Document	User Manual – FINGate 2.0
Modules	RE Enrolment and User Management
Version	1.3
Year	2022



Version Control Chart

Version	Date	Remarks
1.0	1-Apr-2022	Initial Version
1.1 10 10 2022		Updated with PO role change, RE Registration with PAN as
1.1	19-JUI-2022	Entity Identifier.
1 0	20 444 2022	Changes in RE Enrolment process for DoP/ Regulator / Property
1.2	30-Aug-2022	Registrar
1 0	15 Dec 2022	Updated with RE Deactivation/Merger/De-Merger, Soft Token
1.3	15-DeC-2022	Registration, DSC registration, multiple lines of business



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1 Introduction

1.1 Purpose

Project FINnet 2.0 envisions to streamline and redefine the process of collection, processing, and dissemination of data for the purpose of effectively generating meaningful intelligence to curb money laundering activities and enforce the provision of PMLA in India. This is a project of national importance and aims to strengthen the financial security architecture of India. The mission statement of FINnet 2.0 states – To provide quality financial intelligence for safeguarding the financial system from the abuses of money laundering, terrorism financing, and other economic offenses.

FINnet 2.0 is implemented as a set of three (3) systems to ensure that the data ingested and processed by the three is isolated and immune to security threats as much as possible and all data is secure. The systems are listed below -

- 1. FINGate Collection and pre-processing system
- 2. FINCore Processing and analysis system
- 3. FINex Dissemination system

The proposed FINGate system shall consist of multiple reporting mechanisms to ensure compliance and facilitate quick and easy reporting.

This document is the user manual for FINGate Portal module of the FINnet 2.0 System. To access the FINGate UAT portal, navigate to https://uatfingate.fiuindia.gov.in/.

1.2 Scope

The scope of this document is to provide guidance on using the FINGate RE Enrolment and User Management modules and act as a user manual. The functionalities covered in this user manual are:

- 1. First Time Password Generation and Soft Token Registration
- 2. Login to FINGate Portal
- 3. Enrolment of Reporting Entities (RE)
 - a) Validation and modification of RE Enrolment
 - b) Principal Officer (PO) registration
 - c) Designated Director (DD) registration
 - d) Non-PO user registration
- 4. User and profile management
- 5. Proactive Enrolment of RE
- 6. Merger/De-Merger/Deactivation of RE
- 7. DSC Registration
- 8. Multiple Lines of Business

The target audience for this user manual is:

- 1. Primary Users of New RE Sectors
- 2. Principal Officers of RE



- 3. Designated Directors of RE
- 4. Non Principal Officer users of RE
- 5. PMLA Compliance officers of new RE in existing sectors
- 2 First time password generation and Soft Token Registration
 - 1. The basic details of users are captured either by FIU or by Principal Officer of respective RE. Such users of the FINGate portal will receive an email with the link and temporary password to enrol.

< Back			-
Identity information about Anuraag	🕁 Download	Source	ලි Print 🗇 Delete
helpdesk@fluindia.gov.in ≅ preqdpte@spacehotline.com;			less than a minute ago
Dear Anuraag,			
As part of enrolment/upgrade in FINGate Portal Anuraag you must enrol for soft token / Access Management.			
Please perform the following steps:			
 Access the FINGate Link <u>Intrps://uatsspr.fluindia.gov.in/sspr.private/login?sso=false</u> Enter the existing Ennail ID as USer Name Enter Temporary Password is sCnAxy2 as Password. Click on Sign in Set up Security Questions Enter Temporary Password again T.Set ver password (User will be redirected to the Login screen) User needs to register a device by using the Google Authenticator app and scanning the QR Code or entering the k Set the option to the receive the OTP by Email or SMS Enter the OTP either by selecting the Email or SMS 	ey form the portal		
Note: This is a system generated message. Please do not reply. For any queries reach out to UCC details.			
Regards FINGate 2.0 System			

2. Users need to login with the User ID (Existing Email ID will be the User ID) and Temporary Password as mentioned in the mail.

ome to FIU Self Service P	ortal
FIU Login	
preqdpte@spacehotline.com	
	۲
Sign in Cancel	
Format Descurred	
Forgot Password	

3. Upon clicking the link, the user will be asked to mandatorily setup two security questions. In case user forgets the password, the password can be reset by answering the security questions. Two questions need to be chosen from the available list and their answers need to be typed by the user.



Welcome to FIU Self Service Portal		preqdpte@space	
Setup Security Questions			
If you forget your password, you can access your account by answering	your security questions.		
Please choose your questions and answers that can be used to verify yo your password. Because the answers to these questions can be used to to supply answers that are not easy for others to guess or discover.	ur identity in case you forget access your account, be sure		
Please type your security answers			
- Please select a question item from the list -	2		
0			
- Please select a question item from the list -			
0			
Course Assessment			
Save Answers			

Welcome to FIU Self Service Portal		preqdpte@space	ø
Setup Security Questions			
If you forget your password, you can access your acc	ount by answering your secu	urity questions.	
Please choose your questions and answers that can your password. Because the answers to these questi to supply answers that are not easy for others to guest	be used to verify your identity ons can be used to access your of the second se	y in case you forget our account, be sure	
Your answers meet the requirements. Click Save Answer	s when ready.		
What is your mother's maiden name?	~		
0	۲		
What is the name of your first pet?	~		
0	۲		
Save Answers			

4. The User will get success message on clicking on the "Save Answers" button. Then User need to click on continue button.

Welcome to FIU Self Service Portal	preqdpte@space	¢
Success Thank you. Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password. Continue		

5. The user is then required to enter the temporary password as received in the email. On clicking on the "Continue" button the RE will be redirected to the Change password screen.



Welcome to FIU Self Service Portal	preqdpte@space	¢
Change Parsword		
Your password has expired. You must set a new password now.		
Please enter the following data. This is required to verify your identity before you can change your password.		
Current Password		
Continue		
Welcome to FILI Self Service Portal		EA.

Welcome to FIU Self Service Portal	preqdpte@space	¢
Change Password		
Your password has expired. You must set a new password now.		
Please enter the following data. This is required to verify your identity before you can change your password.		
Current Password		
Continue		

6. The user will enter New Password and confirm the new password in the Confirm Password textbox.

The password created must comply with FIU-IND password policy as provided below:

- a. Password is case sensitive.
- b. Must be at least 8 characters long.
- c. Must include at least 1 letter.
- d. Must include at least 1 number.
- e. Must have at least 1 symbol (non-letter or number) character.
- f. Must have at least 1 lowercase letter.
- g. Must have at least 1 uppercase letter.
- h. Must not include part of your name or username.
- i. Must have at least 2 types of the following characters:
 - i. Uppercase (A-Z)
 - ii. Lowercase (a-z)
 - iii. Number (0-9)
 - iv. Symbol (!, #, \$, etc.)
 - v. Other language characters not listed above



Velcome to FIU Self Service Portal	prestytelijspace 🔯
Change Password	
Your password has expired. You must set a new password now.	
Please change your password: Keep your new password secure. After you type your new password, click the Change Pleasenord buttor. If you must write it down, be sure to keep it in a safe place. Your new password must mere the following requerements:	
Plassword is case sensitive. Instreet of early 6 characters room test of an early 6 characters room test of the early characters room test is the early the early character. Instreet the early the early characters Instreet the early characters there test have a table of and one of the early characters test have a table of and one of the early characters test have a table of and one of the early characters test have a table of and one of the early characters test have a table of and one of the early characters test have a table of and one of the early characters test have a table of and one of the early characters test have a table of and one of the early early characters test have a table of the early characters	
New password accepted, please click change password	
New Password to e Strength Good	
Confirm Password	
Change Password	

7. The user will be redirected to the success message screen and on clicking the "continue" button the user will be then redirected to the FINGATE portal, and they need to click on the login link to Login.

वित्तीय आसूचना एकक - भारत Financial Intelligence Unit - India MINISTRY OF FINANCE, GOVERNMENT OF INDIA		
FINnet 2.0 Mission Statement To provide quality financial intelligence for safeguarding the financial system from the abuses of money laundering, terrorism financing, and other economic offenses. FINGate 2.0 Links Login to FINGate 2.0 Sign Up for RE Enrolment	WELCOME TO FIU-INDIA Financial Intelligence Unit - India (FIU-IND) is the central, national agency responsible for receiving, processing, analyzing and disseminating information relating to suspect financial transactions to enforcement agencies and foreign FIUs.	Resources User Manuals Reporting Format Introduction Document FINGate Portal RE Enrolment and User Management User Manual FINGate Portal Reports User Manual LMS Learner User Manual
National Portal of India FIL	INDIA <u>My Gov</u>	Ministry of Finance
Disclaimer Accessibility Options Copyright Policy Terms And Conditions Help Website Policies Feedback Contact Website Content Maraged and Owned by Financial Intelligence Unit (FIU-IND), Government of India		

8. The user needs to enter the email address as the User ID and the newly created password to login.



٢	Welcome to FIU
	This Identity Provider needs to validate your identity. Please login to your existing account here so that we can return verification back to your local service.
	Fingate Login
	Password
	Sign in

9. After login the user will be redirected to the device registration screen and user needs to register their smart device. At a given time, only 1 smart device can be registered for the user. User needs to download the Google or any other Authenticator application from Google Play Store or Apple App Store. The user can either scan the QR code or enter the generated key on the screen. Then the user needs to enter the generated code from the Authenticator application to proceed ahead.

You ar	e not registered with TOTP service
	Fingate Login
To regis into the device.	ter a device, scan the QR code or type the key device. Then, enter the resulting code from the More
1. Scan	QR code or Enter Key
Key:W45	BXATVWBLLT32W
2. Enter	code from device
Enter	code from device
Finish F	Registering Device





10. The user needs to choose either Email or SMS to receive the OTP.

	Welcome to FIU
	Choose the authentication chain
	Fingate Login
O En O SN	nail OTP //S OTP
Co	ntinue

11. The user needs to enter the OTP to proceed ahead. If OTP is not received, then user can click on "Resend new OTP" button to generate the new OTP.

Welcome to FIU
Enter email OTP
Fingate Login
E-mail Password:
Sign in
Resend new OTP



- 3 Login to FINGate portal
 - 1. The user needs to click on the "Login to FINGate 2.0" link present on the page.

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FINnet 2.0 Mission Statement To provide quality financial intelligence for safeguarding the financial system from the abuses of money laundering, terrorism financing, and other economic offenses. FINGate 2.0 Links Login to FINGate 2.0 Sign Up for RE Enrolment	WELCOME TO FIU-INDIA Financial Intelligence Unit - India (FIU-IND) is the central, national agency responsible for receiving, processing, analyzing and disseminating information relating to suspect financial transactions to enforcement agencies and foreign FIUs.	Resources User Manuals Reporting Format Introduction Document FINGate Portal RE Enrolment and User Management User Manual FINGate Portal Reports User Manual LMS Learner User Manual	
National Portal of India FIU INDIA My Gov Ministry of Finance			

2. The user will log in to the system using the username, password.

٢	Welcome to FIU
	This Identity Provider needs to validate your identity. Please login to your existing account here so that we can return verification back to your local service.
	FINGate Login
[Username
	Password
	Sign in
Forgo	it Password

3. Then User needs to enter the code from Authenticator App and click on "Validate Code Button".

٢	Welcome to FIU
	FINGate Login
	Enter code from device
	Validate Code

4. The user needs to choose either Email or SMS to receive the OTP.





5. The user needs to enter the received OTP.

Welcome to FIU			
Enter SMS OTP			
FINGate Login			
SMS Password:			
Sign in			

- 6. On successful validation, the user will be redirected to the 'Home' page.
- 3.1 Navigating the portal using the left panel

In the current version of the FINGate portal, on login, the 'My View' page will display 'My Organization' page. This page lists the users of the RE and is used to manage the user profile.

lcon	Functionality		
Home	This is the home page of the FINGate Portal.		
My View	 The 'My View' page will display the following Tabs as per the below defined Roles Principal Officer a) RE Details b) My Requests c) My Organization d) My Ratings e) My Ratings Trends & Charts Designated Director a) My Organization 		
My Reports	This is used to submit and manage reports.		
RFAI	This is not enabled in the current version. In future versions this will be used to requests for additional information related to submitted reports.		
MIS	This is a module to view the MIS reports.		
Dashboard	This is not enabled in the current version. This is a module to view the RE Dashboard.		
FIU Requests	This is not enabled in the current version. In future versions this will be used to requests from FIU for information.		
Connect Forum	This is not enabled in the current version. This is a module to enable RE users to collaborate with each other.		

The left panel has icons to navigate to different functionalities as described in the table below:



lcon	Functionality
Learning &	This will be used by users to download learning related and other resources required to
resources	utilise the FINGate Portal
Digital Signature Registration	This will be used for Digital Signature Registration.

3.2 Common features in the header

The header of the page has common functionalities that can be accessed from any page.

विरीध आसुचना एकड - भारत Financial Intelligence Unit - India MINISTRY OF FINANCE, GOVERNMENT OF INDIA	FINGate 2.0 A. A A+ Z Helloi Rita Kumari	
lcon	Functionality	
Font size controller A- A A+	Users can utilise this icon to increase or decrease the fonts in the portal.	
Messages	This is not enabled in the current version. In future versions this will be used to exchange secure messages with FIU.	
Notifications	Portal notifications can be accessed with this icon. Users will be redirected to the notifications page.	
Theme controller ()	Users can utilise this icon to customize the colour theme of the portal.	
Other Controls	Users can utilise this icon to- 1. Access notifications 2. Change Password 3. Sign out of the portal	



3.3 Forgot Password

If the user forgets the password, following steps are required to reset the password-

1. The registered user can click on the Forgot Password link given at the bottom of login page.

٢	Welcome to FIU
	This Identity Provider needs to validate your identity. Please login to your existing account here so that we can return verification back to your local service.
	FINGate Login Username
	Password
Forgo	Sign in

2. Upon clicking the link, the user will be re-directed to the forgot password generation page.

We	ome to FIU Self Service Portal
	ou have forgotten your password, follow the prompts to reset your password.
	ername*
	Submit Cancel

3. The user needs to enter the registered email ID.

ompts to reset your password.		
	mpts to reset your password.	mpts to reset your password.

4. There will be two options to reset the password.



a. The user can reset by entering the security questions and answers as previously configured by them or use SMS / Email verification.

Self Service Password Reset				
Forgotten Password				
multiple forms of verification, you will be redirected back to this page until all verification criteria is met.				
Secret Questions and Answers				
SMS/Email Verification				
Cancel				

b. Click on 'Secret Questions and Answers' to use the pre-configured questions and answers.

elcome to FIU	Self Serv	ice Portal	
Forgot Passy Please answer the for reset your password.	vord	is. If you answer th	ese questions correctly, you will then be able to
What is the name of	of your first p	ame?	
Check Answers	Go Back	Cancel	

c. Alternately, user can use SMS or Email verification. The user needs to click on the link received in the email or SMS and then copy and paste the code in the window below.



Welcome to FI	Welcome to FIU Self Service Portal					
Forgot Pass	sword tity, a security code will be sent to you. Please choose which method you would prefer					
to receive your sec	Send code to your registered email address.					
SMS	a Send code to your mobile phone using text messaging (SMS).					
Os Pask	2910					
Go Back	Cancel					

Self Service Password Reset
Forgotten Password To verify your identity, a security code has been sent to you at v*******@v******.com. Please click the link in the email or copy and paste the security code here. Your security code should arrive right away. If you have waited for a while and haven't yet received a code, click the resend code button to receive a new code. Resend Code
Check Code Go Back Cancel
Welcome to FIU Self Service Portal
Forgot Password Thank You! Your security code sent to a******@p*****.me has been verified. Continue Cancel



Welcome to FIU Self Service Portal	adroit794@p
Change Password	
Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write if down, be sure to keep it in a safe place. Your new password must meet the following requirements.	
Password is case sensitive Must include at least streamers long. Must include at least streamers induce at least 1 number. Must have at least 1 symbol (non letter on number) character. Must have at least 1 symbol (non letter on number) character. Must have at least 1 symbol (non letter on number) character. Must have at least 1 symbol (non letter on number) character. Must have at least 1 symbol (non letter on number) character. Must have at least 1 symbol (non letter) character. Must have at least 1 symbol (non letter) character. Must have at least 1 symbol (non letter) character. Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at least 1 symbol (non letter) character: Must have at letter) Must have at letter 1 symbol (non letter) character: Must have at letter) Must have at letter 1 symbol (non letter) character: Must have at letter) Must have at letter 1 symbol (non letter) Must have at letter) Must have at letter) Must have at letter Must have at letter) Must have	
Pasavord missing	
New Password to	
Confirm Password	
Change Password Cancel	

- 5. User will create new password.
- 6. User will receive a notification on email that password has been changed.



4 Enrolment of Reporting Entities

Enrolment of Reporting Entities have the following scenarios:

- 1. FIU-IND identifies potential RE in New Sector and as part of onboarding of new sector, details about the RE and the contact person, termed as 'Primary User' are collected. FIU-IND will send email and SMS notifications to the Primary User asking them to enrol the RE in the FINGate portal.
- 2. As part of migration process from FINGate 1.0 to 2.0, the Principal Officers of RE that are already present in FINGate 1.0 need to enrol details of the RE in the new Portal. FIU-IND will send email and SMS notifications to the Principal Officer asking them to enrol the RE in the FINGate portal.
- 3. New RE in existing sectors can initiate the enrolment process by accessing a 'Sign Up for RE Enrolment' link in the Login page.

The RE Enrolment process consists of the following steps:

- 1. The Primary User / Principal Officer generates first time password, as explained in section 2.
- 2. The Primary User / Principal Officer updates the RE details, uploads necessary documents, captures Principal Officer & Designated Director details and submits the enrolment.
- 3. The FINGate system will validate the details and documents submitted.
- 4. FINGate system validates user uploaded details. If the validation process is unsuccessful, the Primary User / Principal Officer will receive notifications that the details need to be corrected and a self-declaration mentioning that details provided are correct needs to be uploaded in the portal. Thereafter, the RE enrolment request will get approved in the FINGate system. The self-declaration should be printed in the RE's letterhead and stamped with the seal of the RE.
- 5. Principal Officer and Designated Director need to access the portal, update their details, upload necessary documents and submit their enrolment.
- 6. FINGate system validates user uploaded details. If the validation process is unsuccessful, the PO / DD will receive notifications that the details need to be corrected and a self-declaration that details provided are correct needs to be uploaded in the portal. Thereafter, the PO / DD enrolment request will get approved in the FINGate system.
- 7. The process of RE enrolment will get completed when both PO and DD enrolment is completed.
- 4.1 Validation and modification of RE enrolment details
- 4.1.1 Accessing the RE enrolment link for validating and updating RE details
 - 1. The Primary user of RE in new sector and Principal Officer of RE present in FINGate 1.0 will receive an email containing detailed instructions, a link to register on the FINGate 2.0 portal and the contact number of Unified Communication Centre (UCC).
 - 2. Upon clicking the link, the user will be directed to the password generation page.
 - 3. The user shall generate first time password as detailed in Section 2 of this document.
 - 4. Post password generation, the user will login to FINGate portal. Steps are detailed in Section 3 of this document.
 - 5. The Primary User will receive 4 system sent reminders (SMS and email) after every 15 days if registration process has not been started. Subsequently, after 75 days of the enrolment initiation by FIU-IND, the status of the RE record will be marked as unresponsive.
 - 6. In addition, FIU-IND RE enrolment process owner can also send the ad-hoc reminders as and when he/she deems appropriate.



4.1.1.1 RE registration

The user shall identify its organization as Business Entity or Individual RE before proceeding for the registration process.

Refer angent case - were Processial Intelligence Unit material Processia, control	FINGate 2.0		Search	A- A A+ 🔤 🌲 Heliot Shyam Kumar
RE Erroiment	PINGate 2.0 > RE Enrolment			
Connect Forum	RE Enrolment Please select your business type			
	O Individual Person	O Business Entity		
Sitemap Disclaimer		Copyright 2019 FIU-IND. All Rights Reserve	d.	

4.1.1.1.1 RE registration as Business Entity

- 4.1.1.1.1 Validate RE details and update mandatory RE identifiers
 - 1. The 'Business RE Enrolment' form will open.
 - 2. The Primary User shall validate the RE details and modify the same, if applicable.
 - 3. The Primary user will enter the relevant RE identifier and upload the respective attachments. The acceptable identifiers for Entity RE are provided in the table below:

Issuer / regulator	Entity Identifier	Supporting Document
MCA (Ministry of Corporate Affairs)	 CIN (Company Identification Number) LLPIN (Limited Liability Partnership Identification Number) FCRN (Foreign Company Registration Number) FLLPIN (Foreign Limited Liability Partnership Identification Number) 	Certificate of Incorporation
GSTN (Goods and Services Tax Network)	GSTIN (Goods and Services Tax Identification Number)	Registration Certificate
CBDT (Central Board of Direct Taxes)	PAN (Permanent Account Number)	PAN Card

- 4. The primary user will further upload RE's business license certificate from the relevant regulator.
 - a) In case any of the regulators is not applicable for the RE, then the Certificate of Incorporation will have to be uploaded after choosing the regulator as 'other'.
 - b) User can also enter 'Not available' in the 'Regulator license ID' field and upload any relevant proof in the 'upload regulator license' field if RE does not have the regulator license.
 - 5. The user shall also provide the following details:
 - a) Registered name



- b) RE Type, refer section 6.1 for the list.
- c) Line of Business, refer section 6.1 for the list. At this stage, RE can select only one line of business. If RE has multiple lines of business, then the next line of business can be added only after the RE enrolment has been approved by FIU. Refer section 5.1.1 for details.
- 6. After filling all details, the user will click on 'Next'

isiness RE Enrolment					
					Status : REQUEST ADDITIONAL INFOR
	Rec.		3 Nincipal Officer Datality		atally
Æ Detail					
IUREID		RE Registration Number*		RE Name*	
		653665659		MTSS_DQR	
E Type*		Line Of Business*		PAN	
MTSS	•	Money Transfer Service Agent	•		
ISTIN					
ntity Identifier Type		Entity Identifier ID		Entity Identifier File	
Select Identifier Type	-			No file	Browse
				Supports : .jpegjpgpdf Max Fil	e Size 10MB
legulator		Regulator License ID		Start Date Of License	
	-			21/11/2022	
Select Branch Regulator					
Select Branch Regulator		License Type		Regulator License File	
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- 4.1.1.1.1.2 Update Registered address of RE
- 1. The registered address of RE will be auto populated based on the entry by FIU-IND at the time of initiation.
- 2. The primary user will validate the address and update the same, if required.
- 3. If the country of the address is 'India' then the pin code, state, district and city will be validated with metadata in the portal.
- 4. If the country of the address is not 'India' then primary user will fill the values corresponding to the applicable country in pin code, state and district fields. For example, instead of pin code, zip code may be entered.
- 5. The user will click on 'Next'.



RE Enrolment	FINGate 2.0 RE Enrolment			
	Business RE Enrolment			
RFAI FIU Requests	•		•	Status : IN PROGRESS
Connect Forum	RE Details	Registered Address of RE	Principal Officer Details	Designated Director Details
E	Registered Address of RE			
Learning & Resources	Address Line 1*	Locality	Country*	
	Gandhinagar District Coop Bank	Parel	India	-
	Pin Code*	State	District	
	400025	Maharashtra	▼ MUMBAI	•
	City *			
	Greater Mumbai	-		
	Back			Next

4.1.1.1.1.3 Initiate Principal Officer and Designated Director Registration

- 1. The Primary user will be redirected to 'Principal officer details' and 'Designated Director details' form.
- 2. The Primary User needs to fill Name, Designation, mobile number, email ID and other mandatory fields to trigger an enrolment link for initiation of PO registration process.
- 3. The Primary User will also enter the DD mandatory details and DIN to trigger an enrolment link for initiation of Designated Director registration process.
- a) Users must enter DIN for designated directors for REs which are registered with MCA (If Available).

RE Farmelynamt	FINGate 2.0 RE Enrolment					
	Business RE Enrolmen	t				
FILI Requests						Status : IN PROGRESS
Connect Forum	RE Deta	ils Regis	2 tered Address of RE	3 Principal Officer Detail	ls Designated Director I	Details
	Principal Officer Details					
Learning & Resources	First Name *		Last Name		Designation *	
	Suresh		Kumar		Chief Manager	
	Gender*		Date Of Birth		Primary Email*	
	Male	•	12/12/1976	111	bijubh4@gmail.com	
	Country Code*	Mobile Number*				
	91	• 9562013200				
	Back					Next



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FINGate	e 2.0 > RE Enrolment				
Bus	siness RE Enrolment				
					Status : (IN PROGRESS)
quests	0		-0		0
	RE Details	Regist	ered Address of RE	Principal Officer Detail:	s Designated Director Details
De	Designated Director Deta	ails			
Fir	irst Name [*]		Last Name		Designation *
	Bank Two DD		Bhaskar		Manager
Ge	ender *		Date Of Birth		Email*
	Male	•	10/09/2006	1	banktwo3@gmail.com
Co	ountry Code *	Mobile Number *	DIN		
1	91 👻	9562013200			
Re	emarks				
					Max, Limit 2000 Characters
	I hereby declare that all the inf	ormation provided in RE Details, Reg	istered Address of RE, Principal Office	r Details, Designated Director Details secti	ons of this form is true to the best of my knowledge.
					Preview Submit
	Back				

- 4. Primary User will also be asked to submit a certification that all data provided in all the four tabs of the form is true.
- 5. User can view the preview of details entered by clicking of 'Preview'.



	Preview - Busi	ness RE Enrolment	
PE Details			
RE Registration	BANKTWO1	RE Name	Bank Two
RE Туре	Bank	Line Of Business	Private Sector Banks
PAN	AGECV8765G	GSTIN	33AAACL1681P2Z9
Entity Identifier Type	Goods and Services Tax Identification Number	Entity Identifier ID	33AAACL1681P2Z9
Regulator	RBI	Regulator License ID	33AAACL1681P2Z9
Registered Address	of RE		
Address Line 1	Kizhake Aryankulam Athulya Villas	Locality	Test Locality
Country	India	Pin Code	682021
State	Kerala	District	ERNAKULAM
City	Aluva		
Principal Officer De	tails		
First Name	Bank Two PO	Last Name	Bhaskar
Designation	Manager	Gender	Male
Date Of Birth	10/09/2006	Primary Email	banktwo2@gmail.com
Country Code	91	Mobile Number	9562013200
Designated Director	Details		
First Name	Bank Two DD	Last Name	Bhaskar
Designation	Manager	Gender	Male
Date Of Birth	10/09/2006	Email	banktwo3@gmail.com
Country Code	91	Mobile Number	9562013200
DIN		Remarks	
			1
			Close

6. The user clicks on 'Submit'.

Post successful submission of Reporting entity enrolment request, the primary user will see success message pop-up. Further communications on the RE enrolment request will be



communicated via email/SMS. The below workflow will get triggered post submission of RE registration request:

- 7. The identifier details of RE will be validated by FIU-IND.
 - a) FINGate system validates user uploaded details. If the validation process is unsuccessful, the user will receive a notification prompting him/her to change the concerned fields and provide self-declaration. The self-declaration should be printed in the RE's letterhead and stamped with the seal of the RE.
 - b) The user is required to re-login and update the required details along with self-declaration. The template for the self-declaration can be downloaded from the 'RE Details' page.
- 8. PO will receive the link to complete the PO registration post successful enrolment of Primary user.
- 9. DD will receive the link to complete the DD registration post successful enrolment of Primary user.



4.1.1.1.2 RE registration as Individual Entity

4.1.1.1.2.1 Validate RE details and update mandate entity identifiers

- 1. The 'Individual RE Enrolment' form will open.
- 2. For Individual RE, the primary user will be the principal officer and all the attributes required for PO enrolment will be captured as a single flow so that RE and PO enrolment are completed together.
- 3. The Primary User shall validate the RE details and modify the same, if applicable.
- 4. The Primary user will enter the relevant RE identifier and upload the respective attachments.
- 5. The primary will further upload RE's business license certificate from the relevant regulator.
 - a) In case any of the regulators is not applicable for the RE, then the Certificate of Incorporation will have to be uploaded after choosing the regulator as 'other'.
 - b) User can also enter 'Not available' in the 'license ID' field and upload any relevant proof in the 'upload regulator license' field if RE does not have the regulator license.
- 6. The user shall also provide the following details:
 - a) Registered name
 - b) RE Type, refer section 6.1 for the list.
 - c) Line of Business, refer section 6.1 for the list.



- 7. Primary User will also be asked to submit a certification that all data provided above is true.
- 8. After filling all details, the user will click on 'Next'

				Status : AMAITING APP
	•			
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ke Detail		DE Destantino Mandra M	PE Marcal	
IUKEID		KE Kegistration Number	KE Name	
			knijtkgnjg	
RE Type*		Line Of Business*	PAN	
MTSS	•	Money Transfer Service Agent		
SSTIN				
Entity Identifier Type		Entity Identifier ID	Entity Identifier File	
Entity Identifier Type Select Identifier Type	•	Entity Identifier ID	Entity Identifier File No file	Browse
Entity Identifier Type Select Identifier Type	-	Entity Identifier ID	Entity Identifier File No file Supports : .jpegjpgpdf Max File Stre 10M8	Browse
Entity Identifier Type Select Identifier Type Regulator	•	Entity Identifier ID Regulator License ID	Entity Identifier File No file Supports : jpeg.jeg.pdf Max File Sox 10MB Start Date Of License	Browse
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4.1.1.1.2.2 Update registered address of RE

- 1. The registered address of RE will be auto populated based on the entry by FIU-IND at the time of initiation.
- 2. The primary user will validate the address and update the same, if required.
- 3. The user will click on 'Next'.



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RE Enrolment	FINGate 2.0 > RE Enrolme	ent								
	Individual RE Enr	rolment								
RFAI FIU Requests										Status : IN PROGRESS
		1 RE DETAILS			REGISTERED	2 ADDRE	SS OF RE			
	Registered Addr	ress of RE								
	Address Line 1*		Locality *		Country*					
	Test Address		Test Locality		India					•
	Pin Code *		State *		District					
	110008		Delhi	•	West D	elhi				•
	City [‡]									
	Hastsal	•								
	Back	re that all the information provided here is t	true to the best of my knowledge					Prev	view	Submit
Disclaimer		Copyr	right 2019 FIU-IND. All Rights Reserved	d.						

4. User can view the preview of details entered by clicking of 'Preview'.

RE Details			
RE Registration Number	Bank Three	RE Name	Bank Three
RE Type	Bank	Line Of Business	Foreign Banks
PAN	AGEPB9876L	GSTIN	
Entity Identifier Type	Permanent Account Number	Entity Identifier ID	AGEPB9876L
Regulator	RBI	Regulator License ID	AGEPB9876L
Registered Address Reporting Entity	of		
Address Line 1	Test Address	Locality	Test Locality
Country	India	Pin Code	110008
State	Delhi	District	West Delhi
City	Hastsal		

5. The user clicks on 'Submit'.



Post successful submission of Reporting entity enrolment request, the primary user will see success message pop-up. Further communications on the RE enrolment request will be communicated via email/SMS. The below workflow will get triggered post submission of RE registration request:

- a) The identifier details of RE will be validated by FIU-IND.
 - i. FINGate system validates user uploaded details. If the validation process is unsuccessful, the user will receive a notification prompting him/her to change the concerned fields and provide self-declaration. The self-declaration should be printed in the RE's letterhead and stamped with the seal of the RE.
 - ii. The user is required to re-login and update the required details along with self-declaration.



- 4.2 Principal Officer registration
- 4.2.1 Accessing the PO enrolment link for validating and updating PO details
 - 1. The PO will receive an email containing detailed instructions, a link to register on the FINGate 2.0 portal and the contact details of UCC.
 - 2. Upon clicking the link, the user will be directed to the password generation page.
 - 3. The user shall generate first time password as detailed in Section 2 of this document.
 - 4. Post password generation, the user will login to FINGate portal. Steps are detailed in Section 3 of this document.
- 4.2.1.1 Validate and update personal details
 - 1. The 'PO Enrolment' form will open.
 - 2. The Principal Officer shall validate the auto-populated 'user enrolment' details and modify the same, if applicable.
 - 3. The Principal Officer will enter the identification details (Government ID). The acceptable individual identifier for PO is mentioned below:
 - a) Passport (attachment to be uploaded)
 - b) PAN Card (attachment to be uploaded)



- 4. The user shall agree to the terms and conditions before moving to the next page.
- 5. The user clicks on 'Next'.

FINGate 2.0			Search		A	A A+ 🛛 🖡	Hello! Rita Kur
FINGate 20 > PO Enrolment							
PO Enrolment							
PO Enrolment	D PO Enroiment		Communication Address of PO		Add Other User Dr	tails	
First Name*			Last Name	Gender*			
Rita			Kumari	Female			٠
Date Of Birth*			Designation *	Country Code *		Aobile Number*	
16/10/2021		(iii)	Principal Officer	91	-	6658658686	
Country Code	Alternate Mobile Num	ber	Primary Email	Alternate Email			
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4.2.1.2 Update communication address of PO

- 1. The Principal Officer will be navigated to the 'Communication address' form.
- 2. The Principal Officer will update the communication address.
- 3. If the country of the address is 'India' then the pin code, state, district and city will be validated with metadata in the portal.
- 4. If the country of the address is not 'India' then user will fill the values corresponding to the applicable country in pin code, state and district fields. For example, instead of pin code, zip code may be entered.
- 5. The user will click on 'Next'.





- 4.2.1.3 Adding non-PO at the time of PO Registration
 - 1. The primary user will be navigated to the 'Add other user details' form.
 - 2. The primary user can add non-PO user and their roles optionally at the time of enrolment.
 - 3. Alternatively, it can be entered as part of RE User & Profile Management after enrolment.

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	Email*	Country Code * Mobile Number *		
		Please Select Country Code		
	Cancel			Add User
	Back			Submit

4. The user clicks on 'Submit'.



Post successful submission of Principal officer enrolment request, the Principal Officer will see success message pop-up. Further communications on the Principal Officer enrolment request will be communicated via email/SMS. The below workflow will get triggered post submission of PO registration request:

- a) The identifier details of PO will be validated by FIU-IND.
 - i. FINGate system validates user uploaded details. If the validation process is unsuccessful, the user will receive a notification prompting him/her to change the concerned fields and provide self-declaration.
 - ii. The user is required to re-login and update the required details along with self-declaration. The self-declaration should be printed in the RE's letterhead and stamped with the seal of the RE.
- b) Non-PO (If added during enrolment) will receive the link to complete the non-PO user registration.

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	Add RE User	ок		
	First Name *	Last Norma		
	Designation*	Gender*	Oute Of Sirds"	

		Principal Officer Enrol	ment is Submitted		
			OK		•
		Gender*			

- 4.3 Designated Director registration
- 4.3.1 Accessing the DD enrolment link for validating and updating DD details
 - 1. The Designated Director will receive an email containing detailed instructions, a link to register on the FINGate 2.0 portal and the contact number of UCC.
 - 2. Upon clicking the link, the user will be directed to the password generation page.
 - 3. The user shall generate first time password as detailed in Section 2 of this document.
 - 4. Post password generation, the user will login to FINGate portal. Steps are detailed in Section 3 of this document.
- 4.3.1.1 Validate and update personal details
 - 1. The 'Non-PO Enrolment' form will open.
 - 2. The Designated Director shall validate the auto-populated 'user enrolment' details and modify the same, if applicable.



- 3. The Designated Director will enter the identification details (Government issued ID). The acceptable relevant individual identifier for Designated Director is mentioned below:
 - a) Passport (attachment to be uploaded)
 - b) PAN Card (attachment to be uploaded)
- 4. The user clicks on 'Next'.

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Non-PO Errolment	Non-PO Enrolment		
Correct Forum	User E	D	Communication Address
	User Enrolment		
	First Name *	Last Name	Gender*
	Geeta	Kumari	Female 0
	Date Of Birth	Role *	Designation *
	14/10/2021	Designated Director	Designated Director
	Email*	Alternate Email	Country Code " Mobile Number "
	geeta@gmail.com		91 • 8465846584
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- 4.3.1.2 Update address of Designated Director
 - 1. The Designated director will be navigated to the 'Communication address' form.
 - 2. The Designated director will update the communication address.
 - 3. If the country of the address is 'India' then the pin code, state, district and city will be validated with metadata in the portal.
 - 4. If the country of the address is not 'India' then user will fill the values corresponding to the applicable country in pin code, state and district fields. For example, instead of pin code, zip code may be entered.

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	Pin Code*	State Name*	District Name*	
	City Name *			
	I Hereby Declare That All The Information Provided Here Is Tru	e To The Best Of My Knowledge		
	Back			Submit
Sitemap Disclaimer	Copyright 2019	FIU-IND, All Rights Reserved.		



- 5. The user clicks on 'Submit'.
 - Post successful submission of Designated Director enrolment request, the Designated Director will see success message pop-up. Further communications on the Designated Director enrolment request will be communicated via email/SMS. The below workflow will get triggered post submission of Designated Director registration request:
- 6. The identifier details of Designated Director will be validated by FIU-IND.
 - a) FINGate system validates user uploaded details. If the validation process is unsuccessful, the user will receive a notification prompting him/her to change the concerned fields and provide self-declaration.
 - b) The user is required to re-login and update the required details along with selfdeclaration. The self-declaration should be printed in the RE's letterhead and stamped with the seal of the RE.
- 4.4 Non-PO registration
- 4.4.1 Accessing non-PO enrolment link for non-PO registration
 - 1. The non-PO will receive an email containing detailed instructions, a link to register on the FINGate 2.0 portal and the contact details of UCC.
 - 2. Upon clicking the link, the user will be directed to the password generation page.
 - 3. The user shall generate first time password as detailed in Section 2 of this document.
 - 4. Post password generation, the user will login to FINGate portal. Steps are detailed in Section 3 of this document.
- 4.4.1.1 Validate Non-PO details and update mandatory identifiers
 - 1. The 'Non-PO Enrolment' form will open.
 - 2. The Non-PO User shall validate the auto-populated 'user enrolment' details and modify the same, if applicable.
 - 3. The non-PO user will enter the identification details (Government issued ID). The acceptable relevant individual identifier for PO/DD is mentioned below:
 - a) Passport (attachment to be uploaded)
 - b) PAN Card (attachment to be uploaded)
 - 4. The user clicks on 'Next'.



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	Chandi			Kumari		Female			٥
	Date Of Birth			Role *		Designation*			
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- 4.4.1.2 Update address of non-PO
 - 1. The non-PO will be navigated to the 'Communication address' form.
 - 2. The non-PO will update the communication address.
 - 3. If the country of the address is 'India' then the pin code, state, district and city will be validated with metadata in the portal.
 - 4. If the country of the address is not 'India' then user will fill the values corresponding to the applicable country in pin code, state and district fields. For example, instead of pin code, zip code may be entered.

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Non-PO Envolment	Non-PO Enrolment				
Batch Report	User Envolvent		Communication Address		
	Address *	Locality *	Country *		
	Pin Code *	State Name*	District Name		
	City Name *				
	It-Hereby Declare That All The Information Provided Here is True To The Best Of My Knowledge				
	Back		Submit		
Sitemap Disclaimer	Copyright 2019 FIU-IND. All Rig	hts Reserved.			

5. The user clicks on 'Submit'.

Post successful submission of non-PO enrolment request, the non-PO will see success message pop-up. Further communications on the non-PO enrolment request will be communicated via email/SMS. The below workflow will get triggered post submission of non-PO registration request:

a) The identifier details of non-PO will be validated by FIU-IND.

- i. FINGate system validates user uploaded details. If the validation process is unsuccessful, the user will receive a notification prompting him/her to change the concerned fields and provide self-declaration.
- ii. The user is required to re-login and update the required details along with selfdeclaration. The self-declaration should be printed in the RE's letterhead and stamped with the seal of the RE.

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4.5 Proactive Enrolment for New RE in Existing Sector

New RE in existing sectors can initiate the enrolment process by accessing a 'Sign Up for RE Enrolment' link in the Login page.

- 1. The User will click on the 'Sign Up for RE Enrolment' link present on the welcome page of FINGate 2.0 portal.
- 2. Upon clicking the link, the user will be directed to the RE Self Enrolment page.
- 3. The User will enter all the basic details.
- 4. The User will click on the send OTP button.
- 5. The User will enter the OTP and click on submit button.
- 6. The system will send an email notification to the email id provided in the page. This notification will contain a link to generate the first time password. Please refer to section 2 of this document for details on generating the first time password.
- 7. After generating the first time password, the system will redirect the user to the login page. Please refer to section 3 of this document for details on login to the portal.





	RE Tune *		
	Select RE Type	•	
User Detail			
Primary Contact Person Name *	Primary User's Designation *	Primary User Email *	
Country Code Primary User Me	obile No. *		
91-India 🔻			
Enter Your Address (Address of the Requ	estor/Primary User)		
Address Line 1 *	Locality*	Country *	
		India	•
Pin Code	State *	District	
		\$	\$
City *	OTP *		
	Send OTF		




4.6 Enrolment for RE Type: Regulator, Department of Post (DoP), Property Registrar

After following the steps mentioned in the **Section 4.1.1**: Accessing the RE enrolment link for validating and updating RE details. The Primary User must complete the following steps:

1. The Primary user shall identify its organization as Business Entity or Individual RE before proceeding for the registration process.

Reds angue one - wee Pleases intelligence Unit mean for reasons, cover	FINGate 2.0		SearchQ	A: A A+ 🔤 🌲 Helioi Shyam Kumar
RE Erroinent	FINGate 2.0 > RE Enrolment			
Cannect Faram	Please select your butiness type	O Business Entity		
Sitemap Disclaimer		Copyright 2019 FIU-IND: All Rights Reserved.		

- 4.6.1 Validate RE details and update mandatory RE identifiers
 - 1. The 'Business RE Enrolment' form will open.
 - 2. The Primary User shall validate the RE details and modify the same, if applicable.
 - 3. For RE Type: Regulator, Department of Post (DoP) and Property Registrar-PAN, Entity Identifier ID and Regulator License ID are not applicable so by clicking on checkbox user must provide a declaration that PAN, Entity Identifier ID and Regulator License ID are not 'Not Available'. PAN, Entity Identifier ID and Regulator License ID will be non-mandatory in this case.
 - 4. Self-Declaration will be applicable on the same page. The template for the self-declaration can be downloaded from the 'RE Details' page. The self-declaration should be printed in the RE's letterhead and stamped with the seal of the RE.
 - 5. After filling all details, the user will click on 'Next'



usiness RE Enrolment					
					Status Constanting
AL Details		egistered Address of HL	Principal Officer Details	Devignated Director Details	
RF Detail					
FURED		RE Registration Number		R5 Namo *	
				DOP TEST	
R Type*		Line Of Business*		PAN	
Department of Posts		Department of Posts	2	FD0156754D	
Declaration (If PAN is not available)		GSTIN			
PAN Not Available		07AAAAA1234A2Z4			
Intity Identifier Type		Entity Identifier ID		Declaration (If identifier Type ID is not available)	
				🖬 Identifier Type Not Available	
numeral and a star					
No file	Brook	1			
Separa pagingan	der File Son 1040.	J			
Regulator		Regulator License ID		Declaration (If Regulator License ID is not available)	
Salact Branch Regulator	•			Regulator Ucense ID Not Available	
Start Date Of License		License Valid Till Date		License Type	
21/11/2022	<u></u>	21/11/2022	m		
logulator License File					
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No file.	Brows	1			
Protection (1998) (1999)	das File Sone 10548	i.			
Salf Declaration Format					Company of the local division of the local d

4.6.2 Update Registered address of RE

- 1. The registered address of RE will be auto populated based on the entry by FIU-IND at the time of initiation.
- 2. The primary user will validate the address and update the same, if required.
- 3. If the country of the address is 'India' then the pin code, state, district and city will be validated with metadata in the portal.
- 4. If the country of the address is not 'India' then primary user will fill the values corresponding to the applicable country in pin code, state and district fields. For example, instead of pin code, zip code may be entered.
- 5. The user will click on 'Next'.

2	FINGate 2.0 RE Enrolment			
RE Enroiment				
	Business RE Enrolment			
RFAI				Status : IN PROGRESS
FIU Requests		•	•	
_	U U	2	3	3
Connect Forum	RE Details	Registered Address of RE	Principal Officer Details	Designated Director Details
Ē	Registered Address of RE			
Learning & Resources	Address Line 1*	Locality*	Country	·*
	Gandhinagar District Coop Bank	Parel	India	-
	Pin Code *	State	District	•
	400025	Maharashtra	• MUM	BAI
	City*			
	Greater Mumbai	•		
	Back			Next

- 4.6.3 Initiate Principal Officer and Designated Director Registration
 - 1. The Primary user will be redirected to 'Principal officer details' and 'Designated Director details' form.

- 2. The Primary User needs to fill Name, Designation, mobile number, email ID and other mandatory fields to trigger an enrolment link for initiation of PO registration process.
- 3. The Primary User will also enter the DD mandatory details and DIN to trigger an enrolment link for initiation of Designated Director registration process.
- a) Users must enter DIN for designated directors for REs which are registered with MCA(If available).

	Business RE Enrolment			
RFAI				Status : IN PROGRESS
FIU Requests		•		•
E Connect Forum	RE Details	Registered Address of RE	Principal Officer Detai	ls Designated Director Details
	Principal Officer Details			
Learning & Resources	First Name *	Last Name		Designation
	Suresh	Kumar		Chief Manager
	Gender*	Date Of Birth		Primary Email *
	Male	• 12/12/1976		bijubh4@gmail.com
	Country Code Mobile Nu	mber 3200		
	530201	5200		
	Back			Next
वितीय आसूचना एव Financial Intellig	ल्ड - भारत ence Unit - India erc consembler of BUDA	0		A- A A+ 🗷 🗚 🚱 🚱 🤳
1	FILICATE 2.0.). RE Free langet			Hello: Bank Two PU
RE Enrolment	PinGate 2.0 / KE Enrolment			
	Business RE Enrolment			
RFAI				Status : IN PROGRESS
FIU Requests				
	0	0	3	
	RE Details			
		Registered Address of RE	Principal Officer Details	Designated Director Details
	Designated Director Details	Registered Address of RE	Principal Officer Details	Designated Director Details
	Designated Director Details	Registered Address of RE	Principal Officer Details	Designated Director Details
	Designated Director Details First Name [*] Bank Two DD	Registered Address of RE Last Name Bhaskar	Principal Officer Details	Designated Director Details signation Manager
	Designated Director Details First Name* Bank Two DD Gender*	Registered Address of RE Last Name Bhaskar Date Of Birth	Principal Officer Details De	Designated Director Details signation Manager hall*
	Designated Director Details First Name * Bank Two DD Gender * Male	Last Name Bhaskar Date Of Birth 10/09/2006	Principal Officer Details De Em	signation * Manager banktwo3@gmail.com
	Designated Director Details First Name * Bank Two DD Gender * Male Country Code * Mobile Nu	Registered Address of RE Last Name Bhaskar Date Of Birth 10/09/2006 DIN	Principal Officer Details De	signation * Manager Iail * banktwo3@gmail.com
	Designated Director Details First Name* Bank Two DD Gender* Male Country Code* 91 • Penadr	Registered Address of RE Last Name Bhaskar Date Of Birth 10/09/2006 mber* DIN 3200	Principal Officer Details De En En	besignated Director Details signation Manager hall banktwo3@gmail.com
	Designated Director Details First Name* Bank Two DD Gender* Male Country Code* 91 91 956201 Remarks	Registered Address of RE Last Name Bhaskar Date Of Birth 10/09/2006 DIN 3200	Principal Officer Details De Em	besignated Director Details signation Manager hall* banktwo3@gmail.com
	Designated Director Details First Name* Bank Two DD Gender* Male Country Code* 91 91 91 956201 Remarks	Registered Address of RE Last Name Bhaskar Date Of Birth 10/09/2006 DIN 3200	Principal Officer Details De Em	signation Manager banktwo3@gmail.com
	Designated Director Details First Name * Bank Two DD Gender * Male Country Code * 91 91 956201 Remarks	Registered Address of RE Last Name Bhaskar Date Of Birth 10/09/2006 DIN 3200	Principal Officer Details De	besignated Director Details signation Manager bail banktwo3@gmail.com
	Designated Director Details First Name* Bank Two DD Gender* Male Country Code* 91 • 956201 Remarks	Registered Address of RE Last Name Bhaskar Date Of Birth 10/09/2006 mber DIN 3200	Principal Officer Details	Designated Director Details signation Manager all banktwo3@gmail.com Max.Limit 2000 Characters
	Designated Director Details First Name* Bank Two DD Gender* Male Country Code* 91 • 956201 Remarks	Registered Address of RE Last Name Bhaskar Date Of Birth 10/09/2006 mber J3200	Principal Officer Details	Signation * Manager Manager Mattwo3@gmail.com Mac.limit.2000 Characters of this form is true to the best of my knowledge.
	Designated Director Details First Name* Bank Two DD Gender* Male Country Code* 91 • 956201 Remarks	Registered Address of RE Last Name Bhaskar Date Of Birth 10/09/2006 DIN I3200	Principal Officer Details	Sesignated Director Details signation Manager all banktwo3@gmail.com Max. Limit 2000 Characters of this form is true to the best of my knowledge.
	Designated Director Details First Name* Bank Two DD Gender* Male Country Code* Mobile Nu 91 956201 Remarks Phoreby declare that all the information pro- Back	Registered Address of RE Last Name Bhaskar Date Of Birth 10/09/2006 DIN	Principal Officer Details	Sesignated Director Details signation Manager all banktwo3@gmail.com Max.Limit 2000 Characters of this form is true to the best of my knowledge. Preview Submit
	Designated Director Details First Name* Bank Two DD Gender* Male Country Code* 91 • 956201 Remarks P1 • 956201 Remarks P2 • hereby declare that all the information provided in the informat	Aded in RE Details, Registered Address of RE, Principal Officer D	Principal Officer Details	signation * Manager Mail * banktwo3@gmail.com Max Limit 2000 Characters af this form is true to the best of my knowledge. Preview Submit

- 4. Primary User will also be asked to submit a certification that all data provided in all the four tabs of the form is true.
- 5. User can view the preview of details entered by clicking of 'Preview'.



Preview - Business RE Enrolment						
RE Details						
RE Registration Number	BANKTWO1	RE Name	Bank Two			
RE Type	Bank	Line Of Business	Private Sector Banks			
PAN	AGECV8765G	GSTIN	33AAACL1681P2Z9			
Entity Identifier Type	Goods and Services Tax Identification Number	Entity Identifier ID	33AAACL1681P2Z9			
Regulator	RBI	Regulator License ID	33AAACL1681P2Z9			
Registered Address of RE						
Address Line 1	Kizhake Aryankulam Athulya Villas	Locality	Test Locality			
Country	India	Pin Code	682021			
State	Kerala	District	ERNAKULAM			
City	Aluva					
Principal Officer Det	ails					
First Name	Bank Two PO	Last Name	Bhaskar			
Designation	Manager	Gender	Male			
Date Of Birth	10/09/2006	Primary Email	banktwo2@gmail.com			
Country Code	91	Mobile Number	9562013200			
Designated Director	Details					
First Name	Bank Two DD	Last Name	Bhaskar			
Designation	Manager	Gender	Male			
Date Of Birth	10/09/2006	Email	banktwo3@gmail.com			
Country Code	91	Mobile Number	9562013200			
DIN		Remarks				
			,			

6. The user clicks on 'Submit'.

Post successful submission of Reporting entity enrolment request, the primary user will see success message pop-up. Further communications on the RE enrolment request will be communicated via email/SMS. The request will be sent to RE Enrolment Process Owner for approval.



- 7. PO will receive the link to complete the PO registration post successful enrolment of Primary user/RE.
- 8. DD will receive the link to complete the DD registration post successful enrolment of Primary user/RE.

Learning & Resources	Designated Director Details		Designation "
		Reporting Entity Enrolment is Submitted	
	Gender *		Email *
		ок	
	Country Code * Mobile Number*	DIN	



- 5 User and profile management
- 5.1 Update RE Profile by Principal Officer
 - 1. The user will log in to the FINGate system using login ID and password.
 - 2. The user shall navigate to 'My View' \rightarrow 'RE Details' update page post logging in.
 - 3. The user can edit/update RE profile details. All existing data will be pre-populated.
 - 4. The user can update/insert the following profile fields
 - a) RE Name and address
 - b) Branch details
 - c) ATM details
 - d) Regulator
 - e) Regulator License ID
 - 5. The user will upload documentation along with the reason for RE profile update.
 - 6. The user will not be able to modify Entity Identifier.
 - 7. Post approval of profile update request, the modified details will be visible to the user.

	4Gate 2.0 My view								
8	Rita RE No	Kumari umber : BA00265	Principal Bank Of S	Officer irinagar	7.9 This is	your overall compli	ance score.		
	RE Details	e.	My Requests	My Orga	ization	My Ri	tings		
] 0.50	Add New User]			All Status				Search
ces	First Name	Last Name	Designation ©	Email 0	Role =		Created On :	Status o	Actions
	Azad		RE TA	azad123@gmail.com	RE TA		07/12/2021	IN PROGRESS	@ 🗹
	Nadif	Khan	Alternate PO	nadifk@gmail.com	Alternate	Principal Officer	26/11/2021	COMPLETED	.18
	Purnima	Gorain	Senior Technical Assistant	purnimagm.03@gmail.com	RE TA		26/11/2021	COMPLETED	0/8
	Saloni	Kumari	Technical Assistant	saloni@gmail.com	RE TA		26/11/2021	INITIATED	
	D test		Designated Director	testnonymishti tabiliani@iririhank	ne na		15/11/2021	INITIATIO	
		Francis	Alternate 00	abdebebd@ebbbd.eebie	Allements I	Delegand Officer	10/10/2021		
	C Kashi	Kuman	Alternate PO	gnogngno@gnnnt.ggnjg	Alternate	Principal Officer	19/10/2021	INITIATED	
	LJ Chandi	Kumari	Technical Assistant	chandni@gmail.com	Other Use	n	18/10/2021	COMPLETED	
	Geeta	Kumari	Designated Director	geeta@gmail.com	Designate	d Director	18/10/2021	COMPLETED	***
	69AAAGM6577C5ZJ								
	Entity Identifier Type		6	ntity Identifier ID *		Entity Identifier File			
	Company Identification #	Number		69AAAGM6577C5ZJ		No file		Brows	ie .
	Regulator		R	egulator License ID *		Regulator License File			
	RBI			54543545		No file		Brows	æ
	Registered Address of F	Reporting Entity							
	Address Line 1*			anality.*		Country.*			
	20976 GS Road			Anand Colony		India			*
	Pin Code*		s	tate		District *			
	656546			Goa		xfgsddia			
	City*								
	Panjim		÷						
	Reason For Update								



5.1.1 Add Multiple Line of Business

Principal Officer can view, add, modify, and deactivate lines of business.

The user can add multiple lines of business by accessing the 'Reporting Entity LOB' by scrolling down the 'RE Details' under 'My View'.

5.1.1.1 Add and modify Line of Business

- 1. In Reporting Entity LOB, the user needs to click on 'Add' button.
- 2. The user will be navigated to 'Regulator Details' form.
- 3. The user shall fill all the mandatory fields.
- 4. The user clicks on 'Submit' button.

Post successful submission of line of business request, the principal officer user will see success message pop-up. Further communications on the line of business request will be communicated via email/SMS. The below workflow will get triggered post submission of RE registration request:

- 1. The regulator details of RE will be validated by FIU-IND.
 - a) FINGate system validates user uploaded details. If the validation process is unsuccessful, the user will receive a notification prompting him/her to change the concerned fields and provide selfdeclaration. The self-declaration should be printed in the RE's letterhead and stamped with the seal of the RE.
 - b) The user is required to re-login and update the required details along with self-declaration.
- 2. Additionally, user can do the below functions as well:
 - a) View Line of Business details: By clicking on the eye icon the user can view added Line of Business details.
 - b) Edit Line of Business details: By clicking on the edit icon the user can modify added Line of Business details.

Reporting Entity LOB	
Add :	Search



Reporting Entity LOB					
Regulator Details					
Line Of Business					
Line of Business *	Reg	ulator Name *		Regulator License Id *	
Select Line Of Business	▼ Se	elect Branch Regulator	•		
Start Date Of License	Lice	ense Valid Till		License Type	
04/11/2022	с с	04/11/2022	1		
Regulator License File	Self	Declaration File			
No file	Browse	No file	Browse		
Supports : .jpeg,.jpg,.pdf Max F	ile Size 10MB	Supports : .jpeg,.jpg,.pdf Max	File Size 10MB		
Cancel					Submit
Authorized Dealer Category II	- RBI		Ŧ	9188267878	
Start Date Of License				License Type	
Regulator License File	s				
	owse	Regulator LOB is Subn	nitted		
	ze 10MB		ок		
	_		_		
Reporting Entity LOB					
Add					Search
	Regulator Name	Regulator License ID	Created 0	L	Actions
Authorized Dealer Category II	RBI	9188267878	04/11/202		(®
	RRI	087645	02/11/202		
	NDI	907043	03/11/202	2 COMPLETED	

Please note that if RE wishes to add more than one line of business, it can be done only after previous request has been approved by FIU.

5.1.1.2 Deactivation of Line of Business

- 1. The user shall click on deactivation icon.
- 2. The user needs to upload relevant document along with remarks.
- 3. The user needs to click on 'Deactivation Request'.
- 4. Post submission a request will generate with request id.
- 5. Post approval from FIU the status of LOB will be 'Inactive'.



Reporting Entity LOB					
Add					Search
LOB Name 💠	Regulator Name 👙	Regulator License ID 👙	Created On \Leftrightarrow	Status 🔶	Actions
Authorized Dealer Category II	RBI	9188267878	04/11/2022	REQUEST ADDITIONAL INFORMATION	۲
Local Area Banks	RBI	987645	03/11/2022	COMPLETED	۵ 🖉

Reporting Entity LOB		
LOB Deactivation Page		
Upload Attachment *		
No file		Browse
	Supports : .jpegjpgpdf Max File Size 10MB	
Remarks *		
	Please fill out this fi	eld.
		Max. Limit 2000 Characters
Cancel		Deactivation Request

Remarks *		
	Your request with Request ID	
	21602	
	is successfully submitted	
		Deactivation Reque
	ок	
Reporting Entity LOB		

Add	:					Search
	LOB Name 👙	Regulator Name 👙	Regulator License ID 🔶	Created On \Leftrightarrow	Status 👙	Actions
	Investment Advisors	RBI	test123	02/11/2022	INACTIVE	۲
					1	



5.1.2 Update RE Branch Details

The user can access RE branch details form by scrolling down the 'RE Details' form. The user can add and modify RE branch Details.

5.1.2.1 Add and modify RE Branch Details as single request

- 1. The user shall click on 'Add'.
- 2. The user will be navigated to 'New RE Branch' form.
- 3. The user shall fill all mandatory fields.
- 4. The user clicks on 'Submit'
- 5. Additionally, user can do the below actions as well:
 - a) View RE Branch details: By clicking on the eye icon the user can view added RE branch details
 - b) Edit RE Branch details: By clicking on the edit icon the user can modify added RE branch details

Reporting Entity Branch	
Add I	Search

New KE Branch			
Branch Name [*]	Branch Id *	Regulator Id Available *	
			-
Regulator *	Regulator ID *	Geo Location	
Please Select	-		
IFSC	Address *	Locality *	
Country *	Pin Code *	State*	
India	-		•
District *	City/ Village/ Town *		
	-	-	
			_
Cancel			Submit
- Sarovar Negar Branch	108/07/00	- SAV MADON	
Regulator id Available*			
244		• 7987987	
IFSC			
S8/N0006756		Park colony	
	RE Branch has been submit	ted successfully.	
Country *	ne branch nas been sabring		



Reporting Ent	ity Branch					
Add						Search
Branch	ID	ne 💠 Geo Location 👙	IFSC Code 👙	Created O	n 💠 Status 💠	Actions
10	test			23/06/2022		•
98888	testttt	87787		06/05/2022		• • •

5.1.2.2 Add RE Branch Details as bulk request

- 1. The user shall click on three dots next to 'Add'.
- 2. The user will be navigated to 'Reporting Entity Branch' bulk update form.
- 3. The user is advised to download the template for bulk upload. Refer to section 6.2.1 for details of the template.
- 4. After downloading the template, the user will fill all the columns of the .csv file.
- 5. The user can make multiple entries.
- 6. Post filling all the details, the user can browse the file by clicking on 'Browse'.
- 7. Finally, the user can submit the request by clicking on 'Upload CSV'.
- 8. The user will get a success message post successful .csv upload.
- 9. In case the bulk file has one or more errors in any of the entries then the entries without error will be successfully uploaded.
- 10. The user can rectify the error according to the error message popup and can upload the bulk file again.
- 11. The user will be able to see all the successfully uploaded requests in the dashboard.

Reporting Entity Branch		
Add 1	Search	
1. Bulk Upload		
62 Activate		
Deactivate		
Approx		
C Reporting Entity Branch		
Select File (CSV Only)		
rebranch-import	Browse	
Lupload CSV Cancel ▲ Template		
	•	



	turinad CSV Car								
				4 out of 4 entries have	heen unloaded in 0 sero	inde			
				4 out of 4 entries have	been uploaded in 0 seco	ilus.			
_						ок			
						ок			
				_	_	ок			
				_		ок			
4						ок			
© Repr	arting Entity Branch					ок			
• Repo	orting Entity Branch					ок			
© Repa	orting Entity Branch					OK			Searc
© Repo	orting Entity Branch	Rach Name -	Ranch Tone	Geo Lozation	IFSC Code +	OK	Created On +	Satur -	Searc
© Repc	orting Entity Branch	Branch Name ::	Branch Type :	Geo Location a	IFSC Code ::	ok Error ::	Created On ::	Status :	Source Actions
e Repo	orting Entity Branch	Branch Name : FAILDABAD	Branch Type : GOLD	Geo Location : : Ehanuch	175C Code 3	ok Error :	Created On = 19/10/2021	Status :	Search Actions

5.1.3 Update RE ATM Details

The user can add and modify RE ATM Details. If RE does not have ATM, then RE PO must certify that there are no ATMs. The user can access RE ATM section by scrolling down to the 'Reporting Entity ATM' form.

5.1.3.1 Add RE ATM Details as single request

- 1. The user shall click on 'Add'.
- 2. The user will be navigated to 'Reporting entity ATM' form.
- 3. The user shall fill all mandatory fields.
- 4. The user clicks on 'Submit'

Г

- 5. Additionally, user can do the below actions as well:
 - a) View RE ATM details: By clicking on the eye icon the user can view added RE ATM details
 - b) Edit RE ATM details: By clicking on the edit icon the user can modify added RE ATM details

C Reporting Entity ATM	Submit
Add	Search
	- 11
	- 11
	- 11
	- 11
Reporting Entity Branch	- 11
	Search
	- 11



NIX Type* Place Select Contry* Place Select Sea* Place Select Place Select Place Select Place Select Place Select Sea* Place Select Place Select Sea* Place Select Sea* Place Select Sea* Place Select Sea* Select Sea* Sea* Sea* Sea* Sea* Sea* Sea* Sea*	Net relations rates Net relations All pro- All pro- All pro- All pro- All pro- All pro- Pro- All pro- Pro- All pro- Pro- All pro- Pro- All pro- All pr	<pre>Processes young wants Not B0* Processes when the "Processes" Processes Processes Cover" Processes Cover" Processes Cover" Processes Cover" Processes Cover" Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Cover Processes Proceses Processes Pr</pre>				Iver R4. M4 Note R4. M4	**	ATM Type* Plase Select Locally* Sete* Plase Select	•
ATM Type* Please Select Contry* Please Select Please Selec	New La MA All O' Place Sale: Place Sale:	We KA LATA We KA LATA We KA LATA Meter * Leastry * Creasy * Creasy * Format format for the second of the second	Not NA LA IN Not NA LA IN Not AT M State Not AT M State<	Normalization Normalization <th>Normal Number Image: Section of the sec</th> <th>Note Name All Type* Intera Seats Intera Seats</th> <th>nch</th> <th>ATM Type* Plasa Select Locality* State* Plase Select</th> <th>•</th>	Normal Number Image: Section of the sec	Note Name All Type* Intera Seats Intera Seats	nch	ATM Type* Plasa Select Locality* State* Plase Select	•
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Please Select • Iconity* Country* Please Select • Statistic • Sta	Reporting Entity ATM Reporting Entity Att Haps** Reporting Entity Banch Reporting Entity En	<pre>Plane Set: Plane Set: P</pre>	Image: transmission of transmission	<pre> vertices to be state vertices vertic</pre>		<pre>version: version: version</pre>	nch	ATM Type * Vetoor Labor ATM Le	•
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5.1.3.2 Add RE ATM Details as bulk request

- 1. The user shall click on three dots next to 'Add'.
- 2. The user will be navigated to 'Reporting Entity ATM' bulk update form.
- 3. The user is advised to download the template for bulk upload. Refer to section 6.2.2 for details of the template.
- 4. After downloading the template, the user will fill all the columns of the .csv file.
- 5. The user can make multiple entries.

- 6. Post filling all the details, the user can browse the file by clicking on 'Browse'
- 7. Finally, the user can submit the request by clicking on 'Upload CSV'
- 8. The user will get a success message post successful .csv upload.

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- 9. In case the bulk file has one or more errors in any of the entries then the entries without error will be successfully uploaded.
- 10. The user can rectify the error according to the error message popup and can upload the bulk file again.
- 11. The user will be able to see all the successfully uploaded requests in the dashboard.

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5.2 Update Self Profile

5.2.1 Self-Profile Update

- 1. The user will log in to the FINGate system using login ID and password.
- 2. The user shall navigate to the profile update page post logging in.
- 3. The user can edit/update profile detail. All existing data will be pre-populated.
- 4. The user can edit the following profile fields
 - a) Mobile number
 - b) Registered address
 - c) Individual Identifier Passport only
 - d) Designation
 - e) Date of Birth
 - f) Gender
 - g) Alternate Mobile No
 - h) Alternate email ID
- 5. The user will upload documentation along with the reason for profile update.
- 6. PAN cannot be changed.
- 7. For passport update, FINGate system validates user uploaded details. If the validation process is unsuccessful, the user must submit fresh file and self-declaration in case of failed verification. The self-declaration should be printed in the RE's letterhead and stamped with the seal of the RE.
- 8. Post approval of profile update request, the modified details will be visible to the user.
- 9. The user can move out of the profile update page without making any change.
- 10. Profile update by Principal officer and Non-PO RE user are shown below.

Profile update by Principal Officer





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	Alternate Email			Country Code		Mobile Number	Country Code		Alternat	e Mobile N	umber
				91	•	8285734440	91	•			
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Address	Locality	Country	
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Your request with Request ID 4390 is successfully submitted.	
	terms"
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Profile update by non-PO

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FIN My View	Gate 2.0 My View					
	Update My Pro	file				
RFAI E FIU Requests	•	Chandi Kumari RE Number BA00265 Other Users Bank Of Sringar Profile Status : APRIOR				
Learning & Resources	User Details					
	First Name*		Last Name	Gender *		
	Chandi		Kumari	Female		•
	Date Of Birth*		Role *	Designation *		
	15/10/2021	ίΰ.	Other Users 👻	Technical Assistant		
	Email *		Alternate Email	Country Code *	Mobile Number *	
	chandni@g	mail.com		91 -	6465465465	
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5.2.2 Approving profile update requests (PO)

- 1. Profile update requests of non-PO users (except for Designated director and Alternate PO) goes to Principal Officer for approval.
- 2. Principal Officer can view profile update requests in the 'My requests' section as shown below.
- 3. For approving/rejecting any new request, the user shall select any request and click on the 'eye' icon next to it.
- 4. The user can view the submitted request detail.
- 5. The user can toggle between the original fields and changed field by clicking on 'Old Details' link. The changed field will be highlighted.
- 6. The user is asked to mention appropriate remarks for approval/rejection and then selects the appropriate option.
 - In case of any rejection, the user is mandated to enter remarks.
- 7. The user can view the status of all requests in the dashboard as approved or rejected.



	RE Details	Bully	y Requests	My Organization	My Rat	tings			
RE	Enrolment Request	¢ []							Search
1	Request ID =	Name :	RE Name :	Requested By	Change Type :	Remarks :	Created On e	Status 😄	Actions
1	4310	PrincipalOfficer	Bank Of Srinagar	rita@gmail.com	Update Entry		19/10/2021	AMMROVED	
)	4309	ReportingEntity	Bank Of Srinagar	shyam@gmail.com	Update RE Details		19/10/2021	APROVED	
E	4311	ReUser	Bank Of Srinagar	chandni@gmail.com	Update Entry		19/10/2021	(COMMITTEE)	۰
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t My Reports	Rita Kumari RE Number : BA00265	Principal officer Bank Of Srinagar	œ	7.9	This is your overall compliance score.	0	
FIU Requests	RE Details	My Requests	My Organization	h	ly Ratings		
Learning & Resources	RE Enrolment Request					Close Approve / Reject	
	Request ID	4312		Name	RE User		
	Requested by	Geeta Kumari		Change Type	Update Entry		
	Remarks						
	Change Detail					Old Deta	
	First Name	Geeta		Last Name	Kumari		
	Designation	Designated Director		Date Of Birth	14/10/2021		
	Gender	Female		Email	geeta@gmail.com		
	Alternate Email			Mobile Number	91 -8465846500		
	Alternate Mobile Number			Reporting Entity	Bank Of Srinagar		
	Role	Designated Director		ID Type	Permanent Account Number		
	ID Number	BCUPG5612N		Issuing Authority	Income Tax Department		



	RE_Number	_BA00265	Bank Of Srinz	igar	U	Congrats: Keep at it!			
	RE Details	My	Requests	My Organization	My Ra	tings			
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	Request ID 🚦	Name ::	RE Name 🛫	Requested By	Change Type 👙	Remarks 👙	Created On	Status :	Actions
	4310	PrincipalOfficer	Bank Of Srinagar	rita@gmail.com	Update Entry		19/10/2021	APPROVED	۲
į.	4309	ReportingEntity	Bank Of Srinagar	shyam@gmail.com	Update RE Details		19/10/2021	ARROVED	۲
0	4311	ReUser	Bank Of Srinagar	chandni@gmail.com	Update Entry		19/10/2021	AMMONTO	٠



5.2.3 Change Password

- 1. User will log in to the FINGate portal using user ID and password.
- 2. On the top right corner of the Dashboard, user will click on User icon and then again click Change Password

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My View	FINGate 2.0 My View							Change	Passwor	d	
My Reports	Bi	ju Bhaskar	Principal officer Test Biju	2	7.9	This is your overall compliant	ce si	Sign Ou	it		

3. Upon clicking the Change Password link, the user will be re-directed to the Change password page and user needs to enter the User ID and password again.

lcome to FIU Self Servi	ice Porta
FIU Login	
User Name	
Password	
Sign in Cancel	
Forgot Password	

4. Then user will be redirected to the below screen and then User needs to click on the Change Password option.



5. Then user needs to enter the current password.



hange Password	
ease enter the following data. This is required to verify your identity before you can change your assword.	

6. User will enter New Password and confirm the new password in the Confirm Password textbox.

lcome to FIU Self Service Portal		adroit794@proton
Change Password		
Please change your password. Keep your new passwo click the Change Password button. If you must write it d password must meet the following requirements:	rd secure. After you type your new password, own, be sure to keep it in a safe place. Your new	
Password is case sensitive. Must be at least 6 characters long. Must be at least 6 characters long. Must have at least 1 vetter. Must have at least 1 vetter 1 vetter 1 vetter least	haracter. K	
Please type your new password		
New Password to]	
Contirm Password		

- 7. Click on Change Password.
- 8. Password will be changed successfully.
- 5.3 Update Other RE user profile
- 1. The user (RE PO or Designated director) will login to the FINGate system using login ID and password.
- 2. The user shall navigate to the 'My Organisation' page post logging in.
- 3. The user can add/update non-PO profile details.
- 4. The user can add/update the following:
 - a) Add Non-PO User
 - b) Activate/Deactivate Non-PO User
 - c) Update profile details
 - d) Delete RE users with Initiated status
- 5.3.1 Add Non-PO user
- 1. The user (RE PO or Designated director) will login to the FINGate system using login ID and password.
- 2. The user shall navigate to the 'My Organisation' page post logging in.
- 3. The user shall click on 'Add'.



- 4. The user will be navigated to 'New RE Branch' form.
- 5. The user shall fill all mandatory fields.
- 6. The user clicks on 'Submit'
- 7. The newly added non-PO user will receive enrolment link post submission of the request.

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	Nadif Khan	Alternate PO	nadifk@gmail.com	Alternate Pri	ncipal Officer 26/1	1/2021 сом	APLETED @ P 🗹
	Dernima Gorain	Senior Technical Assistant	purnimagm.03@gmail.com	RE TA	26/1	1/2021 сом	APLETED 💿 🖋 🗹
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Learning & Resources	First Name*	Last	Name		Role		
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			Enrolment link has been ser	t to newly added user.			
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My View	FINGate 2.0 My View						
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	Azad	RE TA	azad123@gmail.com	RE TA	07/12/2021	IN PROGRESS	۲
	Nadif Khai	n Alternate PO	nadifk@gmail.com	Alternate Principal Officer	26/11/2021	COMPLETED	●/⊻
	D Purnima Gora	ain Senior Technical Assistant	purnimagm.03@gmail.com	RE TA	26/11/2021	COMPLETED	
	Saloni Kum	nari Technical Assistant	saloni@gmail.com	RE TA	26/11/2021	INITIATED	•1
	0					_	

5.3.2 Activate/Deactivate RE users

- 1. For deactivating single or multiple users at a time, the user can select single or multiple requests at a time by checking the checkbox placed on the left side of the request as shown below.
- 2. The user shall then click on the 'three dot' button next to the 'Add' button.
- 3. The user will get an option to 'Deactivate' or 'Activate'.
- 4. The user can make the desired selection.
- 5. The user will get a pop-up for confirmation where the user can confirm by clicking on 'OK'.

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			Nadif	Khan	Alternate PO	nadifk@gmail.com	Alternate Principal Officer	26/11/2021	COMPLETED	® I 🗹
			Purnima	Gorain	Senior Technical Assistant	purnimagm.03@gmail.com	RE TA	26/11/2021	COMPLETED	* I S
			Saloni	Kumari	Technical Assistant	saloni@gmail.com	RE TA	26/11/2021	INITIATED	∞ #
			test		Designated Director	testnonvrrishti.tahiliani@icicibank.com	RE TA	15/11/2021	INITIATED	T I

5.3.3 Update Profile Details of Non-PO user

- 1. The Principal Officer accesses the user list.
- 2. For updating profile of any non-PO user, the Principal Officer can click on the edit icon that is present for that specific entry.
- 3. The user will land on the 'Update Profile' form of the non-PO user.
- 4. The user can modify the entry and can put valid remarks.
- 5. The user will not be able to view identity identifiers like PAN or Passport.
- 6. The user will be able to change the following for APO:
 - a) Delegated user



b) Delegated period

These fields are used to delegate the role and access of PO to the APO if the PO is out of office for a temporary period

- 7. The user clicks on 'SUBMIT'
- 8. Post successful submission of the update request, the user will get a success message popup.

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My View	FINGate 2.0 My View						
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Learning #	Add New User		All	Status 💌			Search
Resources	First Name Last Name	Designation :	Email :	Role :	Created On 🔅	Status 😄	Actions
	Azad	RE TA	azad123@gmail.com	RE TA	07/12/2021	IN PROGRESS	۲
	Nadif Khan	Alternate PO	nadifk@gmail.com	Alternate Principal Officer	26/11/2021	COMPLETED	./8

5.3.4 Change Principal Officer

The system will not permit 2 users to be assigned to Principal Officer Role at the same time. As part of operations, RE will need change the role of an existing non-PO user to PO role with future effective date. If the person identified as the new PO is not an existing user, then the person should complete the user enrolment first with 'Others' role. After the enrolment is **completed**, existing PO can change the role of the new user to PO role with future effective date.

In case PO or DD wishes to edit the role of existing user to future Principal Officer, use the following steps:

- 1. The user (RE PO or Designated director) will login to the FINGate system using login ID and password.
- 2. The user shall navigate to the 'My Organisation' page post logging in.
- 3. The user shall click on the edit icon.
- 4. The user can modify the role of existing user to 'Future Principal Officer'.
- 5. The user will select the start date and enter the remarks.
- 6. The user clicks on 'Submit'.
- 7. The modified 'Future Principal Officer' user will receive notification post submission of the request.
- 8. From the start date, Old Principal Officer's account will get deactivated and new 'Future Principal Officer' will automatically become Principal Officer.
- 9. The newly added 'Future Principal Officer' user will receive successful role change notification.



RE Details	Му	/ Requests	My Organizatio	n		My Ratings
Jpdate Profile						
irst Name *		Last Name		Gender *		
Nadif		Khan		Male		-
Date Of Birth *		Role *		Designation *		
26/11/2006		Alternate Principal Officer	•	Alternate PO		
imail *		Alternate Principal Officer		Country Code *		Mobile Number*
nadifk@gmail.com		Designated Director		91	•	8494098063
Country Code	Alternate Mobile Number	Future Principal Officer				
Jountry Code	Alternate mobile manifed	Other Users				
91 •		RE TA				
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5.3.5 RE Deactivation

The request to deactivate a reporting entity needs to be raised by the respective Principal Officer (PO) after logging in to the FINGate portal. The PO must ensure that all open items are closed against the reporting entity. This includes resubmitting reports, RFIs, audit & compliance actions. The steps are described below:

- 1. The user (RE PO) will login to the FINGate system using login ID and password.
- 2. The user shall navigate to the 'RE De-Activation/Merger/De-Merger' under RE Details page post logging in.



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My View		brijesh singh	Principal officer LTI Testing	œ	7.9	This is your overall compliance score.			0
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	FIUREID*		RE Registratio	n Number		RE Name*			
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Registration	RE Type*		Line Of Busine	***		PAN			
	Bank		▼ Public Secto	or Banks 👒		HRZPS2234M			
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- 3. The user needs to navigate to the "RE De-activation" Tab and user needs to close all the 'Open Items'. The list of open items that needs to be checked during Deactivation includes
 - a) Recalled Reports that are marked as 'To be Resubmitted'
 - b) Resubmit rejected reports as exception
 - c) Resubmit rejected reports
 - d) Response to RFI
 - e) Response to RFAI
 - f) Compliance Actions
 - g) Audit Compliance

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Fi	NGate 2.0 > My View	w > RE Deactivation/Merger/De-Merger						_
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PO Enrolment	RE ID	BA00243		RE Name	LTI Testing			
1.	S.No			Open Items			Total Count	
My Reports	1	Recalled Reports that are marked as 'To b	e Resubmitted'				Closed	
Learning & Resources	2	Resubmit rejected reports as exception					Closed	
_	3	Resubmit rejected reports					Closed	
Dathboard	4	Response to RFI					Closed	
	5	Response to RFAI					Closed	
MIS	6	Compliance Actions					Closed	
	7	Audit Compliance					Closed	
Digital Signature Registration	Note: Please c	lose all the open items before requesting for D	eactivation.				RE Deactivation Request	

- 4. Once all 'Open Items' are closed, the user will be allowed to proceed with the Deactivation request. The user needs to click on the RE Deactivation Request Button.
- 5. The user needs to enter 'Remarks' mandatorily and click on Submit button.





6. The user needs to click on the proceed button.

		Remarks	
i territori	Sample remarks	Confirmation ×	
	Are y	you sure you want to proceed	nark is 5 characters
1 Indexes	Please note that if the R be deactivated and user	Proceed Cancel	is all the users will
			Submit Close

7. The user will get success message with a request ID and the request will be sent for further approval/ rejection to FINGate Enrolment Admin.



- 8. The user is notified via Email/ SMS.
- 9. If rejected, the user will have to raise a separate request for RE Deactivation.



- 10. If approved, the user will be notified about the same.
- 11. After approval, all user accounts will get deactivated in case of RE Deactivation and users won't be able login to FINGate 2.0

5.3.6 RE Merger

The request to Merger a reporting entity needs to be raised by the respective principal officer after login to the FINGate portal. The PO must ensure that all open items are closed against the reporting entity. This includes resubmitting reports, RFIs, audit & compliance actions. The steps are described below:

5.3.6.1 Case 1: Old RE is merged with New RE Non-registered RE

In such case RE must use the RE profile update functionality and by uploading relevant Identifier RE can request for changing RE Name and other Details. Refer to section 5.1 to know how to update RE profile.

5.3.6.2 Case 2: One/Multiple RE is merged to Another existing RE

The request to merge a reporting entity needs to be raised by the respective principal officer after login to the FINGate portal. The PO must ensure that all open items are closed against the reporting entity. This includes resubmitting reports, RFIs, audit & compliance actions. The steps are described below:

- 1. The user (RE PO) will login to the FINGate system using login ID and password.
- 2. The user shall navigate to the 'RE De-Activation/Merger/De-Merger' under RE Details page post logging in.
- 3. The user needs to navigate to the "RE Merger" Tab. Principal Officer should be able to search for Merging RE using FIUREID and select the merging RE. RE Principal Officer should be able to search for RE with "completed" status only.
- 4. The user can enter the RE Type in the search box to get the list of all the RE registered in the FINGate Portal as per the RE Type. Refer to section 6.1 to get the list of RE Type.
- 5. The user needs to close all 'Open Items'. The list of open items that needs to be checked during merger includes
 - a. Recalled Reports that are marked as 'To be Resubmitted'
 - b. Resubmit rejected reports as exception
 - c. Resubmit rejected reports
 - d. Response to RFI
 - e. Response to RFAI
 - f. Compliance Actions
 - g. Audit Compliance
- 6. Once all 'Open Items' are closed, the user will be allowed to proceed with the merger request.
- 7. The user needs to enter 'Remarks' mandatorily and click on Submit button.
- 8. The user needs to click on the proceed button to continue.
- 9. The request ID will be generated, and the request will be sent for further approval/ rejection.
- 10. Then request will be sent to Principal Officer of Acquiring RE.
- 11. If request is approved by Acquiring Principal Officer, then request will be further sent to FIU for approval/rejection. Principal Officer can approve/reject the request in RE Merger Request Tab.
- 12. If request is rejected by the Acquiring Principal Officer, then request will be closed and RE must raise a separate request again for RE Merger.



- 13. After approval by FIU, all user accounts will get deactivated for the old merging RE in case of RE Merger.
- 14. The user is notified via Email/ SMS/ Mobile App/ Portal.
- 15. If rejected, the user will have to raise a separate request for RE Merger.
- 16. If approved, the user will be notified about the same.

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E MAIS	RE Details			
	FIUREID*	RE Registration Number	RE Name*	
Digital Signature	BA00243	10676718	LTI Testing	
Registration	RE Type *	Line Of Business *	PAN	
	Bank	Public Sector Banks ×	HRZPS2234M	
	GSTIN			
	09GPQPD8728L8ZZ			
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	Response to RFAI			Closed
	Compliance Actions			Closed
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5.3.6.3 Case 3: One or multiple existing RE Merged with New RE

- 1. New Acquiring RE must get enrolled on the FINGate 2.0 portal as per the existing enrolment process defined in *Section 4 Enrolment of Reporting Entities* (New Users won't be able to use the E-mail ID already used in the FINGate 2.0 system)
- 2. The user shall navigate to the 'RE De-Activation/Merger/De-Merger' under RE Details page post logging in.
- 3. The user needs to navigate to the "Merger" Tab. RE Principal Officer should be able to search for Merging RE using FIUREID and select the merging RE. RE Principal Officer should be able to search for RE with "completed" status only. Merging REs will mention the FIUREID of the acquiring RE.
- 4. The process of Merger Remains same as explained in *Section 5.3.6.2- Case 2: One/Multiple RE is merged to Another existing RE*
- 5. After Approval by FIU, all user accounts will get deactivated for the old merging RE in case of RE Merger.

- 6. The user is notified via Email/ SMS/ Mobile App/ Portal.
- 7. If rejected, the user will have to raise a separate request for RE Merger.
- 8. If approved, the user will be notified about the same.

5.3.7 RE De-Merger

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Financial Intelligence Unit - India MINISTRY OF FINANCE, GOVERNMENT OF INDIA

The request to de-merge a reporting entity needs to be raised by the respective principal officer after login to the FINGate portal. The PO must ensure that all open items are closed against the reporting entity. This includes resubmitting reports, RFIs, audit & compliance actions. The steps are described in the following sections.

5.3.7.1 Existing RE De-activated and new REs created

- 1. Old RE need to use de-merger functionality as per the process defined below.
- 2. New Entities need to be register individually. (New Users won't be able to use the E-mail ID already used in the FINGate 2.0 system).
- 3. The user (RE PO) will login to the FINGate system using login ID and password.
- 4. The user shall navigate to the 'RE De-Activation/Merger/De-Merger' under RE Details page post logging in.
- 5. The user needs to navigate to the "De-Merger" Tab and user needs to close all the 'Open Items'. The list of open items that needs to be checked during De-Merger includes
 - a. Recalled Reports that are marked as 'To be Resubmitted'
 - b. Resubmit rejected reports as exception
 - c. Resubmit rejected reports
 - d. Response to RFI
 - e. Response to RFAI
 - f. Compliance Actions
 - g. Audit Compliance
- 6. Once all 'Open Items' are closed, the user will be allowed to proceed with the De-Merger request.
- 7. The user needs to enter 'Remarks' and click on Submit button.
- 8. The user needs to click on the proceed button to continue.
- 9. The request is sent for further approval/ rejection.
- 10. The user is notified via Email/ SMS.
- 11. If rejected, the user will have to raise a separate request for RE Deactivation.
- 12. If approved, the user will be notified about the same.
- 13. After approval, all user accounts will get deactivated in case of RE Deactivation and users won't be able login to FINGate 2.0



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Dashboard	4	Response to RFI							Closed	
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Digital Signature Registration	Note: Plea	ise close all the open items b	efore requesting for De-Merger.							
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		Complance A			Submit	
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5.3.7.2 Existing RE still exists and new RE created from same

- 1. The new RE/Entities need to register individually in FINGate 2.0 System as per the existing enrolment process defined in Section 4 Enrolment of Reporting Entities
- 2. Existing RE will remain working as previously.
- 3. Existing RE need to own already submitted reports /RFI and New RE will be registered using existing enrolment process.

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ଳ		MTSS Test RE De-Activation/Merged/De-Merge request already exists	
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5.4 DSC Registration

RE Users (PO and APO) needs to register their DSC to submit the reports. For DSC registration user needs to follow the following steps:

1. The user shall navigate to 'DSC Signature Registration' option from the Left Panel and user will be redirected to the "Digital Signature Certificate (DSC) Registration" page.



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20 Enrolment	Provider User Id*	adroit794@proton.me		
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Registration				\bigcirc

2. The user needs to make sure that emBridge and HyperPKI_epASS2003 Token Manager software are already installed in the system.

Software Name	Description	Installation URL/Location
emBridge	emBridge enables web applications to easily interact with Signing Certificates stored in USB crypto tokens. Secure channel between your Web / Desktop / Network Applications and the cryptographic keys stored in your client's hardware tokens / smartcards / computer. (https://embridge.emudhra.com/)	https://embridge.emudhra.com/
HyperPKI_epASS2003 Token Manager	In-built software in DSC device	This is a DSC device specific software that already exists in the DSC device

- 3. The Provider User ID will be automatically populated based on the Email ID of the Login User.
- 4. The user needs to enter the Mobile Number.



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Learning & Resources	Certificate*	Class 3 individual test						
ē	Provider Password*							
Dashboard MIS		Agree to proceed						
Digital Signature Registration		_						

5. In Provider the user needs to select the DSC service provider (It will visible only if required software are installed and device is connected with the system). The user needs to click on the refresh icon to get the list of Provider.

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Ē	Provider Password		
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6. In Certificate the user needs to select the certificate from the connected DSC device. (It will visible only if DSC device software is installed and is connected with the system).



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Learning &	Certificate*	Select					
	Provider Password*	Select Class 3 individual test					
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Digital Signature Registration							

7. The user needs to enter the Provider Password.

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Digital Signature Registration								

- 8. The user needs to click on the checkbox and needs to click on Submit button.
- 9. After successful verification the user will get the success message.


6 Annexures

6.1 RE Type and Line of Business

RE type	New RE Type Suggested Code	Line of Business	Revised LOB Code
		Public Sector Banks	BAPUB
		Private Sector Banks	BAPVT
		Foreign Banks	BAFOR
		Regional Rural Banks	BARRB
		Local Area Banks	BALAB
		Scheduled Urban Cooperative Banks	BASUC
Banks	BA	Non-Scheduled Urban Cooperative Banks	BANUC
		State Cooperative Banks	BASCO
		District Cooperative Banks	BADCB
		Other Banking Company	ваотн
		Authorized Dealer Category I	BAAD1
		Authorized Dealer Category II	BAAD2
		Payment Banks	ВАРҮВ
		Depository Participants	BFDPP
		Share Brokers	BFBRO
	BF	Derivative Members	BFBDS
		Share Transfer Agents	BFSTA
		Registrars and Transfer Agents	BFRTA
		Merchant Bankers	BFMER
		Underwriters	BFUND
		Bankers to an Issue	BFBAN
		Registrars to Issue	BFREG
		Portfolio Managers	BFPOM
Brokerage		Investment Advisors	BFADV
FILLIS		Trustees to Trust Deeds	BFTRU
		Sub Brokers	BFSBR
		Commodity Broker	BFCOM
		Foreign Venture Capital Funds	BFVCF
		Foreign Institutional Investors	BFFII
		Custodian of Securities	BFCUS
		Domestic Venture Capital Funds	BFVCD
		Other Intermediaries	BFOIN
		Foreign promotor investors (FPI)	BFFPI
		PFRDA Intermediary	PFRDA



RE type	New RE Type Suggested Code	Line of Business	Revised LOB Code
Card service operator	СО	Card System Operators	COCSO
Casino	СА	Casinos	CASIN
Department of Posts	epartment DP Department of Posts		DPOST
Depositories	DE	Depositories	DEDEP
Exchange		Commodity Exchange	EXCEX
House	EX	Recognized Stock Exchange	EXSTX
		Housing Finance Companies	FIHFC
		Authorized Dealer Category II	FIAD2
		Authorized Dealer Category III	FIAD3
		Central Counter Party	FICCP
		All India Financial Institutions	FIAFI
		Hire Purchase Companies	FIHPC
FI/NBFC/Uth	FI	Chit Fund Companies	FICFC
CIS		NBFC Accepting Deposits	FINBA
		NBFC not Accepting Deposits	FINBN
		Other Financial Institutions	FIOTH
		Credit Rating Agencies	FICRE
		PFRDA Intermediary	FIPFR
		Others	FIZZZ
		Life Insurance Companies	ISINL
Insurance	IS	Non-Life Insurance Companies	ISINN
msurance		Insurance Broker	ISIBR
		Reinsurance	ISREN
MTSS	MT	Money Transfer Service Principal	MTMTP
		Money Transfer Service Agent	MTMTA
		Mutual Fund Companies/Collective Investment Schemes	MFCOL
Mutual Fund		Portfolio Management Services	MFPMS
	MF	Alternative Investment Fund	MFAIF
		Venture Capital Fund	MFVCF
_		Wallet	PAWAL
Payment	PA	Payment gateway	PAPGY
aggregator		Online Payment gateway service provider (OPGSP)	PAGSP



RE type	New RE Type Suggested Code	Line of Business	Revised LOB Code
and Payment			
Property Registrar	PR	Registrars or Sub-Registrars	PRGSR
Jeweler	JE	Jeweler	JEJEW
Real Estate	RE	Real Estate	RERES
Regulator	RG	Regulator	RGREG
Multi State Cooperative Societies	MS	Multi State Cooperative Society	

6.2 Bulk Templates

6.2.1 Branch Bulk Template

This template can be downloaded in the RE Profile update page and used to upload branch details.

Column	Description
Branch Name	Name of the Branch
Branch Id	Provide the Branch Code
Available Regulator Id	Is the branch code issued by a Branch Regulator - Yes / No
Regulator Id	ID of the Regulator
Geo Location	Provide the Geo location in latitude, and longitude
IFSC	Provide the IFSC code, if applicable
Address	Provide the Address
Locality	Provide the Locality
Country Id*	Provide the Country id
PinCode	Provide the Pin code
State Id*	Provide the State id
State Name	Provide the State name if the address in non-Indian. For Indian addresses, leave this field as blank
District Id*	Provide the District id Note – The district id in combination with the state id will be unique
District Name	Provide the District name if the address in non-Indian. For Indian addresses, leave this field as blank
City Id*	Provide the City
City Name	Provide the City name if the address in non-Indian. For Indian addresses, leave this field as blank

* - To know the country / state / district and city id stored as metadata in the portal, please click on 'Learning & Resources' in the left panel and download the metadata details.



My View	FINGa	FINGate 2.0 Learning & Resources			
PO Enrolment	LEARNINGRESOURCES				
1 My Reports	Learning & Resources				
		S. No.	Metadata	Download	
RFAI		1	Country	≛ Download	
FIU Requests		2	State	🛓 Download	
E		3	City	≛ Download	
Connect Forum		4	District	≛ Download	
Learning &		5	Pincode	🕹 Download	
Resources					

6.2.2 ATM Bulk Template

Column	Description	
ATM Id	ATM ID as maintained by RE	
ATM Type	CAM or ATM	
NPCI ATM Id	ATM ID as maintained by NPCI	
Address	Provide the Address code	
Locality	Provide the Locality	
Country Id*	Provide the Country id	
PinCode	Provide the Pin Code	
State Id*	Provide the State id	
State Name	Provide the State name if the address in non-Indian. For Indian addresses, leave this field as blank	
District Id*	Provide the District id	
	Note – The district id in combination with the state id will be unique	
District	Provide the District name if the address is non-Indian. For Indian addresses, leave this field as	
Name	blank	
City Id*	Provide the City id	
City Name	Provide the City name if the address in non-Indian. For Indian addresses, leave this field as blank	

* - To know the country / state / district and city id stored as metadata in the portal, please click on 'Learning & Resources' in the left panel and download the metadata details.



My View	FINGate 2.0 Learning & Resources			
PO Enrolment	LEARNINGRESOURCES			
1 My Reports	Learning & Resources			
⊞	S. No.	Metadata	Download	
RFAI	1	Country	🛓 Download	
FIU Requests	2	State	📥 Download	
E	3	City	📥 Download	
Connect Forum	4	District	📩 Download	
Learning &	5	Pincode	📥 Download	
Resources				

6.3 Acronyms and Abbreviations

Sr. No.	Acronym	Definition
1.	AML	Anti-Money Laundering
2.	APO	Alternate Principal Officer
3.	ATM	Automated Teller Machine
4.	САРТСНА	Completely Automated Public Turing test to tell Computers and Humans Apart
5.	CBDT	Central Board of Direct Taxes
6.	CBWTR	Cross Border Wire Transfer Reports
7.	CCR	Counterfeit Currency Report
8.	CIN	Company Identification Number
9.	CSV	Comma-separated values
10.	CTR	Cash Transaction Report
11.	DD	Designated Director
12.	DIN	Director Identification Number
13.	DQR	Data Quality Report
14.	DSC	Digital Signature Certificates
15.	FCRN	Foreign Company Registration Number
16.	FIU-IND	Financial Intelligence Unit, India
17.	FLLPIN	Foreign Limited Liability Partnership Identification Number
18.	GoS	Grounds of Suspicion
19.	GSTIN	Goods and Services Tax Identification Number
20.	GSTN	Goods and Services Tax Network
21.	ID	Identification Document
22.	КҮС	Know Your Customer
23.	LLPIN	Limited Liability Partnership Identification Number
24.	MCA	Ministry of Corporate Affairs
25.	MSP	Managed Service Provider
26.	MTSS	Money Transfer Service Scheme
27.	Non-PO	Non Principal Officer



Sr. No.	Acronym	Definition
28.	NTR	Non-Profit Transaction Reports
29.	OTP	One Time Password
30.	PAN	Permanent Account Number
31.	PMLA	Prevention of Money Laundering Act
32.	PO	Principal Officer
33.	PTR	Property Transaction Reports
34.	RBI	Reserve Bank of India
35.	RE	Reporting Entity
36.	SMS	Short Message Service
37.	STR	Suspicious Transaction Report
38.	UCC	Unified Communication Centre