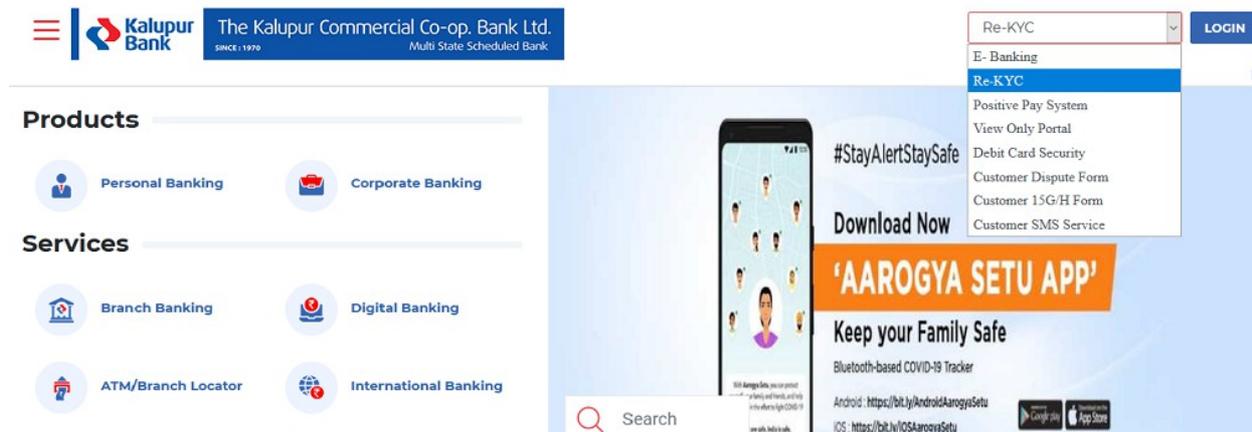


## User Manual - Online REKYC for Retail Customers

1. Open bank's official website i.e. [www.kalupurbank.com](http://www.kalupurbank.com) in browser (Firefox/Chrome/etc.). Select Re-KYC from top-right menu and click login or you can directly arrive at login page by using [URL](#)



2. You will be re-directed **Re-KYC login page**

## Re-KYC

 **The Kalupur Commercial Co-op. Bank Ltd.**  
SINCE : 1970 Multi State Scheduled Bank

**CUSTOMER ID**

**KYC Document**

**Document Number**

**CAPTCHA : 22 + 16**

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Application Version 1.0

3. Enter your Customer Id (8 digit number available on Passbook), select one of the KYC document which is already submitted to bank and enter document number in document number field, if you don't have any KYC document, select "No KYC Document" option and enter your date of birth and registered mobile number submitted to the bank, enter CAPTCHA and click "Continue" button.
4. If entered details match with details provided to the bank, OTP will be sent to registered mobile number and you will be redirected to OTP verification page

5. Enter six digit OTP received on registered mobile number and click "Verify OTP" button, You will be redirected to following screen.

Check your detail below

<b>Name</b>	XXXXXXXXXXXX
<b>Mobile</b>	999XXXX211
<b>Email</b>	xxxxx*****@gmail.com
<b>Profession</b>	Employed
<b>Annual Income</b>	9999999
<b>Annual Turnover</b>	
<b>PAN</b>	XX*999Y
<b>AADHAR</b>	*****1111
<b>Mailing Address</b>	1508 XXXXXX XXXX XXXXX XXXXX
	<input type="checkbox"/> I self-declare that the detail provided by me are my own and correct and give consent to use them for the purpose of KYC check with respective authority.
	<input type="button" value="CONFIRM"/> <input type="button" value="CHANGE"/>

- If there is no change in the details, tick mark self declaration and click "CONFIRM" button, OTP will be sent to registered mobile number, enter OTP and click "Verify OTP" button, Your Re-KYC process will be completed and you will be automatically logout from application and your request will be processed within 24 hours.

Enter OTP sent on XXXXXX1211 X

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OTP :

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Verify OTP
Resend OTP

Note : You can resend OTP only 3 times

- In case you want to change any detail, click on "CHANGE" button and you will be redirected to following screen.

<b>Name</b>	XXX XXX XXXXX			
<b>Profession</b>	Employed <span style="float: right;">▼</span>			
<b>Annual Income</b>	<input style="width: 100%;" type="text" value="999999"/>			
<b>Annual Turnover</b>	<input style="width: 100%;" type="text"/>			
<b>Current Mailing Address</b>	1508 XXX XXXX XXX XXXX			
<b>New Mailing Address</b>	<input style="width: 100%;" type="text" value="New Address line 1"/>	<input style="width: 100%;" type="text" value="New Address line 2"/>	<input style="width: 100%;" type="text" value="New Address line 3"/>	<input style="width: 100%;" type="text" value="Zip Code"/>
<b>Mailing address Document Type</b>	-Driving License- <span style="float: right;">▼</span>			
<b>Document Number</b>	<input style="width: 100%;" type="text"/>			
<b>Document Expiry Date :</b>	<input style="width: 100%;" type="text" value="DD/MM/YYYY"/>			
<b>Mailing address proof</b>	<b>Doc Front :</b>		<b>Doc Back :</b>	
	<input type="button" value="Browse..."/> No file selected.		<input type="button" value="Browse..."/> No file selected.	
	<input type="checkbox"/> I self-declare that the detail provided by me are my own and correct and give consent to use them for the purpose of KYC check with respective authority.			
	<span style="background-color: #28a745; color: white; padding: 5px 10px; border-radius: 5px;">CONFIRM</span>			

- You can change profession, annual income, annual turnover and mailing / permanent address. Expected annual income shall be more than INR 10000, in case of minor / student / housewife, income of guardian/husband can be mentioned. Expected annual turnover is mandatory in case of self employed. You can also submit your email address, PAN and Aadhaar. After updating required information, if any, tick mark self declaration and click "CONFIRM", OTP will be sent to registered mobile number, enter OTP and click "Verify OTP" button. Your Re-KYC change request will be placed successfully and unique reference number will be sent to your registered mobile number through SMS and you will be automatically logout from application.
- In case of change in address details or PAN or Aadhaar, your request will be processed within 15 working days.