



National Clearing Company of Pakistan Limited
8th Floor, Pakistan Stock Exchange Building, Stock Exchange Road, Karachi

NCCPL/CM/JUNE-19/05
June 17, 2019

Implementation of Centralized Know Your Customer “KYC” Organization Functions

Dear Participants,

This is with reference to our circular NCCPL/CM/MAY-19/03 dated May 3, 2019 pertaining to Implementation of Centralized Know Your Customer “KYC” Organization Functions by National Clearing Company of Pakistan Limited effective from June 17, 2019.

This is to inform you that facility of opening Sahulat Account for Customers with simplified KYC requirements shall also be made available to Authorized Intermediaries (AIs) in KYC Information System (KIS) from June 17, 2019.

Steps for registering a new customer are briefly mentioned below as follows:

Step 1: BIOMETRIC VERIFICATION

Biometric can be done by any of following modes:

- i. **Biometric verification through device (using Desktop):**
Biometric verification system can be accessible by AI through **URL: <https://biosys.nccpl.com.pk/>**
- ii. **Biometric verification through device (using Mobile):**
AI can download the mobile application from “Play Store” on recommended android devices by searching the following key words: “**NCCPL Biometric**”
- iii. **CKO Biometric Mobile Application for Investors:**
Where Biometric verification is required to be performed by an investor directly, in such case the investor can download the mobile application from Play Store on recommended android devices by searching the key words: “**CKO Biometric App**”.

In order to avail this facility, investors have to request for a One-time Password (OTP) from their relevant AI with which they desire to associate. The relevant AI will submit a request for the generation of the short code i.e OTP in the KIS for that particular investor for his direct Biometric. An OTP shall be sent on customer’s mobile number, which shall be used in this application as the login credentials of the user. After successful login, investor will be required to capture Biometric images as per app recommendations and then submit it for necessary verifications. Success and failures result shall be accordingly displayed on the mobile app.

Step 2: NCSS UIN REGISTRATION

URL for NCSS is <http://main.nccpl.com.pk:9889/Ncss.jsp>

UIN registration process shall almost remain same as currently available in NCSS system, however, Biometric verification is required before any UIN addition and Mobile number (with CNIC) shall also be verified at UIN ADD Screen. AI shall require to select account type as “NORMAL” or “SAHULAT”.

CM module----UIN Add

Step 3: CENTRAL PORTAL (CP)/” KNOW YOUR CUSTOMER” INFORMATION SYSTEM (KIS):

URL for KIS is <https://kyc.nccpl.com.pk/Kyc.jsp>

- i. All the information related to the investor that is required by CKO and CDC sub account shall be filled on CP.
- ii. Information from CP will be auto retrieved on KYC form.
- iii. KYC form will be saved and then posted by Authorized Intermediary (AI).

Please note that all rejected and save records as of June 14, 2019 of UIN mapping will not be available for further processing.

Designated time Schedule and Password confirmation annexure is also attached for your information

For any further queries or concerns, please feel free to contact the Customer Support Services Department at UAN No. 021-111-111-622.

Regards,

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Rehan Saif

Head of Product Development, Customer Support and Marketing

CC:

1. Director / HOD - Policy, Regulation and Development Department - SMD
Securities & Exchange Commission of Pakistan - Islamabad
2. Chief Executive Officer - Pakistan Stock Exchange Limited
3. Chief Executive Officer - Central Depository Company of Pakistan Limited
4. Chief Executive Officer – Pakistan Mercantile Exchange

National Clearing Company of Pakistan Limited

PROPOSED KYC DESIGNATED TIME SCHEDULE				
		Monday to Friday		
		Proposed		
No.	Activity	Start Time	End Time	Duration (hour)
1	Document Upload	9:00 AM	6:00 PM	9:00
2	UKN Tagging	9:00 AM	6:00 PM	9:00
3	Biometric System	9:00 AM	6:00 PM	9:00
4	Biometrics Exception	9:00 AM	5:30 PM	8:30
5	CP - Corporate	9:00 AM	6:00 PM	9:00
6	CP - Individual	9:00 AM	6:00 PM	9:00
7	Update Corporate Form	9:00 AM	6:00 PM	9:00
8	Update Individual Form	9:00 AM	6:00 PM	9:00
9	Corporate Form	9:00 AM	6:00 PM	9:00
10	Individual Form	9:00 AM	6:00 PM	9:00
11	Short Code Generation	9:00 AM	6:00 PM	9:00
12	Download	9:00 AM	6:30 PM	9:30
13	Reports	9:00 AM	6:30 PM	9:30