



# CENTRAL REGISTRY OF SECURITISATION ASSET RECONSTRUCTION AND SECURITY INTEREST OF INDIA (CERSAI)

Ref No: CERSAI/2023-24/

Date: 16/06/2023

To,  
The Nodal officers  
Reporting Entities (Registered with CKYCR)

Dear Sir,

Subject: Scanning of photograph and OVDs to be uploaded on CKYCR Registry

The guidelines/ standards for uploading documents & photo on CKYCR Registry are given on the CKYC Website under operational guidelines. It is, however, observed that in many instances the documents which are uploaded on the Registry do not confirm to the specified standards and are also blurred. In many cases, the photo is not clear as it is scanned in black & white. This concern was also raised by various Financial Institutions during the stakeholders meeting held in our office on 16.05.2023 due to which they are obtaining fresh KYC documents from the customers even in the cases where the KYC documents have been downloaded from the Registry, as the same are not clear.

To ensure high quality of images uploaded in CKYCRR and to avoid rejections, it is advised that **only scanned images of coloured photograph and original OVD documents are uploaded to CKYCRR** as per the following specifications:-

- 1) Document should be scanned with a resolution of 150-200 DPI.
- 2) Photograph must be passport size, in colour.
- 3) Dimensions of photograph- 200 X 230 pixels.
- 4) Maximum size of photograph permitted is 100kb.
- 5) File size (Maximum Limit): 350KB for individual KYC record and 5MB for legal entity KYC record.
- 6) Acceptable file format is '.tif', '.tiff', '.pdf', '.jpeg', '.jpg'

You are requested to strictly adhere to the above specifications so as to ensure ~~that~~ the quality of documents uploaded on CKYCR Registry.

Thanking You.

Your sincerely,

(Umesh Kumar Singh)  
Central Registrar and MD & CEO

भारतीय प्रतिभूतिकरण परिसंपत्ति पुनर्निर्माण  
और प्रतिभूति स्वत्व की केंद्रीय रजिस्ट्री  
(भारत सरकार का उपक्रम)

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Central Registry of Securitisation Asset Reconstruction  
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(A Government of India Undertaking)

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