

CENTRAL KYC RECORDS REGISTRY

CKYC/2025/01

Date: February 07, 2025

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

Dear Sir / Madam,

Sub: Best practices for CKYCRR access

CERSAI is responsible for the safety, security and safeguard of CKYCRR data. To ensure the above responsibility CERSAI has issued multiple advisories on regular intervals and also communicated certain important action points in various interaction forums both online as well as offline.

The important points are again reiterated below for REs to follow: -

- a. Uploading of correct data
- b. Updating the data after due diligence
- c. Liveness checks of customer
- d. Consent capturing of customer
- e. Adherence to Data Protection and Cyber security guidelines issued by Regulators, CERSAI and Govt of India agencies
- f. Prompt reporting of any discrepancies/anomalies in RE's infrastructure integrated with CKYCRR to Regulators and CERSAI
- g. Prompt sharing of security incidents with Regulators and CERSAI

You are requested to ensure that the above-mentioned points are followed in letter and spirit by your organization.

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

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