



Easy steps to update Profile Information

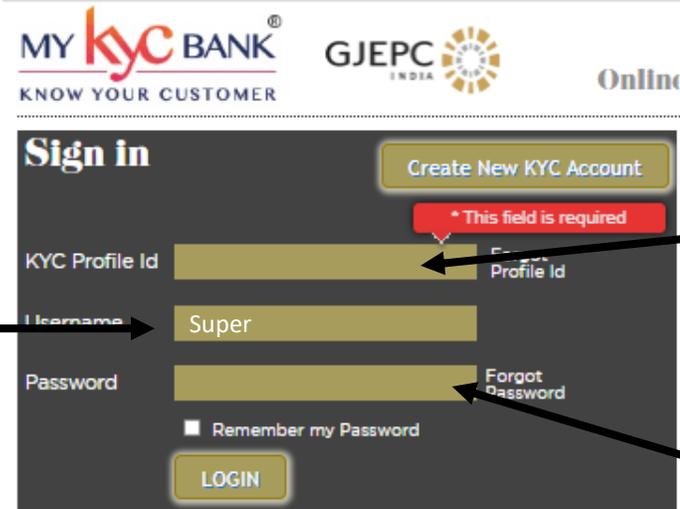
2023



Logon to Website

1 **Visit:** <https://www.mykycbank.org/Login.aspx>

2



USERNAME: Enter Super

KYC PROFILE ID:

Update KYC ID as received on mail at the time of registration. If you don't remember, then search your registered mail with subject line "Registration mail including verification link"

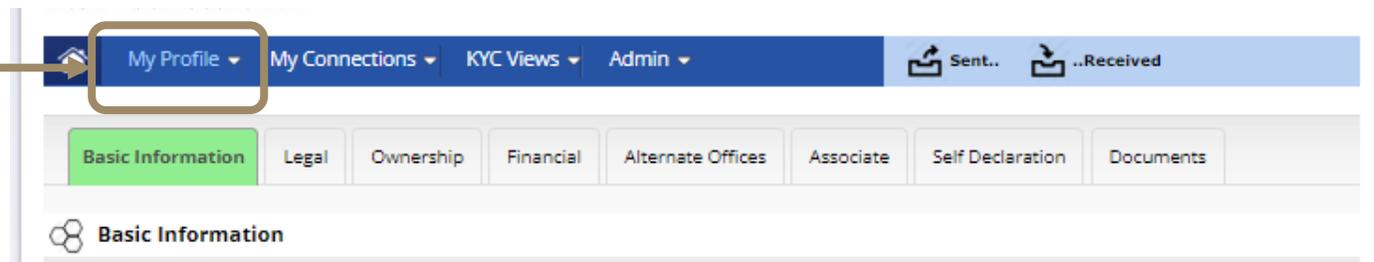
PASSWORD:

To be entered as provided in the mail, then reset the password for your profile

3

After login, click on Profile to start updating the information

Basic Information will be auto-populated as provided at time of registration



LEGAL INFORMATION

Basic Information **Legal** Ownership Financial Alternate Offices Add Associate Self Declaration Documents

i This section allows you to provide legal information for your profile. Enter correct details for the profile for approval by the Admin

Legal Information

For Individual/HUF and Proprietorship Please Enter PAN Number.

Company Incorporation No *	Reg123
Shop & Establishment License	Shop123
Duns No	
Company PAN No *	ABCDEF1234J
IEC No	
GST No. *	27ABCDEF1234J1A1

i This section will list your trade bodies that you have inputed in MyKYCBank. The Flag mark indicates the primary trade body.

Trade body List

Country	Trade body Name	Membership No	Is Primary	View
India	Gem and Jewellery Export Promotion Council India (GJEPC India)	700000001		

Back **Next**

Legal Information:

- **COMPANY INCORPORATION:** Update CIN NUMBER*
- **SHOP & ESTABLISHMENT NUMBER:** IF available, else blank
- **DUNS NO:** If Available, else blank
- **COMPANY PAN:** Update COMPANY PAN Number
- **IEC NO:** UPDATE AS PER IEC CERTIFICATE
- **GST NUMBER:** AS PER GST CERTIFICATE

**For Proprietorship, please update PAN in Company Incorporation*

Once Updated, click on "Next" and proceed

OWNERSHIP INFORMATION

Basic Information Legal **Ownership** Financial Alternate Offices Associate Self Declaration Documents

Please enter details of Company Control such as Proprietor, Partners or Directors along with Beneficial Owners and % holding of each Individual (or non-Individual). Additional tips on Ultimate Beneficial Ownership(UBO) fields are available in the form.

[Ownership Definition Help Document](#)

Company Control (Proprietor/Partners/Directors)

Show 5 entries Search:

First Name	Last Name	Designation	Email	Contact	Delete	View	Edit
First Name 1	Last Name 1	Director	Name@gmail.com	91222222222			
First Name 2	Last Name 2	Director	company@gmail.com	91222222222			

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Company Ownership(UBO) Details (All UBOs holding 10% or more share)

Show 5 entries Search:

First Name	Last Name	Designation	Ownership %	Direct %	Delete	View	Edit
Abhijit	Padhye	Director	50.00	50.00			
First Name 2	Last Name 2	Director	50.00	0.00			

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Company/Legal Representative (other than Owners)

Show 5 entries Search:

First Name	Last Name	Designation	Department	Email	Contact	Delete	View	Edit
First Name	Last Name	Management	Authorised Signatory	Name@gmail.com	91222222222			

Showing 1 to 1 of 1 entries First Previous 1 Next Last

COMPANY CONTROL:

- **PROPRITORSHIP ENTITY:**
 - Update Owner Name and details
- **PARTNERSHIP ENTITY:**
 - Update all partners name and details
- **MCA ENTITY:**
 - Update all directors and shareholder names and details

COMPANY OWNERSHIP (UBO):

- **PROPRITORSHIP ENTITY:** Proprietor is UBO
- **PARTNERSHIP ENTITY:** Partners with highest shareholding percentage should be UBO
- **MCA ENTITY:**
 - Incase of Nested ownership, please contact mykycbank support team to determine the UBO

COMPANY / LEGAL REPRESENTATIVE:

Provide details of company point of contact (One of Owner)

Once Updated, click on "Next" and proceed

FINANCIAL INFORMATION

Basic Information Legal Ownership **Financial** Alternate Offices Add Associate Self Declaration Documents

ⓘ This page will list the bank(s) that you want to appear in kyc pdf.
The turnover range needs to be selected so that your connections know how much is your company turnover.
If you have any Credit Rating certificates for Credit Rating you can input it in the Credit Rating sections.

⊞ Bank Details (Details of at least One Bank Account necessary)

Show entries Search:

Bank Name	Branch	City	Account No.	Pin Code	View	Delete
ICICI Bank Ltd.	Fort Branch	Mumbai	.23456789012	421204		

Showing 1 to 1 of 1 entries First Previous Next Last

⊞ Turnover Range

Show entries Search:

Financial Year	Turnover Range	Currency	View	Delete
2019	10-50 Lakh	INR		
2022	1-5 Crore	INR		

Showing 1 to 2 of 2 entries First Previous Next Last

⊞ Credit Rating

Show entries Search:

Agency Name	Rating	Expiry Date	View	Delete
CRISIL	AA+	12/31/2020 12:00:00 AM		

Bank Details:

(Update Active Bank account which has recent 2 months bank transaction)

- Update Bank Name
- Branch
- Account Number, IFSC
- Pincode

Turnover:

Update Year, Turnover Range and Currency

Credit Rating:

Update if available, else keep blank

Once Updated, click on "Next" and proceed

ALTERNATE OFFICE INFORMATION

Basic Information Legal Ownership Financial **Alternate Offices** Associate Self Declaration Documents

i Please enter information about your branches, sales/buying offices, factories, stores etc. Please note that these alternate offices' details should be only of this legal entity and NOT of your sister/associate concerns.

Alternate Offices (Optional)

No Alias

Back **SKIP**

Alternate Office:
Provide details of your branch offices / Factory / Warehouse, else press "Skip" and proceed

Once Updated, click on "Next" and proceed

ASSOCIATE INFORMATION

Basic Information Legal Ownership Financial Alternate Offices **Associate** Self Declaration Documents

i You can indicate your group companies by linking with companies who are already approved on MyKYCBank. A request will be sent to the selected company and once the request is accepted the other company will appear in the Associate Company section of your profile. Associates are details of your Parent/Subsidiary, JV, Alliance Partners, etc.

+ Associate Details (Can be added only after Activation)

Show entries Search:

Add Associate

Profile ID	Company Name	Relationship	Email	Phone	View
No Sister Concern Details added yet !!!					

Showing 0 to 0 of 0 entries First Previous Next Last

Back **Next**

Add Associate:
To be updated only after your profile is provisionally approved.

SKIP THIS Section

SELF DECLARATION INFORMATION

Basic Information Legal Ownership Financial Alternate Offices Associate **Self Declaration** Documents

i Please select the Signatories. The selected Signatories will have to sign the self declaration. These You can download a self declaration in plain pdf copy. This you can print on your company's original letter head and attach a scanned copy in document section.

Download Self Declaration

Signatory 1: Select

Signatory 2: Select

Comments: Legal Name 1
Legal Name 2

Download Clear

Back Next

Self Declaration:

- Click on drop down and select Directors / owners who will sign the declaration form

Download Format:

- Once Owner names are selected, click “Download” to get format
- Print the self declaration format on
 - **COMPANY LETTER HEAD**
 - **STAMPED**
 - **SIGN** of minimum 2 owners

Once Updated and copy downloaded, click on “Next” and proceed

DOCUMENT UPLOAD

Basic Information | Legal | Ownership | Financial | Alternate Offices | Associate | Self Declaration | **Documents**

❗ Please upload Supporting Document(s) in each of following categories (in .pdf, .jpg or .png file formats, not exceeding file size of 1 MB) and ensure correct files are uploaded in respective categories. **Finish Button** will automatically appear after completing all Categories.

❗ A green tick indicates that the minimum criteria have been met. Validation checks will be run upon clicking the Finish Button and any other errors, if found, will be displayed there.

📁 Documents

Company - Incorporation	✔
Company - Tax / Legal IDs	✔
Company - Address	✔
Company - Bank Account Details	✔
Company - Tradebody / Other Details	✔
Proprietor/Partners/Directors/UBOs Proof	✔
Proprietor, Partners, Directors - Photo ID	✔
Proprietor, Partners, Directors - Address	✔
Other	⋮

Other

Documents not falling in Categories (left) are to be uploaded here only when requested by Backend Team. In normal course "Other" section is not needed.

--Select Category--

Uploaded Documents

Document for Company - Bank Account Details

✔ 👤 🗨️ ✕

✔ Completed ⚠ Pending ★ Mandatory ⚪ Optional 📄 Upload Document 👤 View Document 🗨️ Edit Document

Document Upload:

- Click on Each tab and upload the clear copy of the documents for verification (Formats: pdf, . jpeg)
- If all the required documents are uploaded, then you will see ✔ for all sections
- Self Declaration should be printed on letterhead, signed, stamped

Other Documents:

- Shareholder Percentage details for Private limited / Public limited company
- AOA / MOA / LLP
- Any other documents as required for the profile

← Back

FINISH

Once completed, click on FINISH and proceed

Terms & Conditions

- Basic Information
- Legal
- Ownership
- Financial
- Alternate Offices
- Associate
- Self Declaration
- Documents

i In order to use the MyKYCBank platform you need to accept the terms and conditions. After you accept, Please click on **Apply for Activation** button and then proceed for selecting the subscription plans. If you do not get Apply for Activation button, please fix the error shown on the page and then retry.

Accept Terms & Conditions of MyKYCBank

Terms and Conditions

These terms of use (Terms) constitute a legally binding agreement between you and the Company G & J KYC Information Centre (known as GJKIC) a subsidiary of The Gems and Jewellery Export Promotion Council (GJEP) which is incorporated as a Section 8(not for profit) under the Companies Act, 2013 in India. The agreement is regarding your use of the web site i.e. www.mykycbank.org (the site) and any services offered by the Company including but not limited to delivery of content via the Site, any mobile or internet connected device or otherwise (the "the Service"). By accessing the Site or Service and/or by clicking "I agree", you agree to be bound by these Terms. You agree to register prior to uploading any content and / or comment and any other use or services of this site and provide your details including but not limited to complete name, age, email address, residential address, and contact number.

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The domain name www.mykycbank.org (hereinafter referred to as "Website") is owned by G& J KYC Information Centre (hereinafter referred to as "GJKIC"), a private company limited by guarantee incorporated under the provisions of Section 8 of the Companies Act, 2013 with its registered office at AW 1010, Tower A, 1st Floor, Bharat Diamond

I Accept the above terms and condition [Current Terms and Conditions](#) 

I Accept Privacy Policy [Current Privacy Policy](#) 

Select Plan

Click on the following

- Current Terms and Condition
- Current Privacy Policy

Then click on "Select Plan" and Proceed

Once completed, click on FINISH and proceed

Confirm Subscription

1

KNOW YOUR CUSTOMER

My Profile My Connections KYC Views Admin Sent.. ..Received

> My Current Subscription

Subscription Plan: No plan selected

Status: Please select the plan according to your turnover range. Only applicable plans, based on the turnover range indicated, can be selected.

TurnOver: 1-5 Crore

Currency: INR

Select Plan

Click on SELCT PLAN

2

KNOW YOUR CUSTOMER

My Profile My Connections KYC Views Admin Sent.. ..Received

Select Plan

Plan 1	Plan 2	Plan 3	Plan 4	Plan 5
₹ 1,800	₹ 4,800	₹ 9,000	₹ 18,000	₹ 30,000
Plan Details	Plan Details	Plan Details	Plan Details	Plan Details
Turnover(Cr) Upto ₹ 1 Crore	Turnover(Cr) Between ₹ 1 to 30 Crore	Turnover(Cr) Between ₹ 30 to 180 Crore	Turnover(Cr) Between ₹ 180 to 600 Crore	Turnover(Cr) Above ₹ 600 Crore
Choose This Plan	Choose This Plan	Choose This Plan	Choose This Plan	Choose This Plan

The selection of the Plan based on the turnover range selected by you. The selection is based on an honour system. If it is found at a later date that the turnover range selected by you was incorrect, then your profile will be **Disabled**.

Click on Choose the Plan*

*FOR GJEPC members - GJEPC has decided to pay the Onetime Registration Charge and Annual Charges for its members till 31st March 2023

3

Confirm Payments

Confirm the payment details (Subscription charges & Tax details shown) and pay. You will be taken to Payment Gateway page where you will be shown different payment options to pay.

Since your primary trade body is Gem and Jewellery Export Promotion Council India (GJEPC India) and the trade body has chosen to pay for its members, you only need to select the plan and save it to your profile.

Selected plan details

Plan Name	Plan 2
Subscription Period	01-Apr-2022 To 31-Mar-2023
Renewal Date	15-Mar-2023 (15 days prior to expiry)

Payment Details

Description of Service	Tax	%	INR
One-time charge			1,200.00
Annual subscription charge			4,800.00
		Gross Amount	6,000.00
	IGST	18.00 %	1,080.00
		Net Amount	7,080.00

WORLDLINE
Powered by Worldline - Payment Service Provider
Worldline is PCI DSS, ISO compliant organisation.

Confirm & Save Plan

Confirm and Save Plan



For any additional information / support, please reach us on the below

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