

CMS Pay Slip Generation - KP Portal Option

We are pleased to release an Online CMS Pay Slip Generation option for Key Partners. Going forward, key partners will be able to generate CMS Pay Slip online in .pdf format. This pay slip will be same as our current physical CMS Pay Slip. Key partners can deposit cheques of their customers towards fixed deposits directly in HDFC Bank by attaching to this pay slip and then submit their deposit application on the HDFC Online Deposits Platform **on the next working day after cheque is cleared.**

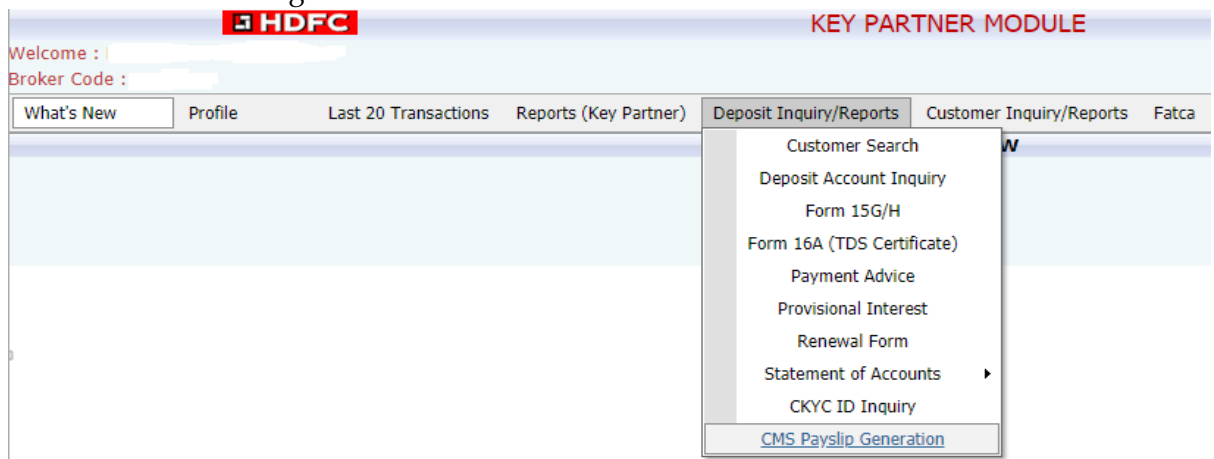
Please note that key partners can generate pay slip for their customers only i.e.:

- i) Customer must be an existing KYC complied customer and his address, date of birth etc. details must have been submitted with HDFC Ltd.
- ii) Either KYC of the customer must have been done by the broker who has logged in or any other broker code within his group broker code OR the latest deposit of that customer must have been placed through the broker who has logged in or any other broker code within his group broker code.

Customer details such as PAN/Customer Number along with Name Crisp (1st 4 characters of customer name) will have to be input to search the customer.

The Online CMS Pay Slip will be generated in duplicate. (one bank copy and one customer copy for his records). The pay slip generation process will be as below:

1. Go to Deposits Inquiry / Reports → CMS Pay Slip Generation option in your Key Partner Web Portal login :



2. Input 1st depositor PAN + Name Crisp i.e. 1st 4 chars of name. Here, the customer shall get accepted only when below conditions are satisfied.
 - a) Customer must be an existing KYC complied customer and his address, date of birth etc. details must have been submitted with HDFC Ltd.
 - b) Either KYC of the customer must have been done by the broker who has logged in or any other broker code within his group broker code OR the latest deposit of that

customer must have been placed through the broker who has logged in or any other broker code within his group broker code.

PAYSLIP GENERATION

CUST NO. / PAN CRISP

INSTRUCTIONS

1. This pay-in-slip is to be used exclusively for making Fixed Deposits with Housing Development Finance Corporation Ltd (HDFC Ltd).
2. Deposits have to be made only through account payee cheque.
3. The First depositor in the HDFC Deposit application form should be the same as the first account holder in the bank account on which cheque is drawn.
4. After the cheque is deposited, deposit can be placed online by visiting <https://online.hdfc.com/hdfcdeposits> .Depositor has to input PAN, Date of Birth & OTP to login and complete the transaction.Kindly process the transaction at least one day after the cheque is cleared by the bank.

3. Once the customer is successfully picked up by the system then, below screen will appear.

PAYSLIP GENERATION

CUST NO. / PAN CRISP

Micr * Bank Name 6-digit cheque number * Amount *

Upload Cheque * No file chosen

4. Input below details :

MICR → Bank Name will get auto-populated based on MICR.

Cheque No. → You will have to input twice to ensure accuracy.

Amount → You will have to input twice to ensure accuracy.

Copy of cheque will have to be uploaded mandatorily. **(Please note maximum size allowed is 2 MB)**

Click on Proceed.

If any of the details are wrong and you wish to exit then click on Reset.

- Once you click Proceed → Acknowledgement screen will be displayed. Pay slip number will be mentioned. Pay slip .pdf file will get auto-downloaded in the browser.

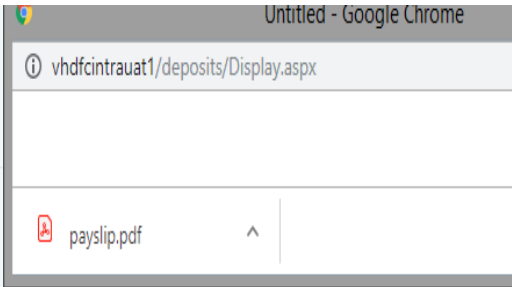
PAYSLIP_NO GENERATED SUCCESSFULLY .YOUR PAYSLIP NUMBER IS [145]

PAYSLIP GENERATION

CUST NO. / PAN CRISP

Micr* Bank Name 6-digit cheque number* Amount*

Upload Cheque* No file chosen



- The pdf pay slip file will contain pay slip copy in duplicate as below. Key partner has to then cut the bank copy and deposit their customer cheque by attaching that bank copy as pay slip. On the next working day after the cheque is cleared, key partner may submit their deposit applications to HDFC Ltd. For processing on the online platform.

HDFC BANK		CORPORATE PRODUCT & SERVICES	
Pay-in-Slip No. 180		Cash Management Cheque Deposit Slips	
Client Name : Housing Development Finance Corporation Ltd (HDFC Ltd.)		Local <input type="checkbox"/> HDFC Bank Transfer Cheque <input checked="" type="checkbox"/>	
Client Code : HDFXDAAGENT		HDFC Bank Branch / Pickup location : _____	
		Date : 12 / 05 / 2020	
Customer Details		Cheque Details	
Name		Cheque No.	3
PAN		Bank Name	HDFC BANK LTD
Mobile No.		Amount (Rs.)	49000
		(Rupees Forty Nine Thousand _____ only)	
HDFC Ltd Agency Code : _____		Signature : _____	
		Bank Copy	

