

CENTRAL KYC RECORDS REGISTRY

CYKC/2023/01

Date : March 29, 2023

To: All entities registered with CKYCRR

Dear Sir / Madam,

Sub: CKYCRR Institutional Admin (IA) Change Request process enhancement

This is in reference to the enhancement of the Institutional Admin change request process in the CKYCRR application.

Currently, registered entities send request letters along with supporting documents to CERSAI, Delhi office, to deactivate, create or modify the Institutional Admins.

In our pursuit to improve the process efficiency, we have introduced an option to initiate Institutional Admin change requests online through the CKYCRR application. Once the request is submitted, the pre-filled request form may be printed, duly signed by the nodal officer, and sent to CERSAI along with the supporting documents. The status of the request may be tracked on the CKYCRR application.

All offline requests sent to CERSAI prior to 28 March 2023 shall be processed. Registered entities are requested to take note of the above and for all future institutional admin change requests, initiate the process on the CKYCRR application.

The new process details are available under "Institution Admin Request" section of the User Manual. Please click [here](#) for the same.

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

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