

## CENTRAL KYC REGISTRY

CKYC/2020/02

Date : February 07, 2020

**To: All entities registered with Central KYC Registry (CKYCR)**

Dear Sir / Madam,

### **Sub: Change in Password Policy**

To further strengthen security controls, there is an amendment to the password policy. The changes are as follows:

- the password length has been increased from 8-12 to 12-25 characters
- the password history has been increased from 3 to 5

The revised password policy will be as below:

Length	Complexity	History	Password Expiry	Account lock out
<b>12 (min) to 25 (max)</b>	<ul style="list-style-type: none"><li>• Password should have minimum 1 alphabet</li><li>• Password should have minimum 1 number</li><li>• Password should have minimum 1 special character</li></ul>	Last 5 passwords	30 days	3 attempts

The revised password policy will be effective shortly and will be enforced on the subsequent password change after implementation of the new policy.

Additionally, you are requested NOT to write down your passwords in your notepads or on pin-up boards or on slips on your desks. These are easily accessible for unauthorized use. Please do NOT share your passwords with anyone else.

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

#### **Helpdesk Contact Details:**

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