KYC Policy & Onboarding Process

SevenUnique Tech Solutions Private Limited

Website: www.sevenunique.com | Email: info@7unique.in

1. Purpose

This Know Your Customer (KYC) Policy outlines the standards followed by SevenUnique Tech Solutions Pvt. Ltd. to verify the identity and address of customers before onboarding, in compliance with applicable legal and regulatory requirements.

2. Documents Required for KYC

Document Type	Description	Mandatory
Aadhaar Card	Government-issued Unique ID	Yes
PAN Card	Permanent Account Number (Tax ID)	Yes
Email Address	Verified email for communication	Yes
Mobile Number	Active mobile number (OTP verified)	Yes
Voter ID	Optional ID document for identity proof	Optional
Address Proof	Utility Bill / Bank Statement / Rent Agreement (not old)	Yes

3. KYC Submission Process

- Initial Registration: Fill in your basic details including name, email, and mobile number.

- Document Upload: Upload clear, scanned/self-attested copies of required KYC documents in PDF or JPG format.

- Verification via OTP: Email and mobile OTP verification is mandatory before submission.

- Review & Approval: Our compliance team will review submitted documents and approve onboarding within 24-48 hours.

- Confirmation: Once verified, customers will receive a confirmation email along with their API credentials (if applicable) or platform access.

4. Data Security & Privacy

- All KYC data is encrypted and securely stored.

- Information is used solely for verification and regulatory compliance.

- SevenUnique adheres to IT Act 2000 and relevant privacy norms.

5. Contact for KYC Support

If you face any issues during KYC submission or need further assistance, reach out to:

Email: info@7unique.in

Phone: +91-8824203847