

Guidelines for KYC & Registration on our website after login

The screenshots illustrate the following steps:

- Dashboard:** The user is logged in and navigates to the 'KYC REGISTRATION' menu.
- My KYC Registration:** A table shows existing registrations. One entry for 'SUNIL KUMAR GUPTA' is visible with an 'Edit' button.
- Add New KYC/ Company:** The user clicks 'Add New Company - KYC / Registration'. The form is divided into 'KYC Details' (Step 01) and 'Finish' (Step 02). Fields include Company Type, Name, Address, Country, State, City, Phone No., Email ID, Website, and VAT/TIN No.
- Upload KYCF Form / Terms & Condition:** The user uploads the required documents. A table shows the upload status:

Document Name	Uploaded
REGISTER COMPANY ADDRESS	Pending
PassportNo/Social SecurityNo/Driver's License No	Pending

Login to your account – with your Username & Password; Dashboard would opens. Go to the My KYC Registration page by clicking on KYC REGISTRATION menu and then click on Add New Company-KYC/ Registration button.

Once click on Add New Company-KYC/ Registration button; ADD NEW KYC/ COMPANY page would open. Fill in ALL details and Upload the Relevant Supporting documents – in the appropriate space provided. Then press the “Next” button.

Download the KYC Form ; & take a printout of the filled KYC Form/Terms & Condition. & fill in the rest of the Details (incase if there any missed-out information) as mentioned in the forms which has two Parts.

Part -1 is a KYC Form & Part-2 is a Terms & Condition Form.

Both these forms need to be completed – with your signature & company seal. Once you execute them – click on “Upload” button then “Upload KYC Form/Terms & Condition” page would open where you would upload these two pages; and click on Submit button.

Note: Please scan KYC Form and Terms & Condition page separately to upload.

After this send the Original Physical Copies of ALL documents (uploaded as well as BOTH Parts-1&2) to your respective Key Account Manager at our office. Note: If your KYC registration/approval is pending; then status would be “pending”. If your KYC registration is approved then the status would be approved.