KYC REGISTRATION PROCESS

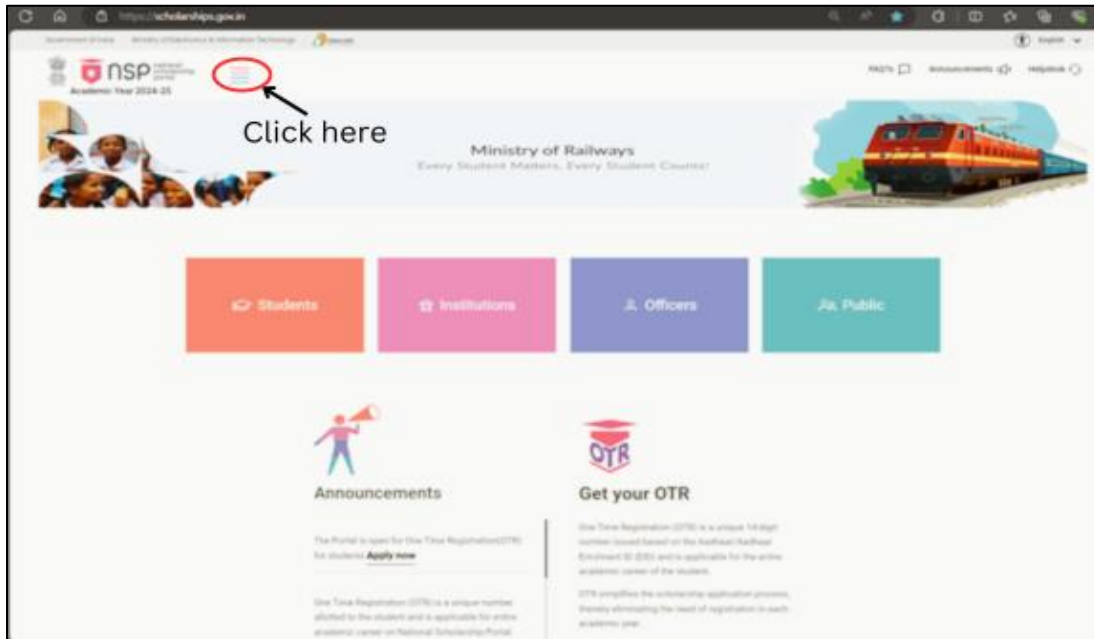
KYC (Know Your Customer) Registration Form

The KYC (Know Your Customer) Registration Form is a crucial document required for onboarding new institutes onto the National Scholarship Portal (NSP). This form ensures that the institute's details are accurately recorded and verified, allowing the institute to participate in the NSP and enabling its students to apply for scholarships.

Operational steps to complete the KYC registration for onboarding a new institute on the NSP.

❖ The KYC registration process for institutes on the NSP involves two major steps:
   1. **Submit the Online KYC Registration Form:** The Institute Nodal Officer (INO) fills out the KYC form online to register the institute on the NSP portal. The INO and Head of Institute (HoI) provide Aadhaar details, update the AISHE/DISE/NCVT code, and verify all information.
   2. **Get the Online KYC Registration Form Approved by the District Nodal Officer (DNO):** After completing the form, the INO or HoI prints the filled form and visits the DNO's office for verification and approval. Once, the DNO verifies and approves the details through their online login on NSP website, the login credentials for the INO and HoI are generated and the institute can start using the portal.
❖ Also, the detailed steps for submitting the Online KYC Registration Form are-

   Step-I: Filling up the KYC Registration Form by INO:
   - The INO completes the form by entering the necessary details of the institute and the personal information of the INO and HoI.

   Step-II: Aadhar-based Face Authentication:
   - Both the INO and HoI perform Aadhaar-based face authentication using the NSP Face Auth App and Aadhar Face RD app.

   Step-III: Step III: Uploading the KYC Form:
   - The INO and HoI attest the filled KYC form and upload it to the NSP portal.

   Step-IV: Approval of the KYC Registration Form by HoI:
   - The HoI approves the attested form on the NSP portal, completing the registration process.
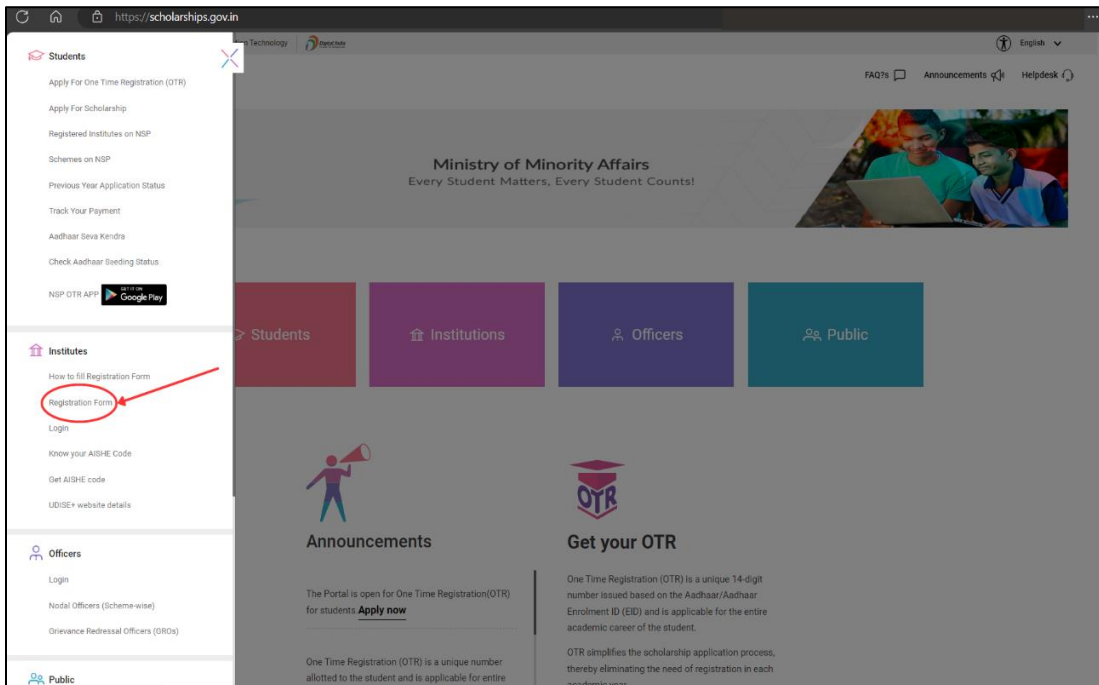
Step-I: Filling up the KYC registration form by INO (Scree n 1 – 6)

Step 1. The INO user visits the web portal of NSP (National Scholarship Portal) i.e. https://scholarships.gov.in/ and clicks on **Hamburger Menu** (≡) (refer Screen 1).

Step 2. Click on **Registration Form** option under **Institutes** option (refer Screen 2).

Screen 2

Step 3. Next (refer <u>Screen 3</u>), the INO user fills the below details-

- Enter AISHE/DISE/NCVT code.
- Refresh Captcha.
- Enter Captcha.
- Click to Submit.

Screen 3

Step 4. Next (refer <u>Screen 4</u>), The INO user completes the below steps:

- **A.** First, read the Notification.

  Note: if the KYC form is already filled, then the same will be displayed in the below GRID. The INO details mentioned in the Grid (highlighted by Green) shows no data available because the Aadhar details are not entered or verified.

- **B.** Click on 'Continue with Aadhar Verification'.

Screen 4

Step 5. Next (refer <u>Screen 5</u>), the INOs needs to enter below details related to their Aadhaar card for verification and validation-

    A. Enter Aadhar no.

    B. Enter Name as in Aadhar card

    C. Enter Date of Birth

    D. Select Gender

    E. Enter Mobile No.

    F. Click on Submit

Institute KYC Registration Form

Step 2:- Enter Institute Nodal Officer's Details for Aadhar Authentication

INO is advised to carefully enter AADHAAR related information (ie AADHAAR number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhaar card.

Aadhar Number:* ⟵ Ⓐ

Name as In Aadhar:* ⟵ Ⓑ

Date of Birth:* ⟵ Ⓒ

Gender:* ⟵ Ⓓ

Mobile Number:* ⟵ Ⓔ

☑ I provide my consent to National Scholarships Portal (NSP) to authenticate my aadhaar details, provided above, from UIDAI. I understand that NSP may use my AADHAAR details for the purpose of registering me as Institute Nodal Officer.

Submit ⟵ Ⓕ

<mark>**Screen 5**</mark>

Step 6. Similarly, in the next step (refer <u>Screen 6</u>) the HoI needs to enter the below details related to their Aadhaar card for verification and validation in this step-

    A. Enter Aadhar no. of HoI

    B. Enter Name as in Aadhar card of HoI

    C. Enter Date of Birth of HoI

    D. Select Gender of HoI

    E. Enter Mobile No. of HoI

    F. Click on Submit

Institute KYC Registration Form

Step 3:- Enter Head of Institute (HoI) for Aadhar Authentication

Head is advised to carefully enter AADHAAR related information (ie AADHAAR number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhaar card.

Aadhar Number:*	615546981644	(A)
Name as In Aadhar:*	Akhil Kushwaha	(B)
Date of Birth:*	29/11/1979	(C)
Gender:*	Male	(D)
Mobile Number:*	9506879372	(E)

☑ I provide my consent to National Scholarships Portal (NSP) to authenticate my aadhaar details, provided above, from UIDAI. I understand that NSP may use my AADHAAR details for the purpose of registering me as Head of Institute (HoI).

Submit (F)

Screen 6

Step 7. Next, in the Screen 7, the INO will enter the following details of Institute and verify the details for submission-

1. Please read this Instruction
2. Upload Scanned Copy of INO Identity proof (Identity proof can be any of Aadhar, Voter ID, license etc.)
3. Enter Institute Address
4. Select State for Affiliated Board/University
5. Select Affiliated Board / University
6. Select Institute Nature
7. Enter Total Student strength in the Institute
8. Enter URL of Institute's Website
9. Enter Designation of INO
10. Enter Official Email id of INO
11. Enter Other Contact No. of INO
12. Enter Designation of HoI
13. Enter Official Email id of HoI
14. Enter Other Contact No. of HoI
15. Review all details and Submit

Institute KYC Registration Form

Step 4:- Institute Details

Select File *	Choose File Das_Application_Status.pdf
Institute Name:*	TEST INSTITUTE
Institute Address:*	test
State:*	ASSAM
District:*	KAMRUP METROPOLITAN
State for Affiliated Board/University:*	ASSAM
Affiliated Board/University:*	TEZPUR UNIVERSITY, TEZPUR
Institute Nature:*	Private
Total student strength in the Institute:*	100
URL of Institute's Website(If any):	Enter Website URL

Details of Designated Institute's Nodal Officer for NSP(INO-NSP)

The Aadhar , Name as in Aadhar , Gender and Mobile Number has been verified from UIDAI. However Date of Birth shown below did not match with DoB available on UIDAI.

Aadhar:*	XXXXXXXX1138
Name as per Aadhaar:*	sanjay kumar agnihotri
Date of Birth as per Aadhaar:*	13/03/1973
Gender as per Aadhaar:*	Male
Mobile Number as per Aadhaar:*	
Designation:*	teacher
Official Mail Id:*	test@gmail.com
Other Contact Number:	0

Details of Head of Institute

The Aadhar , Name as in Aadhar , Gender and Mobile Number has been verified from UIDAI. However Date of Birth shown below did not match with DoB available on UIDAI.

Aadhar:*	XXXXXXXX1644
Name as per Aadhaar:*	
Date of Birth as per Aadhaar:*	
Gender as per Aadhaar:*	
Mobile Number as per Aadhaar:*	
Designation:*	head
Official Mail Id:*	test1@gmail.com
Other Contact Number:	0

Submit

Screen 7

Step 8. Next (refer Screen 8), the INO user will validate by entering the 5 digits One Time Password (OTP) received on its mobile no. (the same mobile no. provided for registration in Step 2). Follow the below steps to validate OTP details:

    A. Enter 5-digit OTP.

    B. Click on **Confirm OTP** button**.**

<p align="center"><mark>**Screen 8**</mark></p>

Step 9. Next (refer Screen 9), The INO user gets the newly generated KYC Registration Number. Then follow the below steps-

- Read carefully the notification on Screen 9.
  <mark>**Note: It's mandatory to complete the Aadhar based Face Authentication by INO and HoI users using the NSP Face Auth App and Aadhar face RD app which is only available on Android phones).**</mark>
- Click on **Back to Home** button.

<p align="center"><mark>**Screen 9**</mark></p>

Step 10. Next, the INO user gets the Screen 10. Next, the INO user checks the notification under the grid column i.e. **KYC Form Status.**

<mark>**Note:**</mark>

- <mark>The option for Print of KYC Form under Action tab (refer Screen 10) would be enabled only when the Face Authentication of both INO and HoI users gets completed.</mark>

- The INO user strongly advised to click on **Click Here button** in the Screen 10 to understand the procedural steps (refer Screen 11) for completing the process of verification of KYC registration and its form.
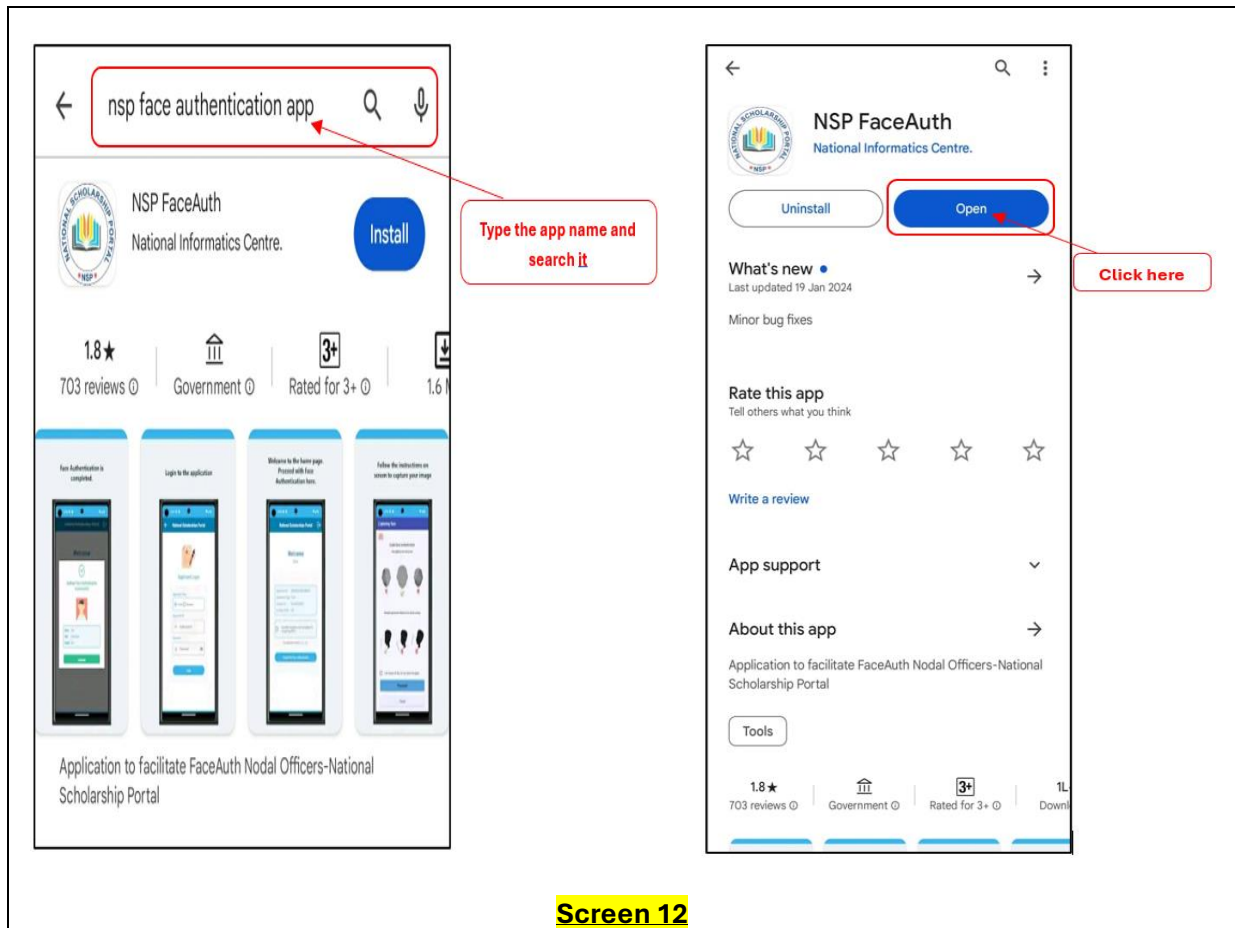

Screen 10

Screen 11

Step – II: INO and HoI to perform Aadhar-based Face Authentication using the NSP Face Auth App (Screen 7 – 15)

Step 11.
Note: Only when the designated INO completes the Face Authentication then only HoI would be able to complete the Face Authentication.

a)   **User: INO**
- The INO user would search and install the **NSP Face Auth App** available on **Google Play store (only available for android devices**). Once its installed, click on **Open** button in the app page (refer Screen 12).

- Once open the app, its home screen gets appeared (refer Screen 13). Next the INO user clicks on NEW INSTITUTE WITH FORM REF. NO. (refer Screen 14).
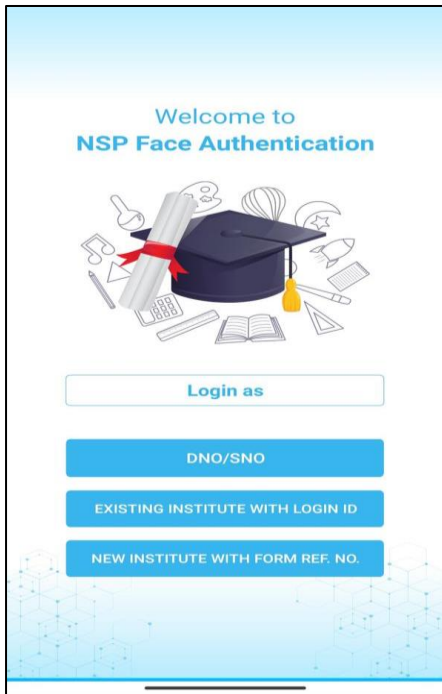
Screen 13
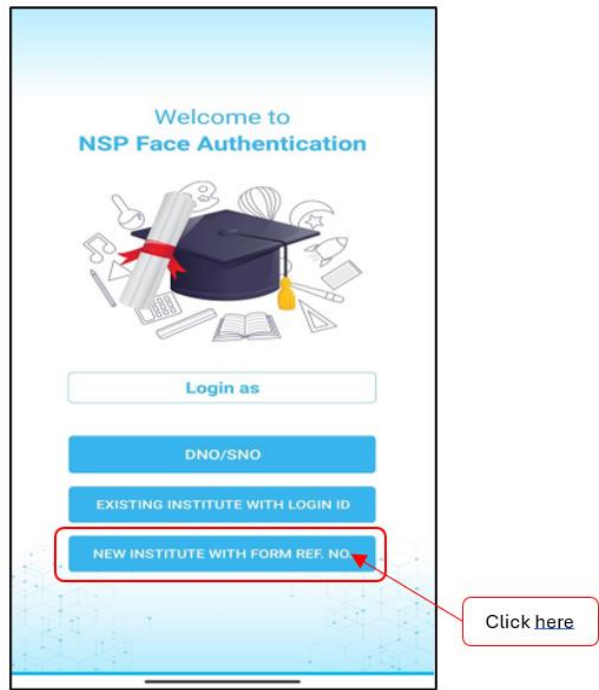
Screen 14

- Next click on **INO** as user under "I am" field in Screen 10 (refer **1** in the Screen 15).

Screen 15

- Next, enter the KYC Registration number (the same no. generated in Step 9, Screen 9) under the **Institute Registration Form No.** field (refer 2 in the Screen 10) and then click on **Get OTP** button (refer 3 in the Screen 10).
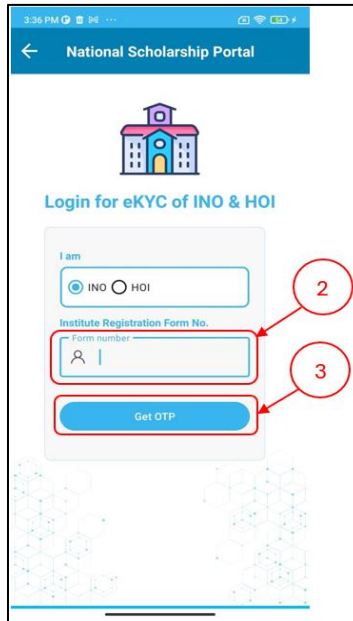
Screen 16

- Enter the 6 digits OTP received on its mobile number registered with its Aadhar. Next, click on **Login** button (refer Screen 17) and the INO user logs in the system.

Screen 17

- After successful login, the INO user receives the Screen 12 where the Institute's specific details gets visible and then clicks on **Proceed for INO's Face Authentication** button.

Screen 18

- Read the **Consent statement** and if satisfies click on **Agree** button.
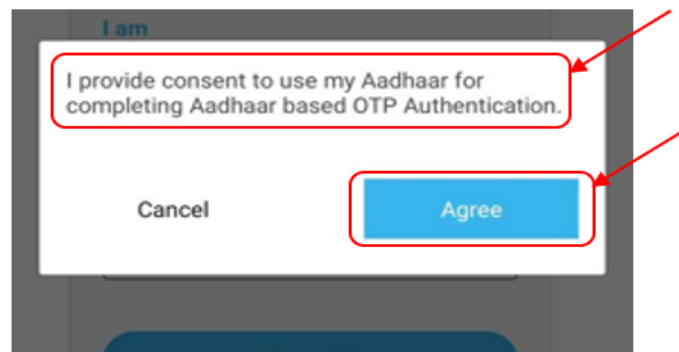
Screen 18

- Next, the INO user will the Screen 14 where the user's face would be authenticated by the user's mobile phone's camera with its Aadhar. Once its authenticated, the user will receive the Screen 15 conveying the successful **Aadhar based Face Authentication** (refer Screen 15).
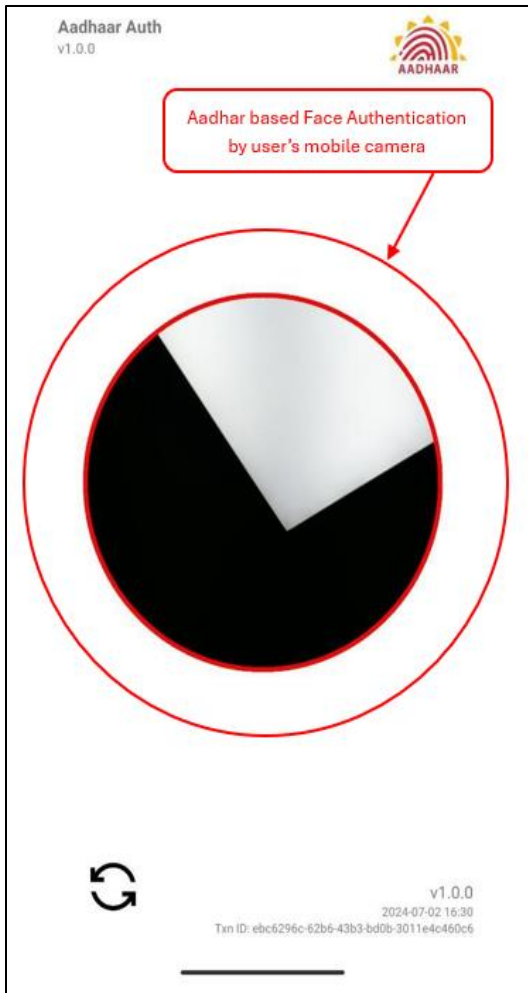
b) User: HoI

- After following the steps in the Screens 7,8 & 9, the HoI user will receive the screen (as same as Screen 10) where the user needs to select the **HoI** as user under **"I am"** field (refer 1 in the Screen 10) and then the HoI will enter the KYC Registration number (refer Screen 6) in the Form Number field and then click on **Get OTP** button (refer 2 & 3 in the Screen 10).

- Next, the HoI user will follow the steps for **Aadhar based Face Authentication,** similar to the steps explained in the Screens 11, 12, 13 & 14.

Step – III: Uploading of KYC form, duly attested by INO (Institute Nodal Officer) and HoI (Head of Institute), on the NSP portal (Screen 16 – 22)

Step 12. Now, again the user needs to go back to the Registration Form web page (**refer Screen X**) and follow the steps explained in <u>Screen 1.</u> Going further, the user gets the <u>Screen 16</u> below. The user will also notice that, now the **Print** button is available for printing the KYC Form to be verified and attested by the INO and HoI.

Note: It is important to notice here that the INO user first verify, attest and upload the attested (duly signed and stamped) KYC form, then only HoI user would be able to print the KYC Form, attest and then upload it.

Screen 16

Step 13. In order to take the printout of KYC Registration Form, when the INO user clicks on **Print** button, the user gets the prompt of entering 5 digits OTP (refer multiple images in Screen 17) which must be received at on INO's registered phone no. This particular process validates the INO user who is authorized to take printout of KYC Registration Form.

Screen 17

Further, after entering the 5 digits OTP, the pdf copy of the KYC Registration Form gets downloaded. **Screen 18** depicts the first page of the sample the KYC Form template.

Screen 18

Step 14. After downloading the KYC Registration Form in Step 10, the INO user fills it and uploads the scanned copy of the attested KYC Registration Form on NSP Portal by duly verifying and attesting the KYC Registration Form. To do this below steps should be ensured and followed by the INO user-

I. Read the Instruction as mentioned.
II. A passport size photograph is needed to be pasted on the form as in the mentioned section. The **KYC Registration Form** should be verified deeply and duly attested.
III. When the INO user goes back to the **Registration Form** segment again on NSP (follows the steps explained in the Screen), it must be observed that a new button i.e. "**INO to upload Attested KYC Form**" is developed under the grid of table (refer Screen 19). At this step, the INO user clicks on this "**INO to upload Attested KYC Form**" button and then upload the colored scanned copy of the attested KYC Registration Form (refer Screen 20 and 21).

Screen 19

IV. Going further to the previous step, the INO user gets the Screen 20, and clicks on **Upload File** button for uploading the .jpeg file or pdf file of the KYC Registration Form (Note: the file size should be between 50 kb to 200 kb). After uploading the file in required file format and size, the user gets the message of successfully uploading the file i.e. **"The KYC Form XXXXX has been successfully uploaded."** (refer Screen 21). Then the INO user clicks on the **Back to Home** button and a new screen i.e. Screen 22 gets appeared where a new button i.e. **"HoI to approve Attested KYC Form"** gets developed under **'Action'** column in the Institute Details Table (refer Screen 22).

Screen 20

Screen 21

Screen 22

Step – IV: Approving of the attested KYC Registration form on the NSP portal by HoI (Screen 22 – 25)

In this Step the Head of Institute (HoI) will approve the scanned registration form filled by the nodal officer on NSP portal. HoI will review all the details of INO KYC registration form attested with the details mentioned in the KYC registration (Physical copy) form. Post approval of this form by HoI, then this form goes to approval of SNO / DNO. Once the final approval is done, INO and HoI will receive the Login ID and password of their Institute in their registered mobile number. Using these credentials, they can now login in the NSP portal.

The steps mentioned in below screens demonstrate how HoI will approve the uploaded KYC registration Form attested from INO.

Step 15. The HoI user will go back to the Registration Form window and follow the steps as explained in Step 1 and gets the Screen 22.

Screen 22

Step 16. Post this, the HoI user clicks on the button i.e. **"HoI to approve Attested KYC Form"** in the Screen 22 and a new window gets visible to the user i.e. Screen 23. At this step, the HoI receives the 5 digits OTP on the HoI's registered mobile phone no., enters it and clicks on **Confirm OTP** button (refer the Screen 23). After that, the KYC registration form (attested by INO), gets appeared to the HoI user (refer Screen 24).

Screen 23

(1)

(2)

Step 17. After that, the HoI user after verifying the whole KYC form, clicks on check-box against the consent of HoI's verification and attestation, and then approves the KYC form by clicking on **Approve** button. After that, the KYC Registration Form attested and approved by INO and HoI, gets forwarded to **DNO** or **SNO** for approval.

Note: Please note that the INO will submit the original attested copy to the DNO and will keep a photocopy of attested KYC in school for record purpose. Follow the below steps:

Screen 25