27<sup>th</sup> April 2021

# Online Account Opening Application (OLAO)

eKYC and Offline KYC

Version 6



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### Contents

Disclaimer1
Introduction
OLAO Architecture
OLAO Process flow
Step I: Collecting customer's basic details
Step II: Contact details validation4
Step III: Select the data source4
Step IV: Customer data fetch5
Step V: Capture additional details10
Step VI: Document upload14
Step VII: Application preview and PDF generation14
Step VII: Output (File generation and email)
Admin module for intermediary
Manage Insta accounts for OLAO
Application approval facility (optional)20
Download output files
Report
Notes

### Disclaimer

Screen layouts depicted in this documents are for understanding purpose only. The layout, screen design, page components and their alignment, and color combination are subjected to change.

### Introduction

Online Account Opening (OLAO) application shall be given to intermediaries as a SaaS (Software as a service) model. OLAO is a white label solution therefore intermediary's logo and their color scheme can be applied on application. This application is a complete solution for making KRA entry, generating CKYC files (through CVL KRA), generating DP file, and generating UCC files of customers and share them with the intermediary.

There is an admin module provided to intermediaries to take a stock of online applications received and to upload necessary information in OLAO application such as INSTA account numbers of CDSL. The application in the form of PDF file is also available to download.

The application collects customer's basic information and fetches further information from KRA, offline KYC method, eKYC (Online Aadhaar Data fetch). There is an additional provision to collect customer's details which are not part of KRA and UIDAI. For existing KRA records, update request can be raised in KRA.



### OLAO Architecture

**OLAO** Architecture

This is a complete solution to perform KRA creation / update using eKYC and offline KYC methods; application will facilitate to search, create and / or update KRA records of the customers in all the KRAs. In a same application, FATCA declaration will be taken from customers and additional information pertaining to KRA, CKYC, DP and UCC file generation is captured. Files for KRA, CKYC, DP and UCC will be generated as an output.

### **OLAO** Process flow

The process flow of the OLAO application is as follows:

### Step I: Collecting customer's basic details

From intermediary's website customer will be redirected to a landing page of OLAO application (After clicking on offline KYC button or with similar name or link) wherein data collection will be done. On a landing page, OLAO shall capture customer's basic details - Full name as per PAN, DOB, Mobile number and email ID. If intermediary has already captured the customer details; those details can be passed to OLAO while redirection so that customer is not required to type the details. There will a captcha to be filled before submitting the details. There is PAN verification service invoked to verify the PAN details. Customer without PAN can select PAN exempt flag to proceed further. Customer must agree with T&C which are defined by intermediaries to proceed further.

Following verifications processes can be disabled if intermediaries have already performed at their side.

- Real time PAN verification
- OTP verification for Mobile number and email ID.

The screen layout of landing page is given below.

Name As Per PAN  Mobile 91	Date Of Birth DD/MM/YYYY E-mail	PAN	Exempt PAN No
Type in the captcha box 714855	Captcha	□ I agree with Terms & conditions	Process

Screenshot: Capturing customer's basic details

There is a facility to resume with incomplete applications. For resuming application, there is a link available on a landing page's left top corner. User needs to provide a reference number and captcha to continue with the application. (OLAO sends Reference number through email after eKYC / offline KYC is performed.)

Using this functionality, only incomplete applications can be resumed. For all other cases, user needs to start with new application.

Company Logo			
Refernce Number	Type in the captcha box 264447 C	Captcha	Submit

Screenshot: Resuming application

### Step II: Contact details validation

At this stage, OLAO shall validate customer's mobile number and email ID by sending different OTPs to those contact details. Only after successful validation of mobile number and email ID, customer can proceed with application. (At this stage, customer should be agreed with T&C)

This is an optional step. OTP verifications processes can be disabled if intermediaries have already performed verification at their side.

### Step III: Select the data source

In this step, customer can select his choice of KYC method.

		Select docum	ent to be upload	
N KOF	SELECT SELECT KRA Aadhaar OTP (eKYC) MANIJAL DATA ENTRY	~	Process Exit	
ha box	Aadhaar PDF Aadhaar XML (Zip file) Captcha 714855		I agree with Terms & conditions	

Screenshot: Select source for data fetch

Following options are available in dropdown: (This is depending on intermediary's subscription.)

- 1. KRA (Enabled only if customer's record is available in KRA)
- 2. Aadhaar OTP (eKYC)
- 3. Manual Data Entry
- 4. Aadhaar PDF Offline KYC
- 5. Aadhaar XML (zip file) Offline KYC

In this stage, customer will have a choice to terminate the current process and go back to the intermediary's website.

Please note that dropdown values of KYC option are displayed as per intermediary's subscription.

#### **Option I: PAN**

This option will be enabled only if customer's details are found in KRA databases. On selection, customer's data will be fetched from any of the KRA. (If customer record is available in other KRAs, then the corresponding images will be extracted at EOD.)

#### Option II: Aadhaar OTP (eKYC)

Using this option, eKYC transaction is performed i.e. OLAO fetch customer's demographic details from Aadhaar database by OTP authentication from UIDAI's side.

This is most user friendly option for customer.

#### Step IV: Customer data fetch

Based on customer's choice, data can be fetched from KRA, Aadhaar (eKYC) or from E-Aadhaar PDF or ZIP (offline KYC). The information will be displayed on the screen and additional information will be captured in further sections of application.

#### *eKYC* / Aadhaar OTP Verification

In case of Aadhaar OTP (eKYC), OLAO does not capture customer's Aadhaar number but it uses UIDAI's ANCS services to capture Aadhaar number. (OLAO redirects user to UIDAI's website for Aadhaar number data entry)

Unique Identification Authority of India Government of India	Mera Aadhaar, Meri Pehchaan	MAAR AAR
ANCS		
	* Marked are mandator	y fields
Enter UID * Enter Security Code *	12 Digit UID (1234/1234/1234)         Image: Constraint of the second s	
	Cancel Proceed	

Screenshot: UIDAI's ANCS for capturing customer's Aadhaar number

Unique Identification Authority of India Government of India		Mera <mark>Aadhaar,</mark> Meri Pehchaan	AADHAAR
ANCS			
	Input values are validate successfully. Press Continue		
	Continue		
Copyright © 2013 UIDAI All Rights Reserved		Vers	ion 1.0, August, 2018

Screenshot: UIDAI's ANCS for capturing customer's Aadhaar number successfully

After successful Aadhaar number capturing, OLAO takes consent from customer for eKYC transaction and asks customer to trigger the OTP. This OTP will be sent by UIDAI / Aadhaar. This is CVL's AUA/KUA service platform.

COSL VENTURES LIMITED								
Aadhaar Number captured using Aadhaar Number Capture Service								
Language: Er	nglish 🗸							
Based on my which is mand I hereby considered biometric and I have unders I understand client with KR Based on the In the event ti understand th	request / consent to Join CDSL Ventures Limited as a client, I have been informed by CDSL Ventures Limited that the information available with UIDAI will be used for the purpose of KYC datory for investors as per SEBI guidelines/regulations and that the same has to be uploaded into the SEBI's KRA system. ent to authenticate myself by conducting an eKYC transaction through CDSL Ventures Limited (CVL) which is a SEBI registered KRA by providing my Aadhaar / VID Number along with my d/or OTP details. tood that my OTP/Biometric is encrypted and will not be stored/shared and will be submitted to UIDAI (CIDR) only for the purpose of this transaction. that this eKYC information which may or may not include the Aadhaar Number, Name, Gender, Date of Birth, Address and Photograph is being retrieved from UIDAI to on-board me as a A a above I also give my consent to CDSL Venture Limited to upload my eKYC data into the CVL-KRA system on behalf of CDSL Ventures Limited. hat you do not want to proceed with this Aadhaar eKYC transaction and you would like an alternative to your identity information for the above purpose, and if you are unable to his consent, please press Cancel and reach out to CDSL Ventures Limited.							
	Please generate OTP now							
	SMS							
	Generate OTP							
	Please validate the OTP within 10 minutes of receiving it OTP							
	Validate OTP Cancel							
	Email  Generate OTP  Please validate the OTP within 10 minutes of receiving it  OTP  Validate OTP Cancel							

Screenshot: CVL's AUA / KUA service platform for customer consent and OTP trigger

After successful OTP verification by UIDAI / Aadhaar, OLAO has facility to capture customer's real time photograph which contains Geo-Location and Date-Time stamp on the captured image.

(Customer needs to allow the browser to access Camera and Location services which will be used by the OLAO application)

Idke	a Filoto
Please ensure that the below mentioned instr	uctions are followed while clicking the photograph:
<ul> <li>A) Look straight to the camera.</li> <li>B) Make sure your face is clearly visible and</li> </ul>	is in center of the frame
<ul> <li>C) Capture the photo with proper brightness</li> </ul>	8 preferably with clear white background.
20.0051, 73.7850	27-04-2021 21:03:43
	STREET,
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	and the second second
and the second second second	Contraction of the second second
	and the second second second
A CONTRACTOR OF THE OWNER	
	CONTRACTOR OF THE OWNER.
	the second s
Take a photo Switch (	Camera

Screenshot: Photo capture – Real time

The captured photograph will be compared with Aadhaar photograph. Only after defined matching score is achieved, customer can continue with the application.

This photo capture service is completely optional.

#### **Offline Aadhaar KYC**

In case of offline KYC, OLAO application will redirect customer to CVL offline KYC environment where offline KYC process will be performed i.e. E-Aadhaar or ZIP upload. The portal will verify the uploaded document and extract information available in it. Only genuine and authentic documents will be read by the application. The extracted information is transferred OLAO application.

After e-Aadhaar files upload, OLAO application provides facility to capture real time photograph (Process is explained in previous sections) and perform IPV using video recording. There is a customized script available just below the video preview / controls. Customers are expected to read the script in which name, DOB and other details are mentioned.



Screenshot: IPV – Video recording

### Option III: Manual Data Entry

Using this option, customer needs to enter all the data manually.

### Option IV: E-Aadhaar upload (PDF file)

Using this option, customer will upload E-Aadhaar document (PDF) on OLAO portal. (It has been assumed that customer has already downloaded the E-Aadhaar document (PDF) from UIDAI portal.)

E-Aadhaar files (Aadhaar PDF and Aadhaar XML – ZIP file) should be downloaded from UIDAI website: <u>https://uidai.gov.in/</u>

- Path to download eAadhaar (PDF file): My Aadhaar -> Get Aadhaar -> Download Aadhaar
- Path to download XML eAadhaar (ZIP file): My Aadhaar -> Aadhaar services -> Aadhaar paperless offline e-KYC

#### Option V: Aadhaar zip upload (XML file)

Using this option, customer will upload Aadhaar XML file (In ZIP format) on OLAO portal. (It has been assumed that customer has already downloaded the Aadhaar XML file (In ZIP format) from UIDAI portal.)



Screenshot: Offline KYC (Upload screen)

After eAadhaar file upload, OLAO invokes services to capture photograph and video of the customer. (Both procedures are explained in previous sections of this document.)

After processing of eKYC / offline KYC, application compares names which are entered by investor and the name extracted from eKYC / offline KYC file. If matching score is more than 50% / defined score, then only user can proceed with the application. (For the name matching purpose, CVL has developed its own algorithm for comparison.) This service is also flag based and matching score can be defined by the intermediary.

Name matching - Success					
Name as per PAN:	SHRIKRISHNA KORANNE				
Name as per Aadhaa	r: Shrikrishna Jayant Koranne				
Score:	80				
Matching Score:	Higher Intermediate Score				
Confirm	Cancel				

Screenshot: Name matching between PAN name and Aadhaar name

The above screen will appear only if matching score is less than that of defined score.

### Step V: Capture additional details

After displaying the customer details which are fetched from KRA or through offline KYC mode, customer is expected to enter further details which are necessary to create KRA record, CKYC file, DP file, and UCC file.

In this section, OLAO application shall take customer consent wherever required and customer declaration as per the guidelines of SEBI or CERSAI. These declaration will be part of application PDF files.

	Broking	DP CKYC	KRA Bank	Basic Co	ontact FATCA	OTHER	Ocument Finit	sh	
Dear SHRIKRISHNA KORANNE. Your reference number is : \$00030587									
	I would you like to fill Broking details								
Account Type	ORDINARY RESIDENT	¥		Segment Type	EQUITY -	BSE, FUTU	RE & OPTIO 🔻		
SMS And Email Alert Facility	Yes		Select Broker	age Plan From List	A				
Net Worth (In Rs.)	12121		Net Wroth As On			04/12/2019			
			OR						
Gross Annual Income	1-5 LAC	Ŧ	Gross An	nual Income As On	11/12/2019	9			
Running Account Authorisation	Yes		Rete	ention Authorisation	Yes				
Mobile Trading	Yes		Mandate Letter fo Notes/other Reports in D	r receiving contract igital Format (ECN)	Yes				
ODIN Diet Facility	Yes		Simplification of A	ccount Opening Kit	Yes				
								Save & Next	

Screenshot: Broking screen

Dear SHRIK	- Product	NNE. Your referenc	e number is : 500 I v 7500	030587 rould you like to fill l	OP details Yes		
REQUIRED	- Product	t Details for Dp Id 01 Ar	l v	ould you like to fill I	OP details Yes		
REQUIRED	- Product	t Details for Dp ld 01	7500				
REQUIRED	- Product	Ar	7500				
OF MONTH	•	Ar					
OF MONTH			nual Report Flag	ELECTRONIC	¥		
	*		Sub Type	INDIVIDUAL- RI	ESIDENT NEGA		
Yes		I / We reque Transaction- email mentio	st you to send Electror cum-Holding Stateme ned above .	tic to the			
Yes		I / We would the pledge ir without any my/our end.	like to instruct the DP istructions in my /our a other further instruction	to accept all ccount from	0		
Yes		I / We wish t directly in to through ECS	o receive dividend / ini my bank account as g l.	erest iven below			
1 / We would like to avail for SMS Alert Facility to the mobile number mentioned above . I / We would like to avail for Basic Service Demat A/C (BSDA)							
					S		
	Screens	shot: DP scr	een				
	Screens						
Broking DP	— (©) Скус	KRA Bank	Basic Contac	t FATCA Do	<ul> <li>O</li> <li>Cument Finish</li> </ul>		
Dear SH	RIKRISHNAK.	Your reference num	nber is : \$000000	4			
		Bank Details					
	Bank	name will appear her	e once you have b	een selected from t	he option		
Т	v	Account Number*					
	•						
Screenshot: Bank details							
	Yes ] the Yes ] ity Yes ]	Yes   the   ity   Yes   ity   Yes   Screens   Broking   DP   CKYC   Dear SHRIKRISHNAK     Bank   T   T   T   T   T   Screensł	Yes       I / We would he pledge in without any or witho	Image: Second Structure and	Image: method above - Summary out account with the pledge instructions in my Jour account with the pledge instructions in my Jour account with the pledge instructions in my Jour account my Jour account my Jour account my Jour account without any other further instruction from my Jour account without any other further instruction from my Jour account as given below three the pledge instructions in my Jour account as given below three the my Jour account Acc (BSDA).         Imp       I / We wish to receive dividend / interest directly in to my bank account as given below three the my Jour account as given below three the my Jour account account account Acc (BSDA).         Imp       I / We would like to avail for Basic Service         Screenshot: DP screeen       Imp         Imp       Eank Details         Imp       Bank name will appear here once you have been selected from the account Number*         Imp       Account Number*         Imp       Screenshot: Bank details		

Company Logo	Broking DP	CKYC KRA Ban	k Basic Conta	ct FATCA Documen	o T Finish				
Dear SHRIKRISHNAK. Your reference number is : \$00000004									
Basic Details									
	- KYC Details								
DOB <sup>1</sup> Marital Status <sup>1</sup> Nationality <sup>4</sup> Residential Status <sup>1</sup>	Applicant Name* MR FATHER MR Mother Name* MRS UNMARRIED INDIA RESIDENT INDIVIDUAL	<ul> <li></li> &lt;</ul>	Gender* Occupation Type* Citizenship*	MALE PRIVATE SECTOR S INDIA	K SERVICE V				
		+ Your Identity							
Powered By: 🎸 CDSL Ventures Limited, India									

Screenshot: Basic details (Fetched data)

Company Logo	Broking	DP	Скус	- O KRA	Bank	Basic	Contact	FATCA	Document	Finish	
	D	ear SHRIK	RISHNAM	K. Your ref	ference nur	mber is : S	00000004				
				Bas	ic Details	3					
				+ күс р	)etails						
				- Your Id	<u>dentity</u>						
Proof Of ID*	UID NO.										•
Proof No.*	XXXXXXXX0127					Proof E	xpiry				
											Next & Save

### Screenshot: Data source

Company Logo	Broking DP	CKYC KRA	<b>O</b> Bank	Basic	© Contact	FATCA	Document	© Finish	
	Dear SHRIKI	RISHNAK. Your refe	erence num	nber is : SO	0000004				
		Contac	ct Details						
		- Permanant	t Address						
Address*	S/O		1		<i>ii</i>				e e
Country*	INDIA	]		PI	N*				
State*	MAHARASHTRA	]		Distri	ict*				
City*		]		Address Typ	be*	RESIDENT	IAL	•	•
POA*	AADHAR / UID NO.							,	
Proof No.*	XXXXXXX0127	]		Proof Exp	biry				
		+ Corresponder	nce Addres	s					
		+ Contact	Details						
									Next & Save
	Po	owered By: 🐗 CDSL	Ventures Lim	ited, India					Next & Save

Screenshot: Contact details (Fetched data)

	Image: Contract state     Image: Contract state <td< th=""></td<>
	Residence for tax purposes in Jurisdiction outside India
Are you a US person?	No Terms & Conditions
Jurisdiction of Residence Country	TIN or equivalent
Country of Birth	Place of Birth
Address same as	Address Type
Address	ADDRESS 1 ADDRESS 2 ADDRESS 3
Country	PIN
State	City
POA	τ
Proof No.	Proof Expiry
	Save & Next
	Powered By: 🐗 CDSL Ventures Limited, India

Screenshot: Fatca screen

		Broking	O DP	ОСКУС	(O) KRA	Bank	Basic	Contact	FATCA	OTHER	Documer	Tinish	
		Dear	SHRIKRISH	INA KORA	NNE. You	ur reference	e number	is : \$00030	587				
				D	ocumer	nt Upload							
Document Type	SELECT				¥	+ Choos	se File			check-sa	imple.jpg		
Warning! 1. Specimen signature image size should be 400px X 200px at max. 2. Document image size should be 500px X 750px at max.													
										Sea	arch:		Next & Sav
Document Type				•	Upload	ded Date			\$	Sea	arch:	Delete	Next & Sav
Document Type CANCELLED CHEQUE WITH SIGN	IATURE			•	Upload 12/13/20	<mark>led Date</mark> 19 1:00:42 ₽№	и		¢	Sea View	arch:	Delete	Next & Sav
Document Type CANCELLED CHEQUE WITH SIGN PHOTOGRAPH	NATURE			•	Upload 12/13/20	<mark>ded Date</mark> 19 1:00:42 P№ 19 12:54:41 F	и •M		\$	Se: View	arch:	Delete	Next & Sav
Document Type CANCELLED CHEQUE WITH SIGN PHOTOGRAPH UID NO. / AADHAAR	IATURE			*	Upload 12/13/20 12/13/20 12/13/20	<b>led Date</b> 19 1:00:42 ₽№ 19 12:54:41 F 19 12:54:41 F	M M M		\$	Se: View	arch:	Delete	Next & Sav
Document Type CANCELLED CHEQUE WITH SIGN PHOTOGRAPH UID NO. / AADHAAR thowing 1 to 3 of 3 entries	IATURE			*	Upload 12/13/20 12/13/20 12/13/20	<mark>led Date</mark> 19 1:00:42 P) 19 12:54:41 F 19 12:54:41 F	и °M		\$	Se: View	arch:	Delete	Next & Sav

Screenshot: Additional document upload

#### Step VI: Document upload

In this section, all required documents are uploaded. For offline KYC mode, PAN card copy is required. For DP file generation, specimen signature is required etc.

### Step VII: Application preview and PDF generation

After all required information is provided by the customer, the application preview is given to the customer. This preview contains all the fetched data and all the entered data. After taking a declaration about the provided information, customer can submit the application. The PDF file of same application is generated instantly.

Kindly confirm the belo	ow details.				
L Persona	al Details				
Name :	MR SHRIKRISHNA J	AYANT KORANNE	DOB :	05/03/1986	
Father Name :	MR JAYANT KORAN	NE	Mother Name :	MRS -	
Gender :	MALE	Marital Status :	UNMARRIED	Occupation :	PROFESSIONAL
Citizenship :	INDIA	Nationality :	INDIA		
Residential Status :	RESIDENT INDIVIDU	AL			
<b>†</b> Perman	ent Address				
Address:	FLAT NO 112 SPACE	ROHINI 1 OLD AGRA F	ROAD, A SHOK STAMBHA	A NA SHIK ,	
Country:	INDIA	PIN :	422002	State :	MAHARASHTRA
District:	NASHIK	City:	NASHIK	AddType:	RESIDENTIAL
POA:	AADHAR / UID NO.				
Proof:	XXXXXXXX0127	POA Expiry:			
		Cont	īrm Close		

Screenshot: Application preview

Further, customer will have option to eSign the PDF file.

### Step VII: eSign of OLAO generated PDF application document / form

Before eSign transaction is performed, eSign service provider must verify the contact details (Mobile or email ID) using OTP.



Screenshot: OTP Verification by eSign service provider

eSign services are not part of the OLAO application. OLAO application utilized eSign services as a thirdparty service. Hence, customer needs to perform contact details verification and eKYC transaction for eSign separately.

eSign Application provider application shows document preview to customer. The same document will be considered for eSign.

1			T Innona De	COLD3		
Applicant Name	ME SHRIKRISHN A KORA	IN NE				
FATHER	MRJAYANT KORANNE					
Mother Name	MRS-					10 m
DOB	05/03/1986		Gender	MALE		
Marital Status	UNMARRIED		Occupation 1	PROFESSIONAL		
Citizenship	INDIA		Nationality	IN DIA		
Residential Status	RESIDENTINDIVIDUAL		PAN	BKAPK2591Q		
			A Democrat I			
Address 1	FLAT NO 112 SPACE BO	HINLLOLD AG	EA ROAD	110224		
Address 2	ASHOK STAMBHA N AS	нік				
Address 3						
City	NASHIK	PIN	42200	2	District	NASHIK
Sta te	MAHARASHTRA	Country	INDL		Add Type	RESIDENTIAL
ROA	AADHAR / UID NO.					
Proof No	XXXXXXXXIII 27	Expiry Data	ofPOA		-	
			Consporderer	Addens		
a	1					
G	By continuing, I agree to d	o eKyc using Aar	dhaar to eSign with	one of ESPs (NSDL	e-Gov or CDAC) Dig	tio is registered as ASP.
			-			

Screenshot: Application preview / PDF preview on Application Service Provider page (ASP)

In a next step, customer will redirect to eSign Service Provider (ESP) where eKYC transaction (Online Aadhaar OTP Verification) is performed for signing of the document.

NSDL Electronic Signature Service											
ASP Name         Digiotech Solutions Private Limited           Transaction ID         ESIGN:21042812094259316LTOH54QLEHOEC4GSNFAGAUE97MI           Date & Time         2021-04-28T12:09:42											
Please read the consent given below and click on the che	eckbox to proceed.										
I hereby authorize NSDL e-Governance Infrastructure	Limited (NSDL e-Gov) to -										
1. Use my Aadhaar / Virtual ID details (as applicable Transaction Management platform for/with Digiotech 9 Authentication system (Aadhaar based e-KYC services of Financial and other Subsidies, Benefits and Services) Act purpose.	e) for the purpose of eSign of documents requested using Digio - a Digita Solutions Private Limited and authenticate my identity through the Aadhaa f UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery o t, 2016 and the allied rules and regulations notified thereunder and for no othe										
<ol> <li>Authenticate my Aadhaar / Virtual ID through OTP or system for obtaining my e-KYC through Aadhaar based Gender, Date of Birth and Address) for the purpose of platform for/with Digiotech Solutions Private Limited.</li> </ol>	or Biometric for authenticating my identity through the Aadhaar Authentication   e-KYC services of UIDAI and use my Photo and Demographic details (Name eSign of documents requested using Digio - a Digital Transaction Managemen										
<ol> <li>I understand that Security and confidentiality of personners ensured by NSDL e-Gov and the data will be stored by time.</li> </ol>	onal identity data provided, for the purpose of Aadhaar based authentication i NSDL e-Gov till such time as mentioned in guidelines from UIDAI from time to										
VID/Aadhaar:	Send OTP Cancel										
<u>Click Here</u> to generate Virtual ID. <u>Download Instructions</u> to generate Virtual ID in lieu of A	adhaar.										
©2019 NSDL E-Governar	nce Infrastructure Pvt. Ltd. All rights reserved.										

Screenshot: eKYC Transaction at ESP (eSign service provider)



After eSign transaction is successful, customer will receive the signed document on mentioned email ID. Later, customer will be redirected to intermediaries website.

### Step VIII: Output (File generation and email)

After submission of the account opening application, OLAO application creates / updates KRA entry, generates DP, CKYC and UCC files. The same files will be shared to the customer.

To download UCC and DP / BO files, OLAO provides an admin module access to the intermediaries. KRA creation can be checked on CVL KRA website.

The application PDF file will be sent to customer through email.

## Admin module for intermediary

CVL provides admin module for intermediaries to trach and monitor the customer applications.

Sign In	
Login ID*	
LOGIN ID	
Comp Code*	
COMP CODE	
Password*	
PASSWORD	
012561 C	
Captcha*	
Type the text displayed above	
Access	
Forgot your password?	
© CDSL Ventures Limited, India 2017	

Screenshot: Admin module login screen



Screenshot: Dashboard (Sample image)

This admin module facilitates following activities from intermediary's side.

### Manage Insta accounts for OLAO

Upload Insta menu is used for uploading list of DP account numbers in Insta mode. Using download Insta facility, admin can download DP files in which Insta account numbers are used. Hence, intermediary would know the DP account number before uploading the DP file into CDAS system.

### Application approval facility (optional)

The intermediaries who opted "Maker-Checker" facility can see this option. Every application submitted by investor will be reviewed in this section. Only after approval of application, output files are generated.

If intermediary rejects an application, appropriate reason has to be provided and corresponding email notification will be sent to the investor.

### Download output files

- DP file (For web CDAS)
- UCC files
- CKYC files
- Back office files (if requested)

### Report

MIS / Report can be generated based on Dates, Application status.

Ş	OLAO	=	• <b></b>	SL VENTURES LIMI	TED ns							Wel	Icome SHRII	KRISH	INA KORANNI
<b>^</b>	Dashboard		Report	001											
쌸	Admin	•	Sel	ect Company: *	SHCIL - (A000	00036)	~	Enter	Date*	<b>*</b> 0	1/01/2021	1 - 31	/01/2021-		
Ľ	Process	•		Select Status:	SELECT		~								
	Reports	•			Search Q	Rese	et 🞜								
i	Manuals	•	Copy	SV Print								Se	arch:		
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### Notes

- 1. OLAO supports DP account opening with CDSL only.
- 2. Using offline KYC, new KRA record is created in CVL KRA.
- 3. For KRA update with other than CVL KRA, intermediary is required to subscribe for this facility separately.

Page **22** of **22**