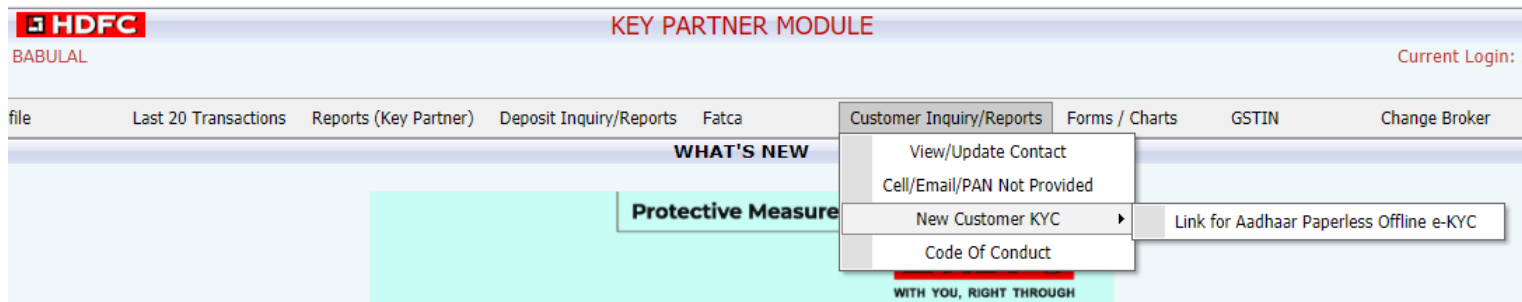


## CUSTOMER KYC COMPLIANCE THROUGH AADHAAR (XML) OFFLINE PAPERLESS E-KYC

### A) KEY PARTNER PORTAL

The Key Partners are provided with an option on the Key Partner portal for Customer KYC compliance through Aadhaar Paperless Offline e-kyc. Below mentioned is the process to be followed for the same:

**Step 1:** The Key Partner has to log in to Key Partner Portal and click on Customer Inquiry/Reports --> New Customer KYC - Link for Aadhaar Paperless Offline e-KYC.



**Step 2:** Enter the PAN, Date of birth, Name and mobile number of the customer. Click on Submit. The link will be sent on the mobile number of the customer.

The screenshot shows the 'Aadhaar Paperless Offline e-KYC' form in the HDFC Key Partner Portal. The top header includes the HDFC logo and the text 'KEY PARTNER MODULE'. Below the header, the user's name 'BABULAL' is displayed on the left. A navigation menu contains several options: 'file', 'Last 20 Transactions', 'Reports (Key Partner)', 'Deposit Inquiry/Reports', 'Fatca', 'Customer Inquiry/Reports', 'Forms / Charts', and 'GSTIN'. The main content area is titled 'Aadhaar Paperless Offline e-KYC'. It contains two input fields: 'PAN \*' and 'DOB \*'. The 'PAN \*' field has a text input box with the placeholder text 'PAN'. The 'DOB \*' field has a date input box with a dropdown arrow. Below the input fields, there are two buttons: 'Submit' (green) and 'Clear' (blue).

**Step 3:** The link sent to the customer will enable him to download the KYC XML file from UIDAI website.

**Step 4:** Upload the KYC XML file with the share code on the webpage of HDFC Limited.

Step 1: [Download Aadhaar Offline e-KYC \(.XML file\).](#)  
Step 2: [Submit Aadhaar Offline e-KYC \(.XML file\) to HDFC Limited.](#)  
**\*\* Directly proceed to Step 2 in case, Aadhaar Offline e-KYC (.XML file) is already downloaded.**

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UPLOAD AADHAR PAPERLESS OFFLINE e-KYC(.XML) :

SHARE CODE (for .XML FILE) :

MOBILE NO :

EMAIL ID :

**\*\* ENTER MOBILE NO EXISTING IN UIDAI.**

**Step 5:** The Customer will enter extended KYC details and validate using OTP authentication. On successful validation, a pre-filled KYC form will be generated.

**Step 6:** Download the completed KYC form which will also be sent on the mobile number and E-mail ID of the customer.

**Step 7:** Once our branches are functional, submit the physical copy of the KYC form signed by the customer (received via SMS or Email) to the nearest HDFC Deposits office.

**B) WEBSITE - WWW.HDFC.COM**

**New customers are provided with an option on our website [www.hdfc.com](http://www.hdfc.com) for Customer KYC compliance through Aadhaar Paperless Offline e-kyc. Below mentioned is the process to be followed for the same:**

Visit our website [www.hdfc.com](http://www.hdfc.com) → Deposits → New Customer KYC

**Step 1:** Enter the PAN and Date of birth of the customer. Click on Submit.

**Step 2:** Click on download Aadhaar Offline e-KYC (.XML file). It will redirect the customer to UIDAI website.

**Step 3:** Upload the KYC XML file with the share code on the webpage of HDFC Limited.

**Step 4:** Enter extended KYC details and validate using OTP authentication. On successful validation, a pre-filled KYC form will be generated.

**Step 5:** Download the completed KYC form which will also be sent on your mobile number and E-mail.

**Step 6:** Once our branches are functional, submit the physical copy of the KYC form signed by the customer (received via SMS or Email) to the nearest HDFC Deposits office.

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