

Please find the following rules to be followed at your end before submitting the documents to us for a smoother issuance.

Things to be followed strictly:

- **Subscription form:** Mandatory fields are to be filled in the subscription form which includes subscriber date/authorisation date, id proof, address proof, etc.

- **Different ink in the subscription form :**

Only Blue ink should be used in the subscription form (the signature over the photograph as well as the applicant's signature in Section 3 should also be in blue)

It has been noticed that different ink has been used in the subscription form especially for entering email id. Hence forth the same will be not accepted.

- **Document alteration :**

Subscriber has to sign of the respective line in case of any alteration made in the subscription form.

- **Authorisation person Name not available :**

For ORG cases, Section 4 should capture the authorised person name and details.

Attestation

- **Attestation officer seal:** Ensure to have the seal of the attesting officer name, office address and contact numbers. Also note Round seal which capture only the Bank name or Office names are not accepted. Also get it attested with all Identity proof.

- **Photo not clear :** Ensure to get a clear scan copy of the photo id proof. If the quality of the scan copy is poor then it is difficult to recognise the person.

- **E-KYC :** For all e-kyc cases (individual) the application should reach us within 2 days after the issuance failing which all the e-kyc issuances will be stopped.

- **E -KYC cases for organization :** The same will be issued only upon the receipt of the full set of attested documents.