

# KYC REGISTRATION PROCESS

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## KYC (Know Your Customer) Registration Form

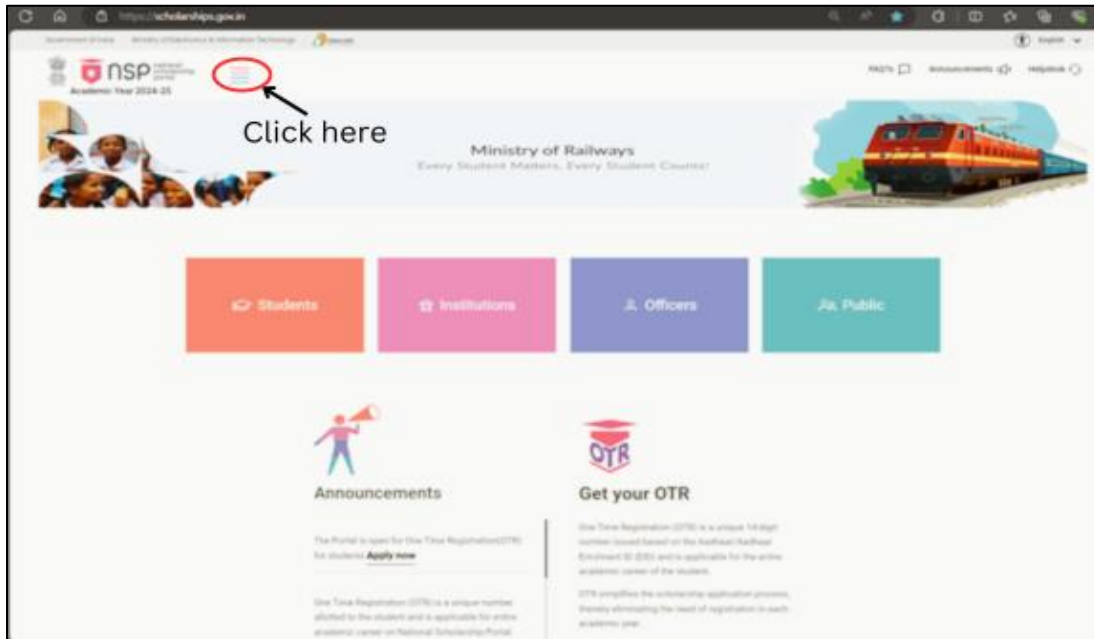
The KYC (Know Your Customer) Registration Form is a crucial document required for onboarding new institutes onto the National Scholarship Portal (NSP). This form ensures that the institute's details are accurately recorded and verified, allowing the institute to participate in the NSP and enabling its 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 (Hol) 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 Hol 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 Hol 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 Hol.
  - Step-II: Aadhar-based Face Authentication:**
    - Both the INO and Hol 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 Hol attest the filled KYC form and upload it to the NSP portal.
  - Step-IV: Approval of the KYC Registration Form by Hol:**
    - The Hol approves the attested form on the NSP portal, completing the registration process.

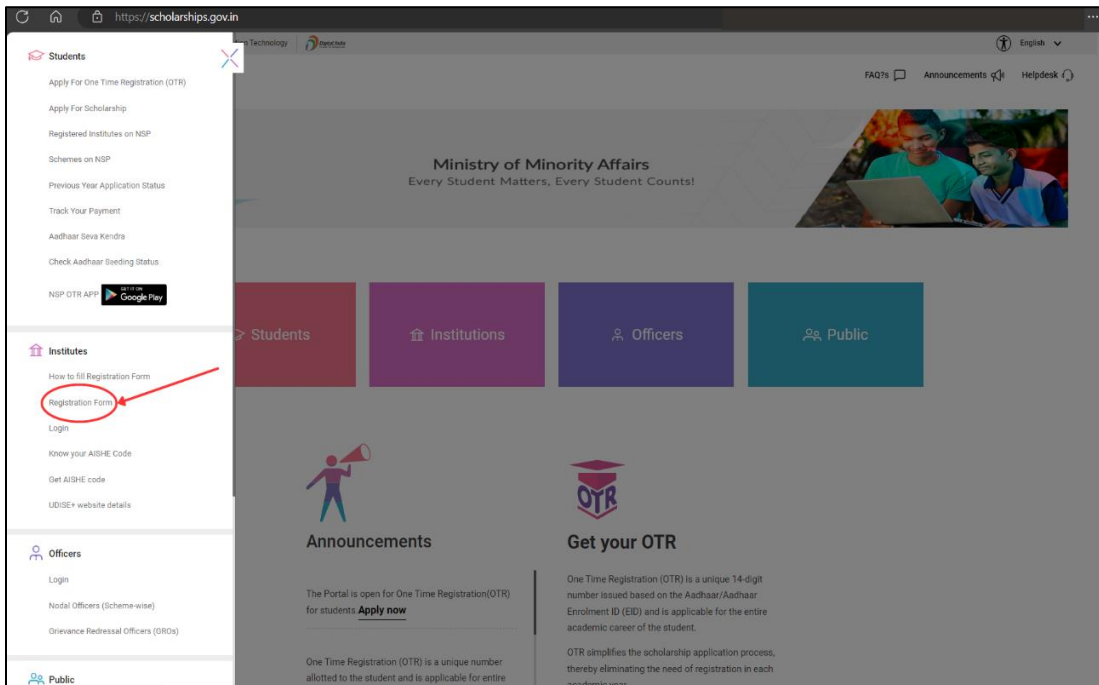
## Step-I: Filling up the KYC registration form by INO (Screen 1 – 6)

**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**).



**Screen 1**

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



**Screen 2**

**Step 3.** Next (refer [Screen 3](#)), the INO user fills the below details-

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

The screenshot shows the 'Institute KYC Registration Form' interface. At the top, it displays 'Government of India | Ministry of Electronics & Information Technology' and the NSP logo. The main heading is 'Ministry of Minority Affairs' with the tagline 'Every Student Matters, Every Student Counts!'. The form is titled 'Step 1:- Validate Your AISHE/UDISE+/NCVT Code'. It contains three input fields: 'AISHE/UDISE+/NCVT Code\*' with the value 'NSP-0787', 'Enter Captcha\*' with the value 'L68PX', and a 'Can't See? Click on Refresh Button.' link. A 'Submit' button is located at the bottom. Red circles with numbers 1, 2, 3, and 4 point to the code field, the refresh button, the captcha field, and the submit button respectively.

**Screen 3**

**Step 4.** Next (refer [Screen 4](#)), 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'.

The screenshot shows the 'Institute KYC Registration Form' interface. At the top, it displays 'Institute KYC Registration Form'. The main heading is 'Step 1:- Validate Your AISHE/UDISE+/NCVT Code'. It contains three input fields: 'AISHE/UDISE+/NCVT Code\*' with the value 'NSP-0787', 'Enter Captcha\*' with the value 'Enter Captcha', and a 'Can't See? Click on Refresh Button.' link. A 'Submit' button and a 'Continue with Aadhar Verification' button are located at the bottom. A red circle with the letter 'B' points to the 'Continue with Aadhar Verification' button. A red circle with the letter 'A' points to a notification message below the form: 'Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button'. Below the form is a table with columns for Sr. #, DISE/AISHE/NCVT Code, Institute KYC Registration Form Id (Date of Submission), Institute Name/District /State, Institute Nodal Officer Name, Designation of Institute Nodal Officer, KYC Form Status, and Action. The table is currently empty, displaying 'No data available in table'. The table header is highlighted in green. Below the table, it says 'Showing 0 to 0 of 0 entries' and 'Previous Next'.

**Screen 4**

**Step 5.** Next (refer [Screen 5](#)), 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 Aadhaar 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: \*  ← (A)

Name as In Aadhar: \*  ← (B)

Date of Birth: \*  ← (C)

Gender: \*  ← (D)

Mobile Number: \*  ← (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 Institute Nodal Officer.

← (F)

### Screen 5

**Step 6.** Similarly, in the next step (refer [Screen 6](#)) the Hol needs to enter the below details related to their Aadhaar card for verification and validation in this step-

- A. Enter Aadhar no. of Hol
- B. Enter Name as in Aadhar card of Hol
- C. Enter Date of Birth of Hol
- D. Select Gender of Hol
- E. Enter Mobile No. of Hol
- 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: \*  ← (A)

Name as In Aadhar: \*  ← (B)

Date of Birth: \*  ← (C)

Gender: \*  ← (D)

Mobile Number: \*  ← (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).

← (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 Hol
13. Enter Official Email id of Hol
14. Enter Other Contact No. of Hol
15. Review all details and Submit

**Institute KYC Registration Form**

**Step 4:- Institute Details**

**Institute Nodal Officer's Identity Proof**

**It is Mandatory to upload scanned copy of valid Identity Proof, like Aadhaar/Voter Id/Driving License etc., of Institute's Nodal Officer for NSP(INO-NSP)(Only pdf & jpeg between 50kb to 200kb File Size allowed)**

**File Name of Identity Proof should contains alpha numeric only**

Select File: Choose File  1

Institute Name:  2

Institute Address:  3

State:  4

District:  5

State for Affiliated Board/University:  6

Affiliated Board/University:  7

Institute Nature:  8

Total student strength in the Institute:  9

URL of Institute's Website(if any):  10

**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:  11

Name as per Aadhar:  12

Date of Birth as per Aadhar:  13

Gender as per Aadhaar:  14

Mobile Number as per Aadhaar:  15

Designation:  16

Official Mail Id:  17

Other Contact Number:  18

**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:  19

Name as per Aadhaar:  20

Date of Birth as per Aadhaar:  21

Gender as per Aadhaar:  22

Mobile Number as per Aadhaar:  23

Designation:  24

Official Mail Id:  25

Other Contact Number:  26

27

**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.

Institute KYC Registration Form

**Step 5:- Validate INO(s) Mobile Number**

Please Enter 5 Digit OTP:\*

[Confirm OTP](#)

### Screen 8

**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.  
**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).**
- Click on **Back to Home** button.

Institute KYC Registration Form

**Step 6**

Institute's KYC Registration Number AS202425755 has been generated. INO and HoI are advised to now complete Aadhaar-based Face Authentication using the NSP FaceAuth App available on Google Play Store. Once authenticated, the option to print the KYC Registration Form will be enabled on the web portal. After completing Face Authentication, Institutes may follow the below process flow to take the print of KYC Form.

Visit the NSP web portal > Go to Institutions > Click on Registration Form (Apply Now)

[Back to Home](#)

### Screen 9

**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**.

**Note:**

- 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.

- 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.

**Institute KYC Registration Form**

**Step 1:- Validate Your AISHE/UDISE+/NCVT Code**

**AISHE/UDISE+/NCVT Code:\***

**Enter Captcha\***

Can't See? Click on Refresh Button. uM6j 3 m

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sr. #	AISHE/UDISE+/NCVT Code	Institute KYC Registration Form Id ( Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS2024253 (01/07/2024)	TEST INSTITUTE / KAMRUP METROPOLITAN /ASSAM	sanjay kumar agnihotri	teacher	KYC Form Filled by INO, faceAuth of INO & HoI is pending. KYC Form can be printed after faceAuth of both HoI and INO. For More Information <a href="#" style="color: red; text-decoration: underline;">Click Here</a>	<div style="border: 1px solid red; border-radius: 10px; padding: 5px; display: inline-block; margin-bottom: 5px;">Notification</div> <div style="border: 1px solid red; border-radius: 10px; padding: 5px; display: inline-block;">'Click Here' button</div>
2	NSP-0787	AS2024252 (20/06/2024)	TEST INSTITUTE / KAMRUP METROPOLITAN /ASSAM	Sanjay Kumar Agnihotri	INO	KYC Form approved by DNO/SNO For More Information <a href="#" style="color: red; text-decoration: underline;">Click Here</a>	<input type="button" value="Print"/> <input type="button" value="INO to Upload Attested KYC Form"/>

**Screen 10**

**Institute KYC Registration Form Instruction**

**To get the KYC Form completed in all respect below steps needs to be completed by INO and HoI:-**

- 1- Complete face Authentication of INO and HoI through NSP faceAuth mobile application available on google play store. INO's faceAuth will be done before faceAuth of HoI.
- 2- After successful faceAuth of both INO and HoI, option to print the KYC Registration Form will be enabled.
- 3- Printed copy of the KYC Form,attested by the HoI, will be uploaded on the portal by the INO.
- 4- Scanned copy of the attested (by HoI) KYC Form will be verified by the HoI on the portal. After successful verification by HoI, the KYC Form will be made available to the DNOs/SNOs for the approval.
- 5- INO and HoI are supposed to submit the original physical attested copy(whose scanned copy has been uploaded as referred in step 3) of the KYC form to the concerned DNO/SNO for their official records.
- 6- After approval of the KYC Registration Form,INO and HoI login credentials will be sent through SMS on their respective registered mobile numbers.
- 7- To get more detailed assistance on above steps kindly refer "How to fill registration form" available under institute section.

**Screen 11**



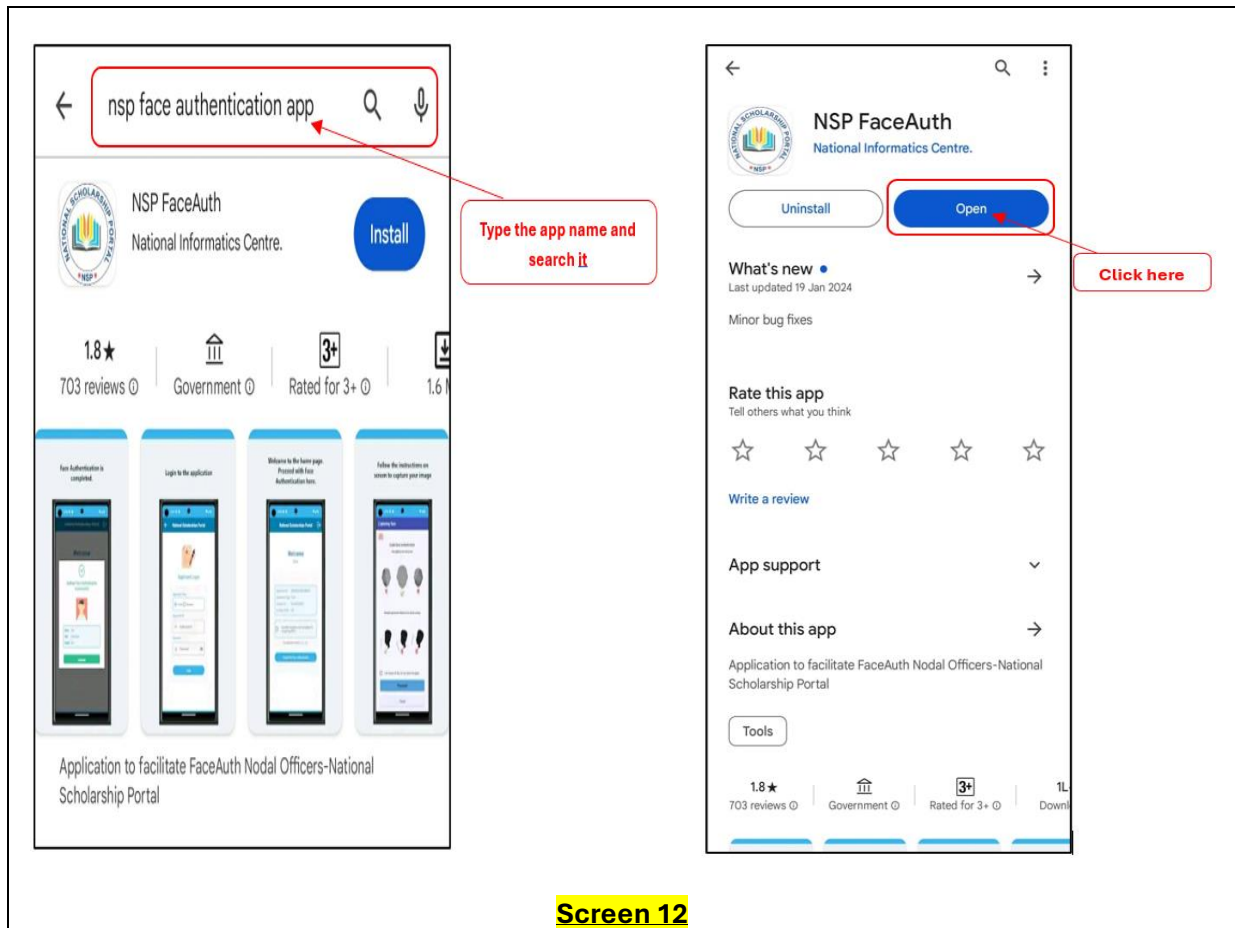
## Step – II: INO and Hol to perform Aadhar-based Face Authentication using the NSP Face Auth App (Screen 7 – 15)

### Step 11.

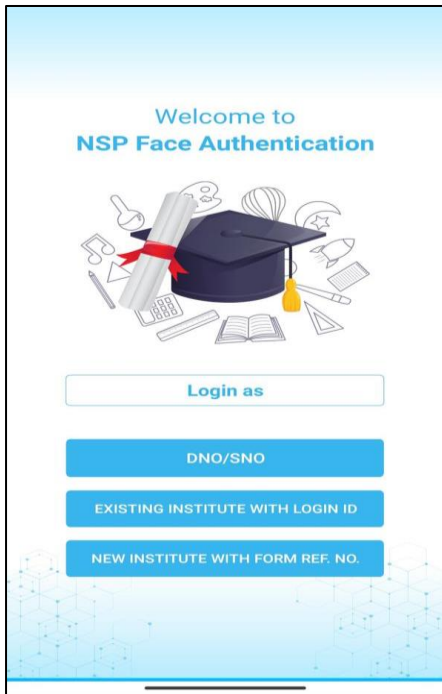
**Note: Only when the designated INO completes the Face Authentication then only Hol would be able to complete the Face Authentication.**

#### a) User: INO

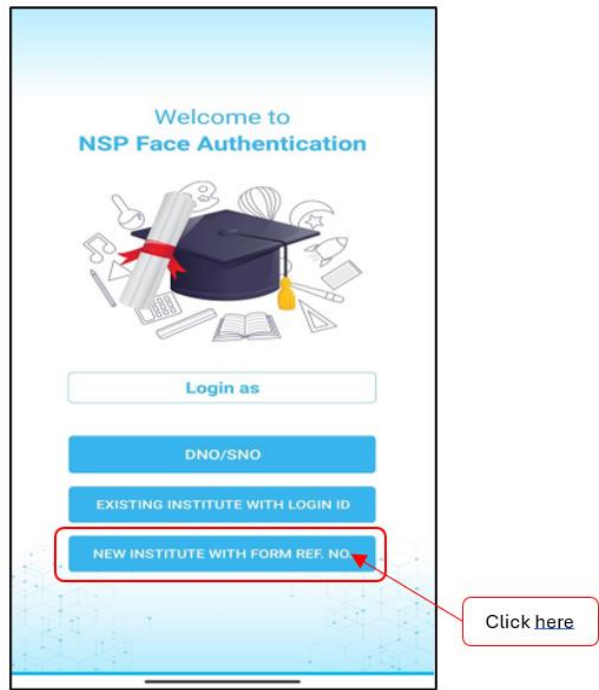
- The INO user would search and install the **NSP Face Auth App** available on **Google Play store** (**only available for android devices**). Once its installed, click on **Open** button in the app page (refer Screen 12).



- 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**



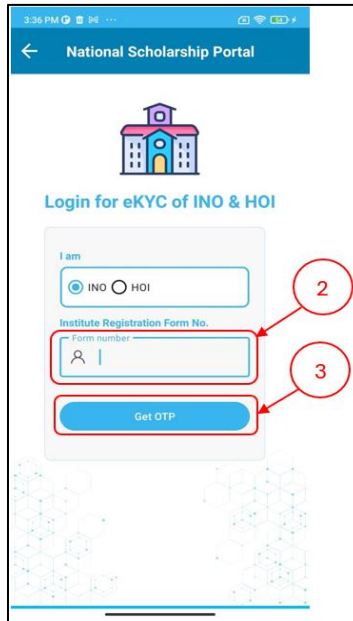
**Screen 14**

- 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.



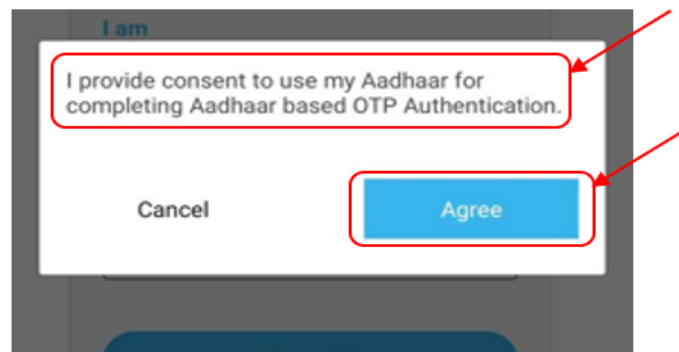
**Screen 17**

- 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.



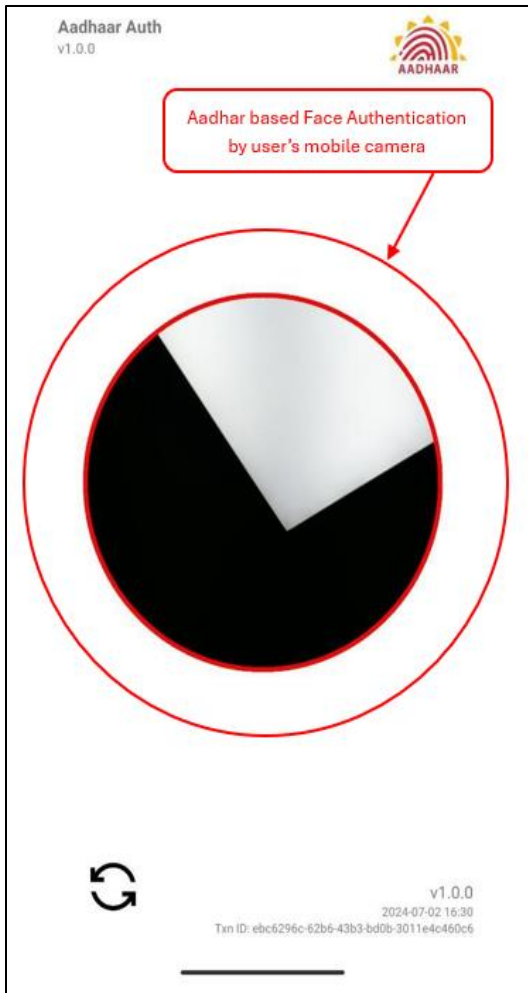
**Screen 18**

- 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 Aadhaar. Once its authenticated, the user will receive the Screen 15 conveying the successful **Aadhaar based Face Authentication** (refer Screen 15).



**Screen 19**



**Screen 20**

**b) User: Hol**

- After following the steps in the [Screens 7,8 & 9](#), the Hol user will receive the screen (as same as [Screen 10](#)) where the user needs to select the **Hol** as user under “**I am**” field (refer 1 in the [Screen 10](#)) and then the Hol 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 Hol user will follow the steps for **Aadhaar 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 Hol (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 **Screen 1**. Going further, the user gets the **Screen 16** 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 Hol.

**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 Hol user would be able to print the KYC Form, attest and then upload it.


**Institute KYC Registration Form**

**Step 1:- Validate Your AISHE/UDISE+ /NCVT Code**

AISHE/UDISE+ /NCVT Code:\*

Enter Captcha\*

Can't See? Click on Refresh Button.



SubmitContinue with Aadhar Verification

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sl. #	AISHE/UDISE+ /NCVT Code	Institute KYC Registration Form Id ( Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS2024253 (01/07/2024)	TEST INSTITUTE / KAMRUP METROPOLITAN /ASSAM	sanjay kumar agnihotri	teacher	KYC Form Filled by INO, faceAuth of INO & Hol completed but KYC Form print not taken by INO For More Information <a href="#">Click Here</a>	<div style="text-align: center;"><a href="#">Print</a></div> <div style="border: 2px solid red; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px auto;">9</div>

Print button available

**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.

**Institute KYC Registration Form**

**Validate INO(s) Mobile Number**

Please Enter 5 Digit OTP:\*

Confirm OTP

**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.

**NSP** national scholarship portal

**Institute Registration on NSP**  
(eKYC of HoI and INO)

Print Date: [REDACTED] Form No.: [REDACTED]

The form is filled by the nominated Institute Nodal Officer (INO) and is to be attested by Head of Institute (HoI).

**Important instructions**

- Utmost care should be taken while appointing the Institute Nodal Officer for NSP (INO-NSP).
- The information should match with the information furnished by the institute/school to AISHE/UDISE+/NCVT/SCVT.
- The appointed INO-NSP would carry out student scholarship application verifications and other activities required in the NSP.
- INO-NSP shall be the SPOC for communicating all institute related information etc.
- NSP would be sending SMSs/emails to INO only on his mobile/email registered by him in the NSP.
- Please fill all mandatory fields (marked with asterisk) in the form.
- Physical copy of the verified and attested (by HoI) form should be handed over to the respective District / State / Board / Force / Ministry Nodal officer of any scheme onboarded on NSP for the approval of Institute Registration Form.
- Soft copy of verified and attested (by HoI) Institute Registration form is to be uploaded on NSP by INO.
- One hardcopy attested by HoI is to be kept with the school in safe custody for record purpose and another hardcopy attested by HoI is to be submitted to the District / State / Board / Force / Ministry Nodal Officer.

(1) Name of the Institute: Test Institute

(2) Institute Nature: Government Institutes

(3) Affiliated Board/University: [REDACTED]

(4) Total Student strength in Institute: [REDACTED]

(5) Institute Address: [REDACTED]

District: [REDACTED] State: [REDACTED]

URL of Institute's website (if any):

(6) Details of Designated Institute's Nodal officer for NSP (INO-NSP):

[REDACTED PHOTO]

(INO's photo as per Aadhaar at the time of verification as on [REDACTED])

Form No.: [REDACTED] Page 1 of 3

### 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-

- Read the Instruction as mentioned.
- 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.
- 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](#)).

## Institute KYC Registration Form

**Step 1:- Validate Your AISHE/UDISE+/NCVT Code**

AISHE/UDISE+/NCVT Code:\*

Enter Captcha\*

Can't See? Click on Refresh Button.

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sr. #	AISHE/UDISE+/NCVT Code	Institute KYC Registration Form Id ( Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS202425755 (03/07/2024)	Test Institute / KAMRUP METROPOLITAN /ASSAM	Akhil Kushwaha	INO	KYC Form Filled by INO, faceAuth of INO & Hoi completed but attested copy not uploaded by INO For More Information <a href="#">Click Here</a>	<input type="button" value="Print"/> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;">             INO to Upload Attested KYC Form         </div> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;">             Option for <b>Uploading KYC Registration Form</b> gets available for INO.         </div>

### 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).

**Upload Attested KYC Print Form**

Please upload jpeg or pdf file between 50kb to 200kb

Upload Attested KYC Form

\*

### Screen 20



**Upload Attested KYC Print Form**

Please upload jpeg or pdf file between 50kb to 200kb

The KYC Form AS2024253 has been successfully uploaded

Upload Attested KYC Form

Choose File No file chosen

View Uploaded Attested KYC

Upload File

Back to Home

**Screen 21**

**Institute KYC Registration Form**

**Step 1:- Validate Your AISHE/UDISE+ /NCVT Code**

AISHE/UDISE+ /NCVT Code:\* NSP-0787

Enter Captcha\* Enter Captcha

Can't See? Click on Refresh Button.

Submit Continue with Aadhar Verification

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sr. #	AISHE/UDISE+ /NCVT Code	Institute KYC Registration Form Id ( Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS2024253 (01/07/2024)	TEST INSTITUTE / KAMRUP METROPOLITAN /ASSAM	sanjay kumar agnihotri	teacher	KYC Form Filled by INO. faceAuth of INO & Hol completed and attested copy uploaded by INO but not approved by Head For More Information <a href="#">Click Here</a>	<p>Hol to Approve Attested KYC Form</p> <p>Print</p>

Option for approving the attested KYC Registration Form gets enabled for Hol

**Screen 22**

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

In this Step the Head of Institute (Hol) will approve the scanned registration form filled by the nodal officer on NSP portal. Hol 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 Hol, then this form goes to approval of SNO / DNO. Once the final approval is done, INO and Hol 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 Hol will approve the uploaded KYC registration Form attested from INO.


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

**Institute KYC Registration Form**

**Step 1:- Validate Your AISHE/UDISE+ /NCVT Code**

AISHE/UDISE+ /NCVT Code:\*

Enter Captcha\*

Can't See? Click on Refresh Button. 

**R5A K m9**

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sr. #	AISHE/UDISE+/NCVT Code	Institute KYC Registration Form Id ( Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS2024253 (01/07/2024)	TEST INSTITUTE / KAMRUP METROPOLITAN /ASSAM	sanjay kumar agnihotri	teacher	KYC Form Filled by INO, faceAuth of INO & HoI completed and attested copy uploaded by INO but not approved by Head For More Information <a href="#">Click Here</a>	<input type="button" value="Hol to Approve Attested KYC Form"/> <input type="button" value="Print"/>

Option for approving the attested KYC Registration Form gets enabled for HoI

**Screen 22**

**Step 16.** Post this, the HoI user clicks on the button i.e. **“Hol 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).

**Institute KYC Registration Form**

**Validate OTP received on Registered Mobile Number of HoI**

Please Enter 5 Digit OTP:\*

**Screen 23**

**(1)** **(2)**

**Screen 24**

**Step 17.** After that, the Hol user after verifying the whole KYC form, clicks on check-box against the consent of Hol'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 Hol, 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:**

**Consent for Approval by Hol**

I have viewed the uploaded KYC Form and declare that this is scanned copy of KYC Form attested by me. Photocopy of this attested registration form has been kept in school's / Institute's record file.

**Approve**

**Screen 25**