

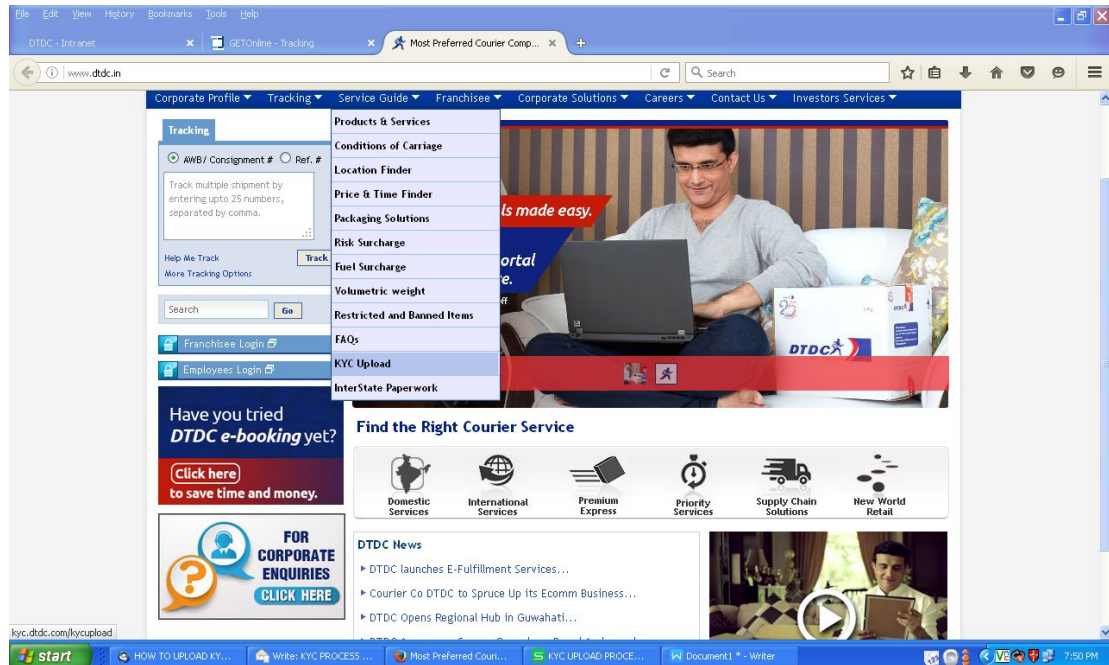
KYC UPLOAD PROCESS

Customers can directly upload their KYC on our website. Please advise the customer to refer the following steps :-

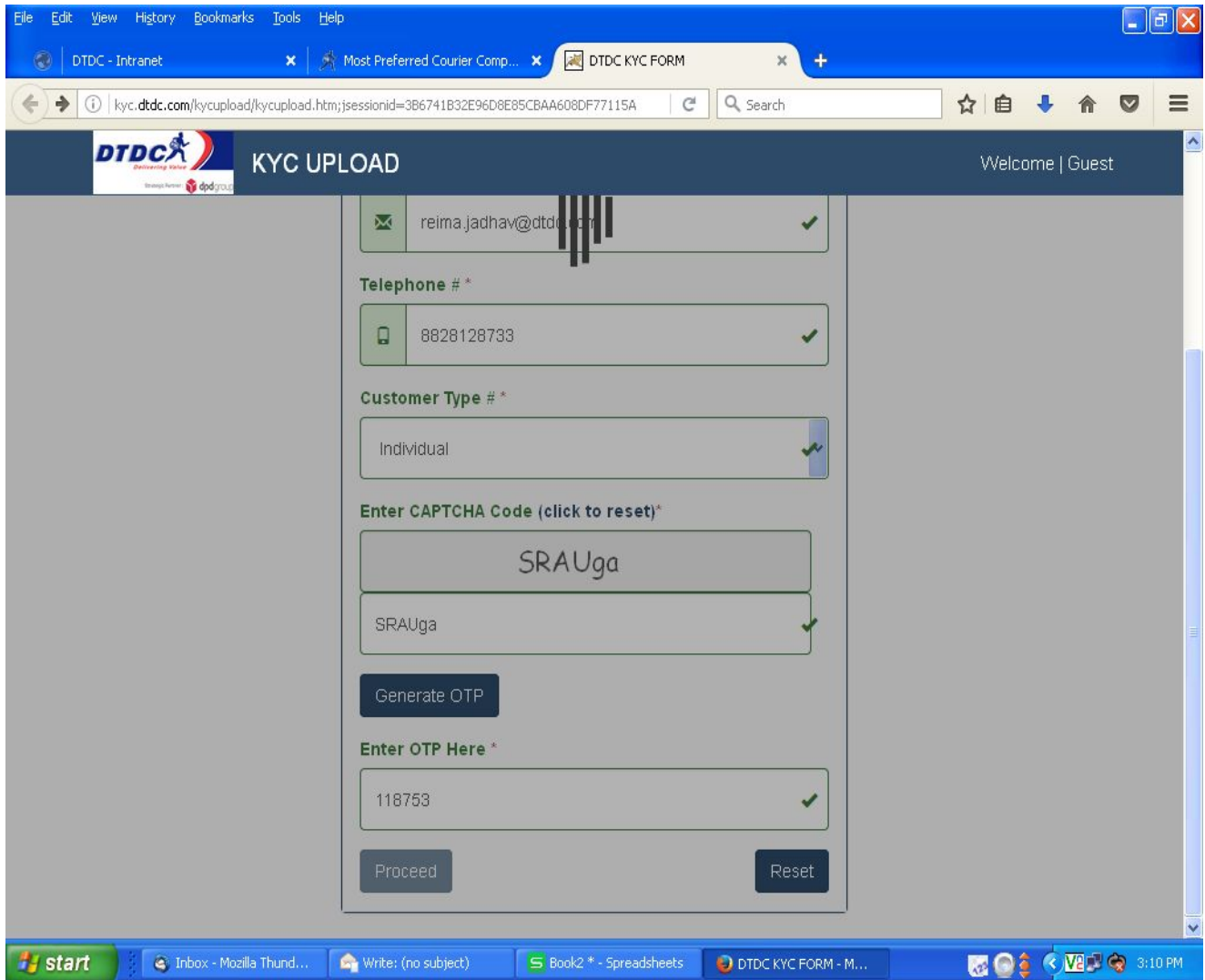
Step 1 : Visit www.dtdc.in

Step 2 : Select the **Service Guide** tab

Step 3 : Select **KYC Upload** from the available options.

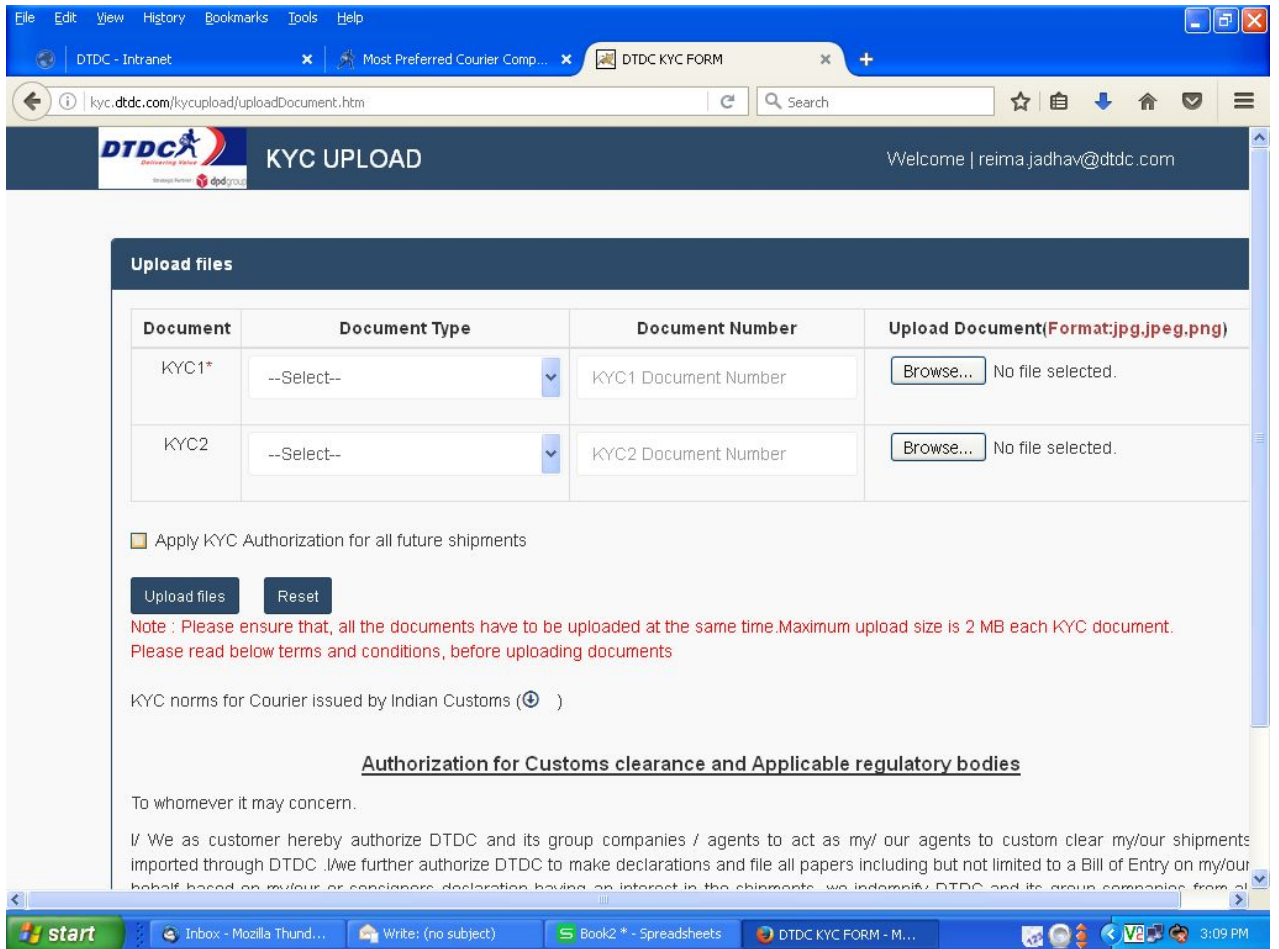


Step 4 : The KYC upload form would open. Enter all the fields required in the form. i.e. email id, telephone number & customer type (individual or company) & click on **Generate OTP**

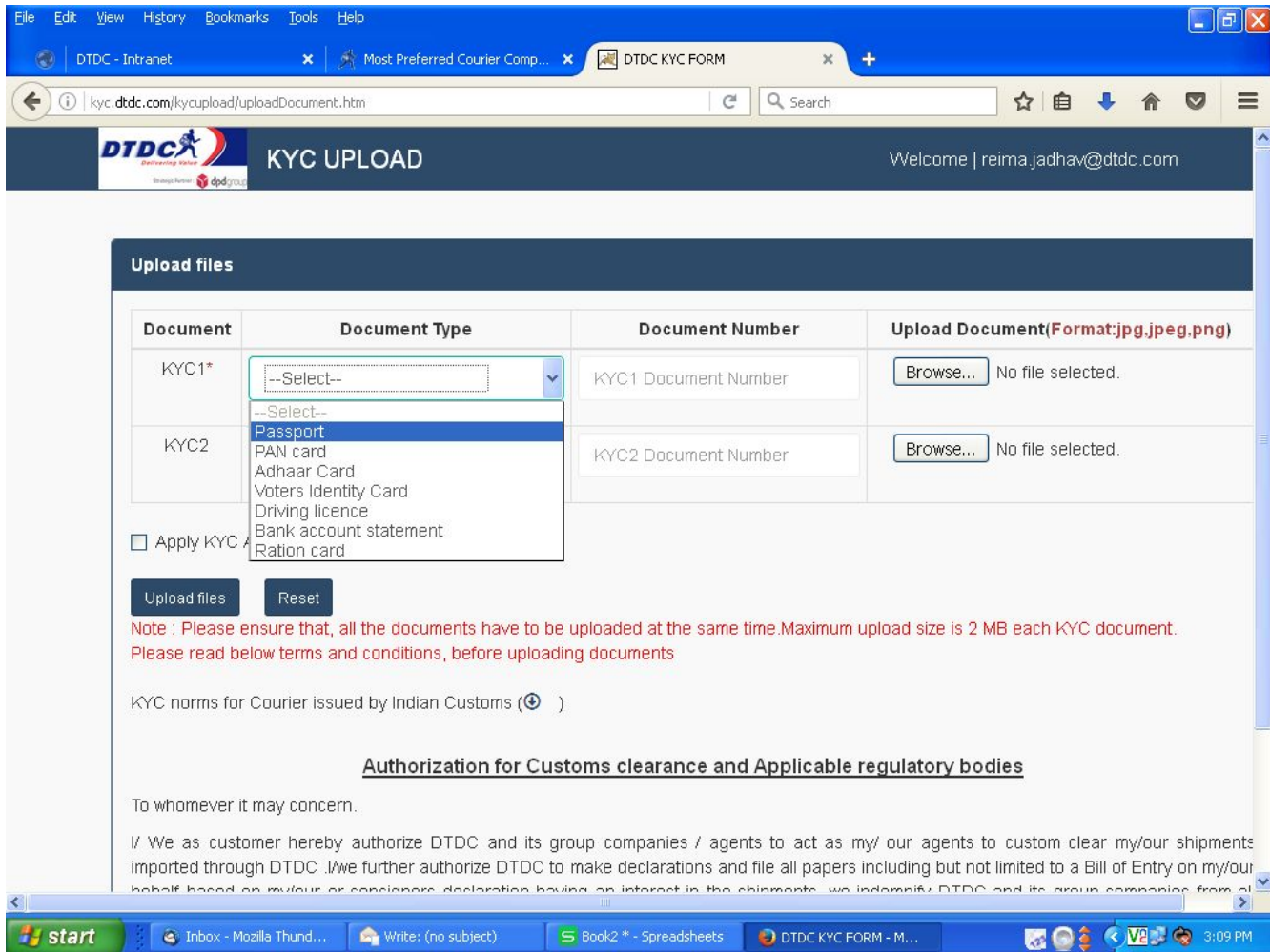


The OTP (One Time Password) will be shared on the customer's mobile number. Once the customer enters the OTP in the KYC form, click on **Proceed**.

This will redirect the customer to a different page where the KYC can be uploaded.



Step 5 : Select **Document type** from the list of available options & click on **Browse to attach the KYC**.



Step 6 : Select the **small check box** to **Apply KYC Authorisation for all future shipments** & then click on **Upload files**.

File Edit View History Bookmarks Tools Help

DTDC - Intranet x Most Preferred Courier Comp... x DTDC KYC FORM x

kyc.dtdc.com/kycupload/uploadDocument.htm

DTDC **KYC UPLOAD** Welcome | reima.jadhav@dtdc.com

Upload files

Document	Document Type	Document Number	Upload Document(Format:jpg.jpeg.png)
KYC1*	--Select--	KYC1 Document Number	<input type="button" value="Browse..."/> No file selected.
KYC2	--Select--	KYC2 Document Number	<input type="button" value="Browse..."/> No file selected.

Apply KYC Authorization for all future shipments

Note : Please ensure that, all the documents have to be uploaded at the same time.Maximum upload size is 2 MB each KYC document. Please read below terms and conditions, before uploading documents

KYC norms for Courier issued by Indian Customs (🔊)

Authorization for Customs clearance and Applicable regulatory bodies

To whomever it may concern.

I/ We as customer hereby authorize DTDC and its group companies / agents to act as my/ our agents to custom clear my/our shipments imported through DTDC .I/we further authorize DTDC to make declarations and file all papers including but not limited to a Bill of Entry on my/our behalf based on my/our or consignors declaration having an interest in the shipments. we indemnify DTDC and its group companies from al

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