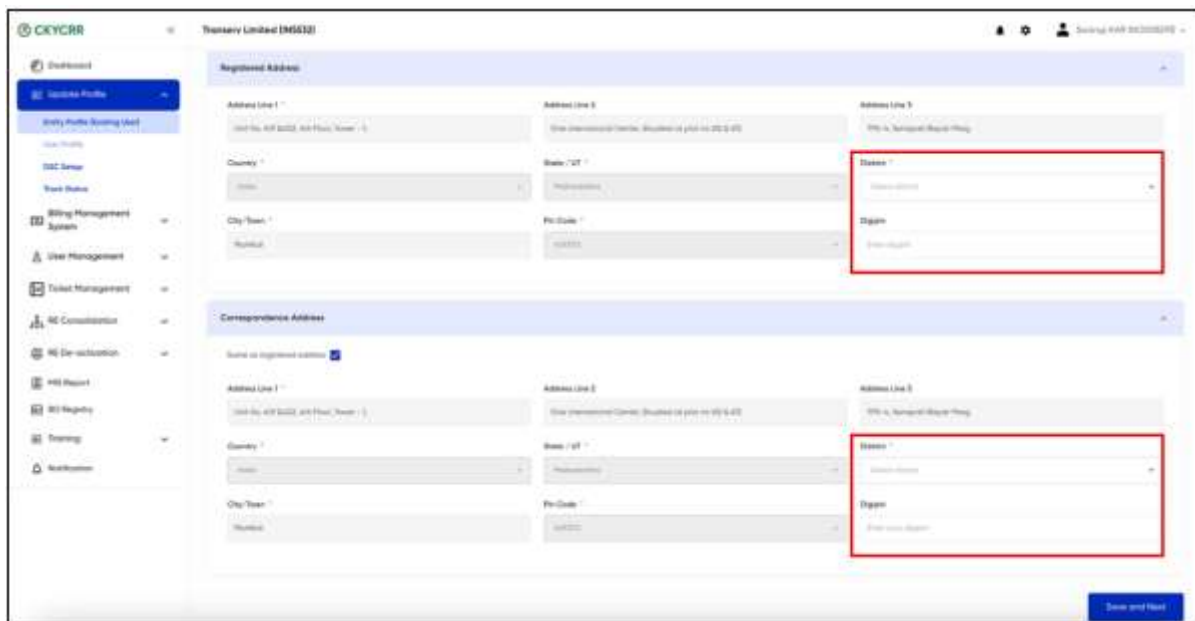
In this step, the basic details of the Reporting Entity are captured.

The complete list of fields and information required under this Step is given below:

Field Name	Document Upload Required (Yes/No)	Field Requirement (Mandatory / Conditional / Optional)	Remarks
Name of Institution	No	Mandatory	Pre-populated from CKYCRR 1.0 (read-only)
Regulator	No	Mandatory	Pre-populated from CKYCRR 1.0 (read-only)
Institution Type	No	Mandatory	Pre-populated from CKYCRR 1.0 (read-only)
Constitution	No	Mandatory	New field
Proprietor Name	No	Conditional	New Field Mandatory only if Constitution = Sole Proprietorship
Regulator License / Certificate / Others	Yes, (Optional for Migrating REs)	Mandatory	Pre-populated from CKYCRR 1.0 (read-only)
PAN	Yes, (Optional for Migrating REs)	Mandatory	Pre-populated from CKYCRR 1.0 (read-only)

Field Name	Document Upload Required (Yes/No)	Field Requirement (Mandatory / Conditional / Optional)	Remarks
CIN	Yes, (Optional for Migrating REs)	Conditional	Pre-populated from CKYCRR 1.0 (read-only)
LLPIN	Yes, (Optional for Migrating REs)	Conditional	New Field Mandatory only if Constitution = Limited Liability Partnership
GSTIN	Yes, (Optional for Migrating REs)	Conditional	New Field Mandatory for most entities (optional for IFSCA / Government entities)
RE Website URL	No	Optional	Pre-populated from CKYCRR 1.0 (read-only)
Address Proof	Yes, (Optional for Migrating REs)	Mandatory	New field
Other Document	Yes, (Optional for Migrating REs)	Optional	New field
Regulator License Issue Date	No	Optional	New field
Regulator License Expiry Date	No	Optional	New field Mandatory if 'License Issue Date' is entered

Step 2 of 6 – Address Details



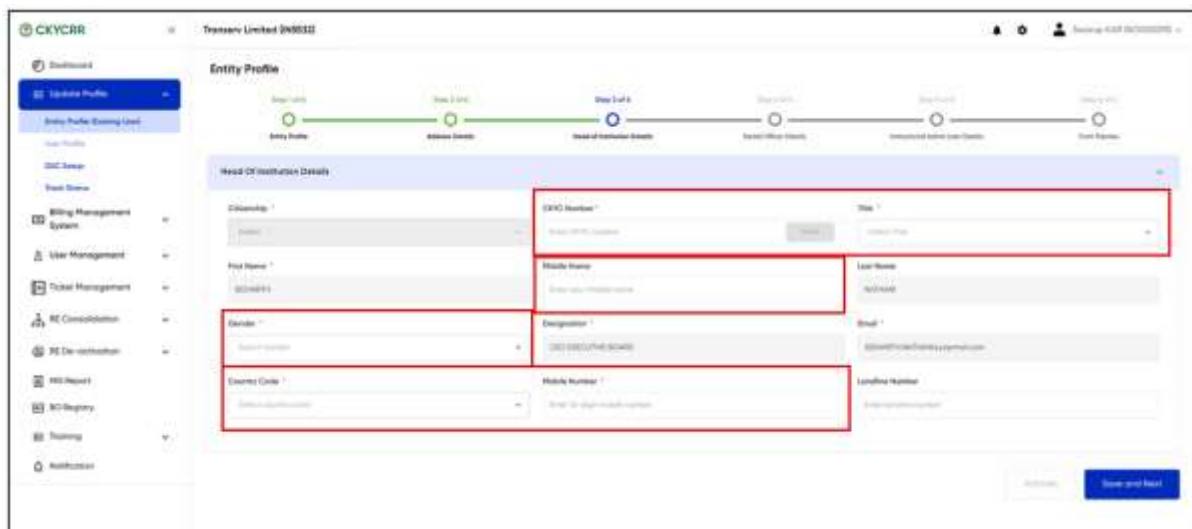
This step captures Registered Address and Correspondence Address.

The complete list of fields and information required under this Step is given below:

Field	Document Upload Required (Yes/No)	Field Requirement (Mandatory / Conditional / Optional)	Remarks
Address Line 1	No	Mandatory	Pre-populated from CKYCRR 1.0
Address Line 2	No	Optional	Pre-populated from CKYCRR 1.0
Address Line 3	No	Optional	Pre-populated from CKYCRR 1.0
Country	No	Mandatory	Pre-populated from CKYCRR 1.0
State / UT	No	Mandatory	Pre-populated from CKYCRR 1.0
District	No	Mandatory	New field
City / Town	No	Mandatory	Pre-populated from CKYCRR 1.0
Pin Code	No	Mandatory	Pre-populated from CKYCRR 1.0
Digipin	No	Optional	New field

Note: The option “Same as registered address” is available for Correspondence Address.

Step 3 of 6 – Head of Institution Details



Important changes introduced in CKYCRR 2.0:

- **Citizenship*** (Mandatory)

CKYC Number (with Verify button) → **Mandatory if Citizenship is Indian**. After entering the CKYC ID, and on clicking Verify, the system sends an OTP on the mobile number / email ID linked with the CKYC Number. On successful verification, the following fields are **auto-populated**:

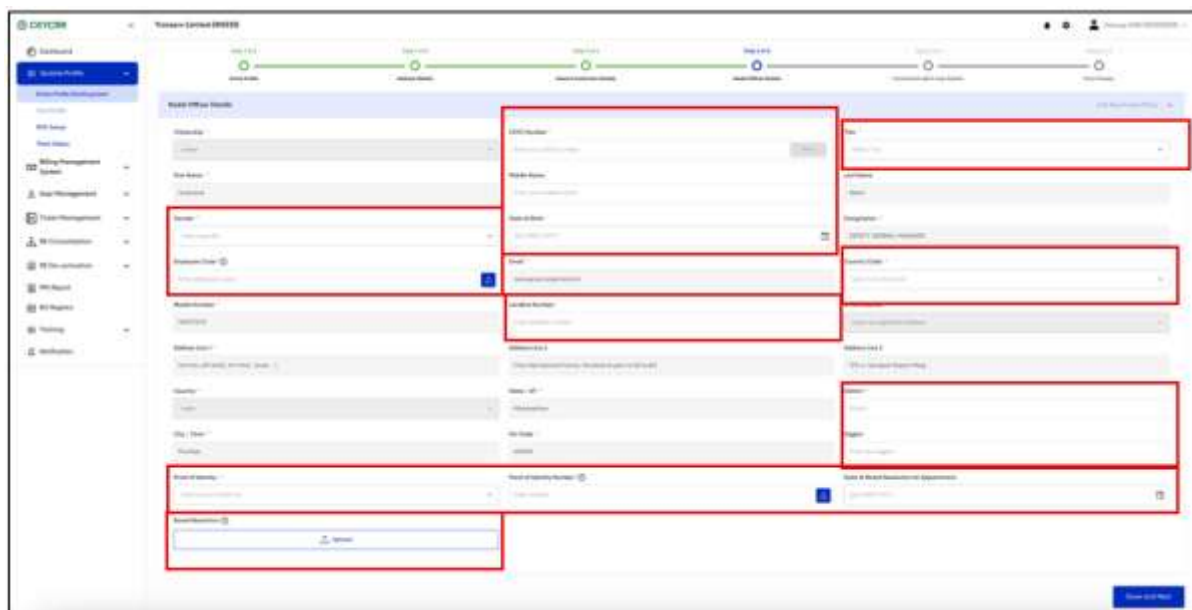
- Title*
- First Name*
- Middle Name
- Last Name*
- Gender*

The complete list of fields and information required under this Step is given below:

Field	Document Upload Required (Yes/No)	Field Requirement (Mandatory / Conditional / Optional)	Remarks
Citizenship	No	Mandatory	New field
CKYC Number	No	Conditional	Mandatory if Citizenship = Indian . On successful verification, Title, First Name, Middle Name, Last Name and Gender will be auto-populated.
Title	No	Mandatory	Auto-populated if CKYC Number is verified
First Name	No	Mandatory	Auto-populated if CKYC Number is verified
Middle Name	No	Optional	Auto-populated if CKYC Number is verified

Field	Document Upload Required (Yes/No)	Field Requirement (Mandatory / Conditional / Optional)	Remarks
Last Name	No	Optional	Auto-populated if CKYC Number is verified
Gender	No	Mandatory	Auto-populated if CKYC Number is verified
Designation	No	Mandatory	Pre-populated from CKYCRR 1.0
Email	No	Mandatory	Pre-populated from CKYCRR 1.0
Country Code	No	Mandatory	New field
Mobile Number	No	Mandatory	Pre-populated from CKYCRR 1.0
Landline Number	No	Optional	Pre-populated from CKYCRR 1.0

Step 4 of 6 – Nodal Officer Details



- **Citizenship*** (Mandatory)
- **CKYC Number** (with Verify button) → **Mandatory if Citizenship is Indian**. After entering the CKYC ID, and on clicking Verify, the system sends an OTP on the mobile number / email ID linked with the CKYC Number. On successful verification, the following fields are **auto-populated**:
 - Title*
 - First Name*
 - Middle Name

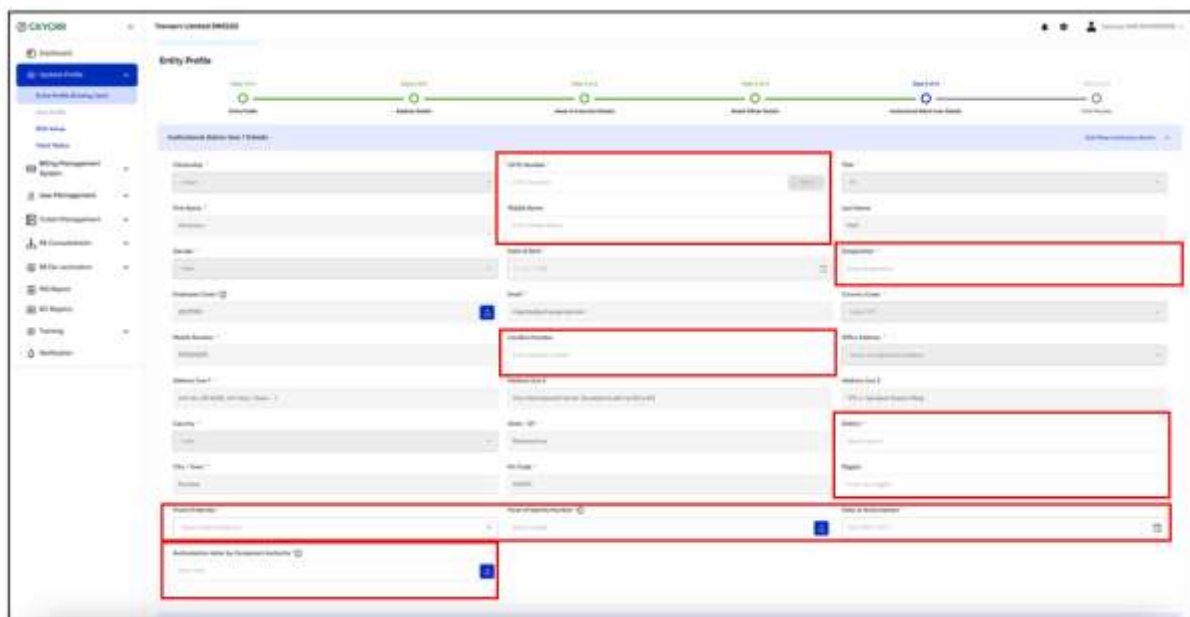
- Last Name*
- Gender*

The complete list of fields and information required under this Step is given below:

Field	Document Upload Required (Yes/No)	Field Requirement (Mandatory / Conditional / Optional)	Remarks
Citizenship	No	Mandatory	New field
CKYC Number	No	Conditional	Mandatory if Citizenship = Indian. On successful verification, Title, First Name, Middle Name, Last Name and Gender will be auto-populated.
Title	No	Mandatory	Auto-populated if CKYC Number is verified
First Name	No	Mandatory	Auto-populated if CKYC Number is verified
Middle Name	No	Optional	Auto-populated if CKYC Number is verified
Last Name	No	Optional	Auto-populated if CKYC Number is verified
Gender	No	Mandatory	Auto-populated if CKYC Number is verified
Date of Birth	No	Mandatory	New field
Designation	No	Mandatory	Pre-populated from CKYCRR 1.0
Employee Code	Yes, (Optional for Migrating REs)	Mandatory	New Field
Email	No	Mandatory	Pre-populated from CKYCRR 1.0
Country Code	No	Mandatory	New field
Mobile Number	No	Mandatory	Structured capture
Landline Number	No	Optional	-
Office Address (Dropdown)	No	Mandatory	Depending on selection it auto-populates Address Line 1, 2, 3
Address Line 1	No	Mandatory	Pre-populated from CKYCRR 1.0

Field	Document Upload Required (Yes/No)	Field Requirement (Mandatory / Conditional / Optional)	Remarks
Address Line 2	No	Optional	Depending on selection of Office Address (Dropdown), it auto-populates Address Line 1, 2, 3 from "Step-2 : Address Details".
Address Line 3	No	Optional	
Country	No	Mandatory	
State / UT	No	Mandatory	
District	No	Mandatory	
City / Town	No	Mandatory	
Pin Code	No	Mandatory	
Digipin	No	Optional	New field
Proof of Identity	No	Mandatory	New field
Proof of Identity Number	Yes, (Optional for Migrating REs)	Mandatory	New field
Date of Board Resolution for Appointment	No	Mandatory	New field
Board Resolution	Yes, (Optional for Migrating REs)	Mandatory	New field

Step 5 of 6 – Institutional Admin Users Details



This step has two separate sections:

Institutional Admin User 1

Institutional Admin User 2

- **Citizenship*** (Mandatory)
- **CKYC Number** (with Verify button) → **Mandatory if Citizenship is Indian**. After entering the CKYC ID, and on clicking Verify, the system sends an OTP on the mobile number / email ID linked with the CKYC Number. On successful verification, the following fields are **auto-populated**:
 - Title*
 - First Name*
 - Middle Name
 - Last Name*
 - Gender*

The complete list of fields and information required under Institutional Admin User 1 and Institutional Admin User 2 (fields are identical for both) this is given below:

Field	Document Upload Required (Yes/No)	Field Requirement (Mandatory / Conditional / Optional)	Remarks
Citizenship	No	Mandatory	New field

Field	Document Upload Required (Yes/No)	Field Requirement (Mandatory / Conditional / Optional)	Remarks
CKYC Number	No	Conditional	Mandatory if Citizenship = Indian. On successful verification, Title, First Name, Middle Name, Last Name and Gender will be auto-populated.
Title	No	Mandatory	Auto-populated if CKYC Number is verified
First Name	No	Mandatory	Auto-populated if CKYC Number is verified
Middle Name	No	Optional	Auto-populated if CKYC Number is verified
Last Name	No	Optional	Auto-populated if CKYC Number is verified
Gender	No	Mandatory	Auto-populated if CKYC Number is verified
Date of Birth	No	Mandatory	Pre-populated from CKYCRR 1.0
Designation	No	Mandatory	Pre-populated from CKYCRR 1.0
Employee Code	Yes, (Optional for Migrating REs)	Mandatory	Pre-populated from CKYCRR 1.0
Email	No	Mandatory	Pre-populated from CKYCRR 1.0
Country Code	No	Mandatory	New field
Mobile Number	No	Mandatory	Structured capture
Landline Number	No	Optional	-
Office Address (Dropdown)	No	Mandatory	Depending on selection it auto-populates Address Line 1, 2, 3
Address Line 1	No	Mandatory	Pre-populated from CKYCRR 1.0
Address Line 2	No	Optional	Depending on selection of Office Address (Dropdown), it auto-populates Address Line 1, 2, 3 from "Step-2 : Address Details".
Address Line 3	No	Optional	
Country	No	Mandatory	
State / UT	No	Mandatory	
District	No	Mandatory	
City / Town	No	Mandatory	

Field	Document Upload Required (Yes/No)	Field Requirement (Mandatory / Conditional / Optional)	Remarks
Pin Code	No	Mandatory	
Digipin	No	Optional	New field
Proof of Identity	No	Mandatory	New field
Proof of Identity Number	Yes, (Optional for Migrating REs)	Mandatory	New field
Date of Authorization	No	Mandatory	New field
Authorization Letter by Competent Authority	Yes, (Optional for Migrating REs)	Mandatory	New field

Please refer Para 3.6 of this Manual

Where the same individual is assigned as the Nodal Officer and IAU 1 or IAU 2 in CKYCRR 1.0:

- The Nodal Officer shall complete the **Entity Profile** and update the details of the IAU role (IAU 1 or IAU 2) currently assigned to the same individual. The details of the other IAU, where assigned to a different individual, may be retained as is.
- While updating the IAU details, only the **newly introduced fields in CKYCRR 2.0** are required to be filled in, wherever applicable.
- Document upload fields are **optional** for REs migrating from CKYCRR 1.0 to CKYCRR 2.0. **However, where the details of an IAU are updated because the same individual was assigned as both Nodal Officer and IAU, uploading the Authorization Letter for the newly assigned IAU is recommended, although the field remains optional.**
- Nodal Officer must update the IAU's (the one who is common) email address, so that once Entity Profile details are updated and submitted by Nodal Officer; the IAU (the one who is common) will receive an email for password and DSC setup.

6. Activation

Upon successful completion of all the above activities, the Reporting Entity will be considered successfully onboarded and will be ready to use CKYCRR 2.0 for live production operations from the Go-Live date.

List of REs which become active on CKYCRR 2.0 will be disabled on CKYCRR 1.0. This activity will be carried on three times a day.

7. Go-Live / Production Ready

7.1. Downtime Intimation on the CKYCRR Portal

CERSAI will publish an intimation on the existing CKYCRR portal regarding the planned downtime of CKYCRR 1.0 as well as CKYCRR 2.0 ahead of the go-live / cutover.

7.2. Downtime Intimation via Email

The same downtime intimation will also be sent to REs via email, well in advance of the planned downtime window, to enable business continuity planning.

8. Helpdesk & Support

8.1. Helpdesk Contact Details

REs are advised to keep the following CKYCRR 2.0 Helpdesk details available for assistance during onboarding and thereafter:

Channel	Details
Helpdesk Email	ckycrr.support@proteantech.in
Helpdesk Contact Number(s)	+91 120 651 8920
Helpdesk Hours	8:00 AM – 8:00 PM, Monday – Friday

8.2. Logging and Resolving Issues

Refer to the Helpdesk User Manual for the process to log and track issues.
