

Instructions to fill up and submit online application form and make payment through Net Banking / Debit Card

To fill the application form online, an investor should have the following information and documents:

- a. An **E-mail ID**
- b. A **Mobile Number**
- c. Self attested **ID Proof (in PDF format)**
- d. Self attested **Address Proof (in PDF format)**
- e. **Cancelled Cheque** for applications with Physical Bond securities **(in PDF Format)**

Step 1:

1. Click the *"Fill a New Form online"* button.
2. After filling up the application form online, Click the *"Submit"* button at the bottom of the page.
3. SMS will be sent on the mobile number filled up in the application form on successful submission of the application.
4. Download the duly filled up application form.
5. Take a print of the application form and sign the application at the relevant places.
6. Scan the application copy duly signed by all applicant(s) and save it in PDF format.

Step 2:

7. Click the *"Upload Application/KYC documents"* button.
8. Enter the application details (Application No, Email ID& Mobile No.) as submitted while filling up the application form to validate the application form.
9. Click *"Get OTP"* button to receive an OTP on your e-mail and mobile number.
10. Enter the OTP received on mobile / E-mail ID and click *"Validate"*.
11. On validation, the application information will be displayed on the screen.

Step 3:

12. Upload the following in PDF format to proceed to payment window
 - a. Scan of Signed Application Form
 - b. Scan of Self Attested ID proof
 - c. Scan of Self AttestedAddress Proof
 - d. Scan of Cancelled Cheque in PDF format for applicants applying for bonds in physical mode
13. Upon uploading the above documents the payment gateway will get enabled.
14. Click on *"Proceed to Payment"* button to make online payment through Net Banking / Debit Card.

Step 4:

15. Make Payment through Net Banking / Debit Card.
16. On successful / failed payment, an acknowledgement will be generated and sent to the e-mail provided in the application form.