

### Revised KYC Text File Structure

S. No	Field Name	Type	Size	Validation	Remark
1.	UAN	Number	12	<ol style="list-style-type: none"> <li>1. Mandatory</li> <li>2. Number should be as per verhoeff algorithm</li> <li>3. UAN should present in database</li> <li>4. Atleast one member id linked with UAN should be of the same establishment who is uploading the file</li> </ol>	
2.	Document Type	Character	1	<ol style="list-style-type: none"> <li>1. Mandatory</li> <li>2. Only from the list given in Remark</li> </ol>	N-National Population Register A- AADHAR P- Permanent Account Number B- Bank Account Number T- Passport D- Driving License E- Election Card R- Ration Card
3.	Document Number	Character	30	<ol style="list-style-type: none"> <li>1. Mandatory</li> <li>2. Other Validations should according to document type</li> </ol>	
4.	IFSC Code	Character	11	If at serial number 2 Value is 'B' then not null otherwise blank	
5.	Name	Character	85	<ol style="list-style-type: none"> <li>1. Mandatory</li> <li>2. Special Characters are not allowed</li> </ol>	Name should be as, as appear in KYC document
6.	Expiry Date	Date		<ol style="list-style-type: none"> <li>1. If at serial number 2 value is 'D' or 'T' then not null otherwise blank</li> <li>2. If not null should be greater than system date</li> </ol>	Date format should be dd/mm/YYYY
7.	Educational Qualifications	Character	1	Optional Valid Values in {'I', 'N', 'M', 'S', 'G', 'P', 'D'} or blank	I - Illiterate N – Non Matric M - Matric S - Senior Secondary G - Graduate P - Post Graduate D - Doctorate
8.	Physically Handicap	Character	1	Optional Y or N or blank	Y - Yes N - No
9.	Physically Handicap	Character	1	If 8 is Y than mandatory Values in {'L', 'V', 'H'} or blank	L - Locomotive disability V - Visual

	Category				H - Hearing
10	Gender	Character	1	Optional M or F or T or blank	M - Male F - Female T - Trans Gender
11	International Worker	Character	1	Optional Y or N or blank	Y - Yes N - No
12	Marital Status	Character	1	Optional M or U or W or D or blank	M - Married U - Un-Married W - Widow/Widower D - Divorcee
13	Est ID	Character	15	Mandatory This establishment should match with establishment login.	

**Steps to create Bulk KYC Text File :**

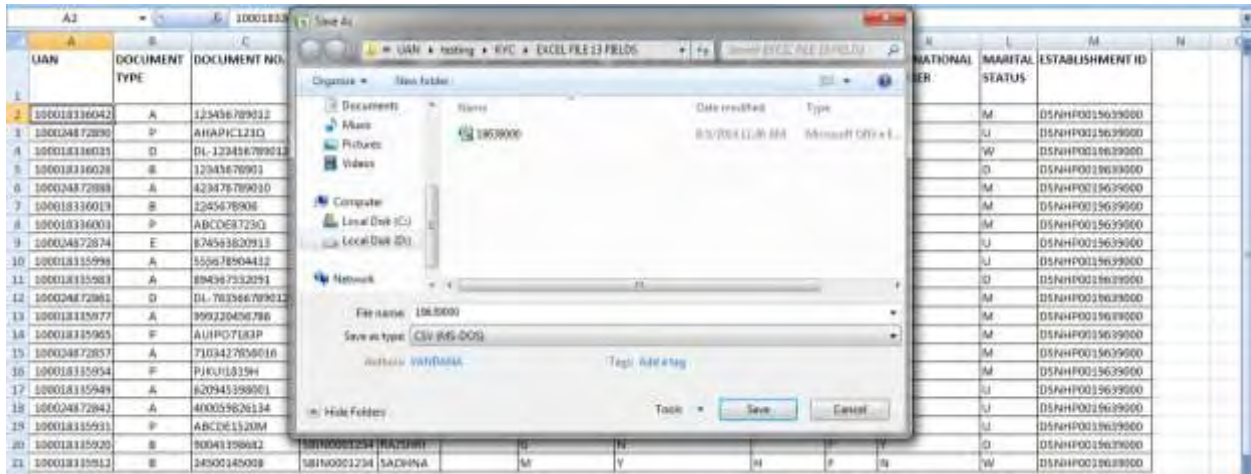
- 1) Create Excel File with 13 columns as described in above table.
- 2) Save excel file as CSV (Comma Separated Value MS-DOS)
- 3) Open CSV in text editor like Notepad / Wordpad etc
- 4) Replace , with '#~#'
- 5) Save as filename.txt
- 6) This txt file has to be uploaded under KYC – Upload Bulk KYC Text File

**Screenshots for creating bulk KYC text file are shown hereunder :**

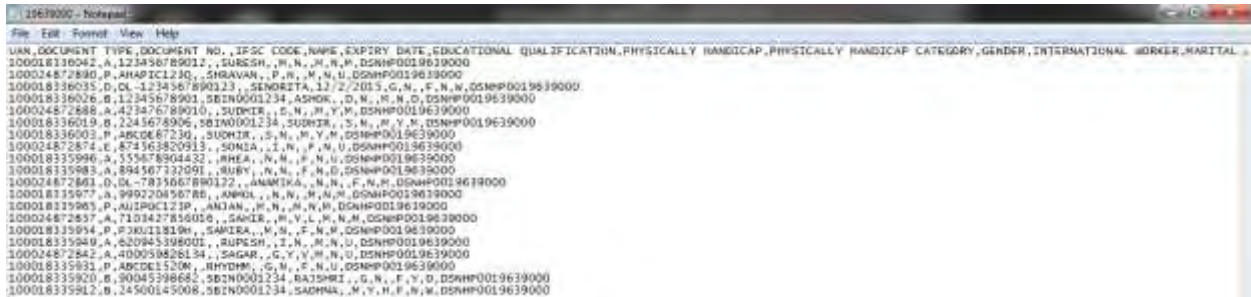
Sample Excel File

U	A	B	C	D	E	F	G	H	I	J	K	L	M
UAN	DOCUMENT TYPE	DOCUMENT NO.	IFSC CODE	NAME	EXPIRY DATE	EDUCATIONAL QUALIFICATION	PHYSICALLY HANDICAP	PHYSICALLY HANDICAP CATEGORY	GENDER	INTERNATIONAL WORKER	MARITAL STATUS	ESTABLISHMENT ID	
100018316042	A	123456789012		SURESH		M	N		M	N	M	DSNHFP0015639000	
100024872890	P	AHAPICL230		SHRIAVAN		N	N		M	N	U	DSNHFP0015639000	
100018316035	D	DL-1234567890123		SENDRITA	12/02/2015	G	N		F	N	W	DSNHFP0015639000	
100018316028	B	12345678901	58IN0001234	ASHOK		D	N		M	N	D	DSNHFP0015639000	
100024872888	A	423476789030		SUDHR		S	N		M	Y	M	DSNHFP0015639000	
100018316019	B	2245678906	58IN0001234	SUDHR		S	N		M	Y	M	DSNHFP0015639000	
100018316003	P	ABCDE872501		SUDHR		S	N		M	Y	M	DSNHFP0015639000	
100024872874	E	874563820913		SONIA		I	N		F	N	U	DSNHFP0015639000	
100018315996	A	555678904432		RHEA		N	N		F	N	U	DSNHFP0015639000	
100018315983	A	894367332091		RUBY		N	N		F	N	D	DSNHFP0015639000	
100024872861	D	DL-7833447890122		ANAMIKA	01/09/2017	N	N		F	N	M	DSNHFP0015639000	
100018315977	A	999220456788		ANMOL		N	N		M	N	M	DSNHFP0015639000	
100018315965	P	AUIPC7183P		ANIYAN		M	N		M	N	M	DSNHFP0015639000	
100024872857	A	7103427896016		SAHR		M	Y	L	M	N	M	DSNHFP0015639000	
100018315954	P	PJHJ18189+		SAMIRA		N	N		F	N	M	DSNHFP0015639000	
100018315943	A	620943538001		RUPESH		I	N		M	N	U	DSNHFP0015639000	
100024872842	A	400059626134		SAGAR		G	Y	V	M	N	U	DSNHFP0015639000	
100018315931	P	ABCDE1520M		RHYDHM		G	N		F	N	U	DSNHFP0015639000	
100018315920	B	90043588682	58IN0001234	RAJSHRI		G	N		F	Y	D	DSNHFP0015639000	
100018315912	B	24900145008	58IN0001234	SADHNA		M	Y	H	F	N	W	DSNHFP0015639000	

Now Save As: CSV(MS-DOS) as shown below:

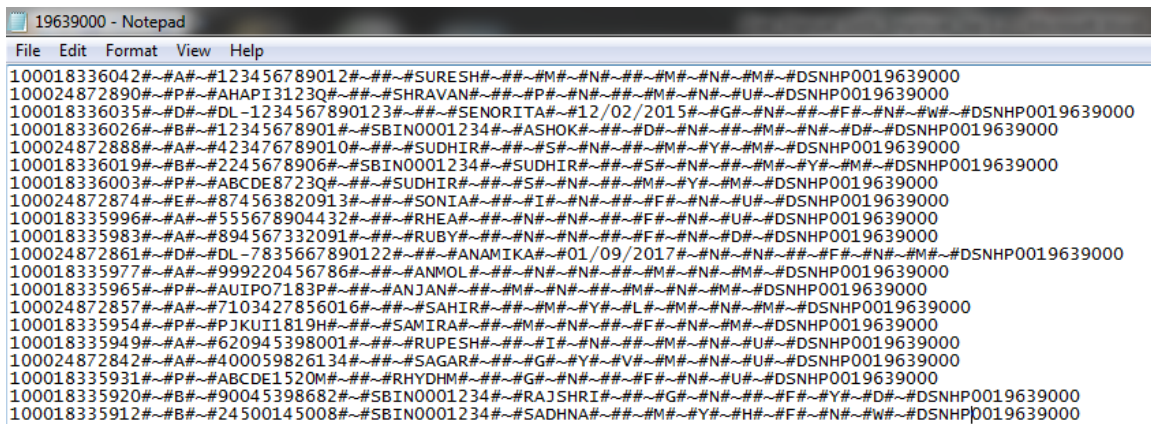


Open this CSV File with Notepad:



Remove the very first line containing headers. Then Go To Edit Option and select Replace. Now replace , with #~#.

Place your cursor at the end of the row and press delete to remove the blank lines. Then save this file as filename.txt. Your bulk KYC text file is ready to be uploaded.



## KYC Error codes and their Description

S.No	Error Code	Error Description
1	Error Code 001	Data is not as per KYC format. (Has control characters)
2	Error Code 002	Data is not as per KYC format. (Has non-print characters)
3	Error Code 001	The file encoding should be ANSI.
4	Error Code 002	UAN 100015374649 (Field-1) is blank or length is less than 12 or alpha-numeric on line number 1.
5	Error Code 003	UAN 100015374649 (Field-1) does not follow the defined algorithm, hence invalid, on line number 1.
6	Error Code 004	UAN 100015374649 (Field-1) not found in UAN master table or not associated with your establishment on line number 1.
7	Error Code 004	UAN 100015374649 (Field-1) not found in member master database on line number 1.
8	Error Code 005	Document Type E (Field-2) is incorrect on line number 1. It should be one of N, A, P, B, T, D or E.
9	Error Code 006	Document Number ALJPS3474B (Field-3) value is blank or length is greater than 30 on line number 1.
10	Error Code 007	Document Number ALJPS3474B (Field-3) is invalid on line number 2.
11	Error Code 008	IFSC Code IOBN0111111111 (Field-4) is blank or length is less than 11 or not alpha numeric on line number 1.
12	Error Code 010	Employee Name Devendra (Field-5) is incorrect on line number 3. (either length more than 85 character or has special characters.)
13	Error Code 011	Expiry Date 10/11/2014 (Field-6) of document type is invalid on line number 4. (dd/mm/yyyy format, mandatory for passport and driving licence)
14	Error Code 012	Expiry Date 10/11/2014 (Field-6) of document type is greater than system date on line number 4.
15	Error Code 013	Education Qualification Flag T (Field-7) is invalid on line number 4.
16	Error Code 014	Physically Handicap Flag H (Field-8) is invalid on line number 4
17	Error Code 015	Physically Handicap Category Flag B (Field-9) is invalid on line number 4
18	Error Code 016	Gender Flag L (Field-10) is invalid on line number 4
19	Error Code 017	International Worker Flag D (Field-11) is invalid on line number 4
20	Error Code 018	Marital Status Flag J (Field-12) is invalid on line number 4
21	Error Code 013	Establishment ID DSSHD0015477000 (Field-7) is invalid on line number 4. (Blank or not 15 character or defined format.)
22	Error Code 014	Establishment ID DSSHD0015477000 (Field-7) and login establishment id is not same on line number 4.
23	Error Code 015	Line is not as per UAN KYC format (7 Fields separated by #~# not found) on line number 1.

### **Common errors observed while uploading Bulk KYC Text file**

#### **1. Error due to Uploading of UAN Text file instead of Bulk KYC Text file:**

There is a link given to Download PDF/Text File of UAN List in the Sub Menu 'Download UAN List' of 'UAN' Menu. The file being downloaded from this link is not the text file required for uploading Bulk KYC Text File by the employer. Bulk KYC Text File is to be made separately as per the revised format given in User Manual for Employers Version 1.2.

The text file being made available as part of UAN downloads is only for use internally by the employer and should not be uploaded as KYC text file.

#### **2. Blank rows at the end of text file:**

Your text file must not have any blank row. The most recurring error is to leave blank row in your text file. User must place the cursor at the end of the last row and press 'delete' button to remove the blank rows and save it for uploading the same.

If on uploading a text file, we are getting a message which says that error on line number X which is one more than no of records in KYC text file, it implies that we have left a blank row at the end of the text file. Placing the cursor at the end of the penultimate row and pressing delete button to remove any blank row and saving the text file will solve this error.