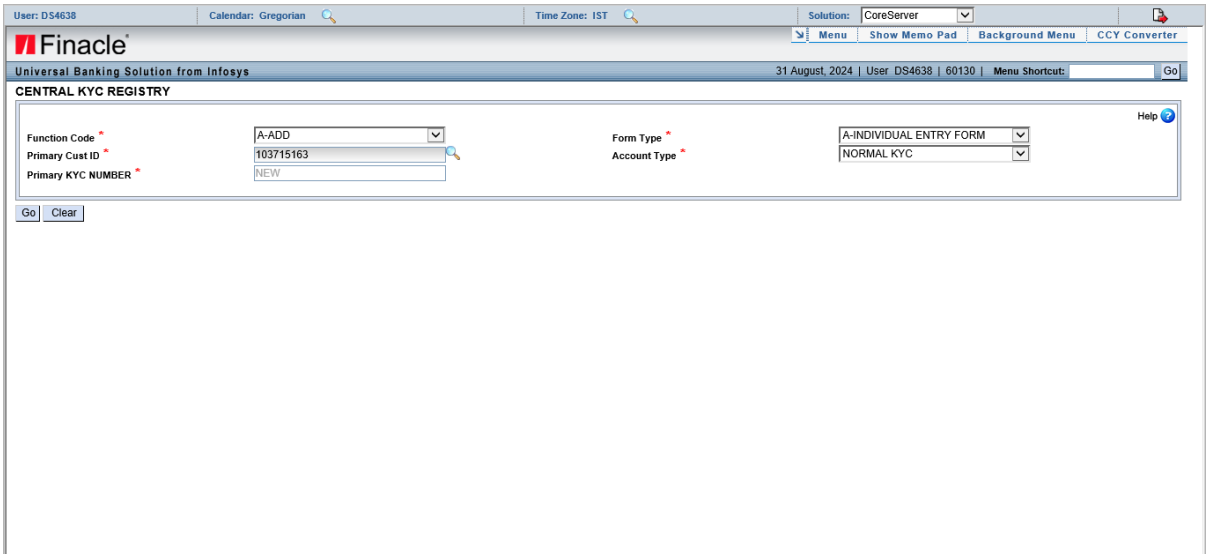
Madhya Pradesh Gramin Bank
(A Joint Venture of Govt of India, MP Govt. & Bank of India)

HCKYC

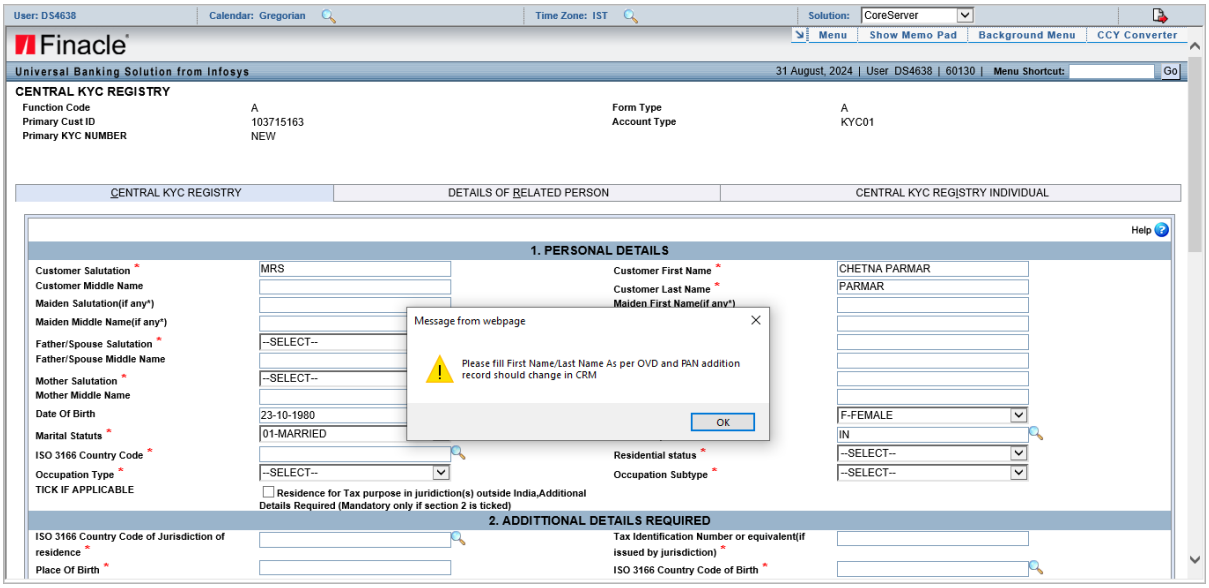
Central KYC Registry

ADD HCKYC FOR NEWLY CREATED CIF ID:

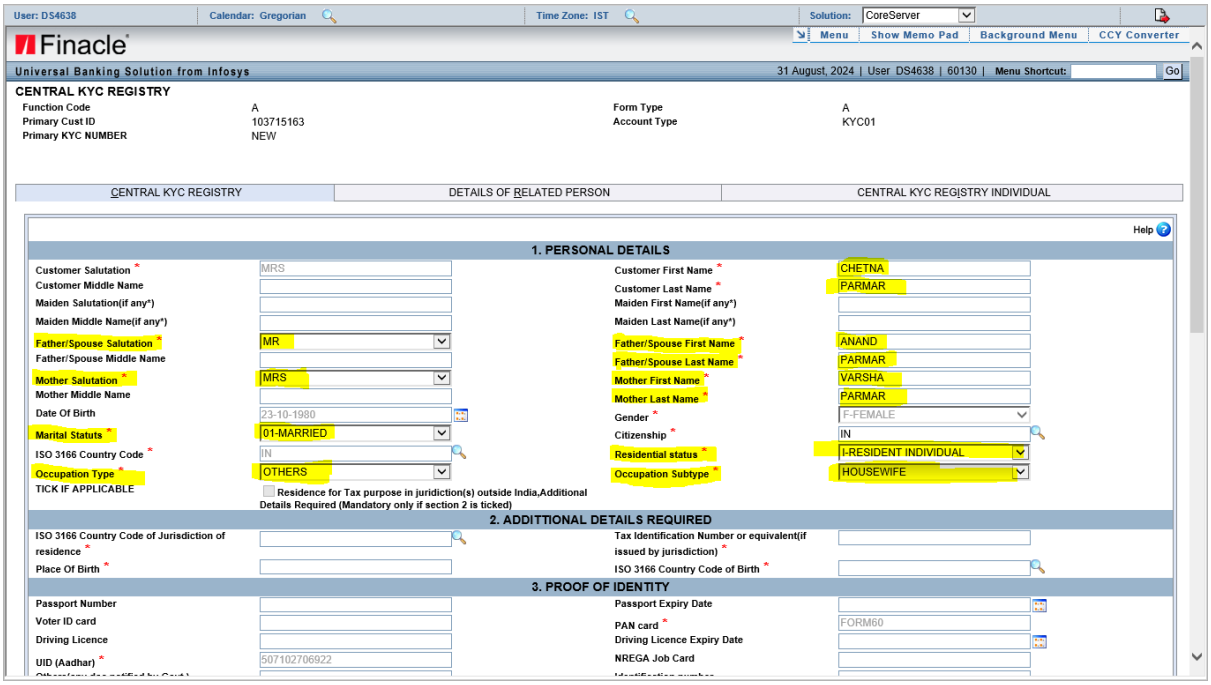
1. Invoke the menu option "HCKYC". Select function code as 'A-add' and enter primary customer id as valid CIF Id for which HCKYC record is to be added.
   [NOTE : 'form type', 'account type' and 'primary KYC number' fields will auto fill when valid CIF id is entered]

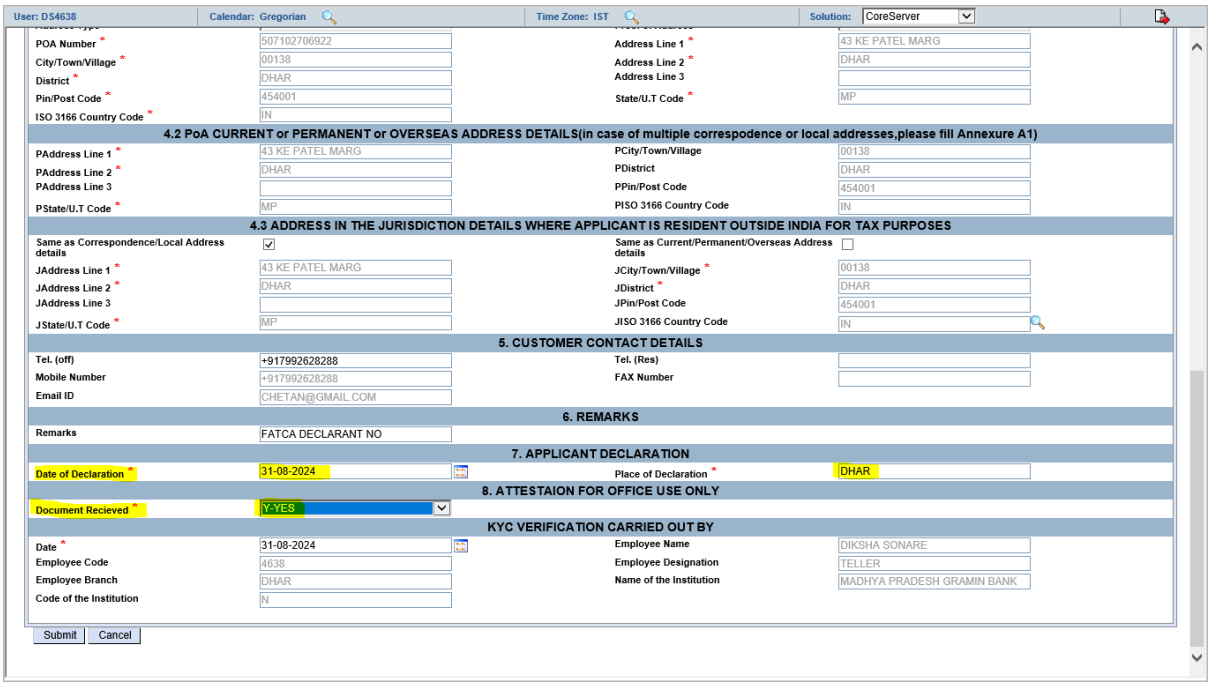


2. Click on go button. Then click ok on popup message.
   [some details are auto fill as per CIF Id data]

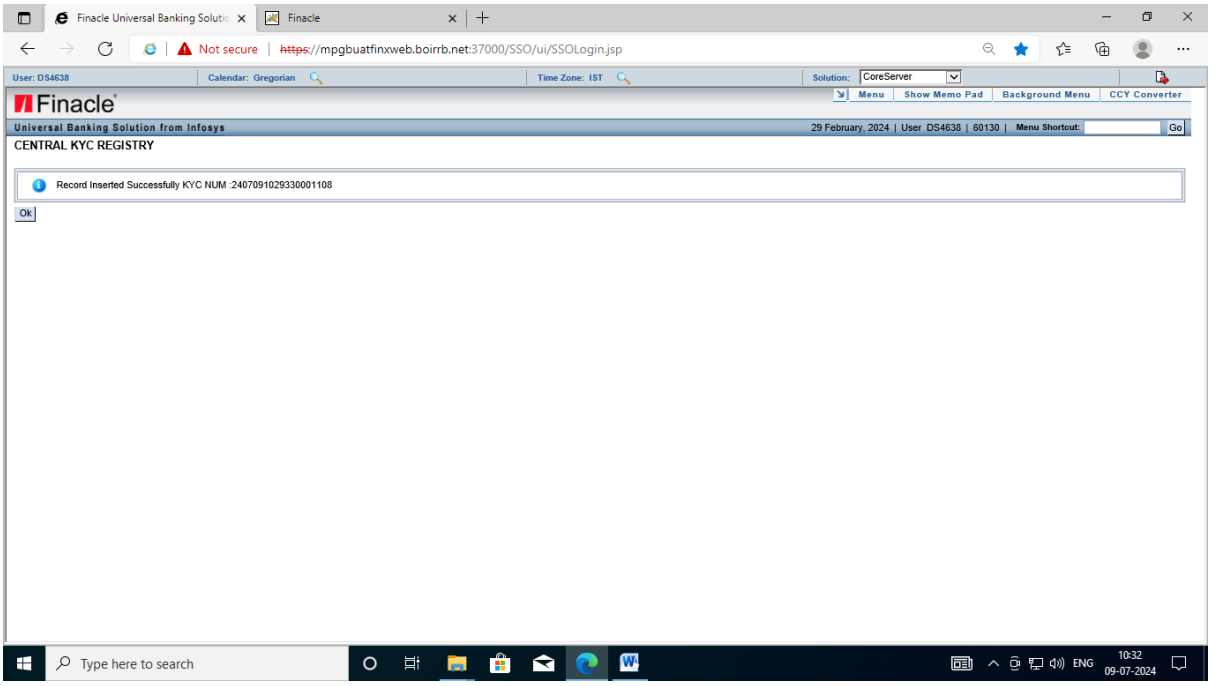


3. Fill mandatory details.



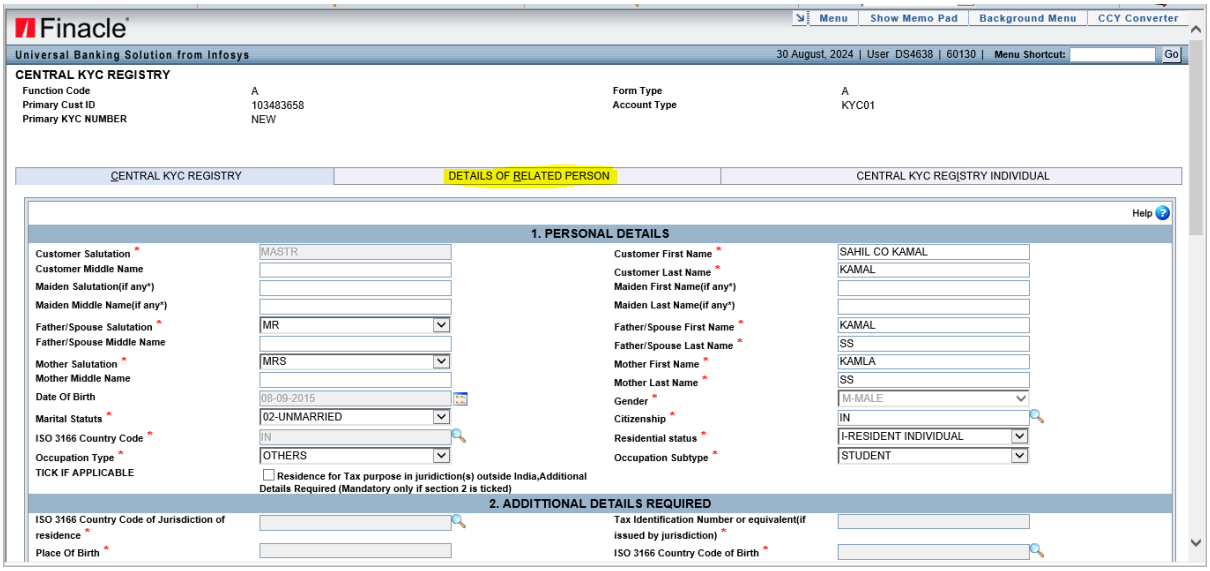


4. Click on submit button.

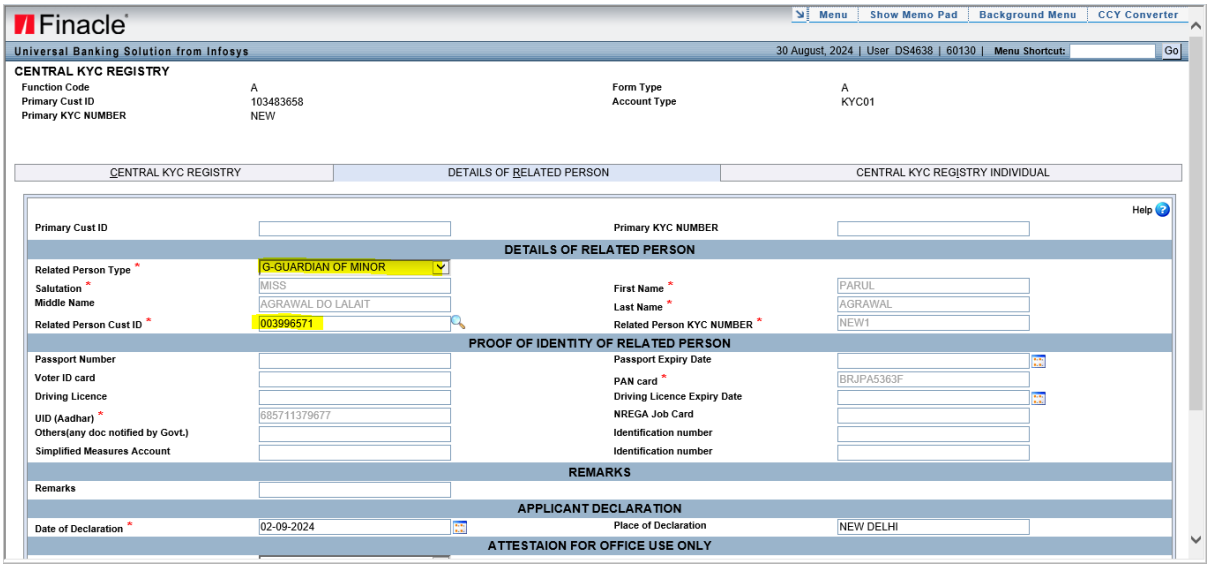


[NOTE: in case of CIF Id of minor user has to follow point 5 to 8]

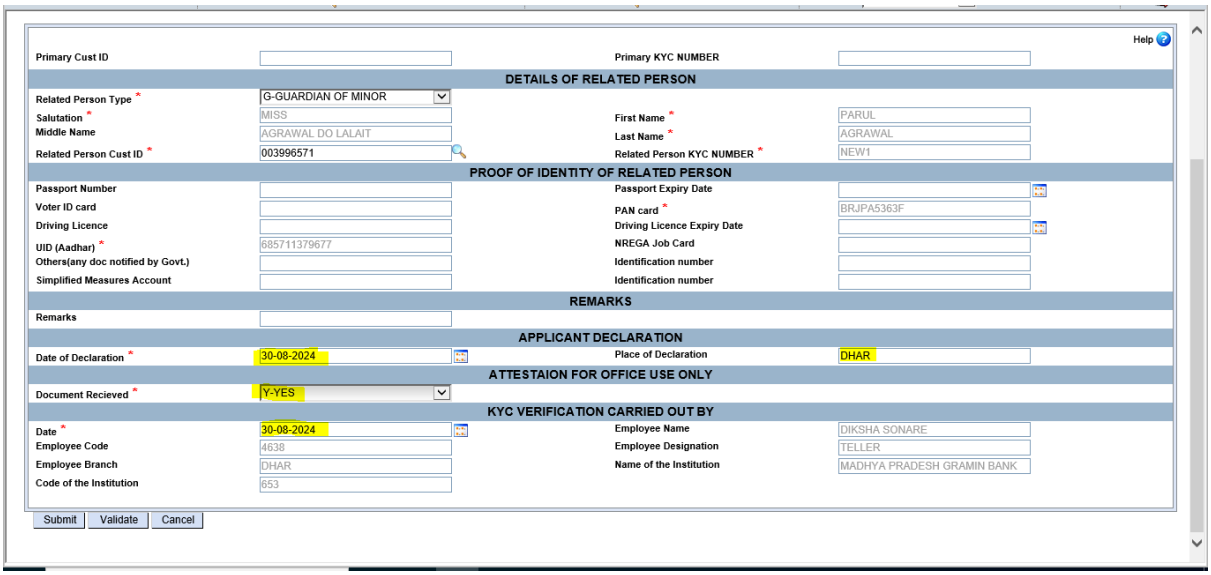
5. Go to 'Details of Related Person' tab. Click ok on popup message.



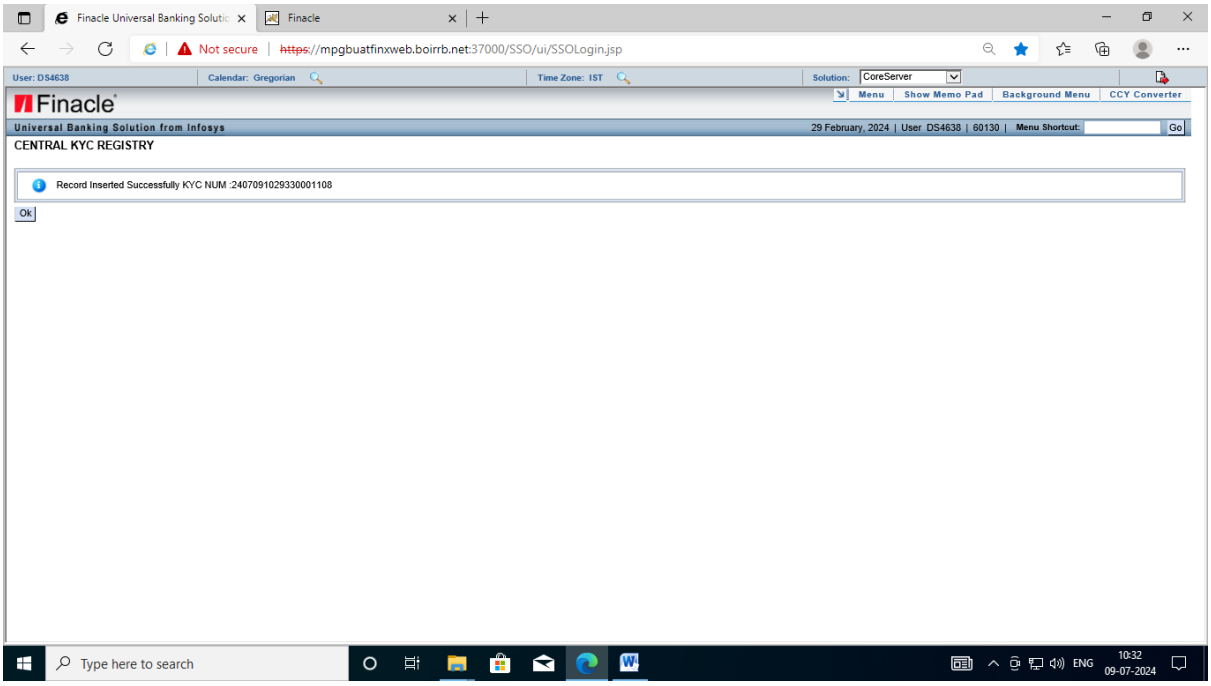
6. Enter mandatory data i.e. “related person type” and “related person cust id”. [NOTE: system will auto fill other data as per Related person cust id entered]



7. Enter ‘date of declaration’, ‘place of declaration’, ‘document received’ and ‘date’.



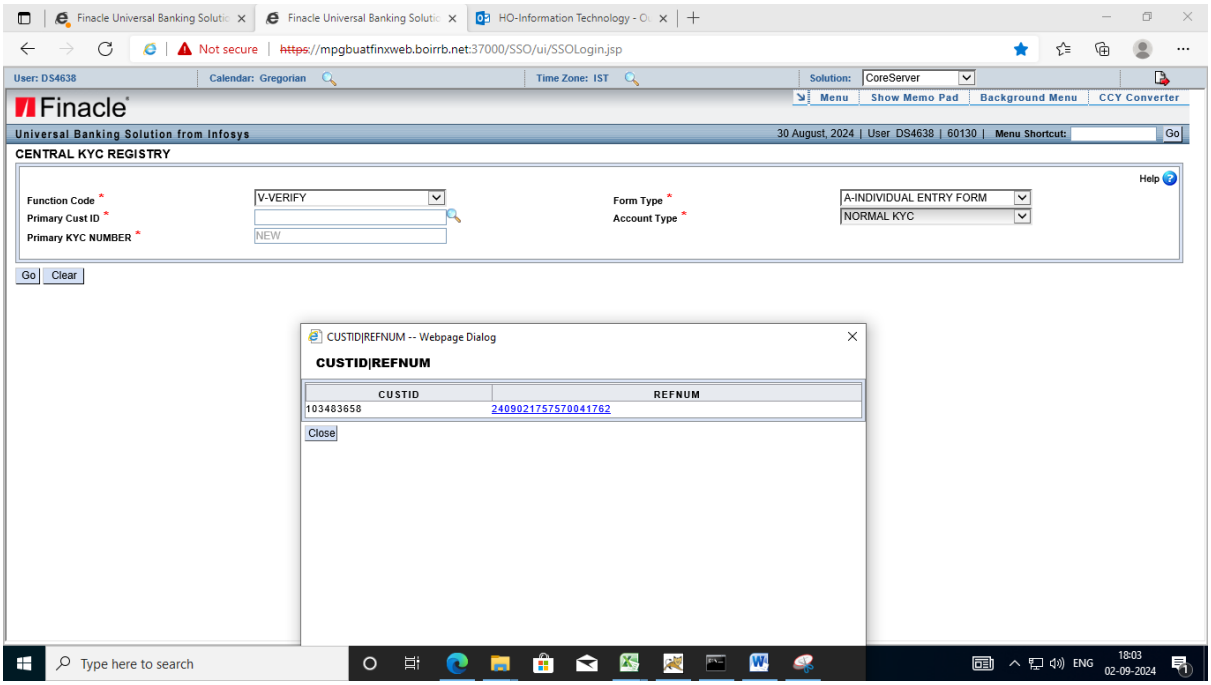
8. Click on submit button.



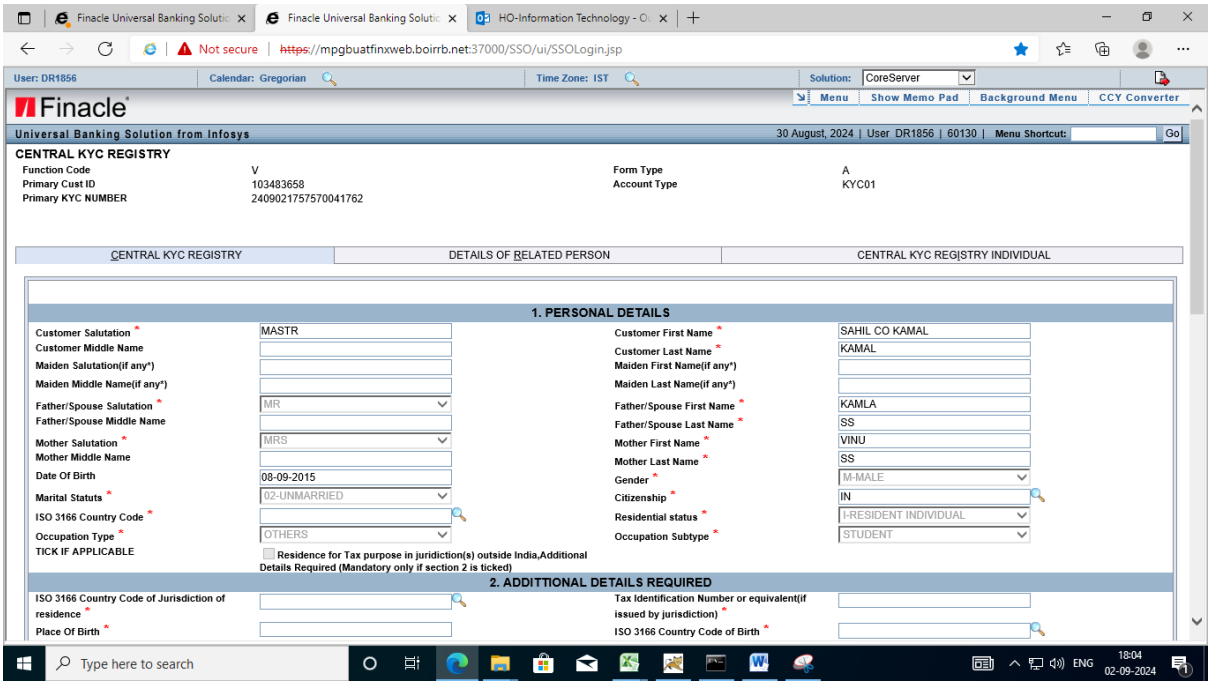
NOTE-[Now user to verify record for the same CIF ID]

VERIFY HCKYC RECORD:

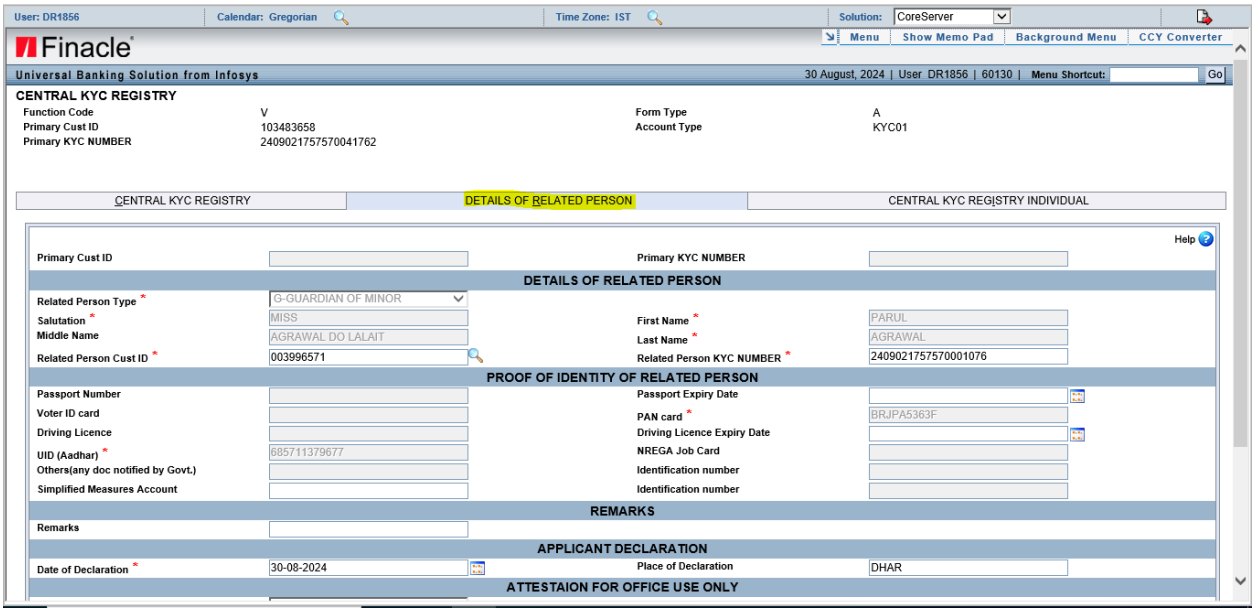
1. Invoke the menu 'HCKYC'. Select function code as 'v-verify', form type as 'A-individual entry form' and account type as valid (for which record is entered) and select Primary Cust Id using searcher.



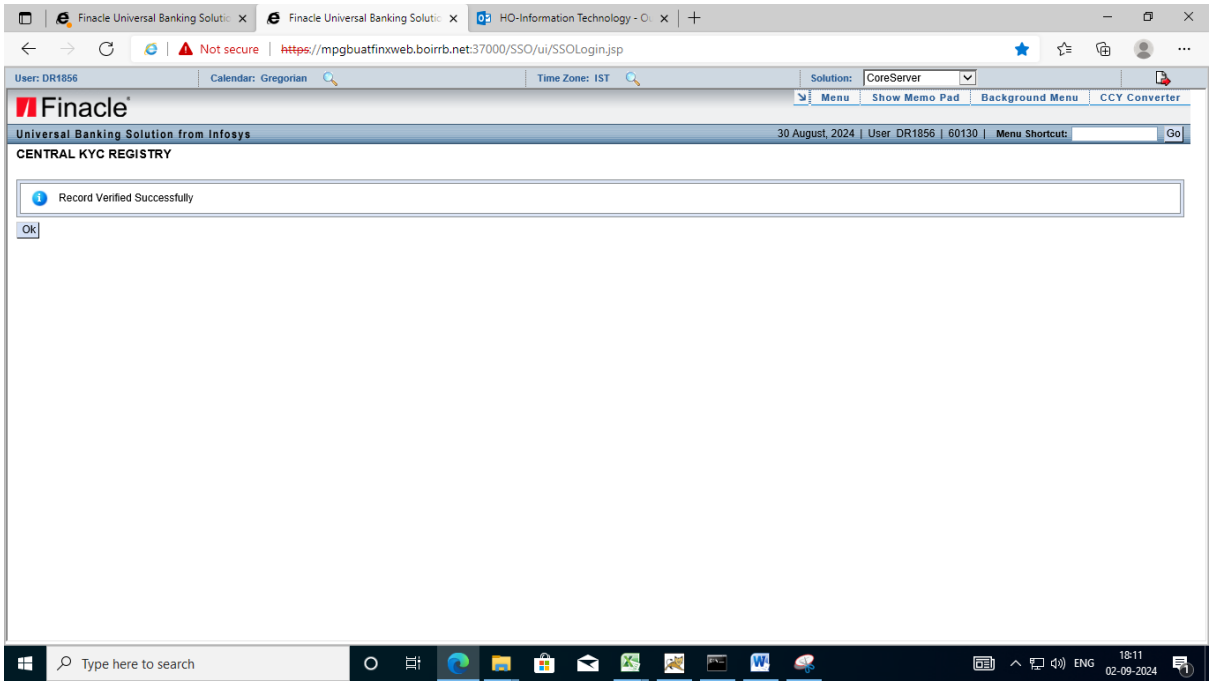
2. Click on go button.



3. Go to 'Details of Related Person' tab. **[only in case of minor CIF id]**



4. Check if all details entered is proper then click on submit button.



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