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# <u> केवाईसी-एएमएल विभाग, प्रधान कार्यालय, बड़ौदा द्वारा जारी</u>

दूरभाष सं. 0265-2316757/03/88/35/36 ई-मेल: <u>ckyc.ho@bankofbaroda.co.in</u>

# <u>भारत में स्थित सभी शाखाओं/ कार्यालयों के लिए इंट्रानेट के माध्यम से परिपत्र</u>

महोदय/महोदया,

विषय: सीकेवाईसी परियोजना - कॉर्पोरेट/गैर-व्यक्ति ग्राहकों की स्कैर्निंग/ 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 एप्लिकेशन 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। अत: 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 <u>ckyc.ho@bankofbaroda.co.in</u> 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 (स्कैर्निंग विकल्प 1)-अनुलग्नक 1

- 2. बड़ौदा सीकेवाईसी ऐप्लिकेशन के माध्यम से कॉर्पोरेट की स्कैनिंग (स्कैनिंग विकल्प 2)- अनुलग्नक 2
- 3. बड़ौदा सीकेवाईसी ऐप्लिकेशन में कार्पोरेट मल्टीपल पेज की संयुक्त सुविधा- अनुलग्नक 3
- 4. बड़ौदा सीकेवाईसी ऐप्लिकेशन में कॉर्पोरेट का सत्यापन- अनुलग्नक 4
- 5. बड़ौदा सीकेवाईसी एप्लीकेशन में त्रुटि का सत्यापन- अनुलग्नक 5



HO:BR:115: 29

Date: 06.02.2023

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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 <a href="https://www.ckickicconduction.co.in">ckickickicco.in</a> or call on 0265-231-6757/03/88/35/36.

Yours Falthfully,

(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
- Corporate verification in Baroda CKYC Application- Annex 4
- Error validation in Baroda CKYC Application- Annex 5

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

Baroda Bhavan, 7th floor, KYC-AML Department, R.C Dutt Road, Alkapuri, Baroda, India फोन/ Phone : (0265) 231-6757/88/03/35/36 ई-मेल/E-mail : ckyc.ho@bankofbaroda.com



Annex 1

## Corporate direct image upload through Baroda CKYC Application

#### How to Use:

- 1. Open URL <u>https://barodackyc.bankofbaroda.co.in/</u> 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

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

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

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Done

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

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

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

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



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

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

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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.

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12. Once all image got attached, scroll up and click on "Go back".

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#### 13. Click on "Action" tab to move the record ahead in checker step.

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**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.

Validatio	on Errors	
ir. No.	Error Code	Description
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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**.

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#### 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



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

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

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

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

#### **IMPORTANT NOTES**

- $\Rightarrow$  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.



Annex 2

## Corporate scanning through Baroda CKYC Application

#### How to Use:-

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



3. Go to CKYC => Actionables => F2014CKYCNonIndividualCustomerActionable

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i

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

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

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

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

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# बड़ौदा भवन, 7वां तल, केवाईसी-एएमएल विभाग, आर सी दत्त रोड़, 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



8. Attachment tab will get populated. Click on "**Scan**"

	Altacht	neat	1					×
Additional Information under Col Add New	Carrotan	1767.0						
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Black screen will open in new Tab for scanning documents. Click on "**setting**" button to "**change Scanner**".

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# 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.

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r Join Driving Lic Join	Vote: ID Join Passport J	sin 📗 Dunk Dim Join	Utility Till John OthersPOACKYCand Jon Ballin OVD Fram Physics Baan ADDWITHCYC	
<u> </u>	- 10 M M	<u></u>		
1	100000	1000100101	unem YM9 ni beab bestated againt who have been declared againt	-
	dagerB	tenneM	Branch cancels the Auto-renewal flag for the given	9
	100000	2020/01/25	also verifies the generinness of documents	
	diner8	leuneM.	Submitted by the claimant along with claim form and	S
			Branch verifies whether all mandatory documents are	
	Branch	leuneM	dranch obtains duly filled up and sitests the same	¥
	11000 Mar		declaration in PMYDDD	
	Branch	[sunsM]	Branch user checks whether death has already been declared in PMYDDD, if not enters details of death	E
			mielo etta mer to make the claim	
			auminee, legal heir certificate, etc. for establishing	
Contraction of Contraction		_	supporting document like death certificate of	



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

Noter ID Joon Passport	ion Bant Stm Jon	TRAY DE Join COTWISPOALECYCING JAIN Scan OVOT Scan Peolo Scan ADEWARACIE		Sellid AadharCard AP1 AP2 AOFWithKYC BankStatement BoardResolution CKYCPOIS910DNumber
donena	leuneM	austomer who has been declared dead in PMY menu	9	CKYCPOIS02IDNumber CIN DrivingLicence EKYCAuthimage KYC
<b>คว</b> มชาติ	leuneM	aranch vernies whether all mandatory documents are submitted by the claimant along with claim form and also verifies the genuineness of documents	5	EmployetHouseLetter MOA NREGA AadhuurOffline Others
สอกลาย	leuneM	CLAIM CUM DISCHARGEFORM and attests the same	۲	CUBERPOACKYCHO
Rench	isuns M	Branch user checks whether death has already been declared in PMYDDD. If not enters details of death declaration in PMYDDD.	£	
		minip of the standard of chains to make the claim		

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.

Manage	CCM	CKYC	Intermediary				
😭 > Dash	board > Cu	stomer Add	ltion/Modification Ac	tionables > Legal Entity			
🗲 Go Bac	k		N.				
Last Action	: TSS Suppo	ort, Jan 15 2	022 04:05:20 PM,	" <mark>Cù</mark>	rent Status: \$9059:Awaiting Image for	RP and LE - Branch	Activ
Main	Related Par	ties Ct	ecklist CKYC H	listory Probable Match	-Creation Change Log		
Add New							
Edit	Code *	Y	Name	Relationship *	Date of Appointment *	Linkage ID Type	Linkag
20	65395 <mark>4</mark> 3		iuim sz da	Proprietor	23/Jul/2020	Branch	Repart

12. Scroll down below to "Attachments" sign for image attachment.

ſ

	Employee	Amon	innit		Devision Code			Ext	×	1f	
	KVC Vedilization Date	Add New	- Scan						Refresh	ager	
		East	Attr ID	Date	Attachment Name*	File	Description	Tag	Attachment Deviation		
Xher Details	Application Reference of Images CICVC Romarka		3559450		Passport	View(0)				of branch code	
dditional information under Comm	on Reporting Standards /								Done		
Edit Country of Tax Residency	Tax Iden								Proposition of	÷ 1)	End Date
No Data to Show											



 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.

Attachr	nent				×
Add New	Scan			F	Refresh
Edit	Attr ID	Date	Attachment Name *	File	Descr
<b>*</b>		Select Date	photo × 🔺	Add	
			Photograph	/iew(0)	
	3559181		Aadhar Card	View(0)	
4					Þ



14. To Scan photo, click on Scan "Photo", "crop" and then click on "Save".

ID Pa	sport NREGA	Bank Stm Utility Bit OthersPOACKYCInd		DC Select	* Save
sport Joir	n Bank Stm Join	Utility Bill Join Others/POACKYCInd Join Scarl OVD Scan Pricity Scan ADEWIDKYC			\$
1.0				1.0	
а .	leuneM	Branch cancels the Auto-renewal flag for the given customer who has been declared dead in PMY menu	9		
а	leunsM	Branch verifies whether all mandatory documents are submitted by the claimant along with claim form and also verifies the genuineness of documents	s		
а .	Jenuely	CLAIM CUM DISCHARGE FORM and attests the same	ŧ.		

15. Once all images are attached, scroll up and click on "Go back"

Back					
ain Checklist	Change	Log			
Basic Details					
Customer Code *		Customer Type *	Gender *	Date of Birth*	
6539543		Individual × +	Female × *	26/Feb/1952	
Prefix *	F	rst Name *	Middle Name		Last
Ms ×	-	iuiui	sz		d
			man a kereba seara		17 - AL



16. Click on "Action tab" to move the record to checker step.

Manage GEM CKYC Intermediaty			Search Q
<ul> <li>Deshipperd + Customer Addition/Modification Action</li> </ul>	obles > Legal Entity		
• Go Back			
ant Action: TES Support, Jan 152022 04:05:20 PM,	Current Etutue: \$9959:Awaisin	g Image for RP and LE - Branch	Action: Select Action +
Main Related Parties Checklest CKYC Histo	v Probable Match-Creation Change Loo	E.	Move to Checker ste
Basic Details			
TW Castomer Code 6539531	CKYC Ref No.	cast B	laten
Customer/Entity Sole Propria	Orship X + Entity Nome: •	dhdh Sate o	of Incorporation: 01/Apr/2020
Do you want to se	nd record to Pending v Proceed ments here)	rith checker for Verifica	ation - Branch?
Add remark as OK while the record if all the ima correctly attached	moving ges are		

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.

Validatio	on Errors	
. No.	Error Code	Description
	EC3640	POA Image not found. Image for ProofOfAddress is Mandatory.

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 रोड़, 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



#### 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.

Attachme	int.						
							Refres
Add New   Sc	an   Extract Ima	ges   Album View	er				
	Att ID Date	Alts	chment Name *	File	Extracted Images	Description	Tag
- B ×	94233 52 dd/m	PA	413	× • View (1)	Silesv (0)		Tag(s)
				☆			
<							>
				7			Done

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

	Current SLa	Fild come Hydrongeles (pg	Size (Kb) 581,33	Delete	Download Download	Crop PDF Crop		
Add New   Scen	Extract Images			Û				Re
	4233 dd/mmm						ion)	Tag(s)
-								
yan Malik		Are you su	re do you want to	delete an Att	ichment?		7	
46:34 PM	****	Ĩ		Cancel				
achment								Befresh
New   Scan   Extract	mages [					lo	n	Tog
■ ★ 34233 o 52 o	d/m/mm							Tag(s)

20. After deleting successfully, "re-scan" the image.

#### **IMPORTANT NOTES:-**

- $\Rightarrow$  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**.

DAVC Hamens	Attaile							×		
dditional Information under Co colliow								Reffesh		
Edit Country of Tax Reside	Add New	Soun	1-1-1-1 m		10000			Contraction of the local data	d Date	Remarks
No Data to Show	Edit	Attr ID	Date	Attachment Name *	File	Description	Tag	Attachment Deviatic		
	17.8	3658504		Activity Proof - 1	Vinis (73					
lotes					Carop- Coundaries					
	88	3550905		Others	View(1) Crop					
Atlantiniumin(4)	- 1000		_							
↓ Validation Errors								Dorie		

- 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.

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Dashboard > Custamar Add to	in/Modification Actionation + Lingul El	anty (				
o Back						
Arzinei TEE Support. Dec 20/202	P1 NAILTINA PM.	Current Status: 59859:Aw	willing image for RP and LE - Araa	ah da	Select Action	Flow & Entory
in Related Parties Chec	Real CKYC History Probable 1	Valch-Creedue Change	e Lóg Downklad			
Basic Details	105000100	CKYC Ref No.		Last Dear		
Code						
Code Custome/Fritty Type: *	Sole Proprietorship = -	Eroly Name *	ASD	One of Incorporation.*	1 01/Abi/2020	
Code: Castarne:/Entity Type: *	Sole Proprietorship = +	Endly Name *	ASD	Oste of Interpretation.*	11Ap#2020	
Code Cuadome/Finity Type: " Country of monoperation"	Sole Proprietorship = +	Erolij Name **	ASD Select Product	Date of Interportation: *	曲 01/Apr/2020 Murribai	
Code Custome IT nity Type: " Country of managementation." Date of	Sole Proprietorship = +	Ciply Name *	ASD Select Product	Outpotencement	11 otrapir2020 Mumbai	



- 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"

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Dies	hboant > Cust nade Step	somer Additio	vModricatio Accord Sear	n Autinnables æ													
Step	P 59059	Awating	8 × 1	Caue Type	58800	Сазе Туро	- 0.502	nch Stations Se	arch +			Seach					
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	per (Volk Pleer H per page 5 300 * Q FpH Ecit %	5 + Customer Q 100 5536219 8530329	⊊÷. #2	Hadermax Q., Film		velicium Mini C., Million <b>JakMak</b> ISG LTD	+ Adom Co C 10m 22Nor21 20Dec21	Avegues Q. Tour	- <b>T</b>	Provent Q. Tillec.	÷	CRYC Re C filaer_		201 C	Administration	2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

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



Annex 4

### Corporate Verification in Baroda CKYC Application Job card

#### How to Use:

- 1. Open URL <u>https://barodackyc.bankofbaroda.co.in/</u> 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

Manage	CCM	CRM	CKYC Intermediary Searc	÷	Q
Dashboard	> Rejecti	on Maste	CKYC NonIndividual Overview	8	
Code/Name			Compare Field Auto Decision	¢1	Search
			Actionables		CKYCUpdateNotificationF510
			Reports		F2014CKYCNonIndividualCustomerActionable v
		A 5	Search	8	CKYCModificationCustomerWorkflowF35 😭
14 4 1	1 4 3	4 3	Workflow		CKYCNewCustomerWorkflowF29

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

My Actionable	Step Search	Record Search		
1 Search		Source Syste × 💌	ranch× 👻 Free6	Search



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

Wy Action	nable Step S	earch	Record Search						
8	iearch		Source Syste	· · · Branch×	* Free6		Search		
Items	per page 15								
	Step Name	-11	Case Type 🛛 🛧	Customer C 🛧	Customer Name	<u>ेक</u>	Source Sys 🛧	Source Sys 1	Added On
	Q Fillor		Q Finn.	Q Fitter	Q Filter		Q Filler	Q Fore	Q Filler
	Pending with checker for Verification - Branch	ø	CreateCKYCNIA	6538272	TuldMuk		Free6	Branch	02/Nov/202

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

ly Action	nable Step !	Search Record Sea	rch						
Step	s9062:1	Pending × 📼	Case Type	Select Case Type +	6 Search	Select Search		Sourch	
Tota Sho	ii <b>1 Records 0 S</b> w WorkFlow His	Selected itory	00						
Items	perpage								- îis
	Edit 🛧	Customer C	Reference	↑ Customer N ↑	Added On 🔶	Assigned 1	Product 1	CKYC No.	Ŷ
	Q Film	Q Filter_	Q, Filler_	Q Filler	Q File	Q. Filtur	Q Filler	Q, Filter	
	Edu	6538272		TukMuk	02/Nov/21				
4	Click on Edit								

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

Additio Add Nev	Additional Information under Common Reporting Standards / FATCA Add New							
Edit	Country of Tax Residency *	Tax Identification Number	Reason of No TIN	Declaratio				
No Da	ata to Show							
Notes								
Attach	ments(1)	li li						



8. 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.

Attachm	ent							×
								Refresh
Add New	Scan							
Edit	Attr ID	Date	Attachment Name *	File	Description	Tag	Attachm	ent Deviati
۵ 🖻	3548790	)	Registration Certificate	View(1) Crop	]			
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Edit	Attr	1-derNerrie		(Kb)	Lociete Llow	nload	Crop	hment C
Case line	-0-0+er	0655445	56_DrivingLicence tit	62.86	Delete Dow	ntoad	Crop	
63 								1
	<u> </u>							

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 C	kere Inter	mediary				
😭 > Dasl	board > Custom	erAddition/Mo	dification Actionables	<ul> <li>Legal Entity</li> </ul>			
🗲 Go Bad	sk .						
Last Action	: TSS Support, J	an 15 2022 04:0	5:20 PM,	Current Stat	us: \$9059:Awaiting Image	for RP and LE - Branch	Acti
Main	Related Parties	Checklist	CKYC History	Probable Match-Creation	Change Log		
Add New							
Edit	Code *	Name	Relat	tionship Da	ate of Appointment *	Linkage ID Type	Linkag
28	6539543	lunui sa	da Propr	rietor 23	/Jul/2020	Branch	Repart

10. 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.

	Form 60:	Attachn	ient						×
Other D	etails Application Reference	Add New	Scan						Refresh
	of Images: CKYC Remarks	Edit	Attr ID	Date	Attachment Name *	File	Description	Tag	Attachment Deviati
Addition	nal Information under Co	<b>(</b> 2)	3548796		Aadhar Card	View(1) Crop	1		
Edit	Country of Tax Reside	121	3558942		Photograph	View(1) Crop	I		
No Da	ta to Show			1		1		1	
Attachm	ents(2)								Done



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

Go Back						
ain Checklist	Change Log	i i				
Basic Details						
Customer Code *		Customer Type *	Gender *	Date of Birth *	Date of Birth	
6539543		Individual × +	Female × *	26/Feb/1952		
Prefix *	First	Name *	Middle Name		La	
Ms ×	* iu	iui	SZ			
	Father Prefix Father First Name					

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.

onables > Lega	I Entity				*
PM,	Current-Statut: \$9062:Pendi	ng with checker for Verificatio	in Branch Action:	Felect Action	Refresh
story Probat	Ne Match-Creation Change L	99		mproper image, Mo	
	CKYC Ref No		Last Batch		
× ~	Entity Name: *	TukMuk	Date of Incorporation. *	06/May/2020	Þ
	Do you want to s	end record to Pe	ending with checker f	for Verification - Bra	nch?
Add re the re correc	(Add your com emark as OK while cord if all the ima tly attached	e moving ages are			



# Annex 5

# **Error Validation in Baroda CKYC Application**

	Error code related to image name length and special characters in image name
	Special Characters \: * /? " <>   are not allowed in the image attachment name. The image
EC3748	name for latest image for PermanentAddressProof is <attachmentname>.</attachmentname>
	Special Characters \ : * / ? " <>   are not allowed in the image attachment name. The image
EC3828	name for latest image for PermanentAddressProof of RP is <attachmentname>.</attachmentname>
	Special Characters \ : * / ? " <>   are not allowed in the image attachment name. The image
EC3749	name for latest image for CorrespondenceAddressProof of RP is <attachmentname>.</attachmentname>
	Special Characters $\ : \ / ? \ < > \  $ are not allowed in the image attachment name. The image
EC3750	name for latest image for ProofofIdentity is <attachmentname>.</attachmentname>
	Special Characters $: * / ? " <>  $ are not allowed in the image attachment name. The image
EC3833	name for latest image for Photograph is <attachmentname>.</attachmentname>
EC3745	The Length of the image attachment name should not exceed 50 for PermanentAddressProof.
	The Length of the image attachment name should not exceed 50 for PermanentAddressProof of
EC3827	RP.
	The Length of the image attachment name should not exceed 50 for
EC3746	CorrespondenceAddressProof.
EC3747	The Length of the image attachment name should not exceed 50 for Proofoldentity.
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
	The number of related parties provided is not the same as the value mentioned in
EC3241	RPCountForCKYC.
	LE and RP Permanent Address Proof, Correspondence Address Proof, Proof of ID image size
EC3768	exceeds 5120KB.