

केवाईसी-एएमएल विभाग, प्रधान कार्यालय, बड़ौदा द्वारा जारी

दूरभाष सं. 0265-2316757/03/88/35/36

ई-मेल: ckyc.ho@bankofbaroda.co.in**भारत में स्थित सभी शाखाओं/ कार्यालयों के लिए इंटरनेट के माध्यम से परिपत्र**

महोदय/महोदया,

विषय: सीकेवाईसी परियोजना - कॉर्पोरेट/गैर-व्यक्ति ग्राहकों की स्कैनिंग/ सत्यापन के लिए शाखाओं में "बड़ौदा सीकेवाईसी ऐप्लिकेशन" का विस्तार

भारतीय रिज़र्व बैंक के मास्टर निदेशों के अनुसार दिनांक 01.04.2021 को या इसके बाद खोले गए सभी कॉर्पोरेट/ गैर-व्यक्ति खातों को सीकेवाईसी रजिस्ट्री पर अपलोड किया जाना आवश्यक है। वर्तमान में शाखाएं व्यक्ति ग्राहक की स्कैनिंग के लिए बड़ौदा सीकेवाईसी ऐप्लिकेशन का उपयोग कर रही हैं। अब, यह निर्णय लिया गया है कि गैर-व्यक्ति/ कॉर्पोरेट ग्राहकों के साथ-साथ इससे संबंधित पार्टियों के दस्तावेज/ इमेज की स्कैनिंग/ सत्यापन के लिए सीकेवाईसी की उपयोगिता को शाखाओं तक विस्तारित किया जाए।

शाखाओं को सूचित किया जाता है कि कॉर्पोरेट ग्राहकों की सीकेवाईसी संख्या जनरेट करने के लिए संलग्न जॉब कार्ड का संदर्भ ग्रहण करें और "संबंधित पक्षों/ प्राधिकृत हस्ताक्षरकर्ताओं" के "फोटो" एवं "केवाईसी दस्तावेजों" सहित "कॉर्पोरेट" के सही एवं स्पष्ट "केवाईसी दस्तावेज" अपलोड करें।

शाखाओं को यह भी सूचित किया जाता है कि मेकर एवं चेकर प्रक्रिया का ठीक से पालन करें क्योंकि सीकेवाईसी नंबर जनरेट करने के लिए स्कैन की गई इमेज को सीकेवाईसी रजिस्ट्री पर अपलोड किया जाएगा तथा अन्य वित्तीय संस्थान भी केवाईसी संबंधी प्रयोजन के लिए हमारे बैंक द्वारा अपलोड किए गए डेटा/इमेज का उपयोग कर सकते हैं। अतः इस कार्य में किसी भी प्रकार की लापरवाही के लिए नियामक द्वारा दंड लगाया जा सकता है।

दिनांक 01.04.2021 से तैयार किए गए कॉर्पोरेट के अनेक रिकॉर्ड अपेक्षित डेटा/ इमेज के अभाव में सीकेवाईसी रजिस्ट्री पर अपलोड किए जाने के लिए लंबित हैं। इसलिए हम शाखाओं/ फील्ड स्तरीय कर्मचारियों से अनुरोध करते हैं कि दिनांक 28.02.2023 तक इस कार्य को पूरा कर लें ताकि सीकेवाईसी रजिस्ट्री पर खाते अपलोड किए जा सकें।

इस संबंध में किसी भी प्रकार के स्पष्टीकरण/ समस्या की स्थिति में कृपया हमें मेल आईडी ckyc.ho@bankofbaroda.co.in पर मेल करें अथवा 0265-231-6757/03/88/35/36 पर कॉल करें।

भवदीय,

हस्ता/-

(समीर रंजन पांडा)

महाप्रबंधक

(परिचालन)

अनुलग्नक: जॉब कार्ड

1. बड़ौदा सीकेवाईसी ऐप्लिकेशन के माध्यम से कॉर्पोरेट की डायरेक्ट इमेज अपलोड करना (स्कैनिंग विकल्प 1)-अनुलग्नक 1
2. बड़ौदा सीकेवाईसी ऐप्लिकेशन के माध्यम से कॉर्पोरेट की स्कैनिंग (स्कैनिंग विकल्प 2)- अनुलग्नक 2
3. बड़ौदा सीकेवाईसी ऐप्लिकेशन में कॉर्पोरेट मल्टीपल पेज की संयुक्त सुविधा- अनुलग्नक 3
4. बड़ौदा सीकेवाईसी ऐप्लिकेशन में कॉर्पोरेट का सत्यापन- अनुलग्नक 4
5. बड़ौदा सीकेवाईसी ऐप्लिकेशन में त्रुटि का सत्यापन- अनुलग्नक 5

ISSUED BY KYC-AML DEPARTMENT, HEAD OFFICE, BARODA

Phone No. 0265-2316757/03/88/35/36

E-mail: ckyc.ho@bankofbaroda.co.in

CIRCULAR TO ALL BRANCHES / OFFICES IN INDIA THROUGH INTRANET

Dear Sir/Madam,

Re: CKYC Project - Extension of "Baroda CKYC Application" to Branches for Scanning/Verification of Corporate/Non-Individual customers

As per Master direction of RBI, all Corporate/Non-Individual accounts opened on or after 01.04.2021 is required to be uploaded on CKYC Registry. At present branches are using **Baroda CKYC Application** for scanning of Individual customer. Now, it has been decided to extend the utility of CKYC to branches for scanning/verification of documents/images of Non-Individual/Corporate customers as well as its related parties.

Branches are advised to refer attached JOB CARDS & upload **correct and legible "KYC documents"** for "**Corporate**" along with "**Photo**" and "**KYC documents**" of "**related parties/authorized signatories**" for generation of CKYC Number of corporate customers.

Branches are also advised to adhere to Maker and Checker Process properly as the scanned images will be uploaded on CKYC Registry for generation of CKYC Number and other Financial Institutions may also use data/images uploaded by our Bank for KYC purpose. Hence, any laxity in this regard may attract penalty from the Regulator.

Good number of corporate records created since 01.04.2021 are pending to be uploaded on CKYC Registry in the absence of required data/images. Hence, we request branches / field functionaries to complete the task latest by 28.02.2023 to enable to upload accounts on CKYC Registry.

In case of any clarification/issues, please reach us on mail ID ckyc.ho@bankofbaroda.co.in or call on 0265-231-6757/03/88/35/36.

Yours Faithfully,


(Samira Ranjan Panda)
General Manager
(Operations)

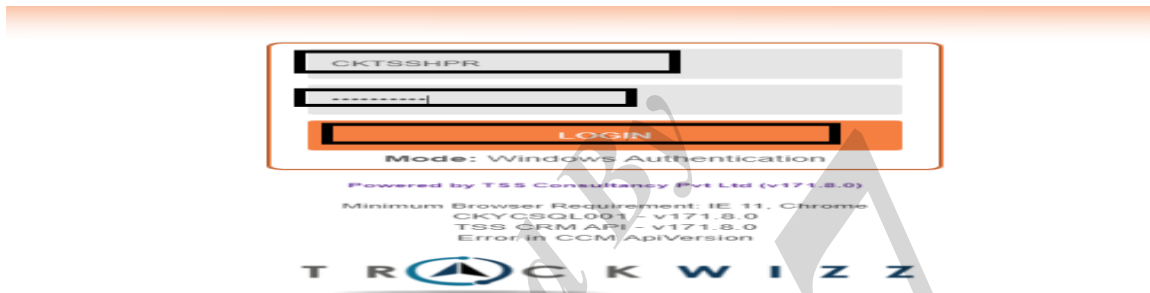
Encl: - Job cards

1. Corporate direct image upload through Baroda CKYC Application(Scanning Option 1)-Annex 1
2. Corporate scanning through Baroda CKYC Application. (Scanning Option 2)- Annex 2
3. Corporate multiple Pages Combined Facility in Baroda CKYC Application- Annex 3
4. Corporate verification in Baroda CKYC Application- Annex 4
5. Error validation in Baroda CKYC Application- Annex 5

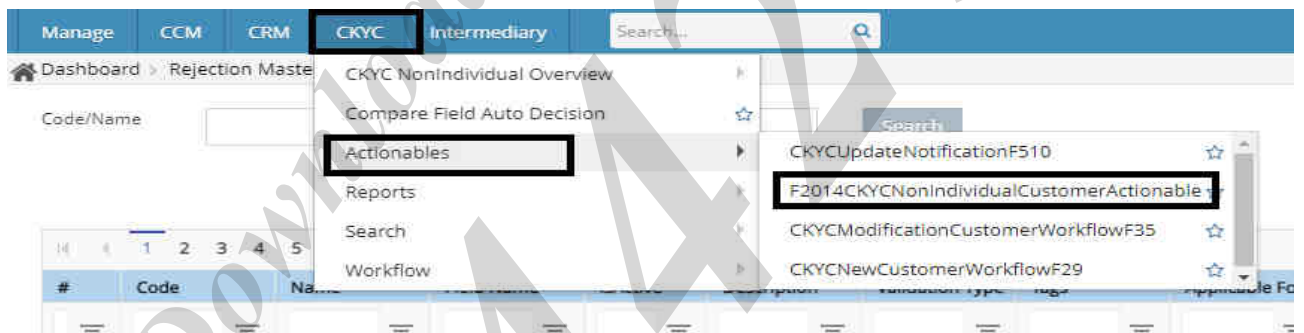
Corporate direct image upload through Baroda CKYC Application

How to Use:

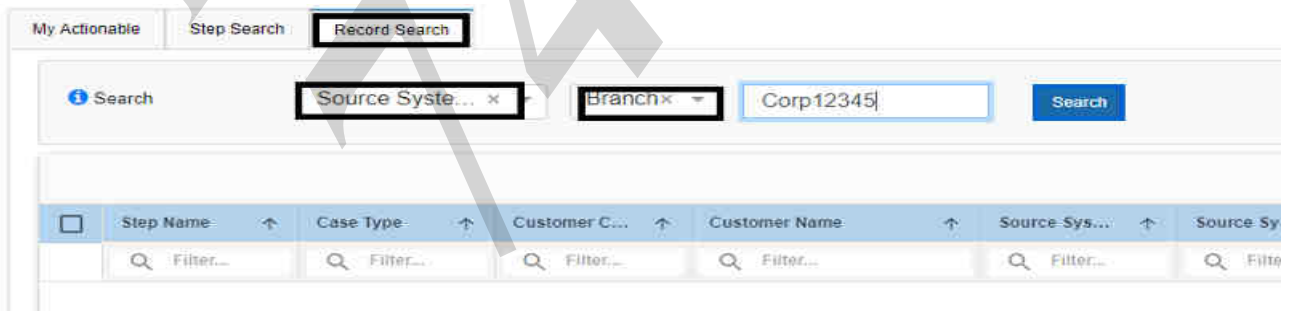
1. Open URL <https://barodackyc.bankofbaroda.co.in/> in the browser and enter your domain username and password.
2. Please click on "Login" for accessing the application.



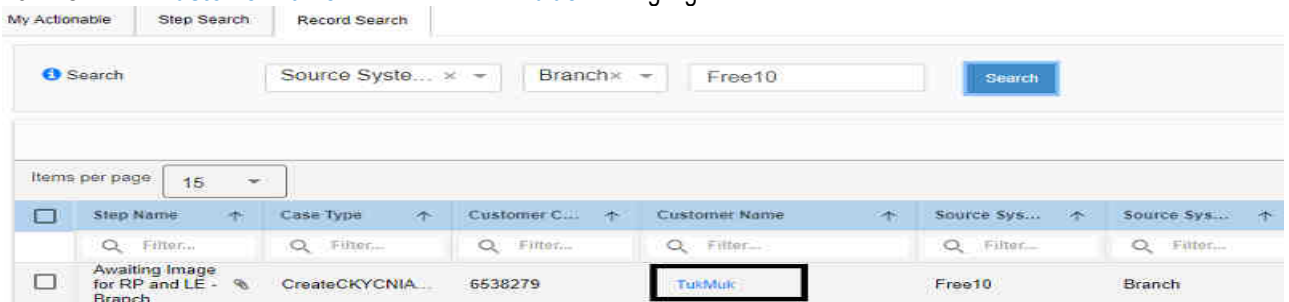
3. Go to CKYC => Actionables => F2014CKYCNonIndividualCustomerActionable



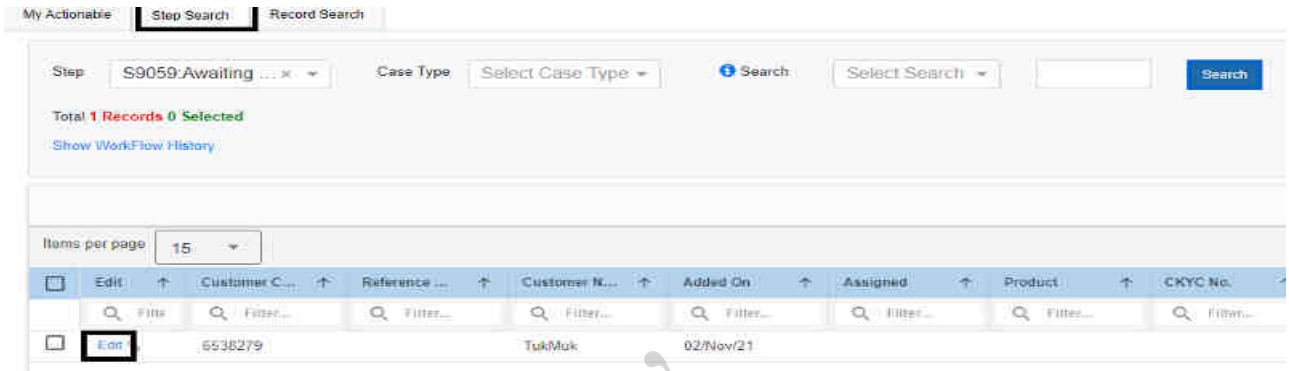
4. Go to "Record search" tab and enter Cust ID and click "Search".



5. Click on **Customer Name** which is visible in blue text highlighted in the below screenshot.



- By clicking on Customer name, user will automatically get re-directed to Step search screen.
Click on **“edit”**.



My Actionable: **Step Search** | Record Search


Step: S9059:Awaiting ... x | Case Type: Select Case Type | Search: Select Search | Search

Total 1 Records 0 Selected
Show Workflow History

Items per page: 15

Edit	Customer C...	Reference ...	Customer N...	Added On	Assigned	Product	CKYC No.
Edit	5538279		TukMuk	02/Nov/21			

- After clicking on edit, customer details will be visible on screen. Scroll down below to **“Attachments”** option and click on **“Attachments”**.



Manage: CCM | CKYC | Intermediary

Dashboard > Customer Addition/Modification Actionables > Legal Entity

Application Reference of Images: Branch | Holder For Image: 43526712121216

CKYC Remarks

Additional Information under Common Reporting Standards / FATCA

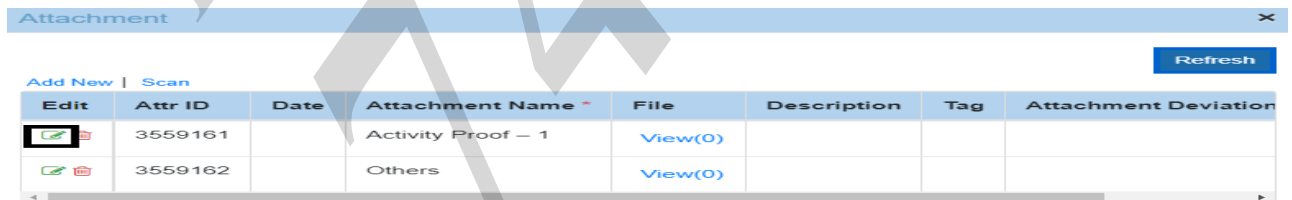
Edit	Country of Tax Residency	Tax Identification Number	Reason of No TIN
No Data to Show			

Notes

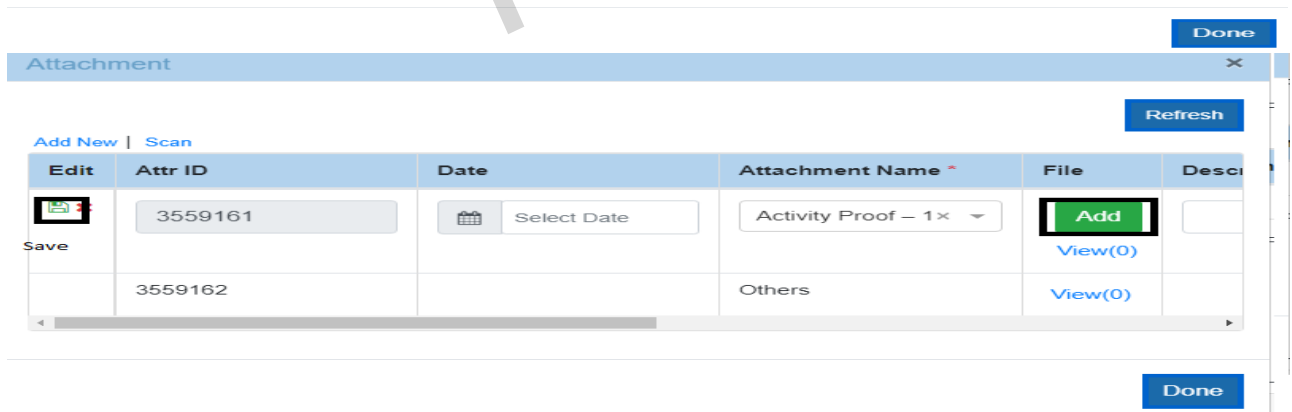
Attachments(0)

Validation Errors

- Attachment tab will get populated.
Then, Click on **“edit box”** => **“Add”** => **“Browse the image from local path”** => Click on **“save”**.



Edit	Attr ID	Date	Attachment Name	File	Description	Tag	Attachment Deviation
	3559161		Activity Proof – 1	View(0)			
	3559162		Others	View(0)			



Attachment

Add New | Scan | Refresh

Edit	Attr ID	Date	Attachment Name	File	Descr
	3559161	Select Date	Activity Proof – 1 x	Add	
	3559162		Others	View(0)	

Save

Done

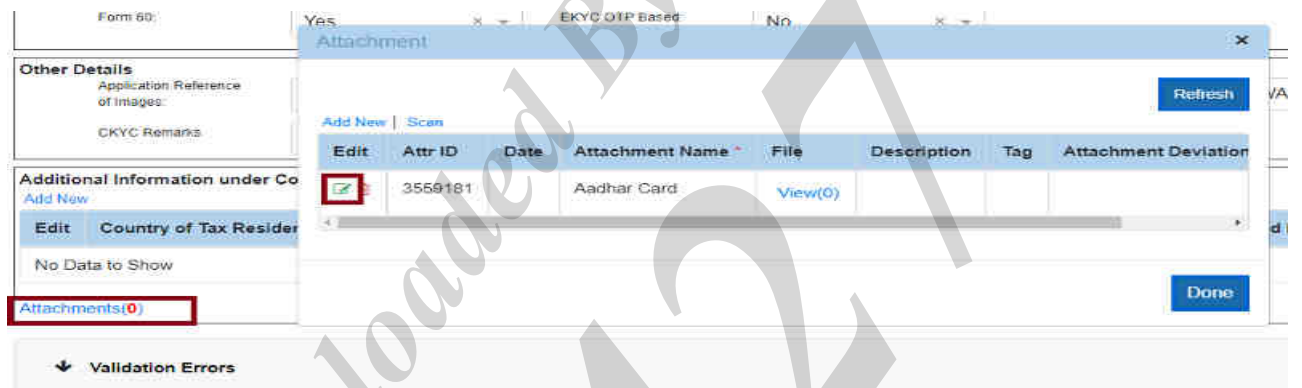
NOTE – Attachment name will be different for different customer. It is the value present in LSTID and LSTAD in CBS.

9. After attaching corporate account images, related party images need to be attached. Go to **“Related Parties”** tab => Click on **“Customer Name”** highlighted in blue.



Edit	Code *	Name	Relationship *	Date of Appointment *	Linkage ID Type	Linkage
	6539543	lulu sz da	Proprietor	23/Jul/2020	Branch	Repart

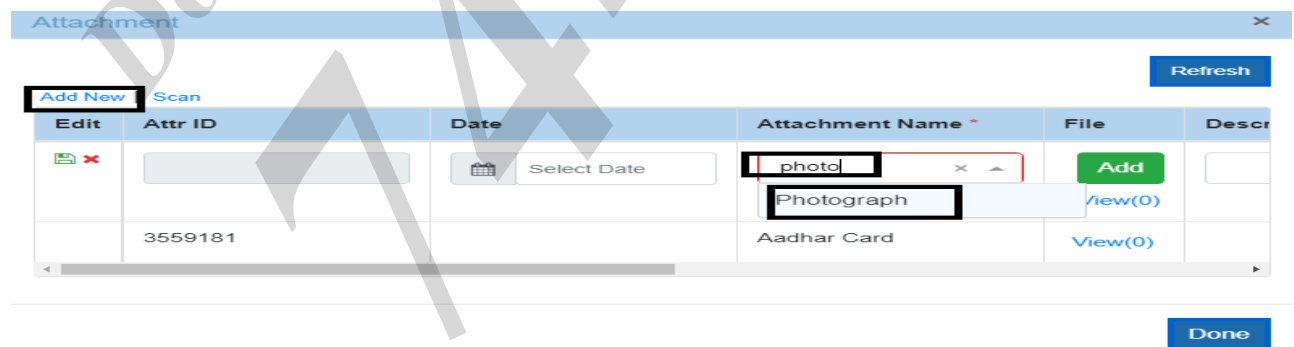
10. Scroll down below to attachment sign for image attachment.



Edit	Attr ID	Date	Attachment Name *	File	Description	Tag	Attachment Deviation
	3559181		Aadhar Card	View(0)			

11. After attaching all the images shown in attachment tab, click on **“Add new”** to attach photograph.

NOTE – “Photograph” is mandatory for all the Related parties.



Edit	Attr ID	Date	Attachment Name *	File	Description
		Select Date	photo	Add	
	3559181		Photograph	View(0)	
			Aadhar Card	View(0)	

12. Once all image got attached, scroll up and click on **“Go back”**.



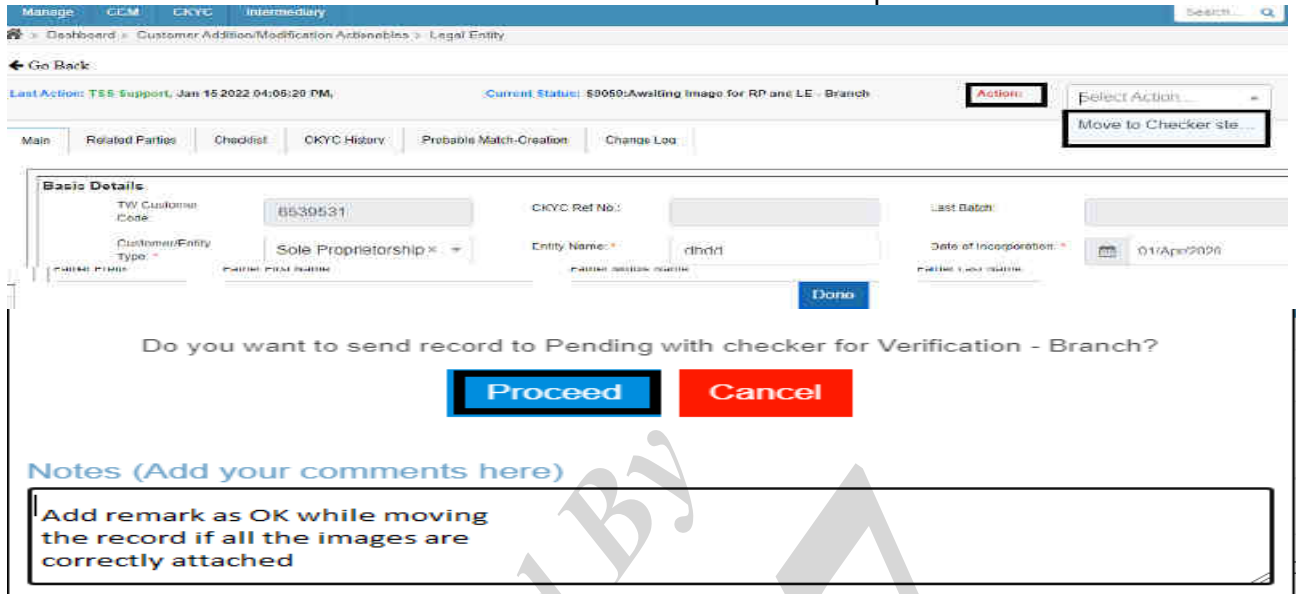
Basic Details

Customer Code: 6539543 | Customer Type: Individual | Gender: Female | Date of Birth: 26/Febr/1952

Prefix: MS | First Name: lulu | Middle Name: sz | Last Name: da

Father Prefix: | Father First Name: | Father Middle Name: | Father Last Name:

13. Click on **“Action”** tab to move the record ahead in checker step.



Management: CEM CKYC Intermediary

Dashboard > Customer Addition/Modification Actionables > Legal Entity

Go Back

Last Action: TSS Support, Jan 15 2022 04:05:20 PM, Current Status: S0050:Awaiting Image for RP and LE - Branch

Action: Select Action...
Move to Checker step...

Main | Related Parties | Checklist | CKYC History | Probable Match-Creation | Change Log

Basic Details

TV Customer Code: 8539531 CKYC Ref No.: Last Batch:

Customer/Entity Type: Sole Proprietorship Entity Name: dhdhd Date of Incorporation: 01Apr2020

Done

Do you want to send record to Pending with checker for Verification - Branch?

Proceed **Cancel**

Notes (Add your comments here)

Add remark as OK while moving the record if all the images are correctly attached

Note: - If there is any issue in image size or name, error message will be displayed at right hand bottom corner. To check all the error, scroll down the page to **“Validation Error”**.

If there is an issue in Corporate image then then it will show below Corporate image attachment tab. Similarly, if there is an issue in Related party image then then it will show below Related party image attachment tab. Hence in case of image issue, check validation error of both tabs.

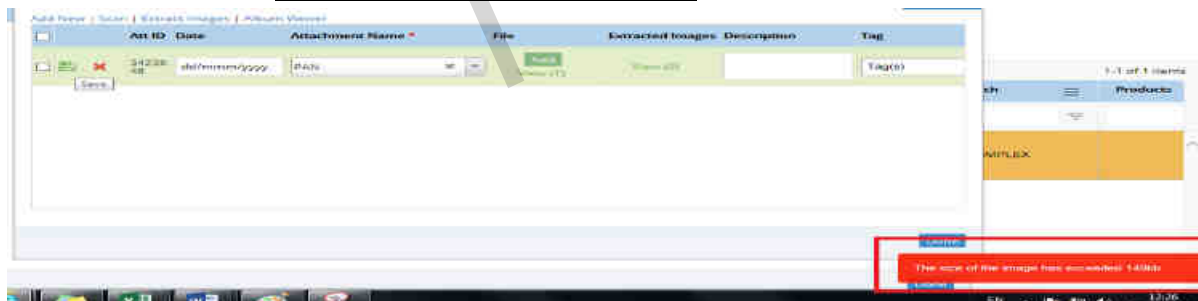
Attachments(1)

Validation Errors

Sr. No.	Error Code	Description
1	EC3640	POA Image not found. Image for ProofOfAddress is Mandatory.

Save Cancel

14. If image size is more than the required size, error message will be displayed at right hand bottom corner. In this case **Re-attach the image and save it again.**



NOTE:-

For Related Party **PPOA and CPOA** each maximum allowable size is **149 Kb**.

For **Photograph** maximum allowable size is **50 Kb**.

For Corporate account **POI and POA** each maximum allowable size is **2048 Kb**

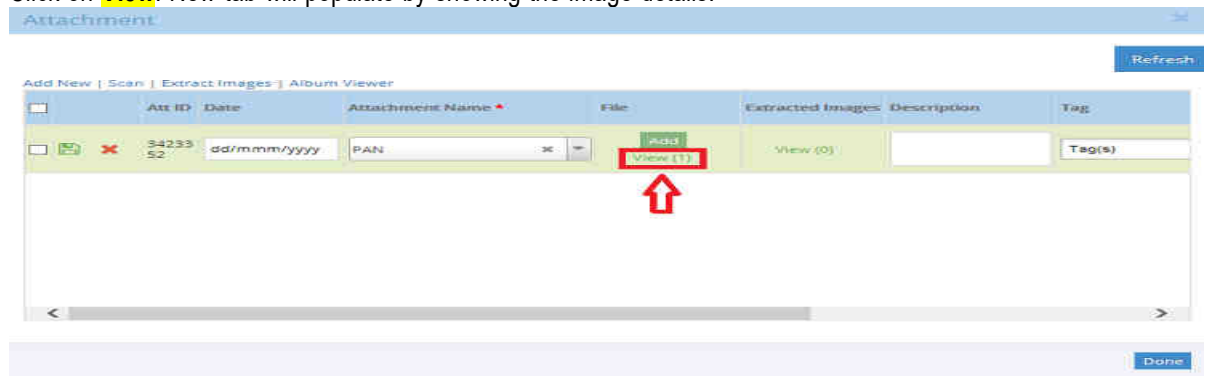
बड़ौदा भवन, 7वां तल, केवाईसी-एएमएल विभाग, आर सी दत्त रोड, अलकापुरी, बड़ौदा, भारत

Baroda Bhavan, 7th floor, KYC-AML Department, R.C Dutt Road, Alkapuri, Baroda- India

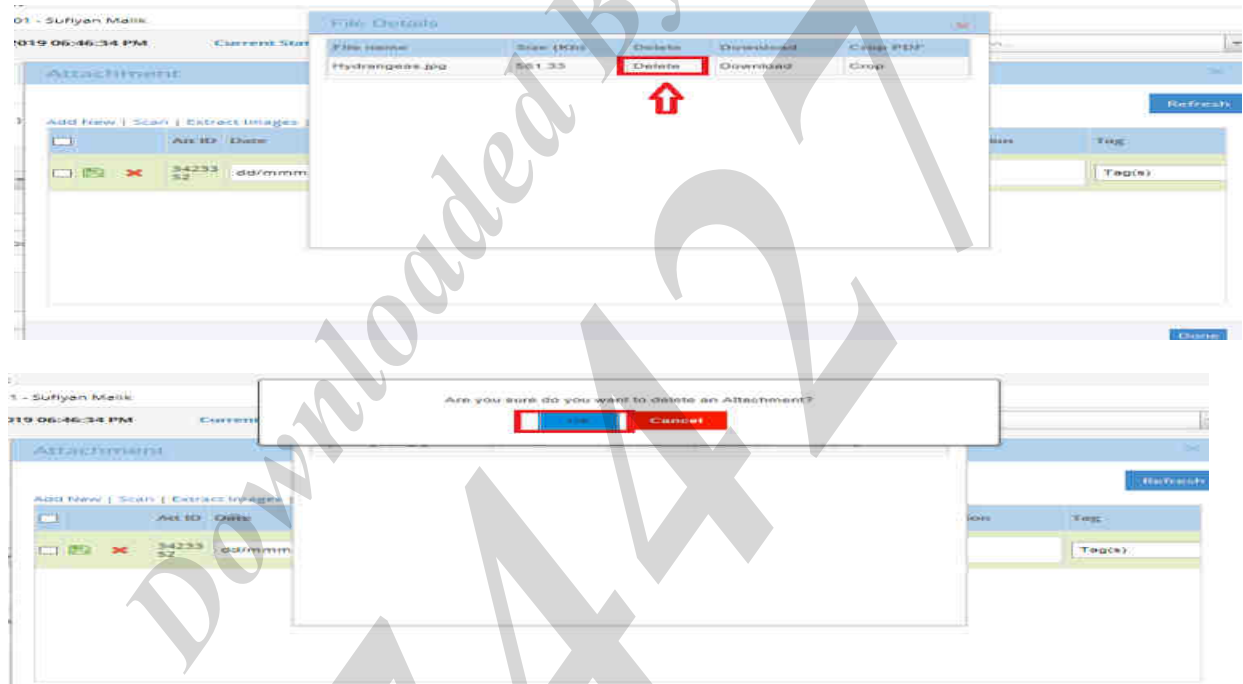
फोन /Phone : (0265)2316757/03/88/36/35 E-mail : ckyc.ho@bankofbaroda.com

15. **For deleting the image, do the following steps**

Click on **View**. New tab will populate by showing the image details.



16. Click on **Delete** and click **OK**.



17. After deleting successfully, re-attach the image.

IMPORTANT NOTES

- ⇒ Image name length should be less than 40 characters for all the images.
- ⇒ Image name should not contain any special characters in it.
- ⇒ Please refer Trackwizz Error validation Job card **for any image VALIDATION ERROR.**

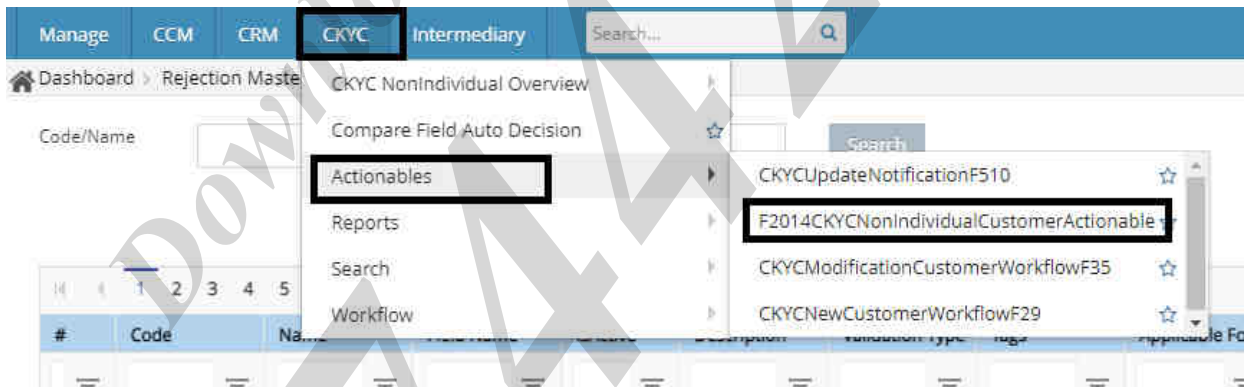
Corporate scanning through Baroda CKYC Application

How to Use:-

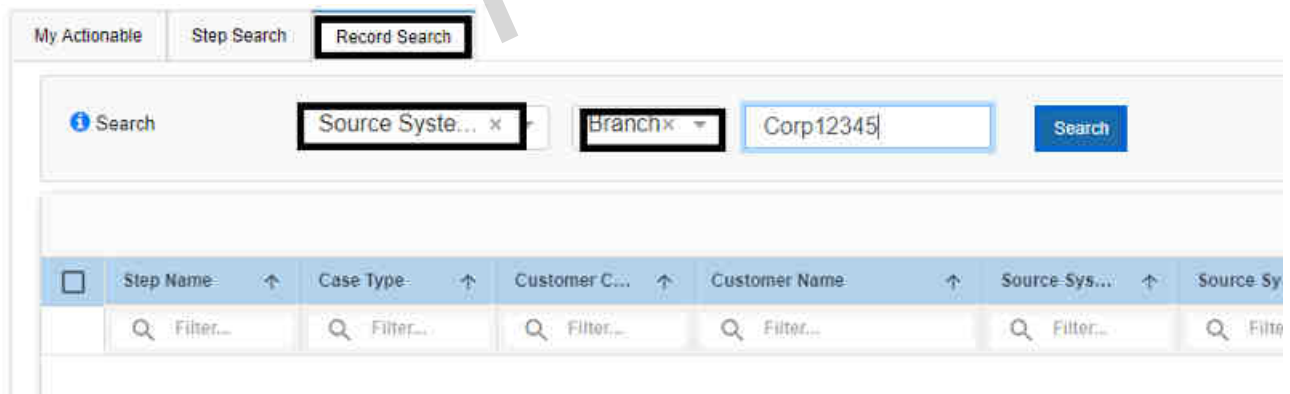
1. Open URL <https://barodackyc.bankofbaroda.co.in/> in the browser and enter your domain username and password.
2. Please click on "Login" for accessing the application.



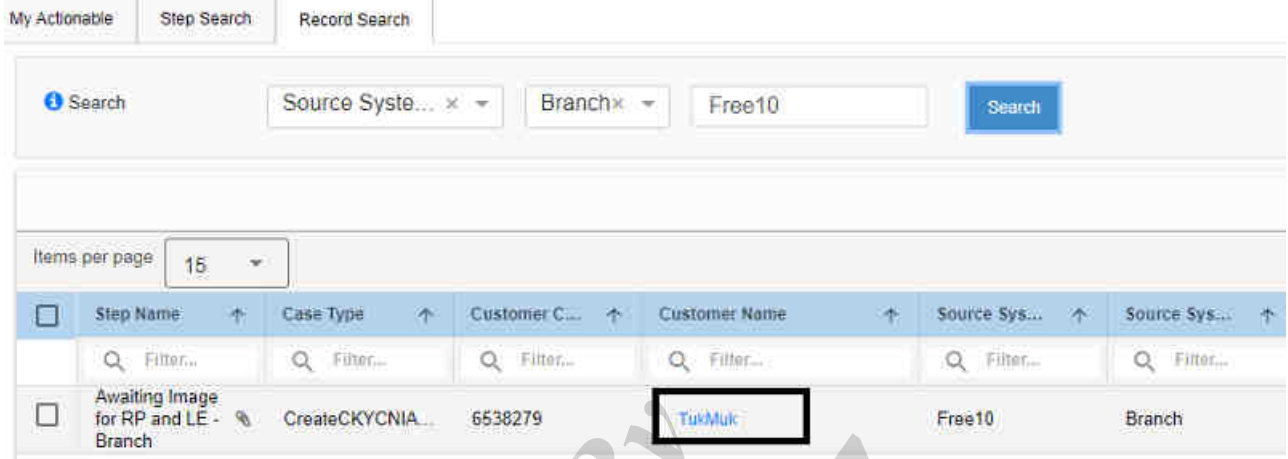
3. Go to CKYC => Actionables => F2014CKYCNonIndividualCustomerActionable



4. Go to "Record search" tab and enter Cust ID and click "Search".



5. Click on “Customer Name” which is visible in blue text highlighted in the below screenshot.



My Actionable | Step Search | Record Search

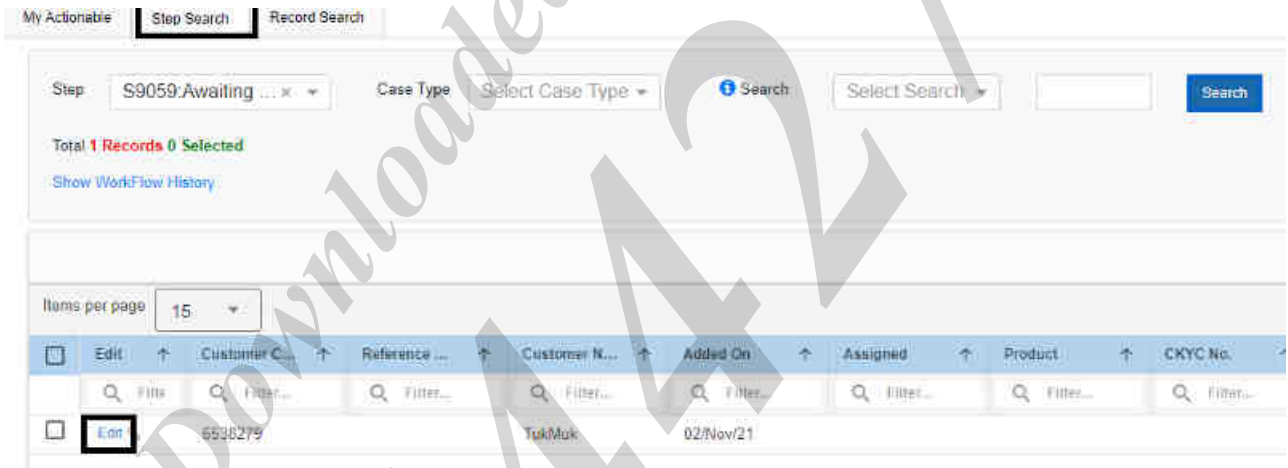
Search Source System: x Branch: Free10 Search

Items per page: 15

Step Name	Case Type	Customer C...	Customer Name	Source Sys...	Source Sys...
Awaiting Image for RP and LE - Branch	CreateCKYC...	6538279	TukMuk	Free10	Branch

6. By clicking on Customer name, user will automatically get re-directed to “Step search” screen.

Click on “Edit”.



My Actionable | Step Search | Record Search

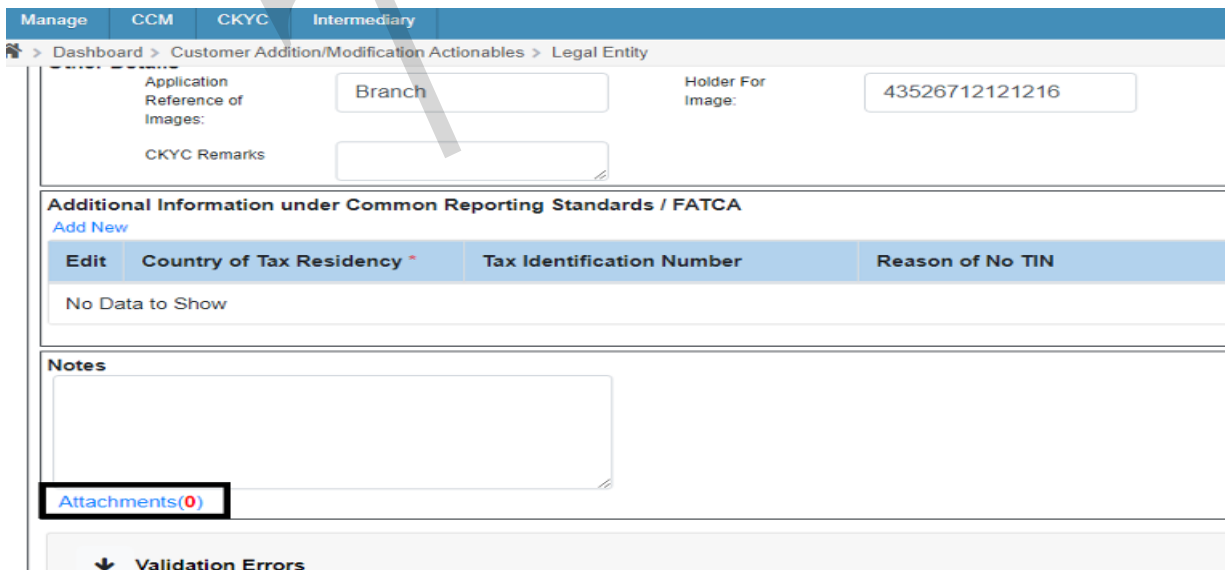
Step: S9059:Awaiting Case Type: Select Case Type Search Select Search Search

Total 1 Records 0 Selected Show Workflow History

Items per page: 15

Edit	Customer C...	Reference ...	Customer N...	Added On	Assigned	Product	CKYC No.
Edit	6538279		TukMuk	02/Nov/21			

7. After clicking on edit, customer details will be visible on screen. Scroll down below to attachment option and click on “Attachments”.



Manage CCM CKYC Intermediary

Dashboard > Customer Addition/Modification Actionables > Legal Entity

Application Reference of Images: Branch Holder For Image: 43526712121216

CKYC Remarks

Additional Information under Common Reporting Standards / FATCA

Add New

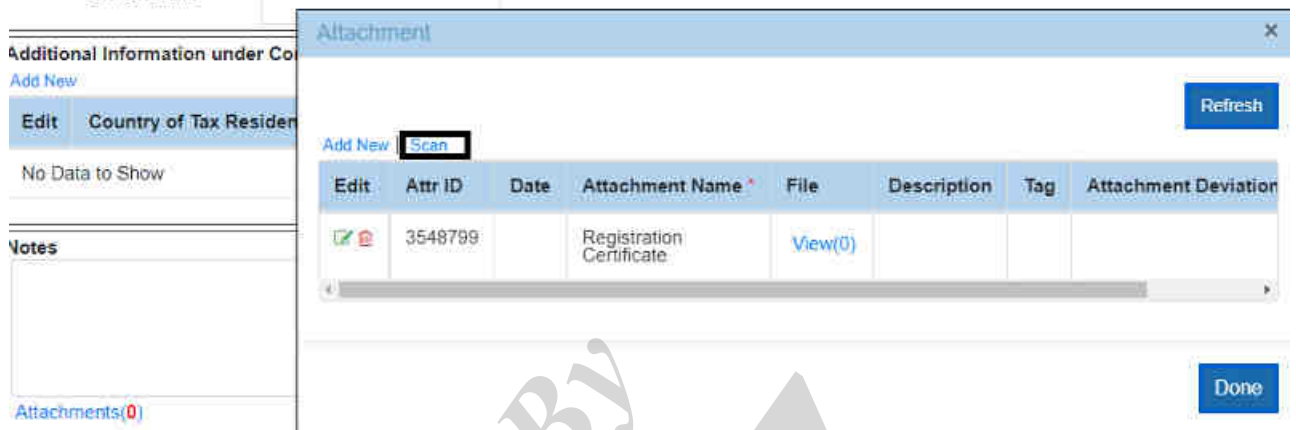
Edit	Country of Tax Residency *	Tax Identification Number	Reason of No TIN
No Data to Show			

Notes

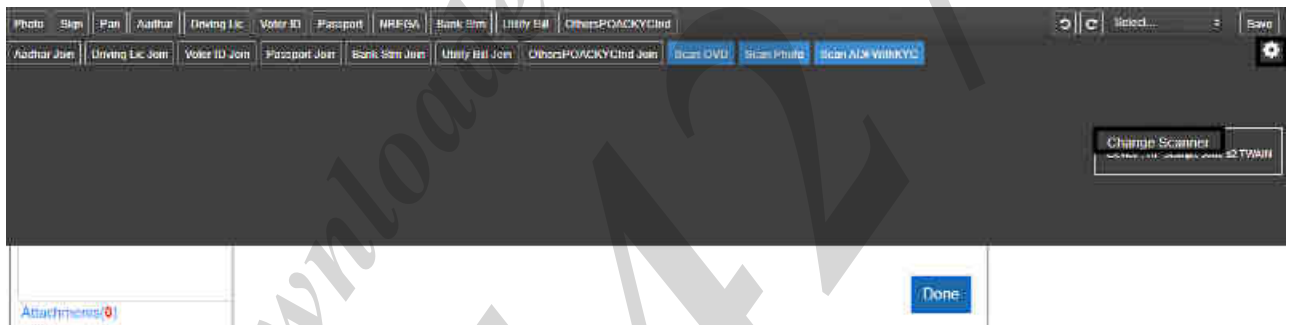
Attachments(0)

Validation Errors

- Attachment tab will get populated.
Click on **“Scan”**

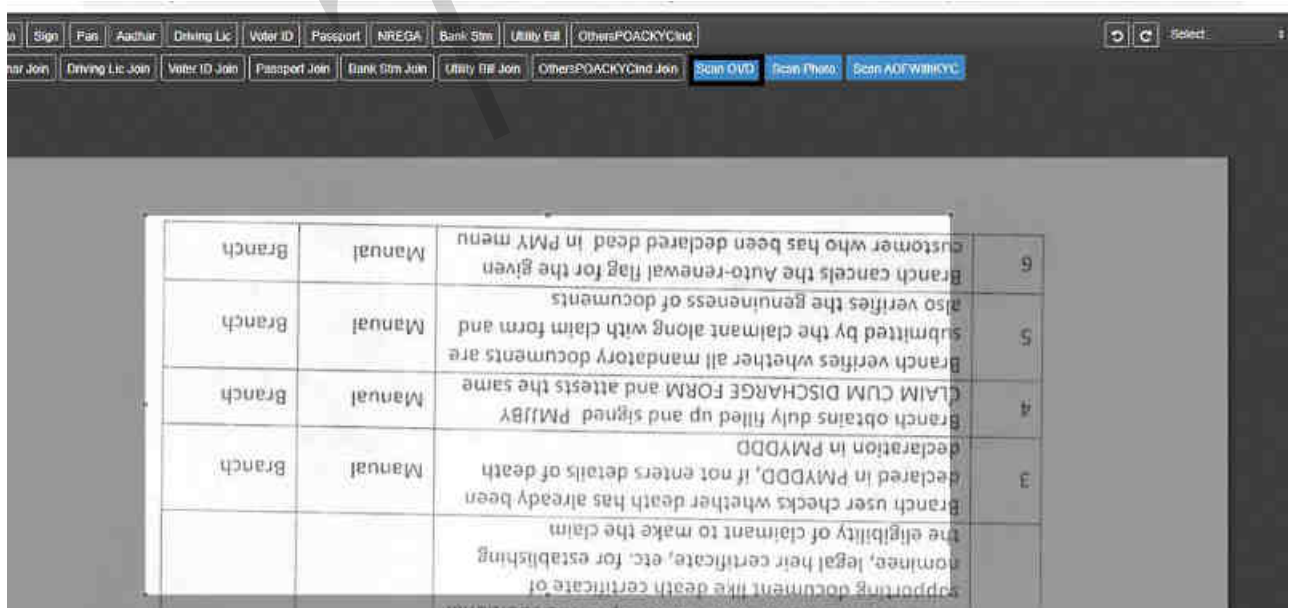


Black screen will open in new Tab for scanning documents. Click on **“setting”** button to **“change Scanner”**.



NOTE – Attachment name will be different for different customer. It is the value present in LSTID and LSTAD in MCEC Menu in CBS.

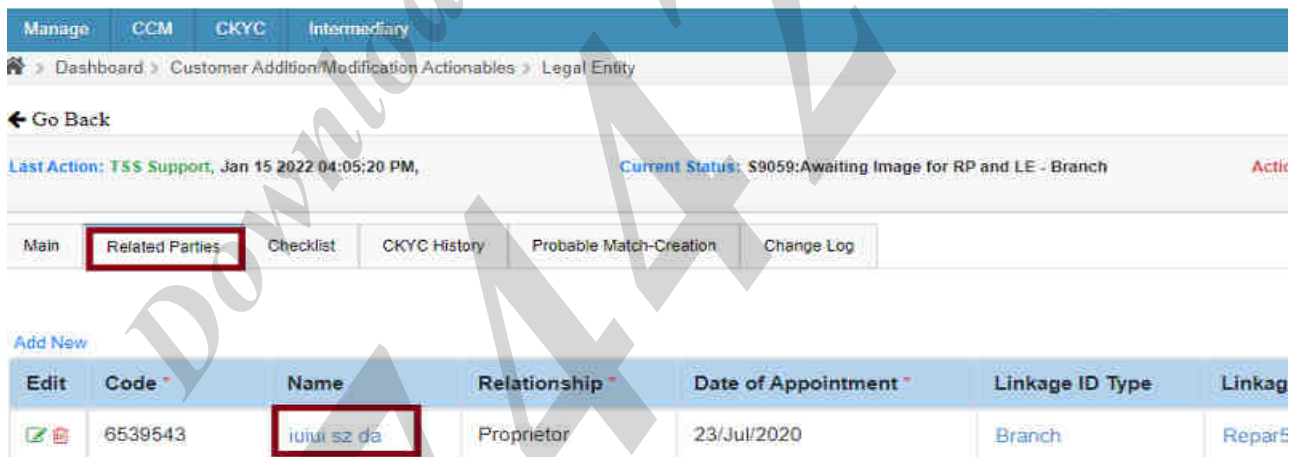
- Put the document in scanner which needs to scan.
Then click on **“Scan OVD”** to scan the image. Once the image is scanned, crop the required part to save it.



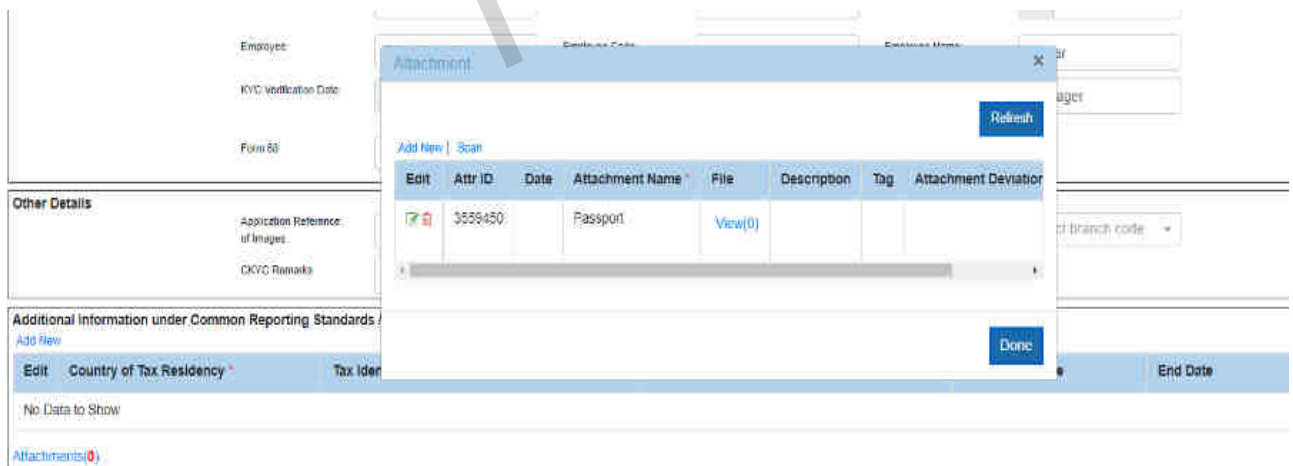
10. After cropping, click on **“select”** button to select OVD from dropdown and then click **“save”**.



11. After attaching corporate account images, **Related party images** also need to be attached. Go to **“Related Parties”** tab => Click on **“Customer Name”** highlighted in blue.

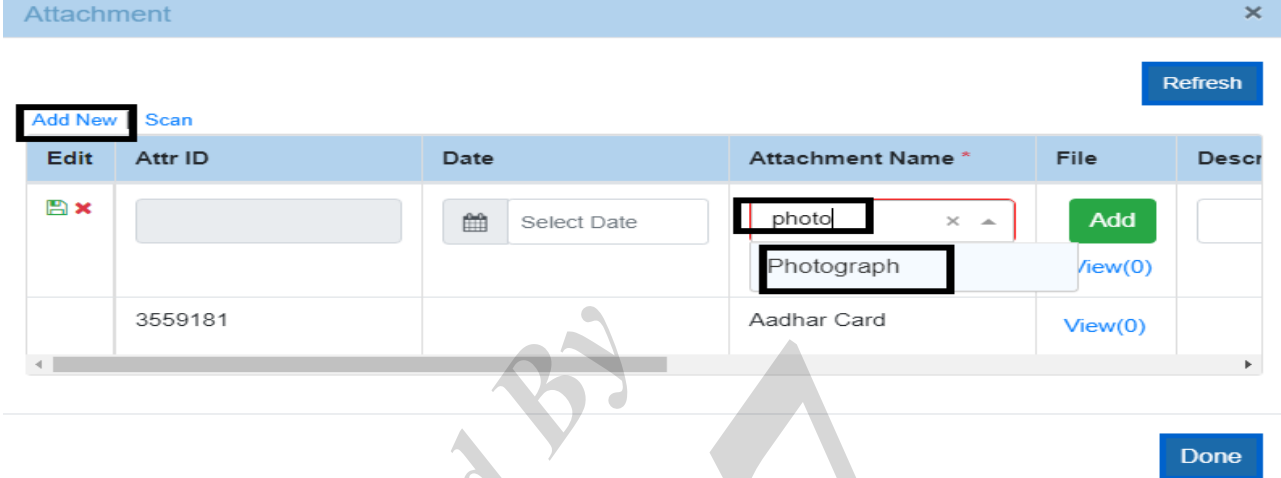


12. Scroll down below to **“Attachments”** sign for image attachment.



13. After attaching all the images shown in attachment tab, click on “**Add new**” to scan photograph.

NOTE – Photograph is mandatory for all the Related parties.



The screenshot shows an 'Attachment' window with a table. The 'Add New' button is highlighted. The table has columns: Edit, Attr ID, Date, Attachment Name, File, and Descr. One row is visible with Attr ID '3559181', Date 'Select Date', Attachment Name 'photo', and File 'Add'. A dropdown menu for 'photo' shows 'Photograph' selected. Another row shows Attr ID '3559181', Attachment Name 'Aadhar Card', and File 'View(0)'. A 'Refresh' button is at the top right and a 'Done' button is at the bottom right.

14. To Scan photo, click on **Scan “Photo”**, “crop” and then click on “**Save**”.



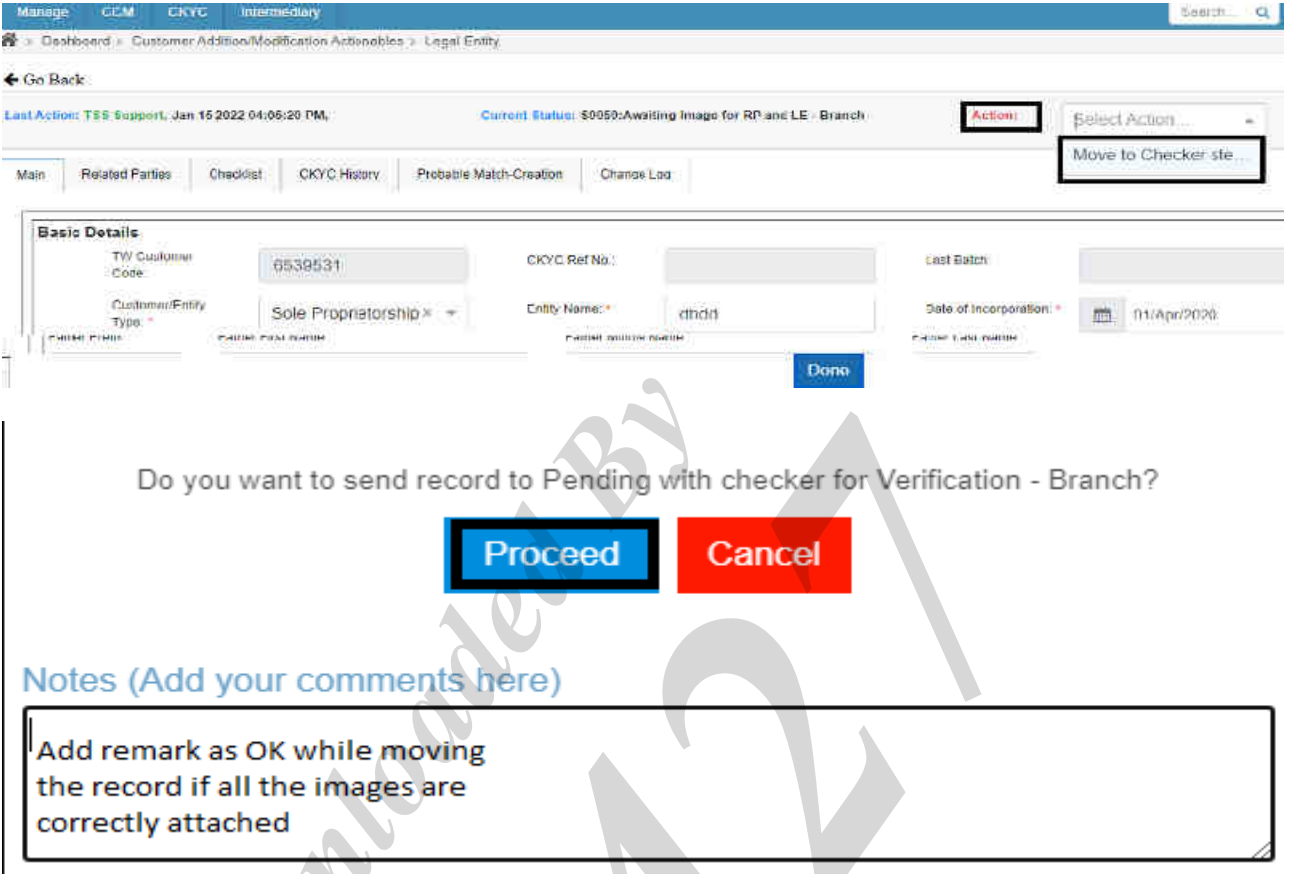
The screenshot shows the 'Scan Photo' interface. At the top, there are tabs for 'Passport', 'NREGA', 'Bank Strm', 'Utility Bill', and 'Others/POACKY/Clnd'. Below these are buttons for 'Scan OVD', 'Scan Photo', and 'Scan ADF/MinKYC'. The 'Scan Photo' button is highlighted. The main area shows a large image of a document with a white box overlaid on it, indicating the scanning process.

15. Once all images are attached, scroll up and click on “**Go back**”



The screenshot shows the 'Basic Details' form for a customer. The 'Go Back' button is highlighted. The form fields are: Customer Code (6539543), Customer Type (Individual), Gender (Female), Date of Birth (26/Feb/1952), Prefix (Ms), First Name (iuiui), Middle Name (SZ), Last Name (da), Father Prefix, Father First Name, Father Middle Name, and Father Last Name. A 'Done' button is at the bottom right.

16. Click on “**Action tab**” to move the record to checker step.



Manage CCM KYC Intermediary Search

Dashboard > Customer Addition/Modification Actionables > Legal Entity

Go Back

Last Action: TSS Support, Jan 15 2022 04:06:20 PM, Current Status: S0950:Awaiting Image for RP and LE - Branch

Action Select Action... Move to Checker step...

Main Related Parties Checklist KYC History Probable Match-Creation Change Log

Basic Details

TW Customer Code: 6539531 KYC Ref No.: Last Batch: Customer/Entity Type: Sole Proprietorship Entity Name: Entity Name: Date of Incorporation: 11/Apr/2020

Done

Do you want to send record to Pending with checker for Verification - Branch?

Proceed Cancel

Notes (Add your comments here)

Add remark as OK while moving the record if all the images are correctly attached

17. If there is any issue in image size or name, error message will be displayed at right hand bottom corner. To check all the error scroll down the page to “**Validation Error**”.

Note: If there is an issue in Corporate image then then it will show below Corporate image attachment tab. Similarly, if there is an issue in Related party image, then it will show below Related party image attachment tab. Hence, in case of image issue, check validation error of both tabs.

Attachments(1)

Validation Errors

Sr. No.	Error Code	Description
1	EC3640	POA Image not found. Image for ProofOfAddress is Mandatory.

Save Cancel

18. If any image related error is shown in Validation error Tab then delete the image, Re-scan and save it again.

NOTE:-

For Related Party **PPOA and CPOA each** maximum allowable size is **149 Kb**.

For **Photograph** maximum allowable size is **50 Kb**.

For Corporate account **POI and POA each** maximum allowable size is **2048 Kb**

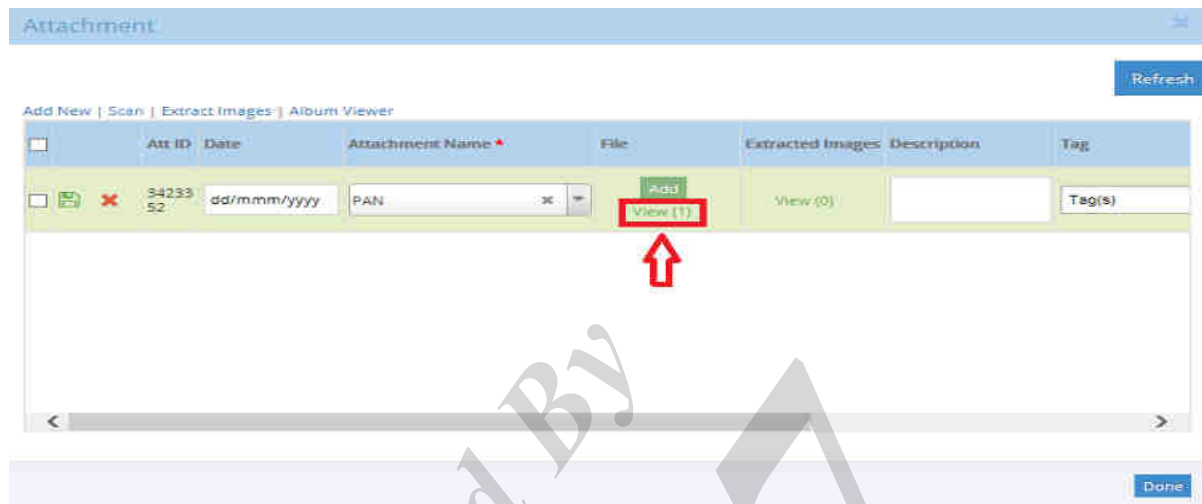
बड़ौदा भवन, 7वां तल, केवाईसी-एएमएल विभाग, आर सी दत्त रोड, अलकापुरी, बड़ौदा, भारत

Baroda Bhavan, 7th floor, KYC-AML Department, R.C Dutt Road, Alkapuri, Baroda- India

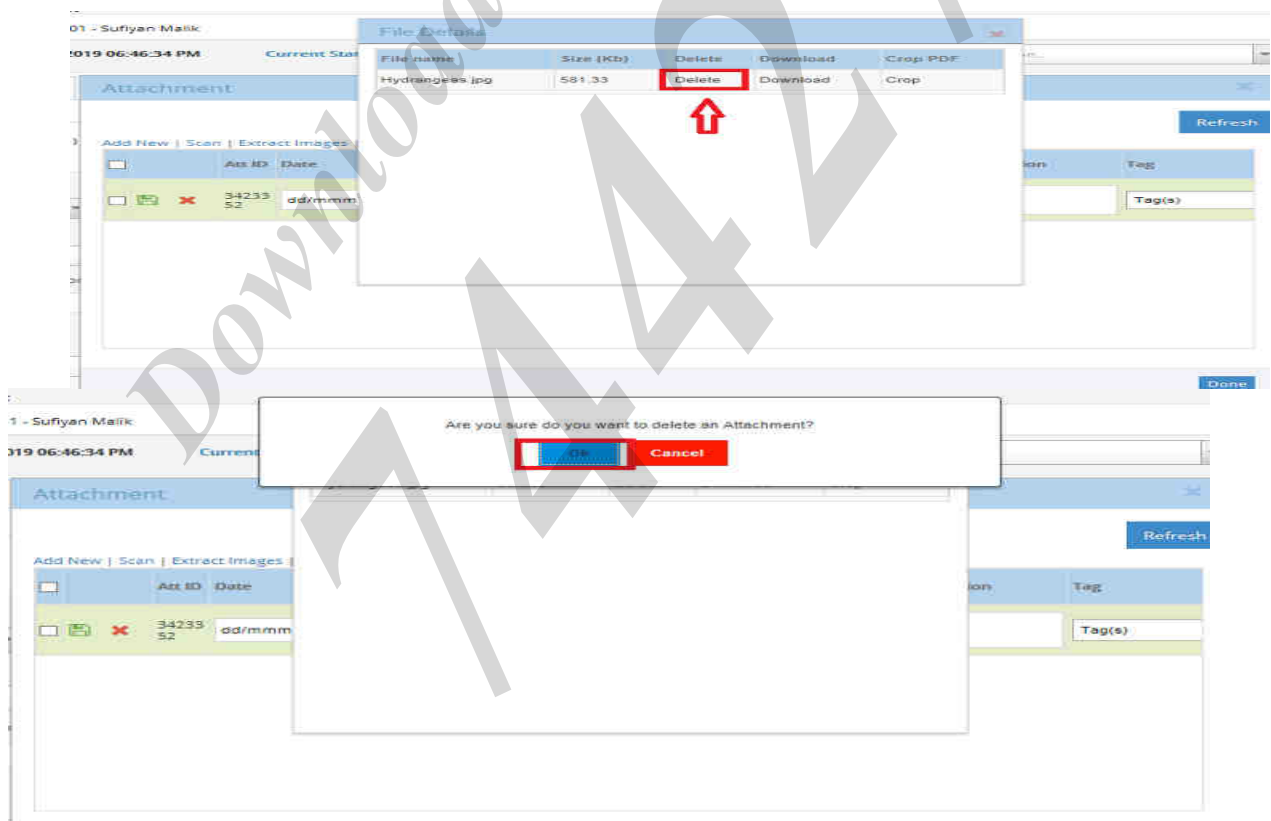
फोन /Phone : (0265)2316757/03/88/36/35 E-mail : kyc.ho@bankofbaroda.com

19. **For deleting the image, do the following steps**

Go to “Attachment” Tab, click on **View**. New tab will get populated by showing the image details.



20. Click on **Delete** and the click on **OK**.



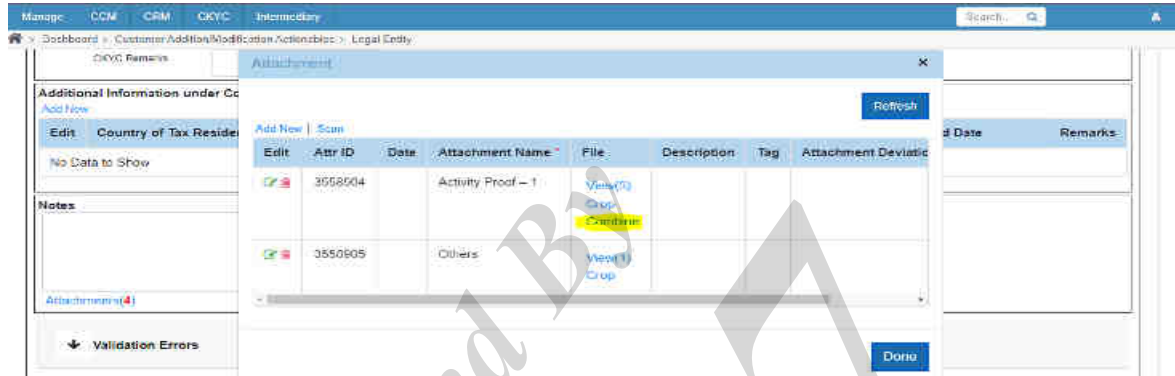
20. After deleting successfully, “re-scan” the image.

IMPORTANT NOTES:-

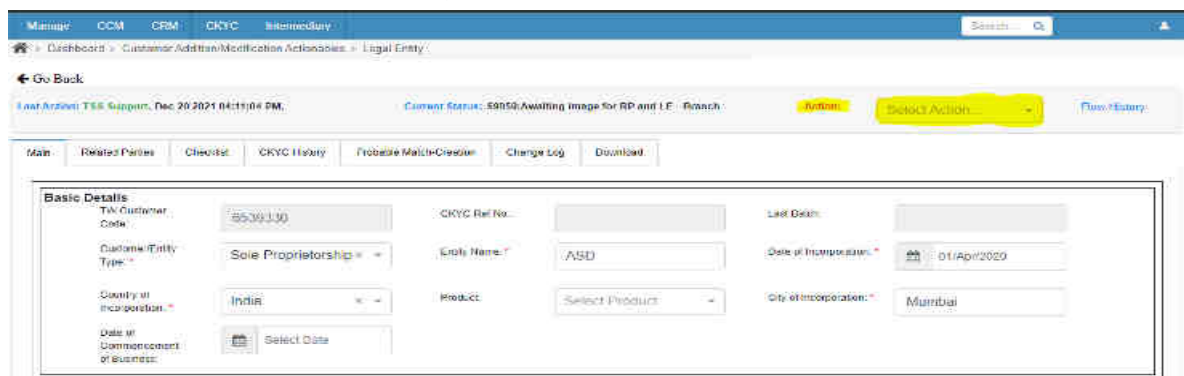
- ⇒ Image name length should be less than 40 characters.
- ⇒ Image name should not contain any special characters in it.
- ⇒ For any image related error, please refer error validation job card in Baroda CKYC Application.

Corporate multiple pages combined facility in Baroda CKYC Application

1. Introducing a “Combine” option below “Crop” for corporate customer.

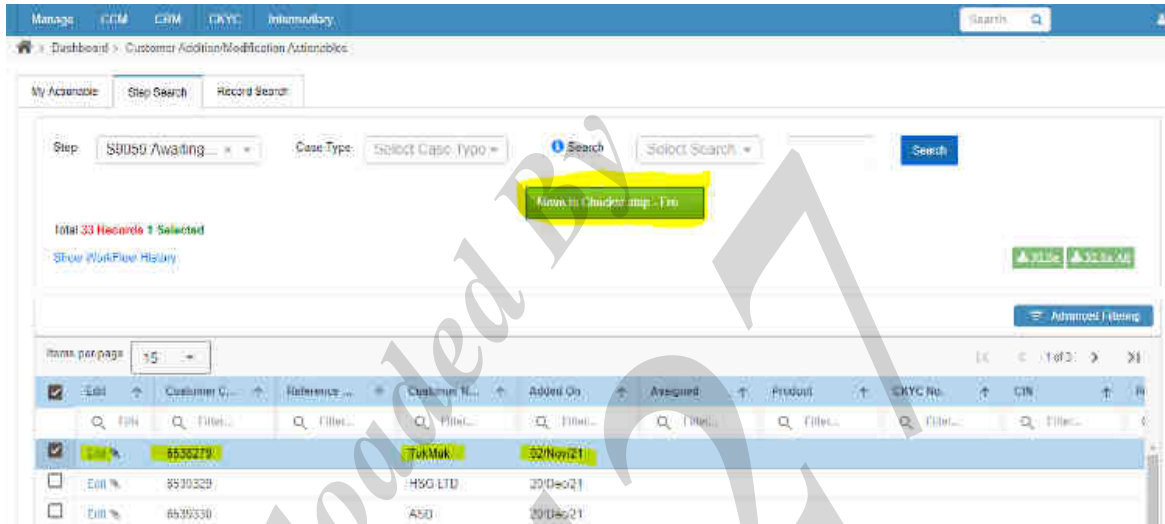


2. When the user click on **Combine**, all the images present in View tab will merge into Single PDF and get saved as a single image in view tab. It will not delete the images scanned/add by the user.
3. Image nomenclature for the combined image will be automatically “TrackwizzCode_AttachmentCode.pdf”.
4. Image will merge in a sequence in which the images are scanned.
5. **Note:** - If any image present in view is compressed, then, it will skip that image. **Hence, please avoid using compressed image.**
6. **Note:** - If there is any multipage pdf already present in “view” tab, then, it will not consider the combined pdf while recombining it again. **Hence, please do not attach multiple pages PDF.**
7. After combining the documents, a batch job will run for the same for compression of the combined document which will be done overnight automatically.
8. **After compression, Maker will have to move the record manually to the checker step on next day through “Step Search”.**
9. For the Maker-Checker process in Legal Entity, maker have rights to access the records and modify/attach images for the same.
10. Maker cannot take action to move to Checker step when inside the record. Reference screenshot for the same has been attached.



11. Maker have to go back to the “Step Search” page in order to move the record to the Checker.
12. For the Maker to move a record to Checker step, please follow below steps:-

Go to “Step Search” > ‘Select the record’ > Click on the Green Box i.e. “Move to Checker Step”



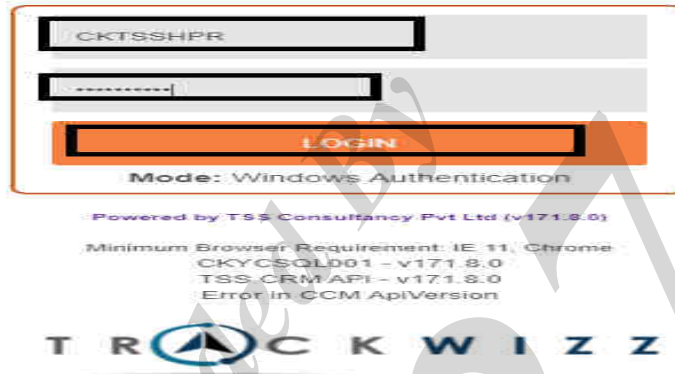
The screenshot shows the 'Step Search' interface in the KYC system. The top navigation bar includes 'Manage', 'CRM', 'CRM', 'KYC', and 'Intelligence'. The main content area has tabs for 'My Account', 'Step Search', and 'Record Search'. The 'Step Search' tab is active, showing a search filter for 'Step: SB050/Awaiting...' and 'Case Type: Select Case Type'. A green box highlights the 'Move to Checker Step' button. Below the search area, there is a table with columns for 'Edit', 'Customer C...', 'Reference...', 'Customer N...', 'Addn On', 'Assigned', 'Product', 'KYC No.', and 'CIN'. The table contains three rows of data, with the first row highlighted in blue. A large watermark 'Downloaded by 7442' is visible across the image.

13. Please follow verification job card and take appropriate action (Verify/Reject) against the record through “checker” user.

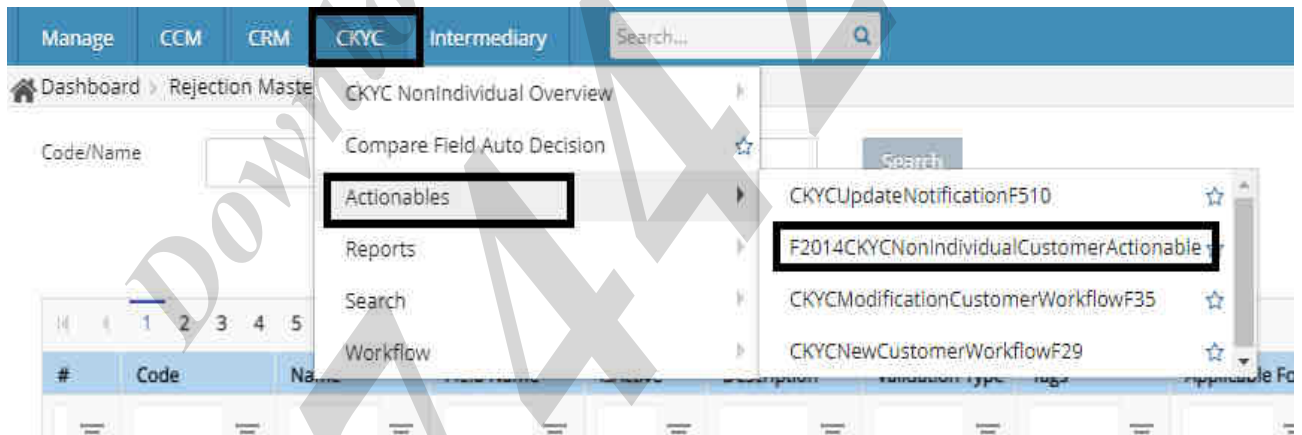
Corporate Verification in Baroda CKYC Application Job card

How to Use:

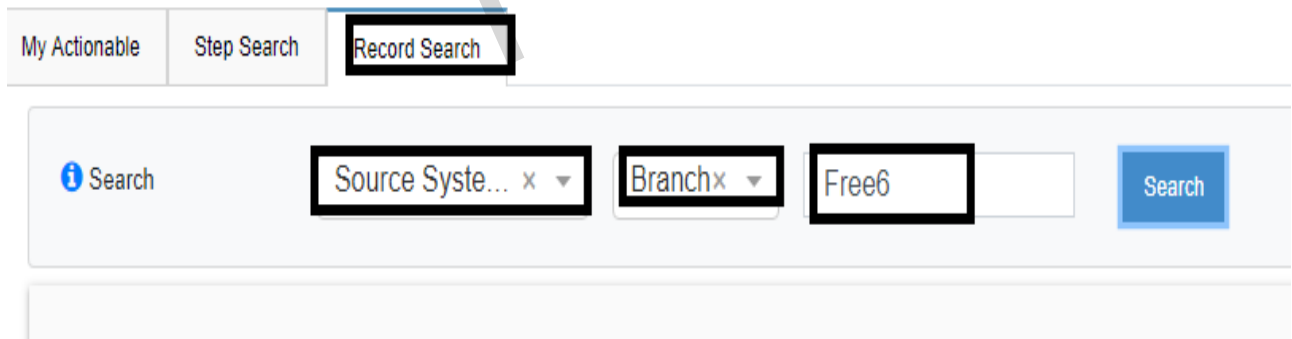
1. Open URL <https://barodackyc.bankofbaroda.co.in/> in the browser and enter your domain username and password.
2. Please click on "Login" for accessing the application.



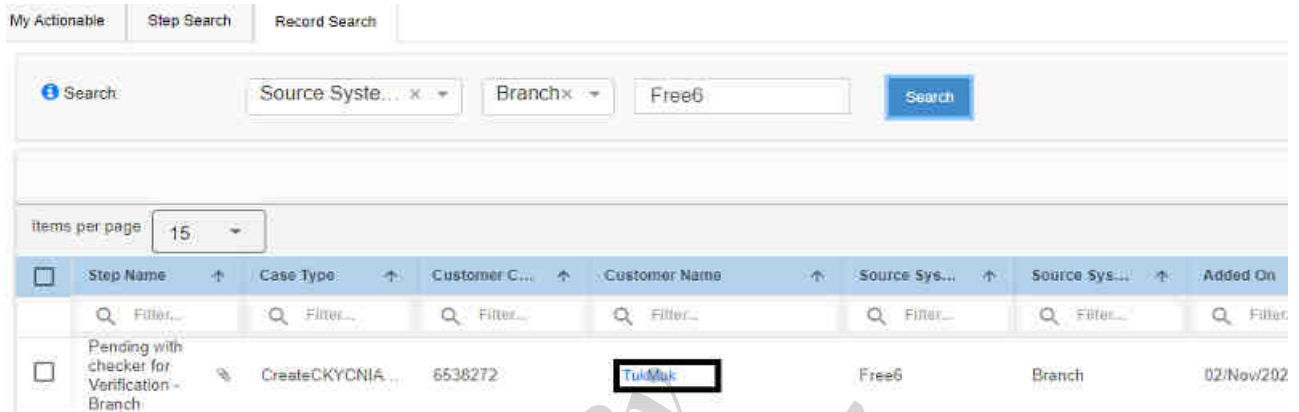
3. Go to CKYC => Actionables => F2014CKYCNonIndividualCustomerActionable



4. Go to "Record search" tab and enter Cust ID and click Search.



- Click on **Customer Name** which is visible in **blue text** highlighted in the below screenshot.



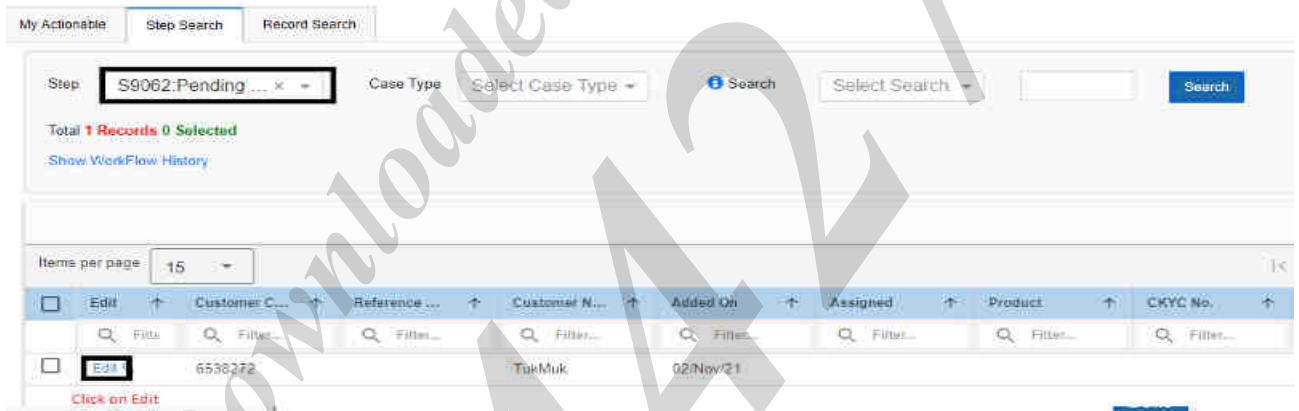
My Actionable Step Search Record Search

Search: Source System: Free6 Branch: Free6 Search

Items per page: 15

Step Name	Case Type	Customer C...	Customer Name	Source Sys...	Source Sys...	Added On
Pending with checker for Verification - Branch	CreateCKYC/NIA...	6538272	TukMuk	Free6	Branch	02/Nov/202

- By clicking Customer name, user will automatically get re-directed to Step search screen. Click on **"edit"**.



My Actionable Step Search Record Search

Step: S9062:Pending... Case Type: Select Case Type Search: Select Search Search

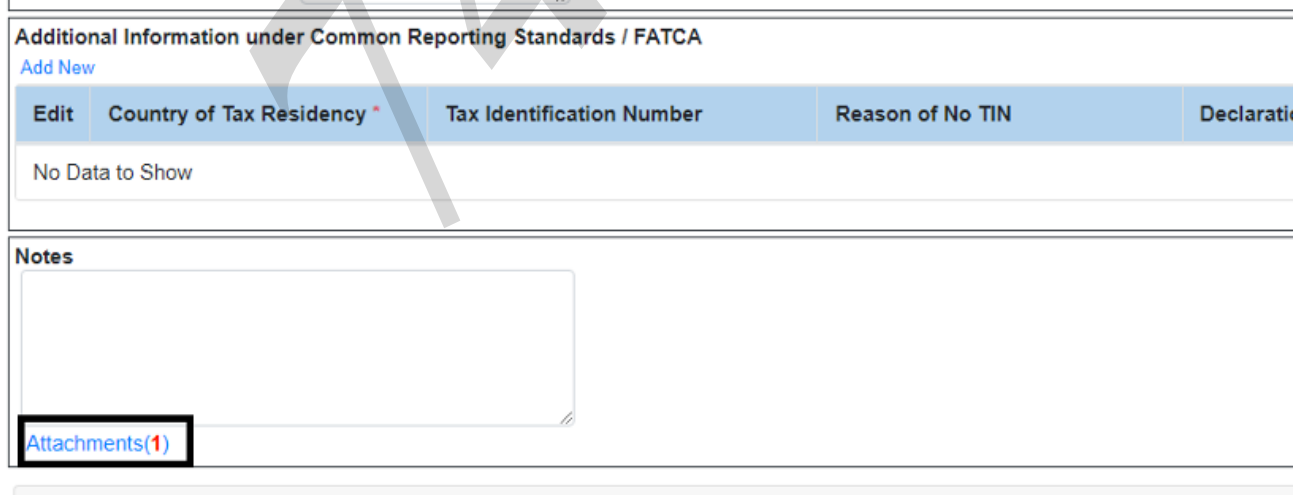
Total 1 Records 0 Selected Show Workflow History

Items per page: 15

Edit	Customer C...	Reference ...	Customer N...	Added On	Assigned	Product	CKYC No.
Edit	6538272		TukMuk	02/Nov/21			

Click on Edit

- After clicking on edit, customer details will be visible on screen. Scroll down below to **"attachments"** option and click on **"Attachments"**.



Additional Information under Common Reporting Standards / FATCA

Add New

Edit	Country of Tax Residency *	Tax Identification Number	Reason of No TIN	Declarati
No Data to Show				

Notes

Attachments(1)

- Attachment tab will get populated. Click on “view” and then click on “Image name” to view the image.

NOTE – Attachment name will be different for different customer. It is the value present in LSTID and LSTAD in CBS.

Edit	Attr ID	Date	Attachment Name *	File	Description	Tag	Attachment Deviati
	3548790		Registration Certificate	View(1) Crop			

FileName	Size (Kb)	Delete	Download	Crop PDF
065544556_DrivingLicence.tif	62.86	Delete	Download	Crop

User will be routed to new window where respective image of corporate can be viewed and verified.


- Then go to **Related Parties Tab** to verify images of related party.
Related parties Tab => Click on “Customer Name” highlighted in blue

Manage	CCM	CKYC	Intermediary			
Dashboard > Customer Addition/Modification Actionables > Legal Entity						
Go Back						
Last Action: TSS Support, Jan 15 2022 04:05:20 PM,		Current Status: S9059:Awaiting Image for RP and LE - Branch				
Main	Related Parties	Checklist	CKYC History			
Probable Match-Creation						
Change Log						
Edit	Code *	Name	Relationship *	Date of Appointment *	Linkage ID Type	Linkage
	6539543	lulul sz da	Proprietor	23/Jul/2020	Branch	Repart

- Scroll down below to see the images attached for Related Party in Attachment Tab. Similarly click on “view” and “image name” to verify the Related party images.

Edit	Attr ID	Date	Attachment Name *	File	Description	Tag	Attachment Deviati
	3548796		Aadhar Card	View(1) Crop			
	3558942		Photograph	View(1) Crop			

11. Once all the images for “Corporate” & “Related parties” are successfully checked and verified, scroll up & click on “Go back”.



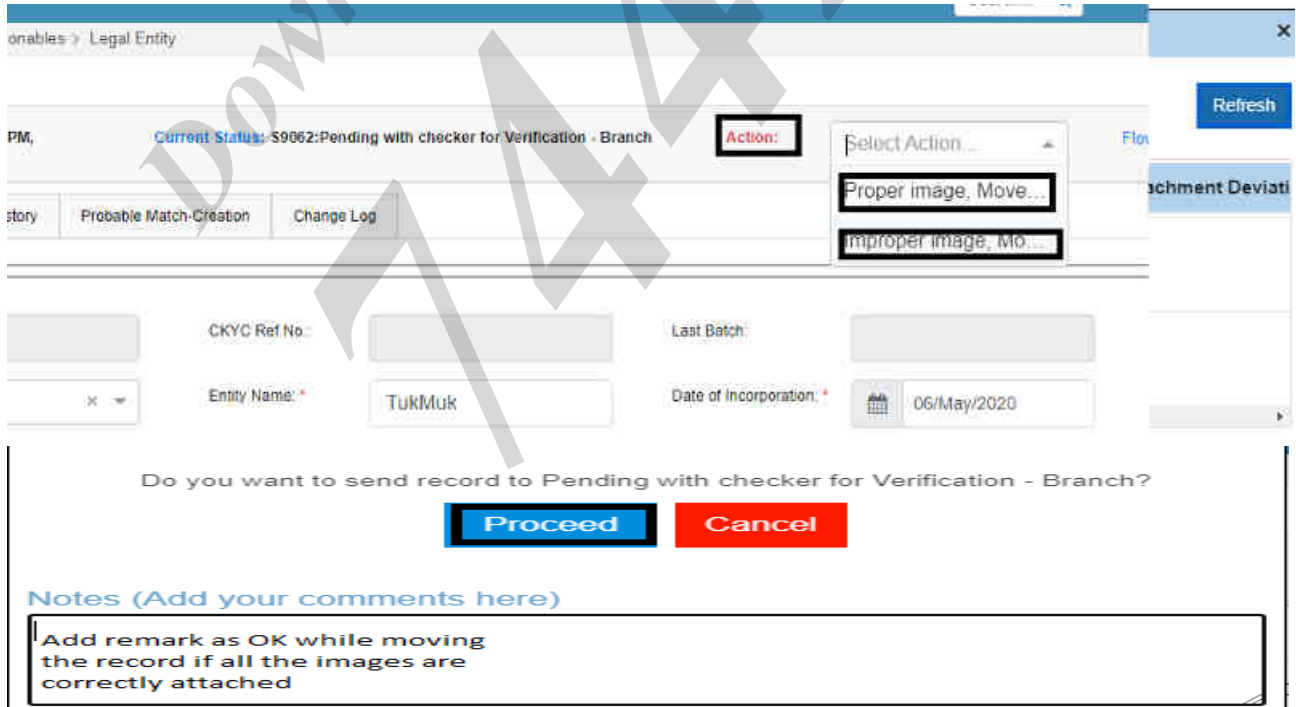
12. Click on “Action tab” to move the record ahead.

IF all the images are proper, Click on “Proper Images, Moved for Validation”.

OR

In case of any issues in images, click on “Improper Image, Moved to rejected step for rectification”.

Mandatory – Add specific remark while moving to rejected step where rectification is required.



Error Validation in Baroda CKYC Application

Error code related to image name length and special characters in image name	
EC3748	Special Characters \ : * / ? " < > are not allowed in the image attachment name. The image name for latest image for PermanentAddressProof is <Attachmentname>.
EC3828	Special Characters \ : * / ? " < > are not allowed in the image attachment name. The image name for latest image for PermanentAddressProof of RP is <Attachmentname>.
EC3749	Special Characters \ : * / ? " < > are not allowed in the image attachment name. The image name for latest image for CorrespondenceAddressProof of RP is <Attachmentname>.
EC3750	Special Characters \ : * / ? " < > are not allowed in the image attachment name. The image name for latest image for ProofofIdentity is <Attachmentname>.
EC3833	Special Characters \ : * / ? " < > are not allowed in the image attachment name. The image name for latest image for Photograph is <Attachmentname>.
EC3745	The Length of the image attachment name should not exceed 50 for PermanentAddressProof.
EC3827	The Length of the image attachment name should not exceed 50 for PermanentAddressProof of RP.
EC3746	The Length of the image attachment name should not exceed 50 for CorrespondenceAddressProof.
EC3747	The Length of the image attachment name should not exceed 50 for ProofofIdentity.
EC3832	The Length of the image attachment name should not exceed 50 for Photograph.
Error codes related to image size and image availability	
EC3636	Photograph image not found. Please provide attachment for Photograph
EC3637	POA Image Not Found. Please Provide Attachment for POA or Mapping is not done.
EC3638	CPOA Image Not Found. Please Provide Attachment for CPOA or Mapping is not done.
EC3639	POI Image not found. Image for ProofOfIdentification is Mandatory.
EC3640	POA Image not found. Image for ProofOfAddress is Mandatory.
EC3412	CKYC POA Image Size is exceeding than limit size.
EC3413	CKYC POI Image is exceeding than limit size.
EC3414	CKYC POA/CKYC POI image size is exceeding than the limit size
EC3549	CKYC POA Image Size is exceeding than limit size.
EC3550	CKYC CPOA Image is exceeding than limit size.
EC3551	CKYC POA/CKYC CPOA image size is exceeding than the limit size
EC3241	The number of related parties provided is not the same as the value mentioned in RPCountForCKYC.
EC3768	LE and RP Permanent Address Proof, Correspondence Address Proof, Proof of ID image size exceeds 5120KB.