

CENTRAL KYC RECORDS REGISTRY

CKYC/2025/06

Date: June 27, 2025

To: All entities registered with Central KYC Records Registry (CKYCRR)

Dear Sir / Madam,

Sub: Process for Claiming Incentives for CKYCRR Transactions

Further to the communique CKYC/2024/10 dated December 24, 2024, reporting entities (REs) are hereby informed of the process for claiming incentives for eligible transactions carried out in CKYCRR.

Effective January 1, 2025, REs shall be eligible to claim incentives as per the following rates:

- ₹0.50 for each new KYC record created (upload)
- ₹0.25 for each KYC record updated (update).

The incentive amount will be credited to the registered bank accounts of REs on a quarterly basis, subject to the submission of monthly invoices in each RE's respective format.

From June 28, 2025 onwards, REs may register their bank account details and submit monthly invoices by using the 'Bank Account Details' and 'Incentive Invoices' options in Billing Management module. The steps are provided in detail in the Annexure to this communique.

Detailed instructions are provided under Billing Management section in the 'User Manual', available in the 'Downloads' section of the CKYCRR website.

REs are advised to ensure timely submission of invoices and accurate registration of bank account details to facilitate smooth processing of incentive payments.

For any queries/ clarifications please contact the helpdesk.

For and on behalf of **Central KYC Records Registry**

Helpdesk Contact Details:

Email: helpdesk@ckycindia.in

Phone: 022 61102592 / 022 50623300

Annexure

Incentives Claims process

Step 1: Register bank account details

- Institutional Administrators (IA users) must register the reporting entity's (RE) bank account using the "Bank Accounts Details" screen under Billing Management.

Step 2: View monthly incentive entries and calculate total invoice amount

- REs may use the "Incentive Invoices" screen under Billing Management to view monthly incentive entries. These entries reflect the incentive amount (excluding GST) eligible for claim based on uploads and updates made during the respective period.
- Reporting entities (REs) with valid GST registration must input their GST number and applicable IGST/CGST/SGST values to calculate the total invoice amount against each monthly entry.

Step 3: RE to generate tax invoices and input the invoice details in CKYCRR

- REs can use the claim amount, GST amount and total invoice amount displayed against each monthly incentive entry to issue a tax invoice to CERSAI in the RE's respective format. A separate tax invoice must be issued to CERSAI for each monthly entry listed on the "Incentive Invoices" screen.
- REs can capture the tax invoice number and invoice date against the corresponding monthly entry on the "Incentives Invoices" screen.

Step 5: Upload tax invoice

- After the invoice details are input, REs can upload the tax invoice document on CKYCRR. Formats accepted are .pdf, .jpg and .jpeg. Once the tax invoice is uploaded, the claim request can be submitted by the RE to CERSAI.

Step 6: Payment schedule

- Payments for submitted invoices are processed by CERSAI on a quarterly basis. The status of the payment can be tracked using the "Incentive Invoices" screen itself.

Step 7: Resubmission of rejected claims

- If a claim request is rejected by CERSAI, the reporting entity may resubmit the corrected claim within 15 days of rejection.