



BYDZYNE

KYC

Know Your Customer

USER GUIDE

WELCOME!

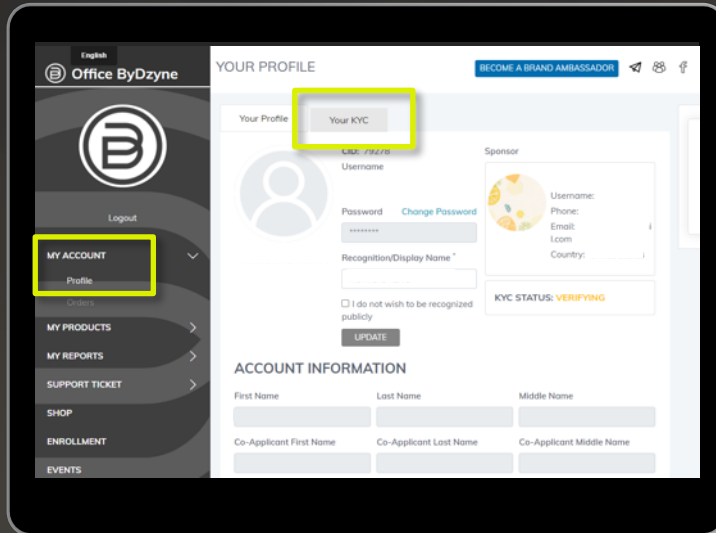
- **Dear Brand Ambassador, please note that KYC is a mandatory requirement to access your commissions in your BD Wallet.**
- We request you to read all the steps in this document very carefully before you proceed with your KYC. Understanding the process before you begin will ensure a smooth and successful verification.
- All the information you provide has to be exactly the same as registered in your ByDzyne profile, such as your First Name, Last Name, Date of Birth and Email Address. Any difference or error may lead to KYC decline, which would lead to a further delay in accessing your commissions.
- Before you start the process, please keep a valid & visually clear Government Identity Document ready. You will require a well lit place with a plain background for facial recognition as it includes use of your phone camera/webcam.

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ACCESS YOUR KYC IN THE BACK OFFICE

Login to your ByDzyne Back Office > My Account > Profile > Your KYC

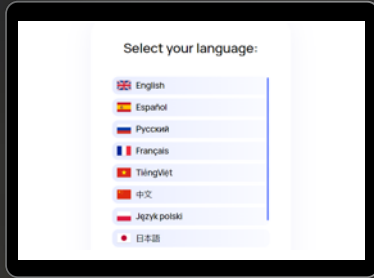


KYC consists of 4 simple steps:

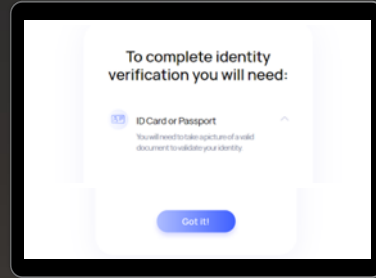
- ✓ Identity verification
- ✓ Email verification
- ✓ Document verification
- ✓ Facial recognition

Start the Verification Process!

PREPARE YOUR ID DOCUMENT FOR VERIFICATION



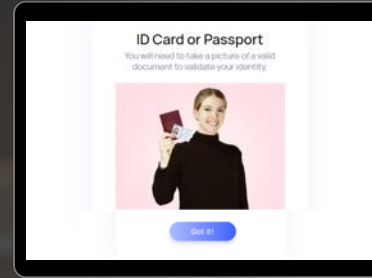
1 Select preferred language



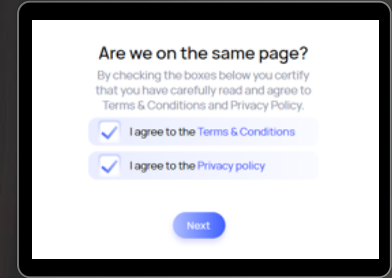
2 Have your ID ready

You can use any ONE of the following Government PHOTO IDs* for your KYC process

- ✓ Passport
- ✓ Driver License
- ✓ ID Proof (Photo State ID)



3 Read all Terms & Conditions



**Ensure that the document you are using is in good condition, visually clear and valid.*

STEP 1: IDENTITY VERIFICATION

1

What's your name?
Please enter your name as it appears in your documents.

First Name
John

Last Name
Smith

OK or press ENTER

Enter your Name

2

What's your gender?
Please select same gender you have in your identity document

Male

Female

OK or press ENTER

Select your Gender

3

When's your birthday?
Please select your birthdate.

Birthdate
06/05/1990

OK or press ENTER

Enter your Birthdate

4

What's your country of citizenship?
Please select your country.

Country of Citizenship
India

OK or press ENTER

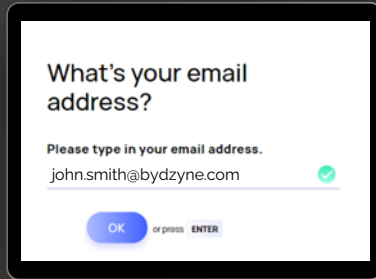
Enter your county of citizenship

The name and birthdate provided should be exactly the same as mentioned on your ByDzyne profile and on the ID Document you intend to submit.

Any difference, even a minor one, may lead to KYC rejection.

STEP 2: EMAIL VERIFICATION

1



What's your email address?

Please type in your email address.

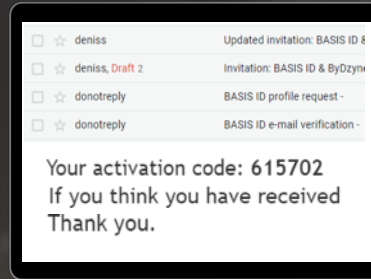
john.smith@bydzyne.com

OK or press ENTER

Enter email address registered with ByDzyne

Keep it accessible during the KYC process.

2



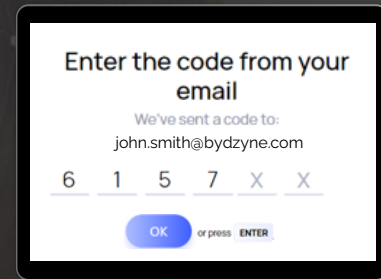
<input type="checkbox"/>	deniss	Updated invitation: BASIS ID &
<input type="checkbox"/>	deniss, Draft 2	Invitation: BASIS ID & ByDzyne
<input type="checkbox"/>	donotreply	BASIS ID profile request -
<input type="checkbox"/>	donotreply	BASIS ID e-mail verification -

Your activation code: 615702
If you think you have received
Thank you.

Check your email inbox for an activation code

Do not close the KYC screen during this process. If you do not receive the code, go back to the browser with the open KYC page and click the 'resend' button.

3



Enter the code from your email

We've sent a code to:
john.smith@bydzyne.com

6 1 5 7 X X

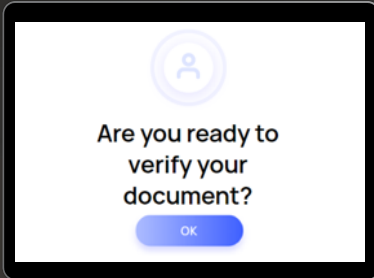
OK or press ENTER

Enter the activation code

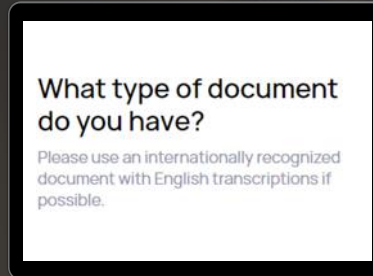
Click OK.

SELECT YOUR ID DOCUMENT

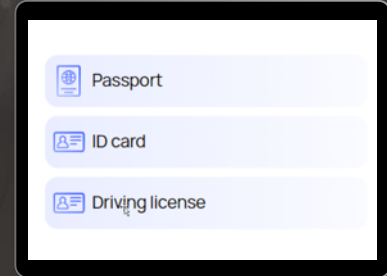
1



2



3



- ✓ The ID Document chosen should be an **ORIGINAL, CLEAR** and **VALID** document in good condition.
- ✓ 'ID Card' can be any Government recognized photo identity card, e.g., Residence Card.
- ✗ Broken, dirty, tampered, laminated, photocopied document cannot be used for the KYC process.

SELECT A METHOD TO UPLOAD YOUR ID DOCUMENT

Select any **ONE** of the three options to upload your document

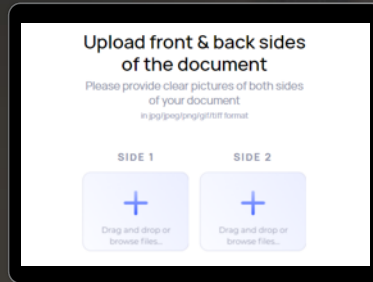
USE WEBCAM



Webcam (Default) will enable system webcam to click images.

OR

UPLOAD A FILE



Upload a File You can upload the images from your gallery or internal device storage.

OR

USE PHONE CAMERA



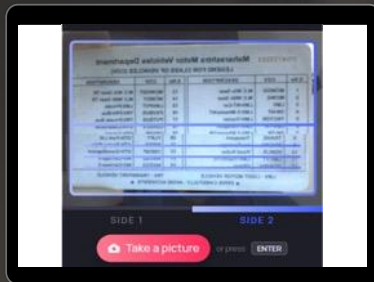
Use Phone Camera Scan the QR code and use phone camera to complete the process.

STEP 3: VERIFY YOUR ID DOCUMENT



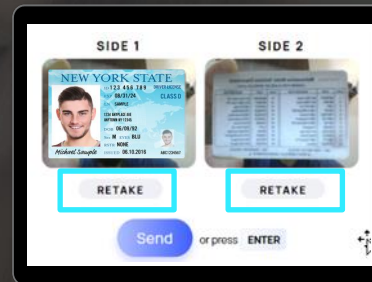
1

Keep your ID within the provided borders. The screen guides you with the frame and borders. Start with taking a picture of the FRONT side of your document*.



2

Similarly, click a picture of the BACK side of the same document.



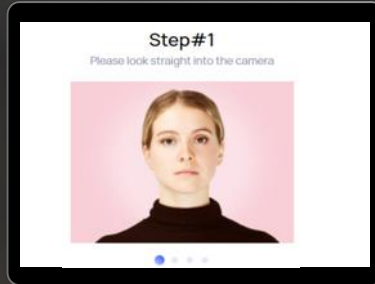
3

Please RETAKE the pictures if they appear blurry, flared or out of the borders or your document will get rejected.

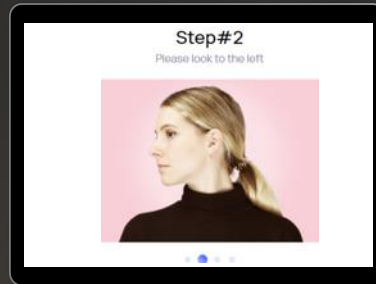
*In case your document is captured as a mirror image, the system's AI will still be able to interpret it correctly.

VERIFY YOUR FACIAL IDENTITY

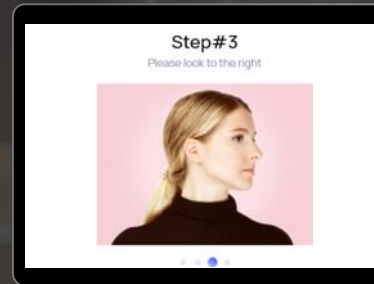
Steps for facial recognition



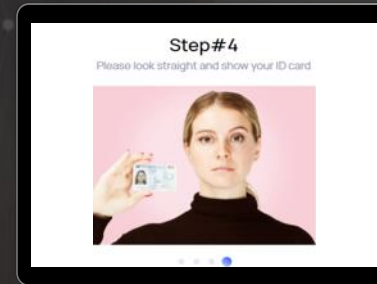
Hold pose for
5 seconds



Hold pose for
5 seconds



Hold pose for
5 seconds



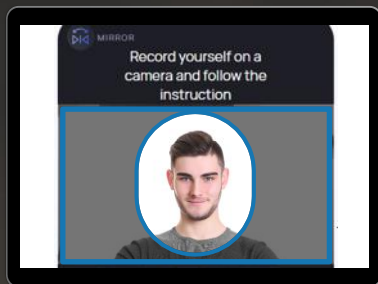
Hold ID in your
RIGHT HAND and
hold the pose for
10 seconds

- ✓ Please read the tips and steps and click 'Got It' to proceed.
- ✓ Please select a well-lit place, with a plain background.
- ✓ Do not wear any accessories like spectacles, sunglasses or a cap.
- ✓ You may use the 'mirror' option for your convenience if need be.

STEP 4: FACIAL RECOGNITION

Select any **ONE** of the three options to provide a video

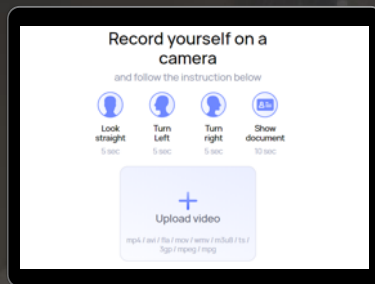
USE WEBCAM



Webcam (Default) will enable system webcam to record your video

OR

UPLOAD A VIDEO



Upload a File You can upload your video from your storage as guided on this screen

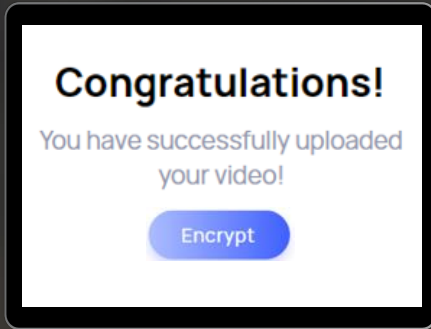
OR

USE PHONE CAMERA



Use Phone Camera Scan the QR code and use phone camera to record your video

KYC SUBMISSION & RECEIPT MESSAGE



After you submit the video, this is the last step to submit your KYC profile.

- ✓ Once you Encrypt, you cannot edit or change any details in the KYC profile.
- ✓ Once you Encrypt, it will be considered as one KYC attempt.
- ✓ Each applicant will be allowed 3 such attempts to complete the KYC process.
- ✓ You will get a message regarding your KYC status after completion.

KYC STATUS

APPROVED: Once your KYC is approved, you will be able to access your commissions in your BD Wallet.

DECLINED: You will receive an email from our KYC provider, BASIS ID, with the reason for the decline and a link to resubmit your KYC information.

ADDITIONAL DATA REQUIRED: You will receive an email from BASIS ID, with the reason for the issue and a link to resubmit your KYC information.

FAQ

1. What is the deadline to complete the KYC process?

As a Brand Ambassador (BA) who earns commissions, you must complete your KYC as soon as possible. Your BD Wallet and Pay Forward option will be inaccessible till your KYC is approved.

2. How long will the KYC verification take after submission?

The KYC verification will take 15-30 minutes.

3. What happens if my KYC data gets rejected?

You will receive an email from our KYC provider, BASIS ID, with the reason for the decline and a link to resubmit your KYC information.

4. When will I be able to access my commissions in my BD Wallet?

Your BD Wallet will be accessible as soon as your KYC status is 'Approved'.

For more FAQs, please visit unitedbydzyne.com/faq



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