

Instructions to fill up and submit online application form and make payment through RTGS / NEFT

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 Application 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. Make payment through RTGS / NEFT and get UTR Number. Please note that transaction number and UTR Number are different.
7. Mention the UTR Number in the application form in the relevant box.
8. Scan the application copy duly signed by all applicant(s) and save it in PDF format.

Step 2:

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

Step 3:

14. 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 Attested Address Proof
 - d. Scan of Cancelled Cheque in PDF format for applicants applying for bonds in physical mode
15. Upon uploading the above documents, it will enable the *"Submit"* button.
16. Click on *"Submit"* button. A success message will be displayed on successful submission.