Nominee Addition / OPT out Online Process Thru MEON Re-KYC module:

- Applicable for Trading account and /or DP account with Single holder mode only.
- Details Required:
 - Signature image of Account Holder (Client)
 - o Nominee details: Name, Mobile No, Email Id, Address, Relationship, Share %, Proof of Identification Number (PAN/ Aadhaar only last 4 Digits in case of Aadhaar)
 - o Nominee ID Proof photo (PAN/ Aadhaar). This is Optional, however it is advisable to obtain for ease in processing in future. Please note in case of Aadhaar given a documentary proof then make sure that first 8 digits are masked.
 - Please ensure that the supporting document/image uploads are in the requested formats and size, if they are out of size then appropriate cropping to be done before upload.

PROCESS FLOW:

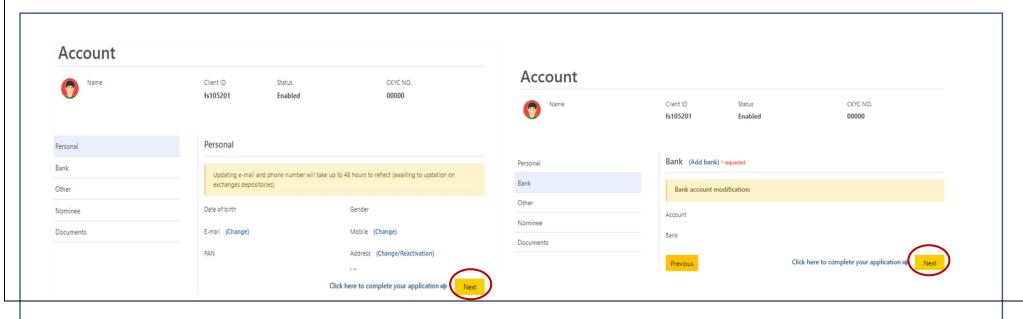
Login to Rekyc Portal: User Id and password.

Url: https://ekyc.way2wealth.com

Enter Trading Id and click "Continue".



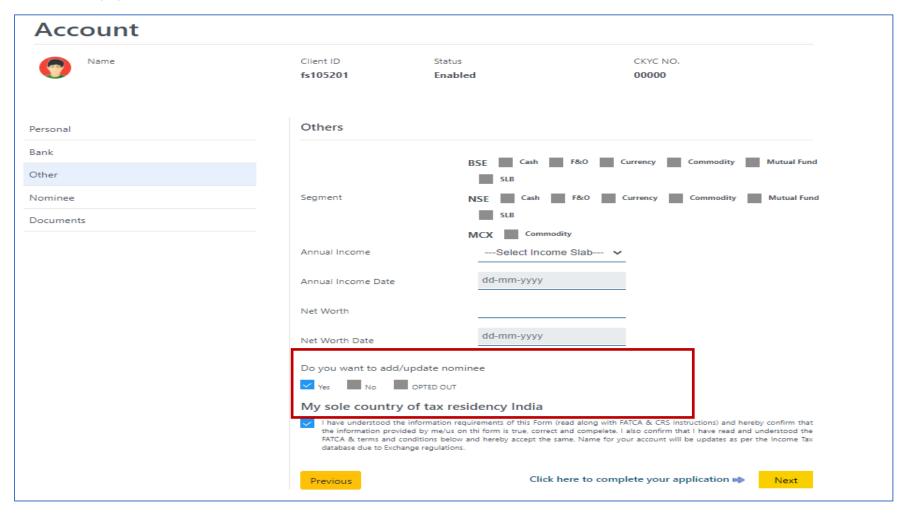
Click "Next" till you get screen to update "Segment, Income, and Nominee"



If client don't want to add Nominee to his Trading and/or DP account, then user must select "Opted Out".

If Client wants to add Nominee, then user must select "Yes" and click "Next". (The check box "No" states that client don't want to make any changes in existing details in Nomination.)

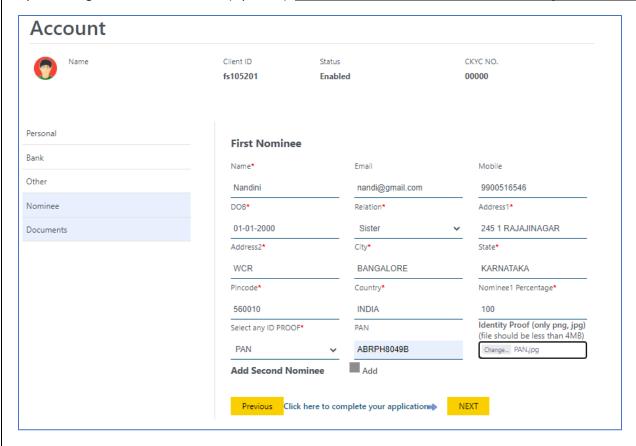
Note: User may update latest income details in this screen.



Update Nominee Name, Email ID, Mobile No, Address, Relationship, Share %.

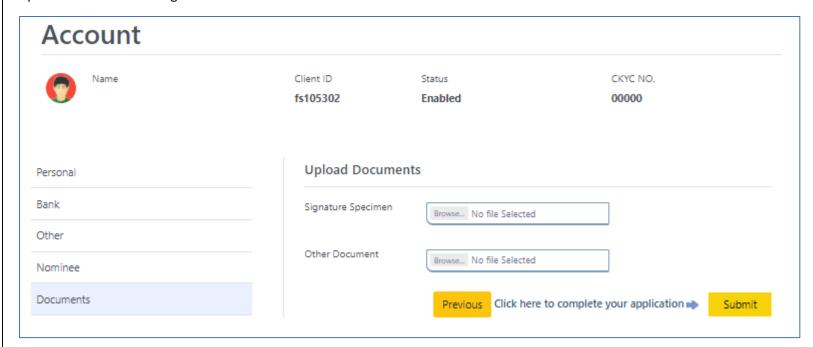
Select Id Proof Type "PAN/ AADHAAR" and enter "ID PROOF NUMBER". In case of Aadhaar update on last 4 digits only.

Upload Image of Nominee Id Proof (Optional). In case of Aadhaar make sure that first 8 digits are masked.



Click NEXT.

Upload Account Holder Signature and Click "SUBMIT".



In Home Screen select the application, select **UPDATE DETAILS**



Update following in respective TAB.

Basic Details: Update Account Holder (Client) Name, email Id (Required to send link to esign), PAN.

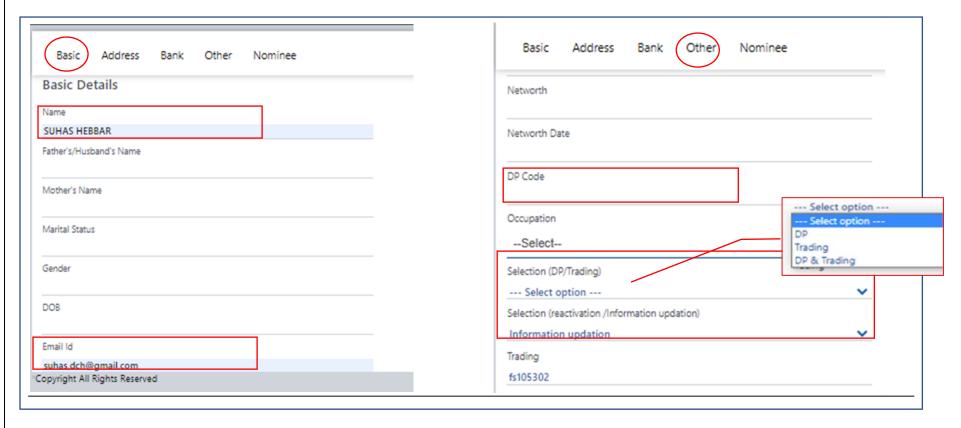
Other: Update **DP Code** (BOid with DP Id – 16 digit without special character),

Select **DP & Trading** – Update in DP and Trading

Select **DP** ----- Update in DP Only

Select **Trading** ----- Trading in DP Only

Select Information Updation.



Save Application.



Submitted application will be visible in HO Verification login. Once verified the same application visible in Branch / Rekyc Login with E-Sign button to complete "eSign procedure".

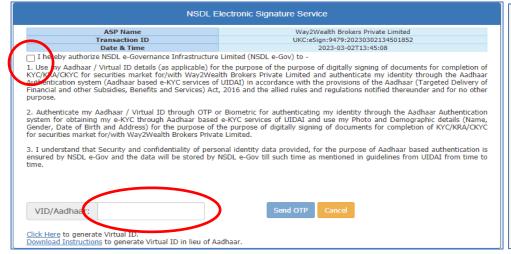


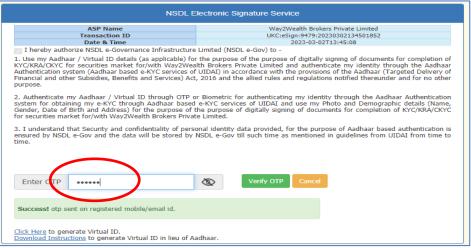
Click on **ESIGN** then **PROCEED TO ESIGN**. It will navigate to NSDL Esign Portal.

Select Check Box and enter client's Aadhaar number, click **SEND OTP**.

Get OTP from client and VERIFY OTP.







This will complete eSign process.

• Note: Document Esign Charges of Rs. 25 + GST applicable, except for KRA record changes (Email, Mobile, Address) which will be Rs. 50/- +GST applicable