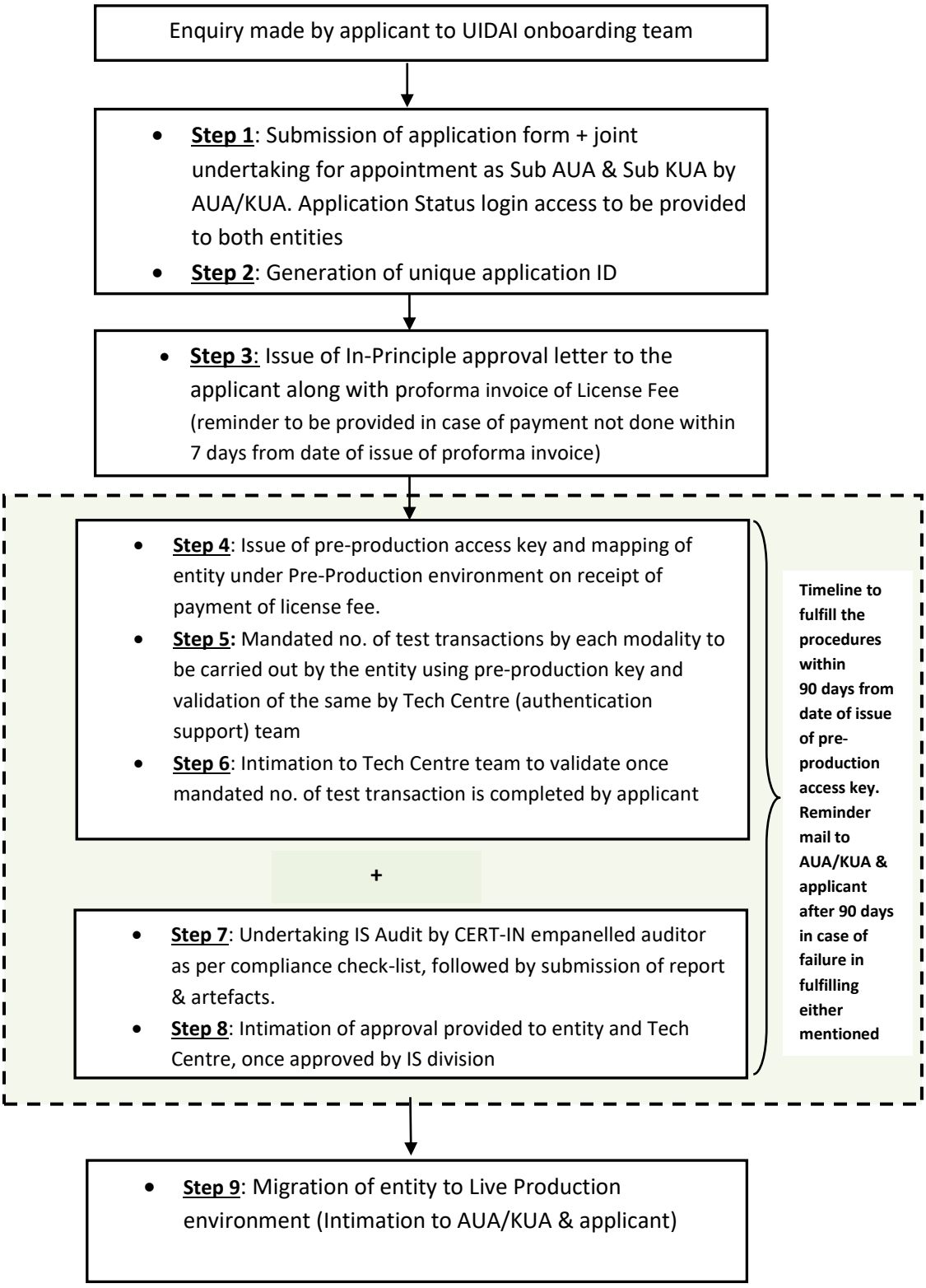
A process flow diagram elucidating the entire onboarding process of Sub AUA/Sub KUA is as shown below:-



Letter Head of AUA

To:

Chief Executive Officer (CEO),
UIDAI HQ Building,
3rd Floor, Bangla Sahib Road,
Behind Kali Mandir, Gole Market,
New Delhi-110001

Subject: Appointment of _____ as Sub-AUA.

This is w.r.t. the Letter No. F-No. K-11022/460/2016- UIDAI (Auth II) dated 28-02-2017 where in AUAs were asked to take permission from UIDAI before appointment of an entity as Sub-AUA.

In this regard we request you to grant permission for appointment of M/s_____ as Sub-AUA.

Thanks & Regards

(Authorized Signatory)

Signature & Stamp :
Name :
Designation :
Mobile No. :

Enclosure: 1. Application Form along with Undertaking.

Application for Sub AUA under Regulation15 of Aadhaar (Authentication and Offline Verification) Regulations, 2021

Sub AUA Organization Details	
Name of the Sub AUA	
Sub AUA Code	
Registered Office Address	
Correspondence Address	
Management Point of Contact (Name, Designation, Email Id & Contact Number)	
Technical Point of Contact (Name, Designation, Email Id & Contact Number)	
Purpose for which Authentication Services will be used	1. 2.

(Authorized signatory: Sub-AUA)

Signature & Stamp : _____
Name : _____
Designation : _____
Organization : _____
Date : _____

<u>All the details mentioned above are verified by AUA</u>

(Authorized Signatory: AUA)

Signature & Stamp : _____
Name : _____
Designation : _____
Organization : _____
Date : _____

Joint Undertaking

We (AUA Organization name) intend to appoint (Sub AUA organization name) as Sub Authentication User Agency (Sub AUA) and both of us are fully aware and understand the provisions of The Aadhaar (Targeted Delivery of Financial And Other Subsidies, Benefits and Services) Act, 2016 and Regulations made there under and further warrant that we shall at all times abide by the same.

We (AUA Organization name) and Sub AUA (Sub AUA organization name) jointly and severally certify that the information filled up in the application form and supplied therewith has been read over and verified to be true and correct to our personal knowledge and belief and no particulars have been concealed.

By this writing, the undersigned on behalf of (AUA Organization name) and Sub AUA (Sub AUA Organization name) affirm, declare and undertake the following:

1. We (AUA Organization name) shall ensure that the Aadhaar authentication services are used by Sub AUA (Sub AUA Organization name) only for the purpose as mentioned in the application form.

2. (AUA Organization name) shall create separate License Key and assign unique Sub-AUA code to the Sub AUA (Sub-AUA Organization name), which shall not further be shared with any other person or entity for any purpose.

3. (AUA Organization name) shall ensure that the Sub AUA (Sub AUA Organization name) complies with the provisions of the Aadhaar Act, 2016 (as amended) and its Regulations, processes, standards, guidelines, specifications and protocols of the Authority that are applicable to the requesting entity.

4. We, (AUA Organization name) and Sub AUA (Sub AUA Organization name) shall be jointly and severally liable for non-compliance of the Aadhaar Act, 2016 (as amended) and its Regulations, processes, standards, guidelines and protocols of the Authority and shall be liable for disincentives and penalties as per the schedule of disincentives of AUA agreement and other provisions of the Aadhaar Act, 2016 (as amended) and its Regulations.

5. We (AUA Organization name) shall ensure that the client application to be used for Aadhaar authentication is developed and digitally signed by us OR Sub AUA (Sub AUA Organization name) shall integrate digitally signed SDK developed by us in their client application for capturing Aadhaar information like Aadhaar number, biometric details, demographic details etc.

6. (AUA Organization name) shall ensure that the Sub AUA (Sub AUA organization name) client application or SDK, as the case may be, for Aadhaar authentication is

audited, at the time of appointment of Sub AUA (Sub AUA Organization name) and also every year thereafter, by information systems auditor(s) certified by STQC / CERT-IN and compliance audit report is submitted to UIDAI.

7. (AUA Organization name) and Sub AUA (Sub AUA Organization name) have ensured that the declared information filled up in the application form as well as this undertaking was placed before the board of directors / partners of our respective organizations in their meetings dated _____and dated _____ and has been read over and verified to be true and correct.

8. No particulars have been concealed and upon verification of the application, the board / partners have approved the same for submission at the hands of _____. Any change in the name, contact details, addresses etc. as filled up in this application form shall also be immediately conveyed to UIDAI.

9. The board resolutions / minutes of the meetings dated _____ and dated _____ approving the application form and authorizing _____ to submit the same are being annexed herewith.

10. The application form having been duly filled up and all its particulars having been verified by all the directors / partners, each one of them shall be jointly and severally liable for any discrepancy in the information supplied herein above and as may be found by the authority.

This undertaking is being executed on this _____ day of _____ at _____.

Authorized signatory of **(AUA Organization name)** Signature & Stamp : _____ Name : _____ Designation : _____ Organization : _____ Date : _____	Authorized signatory of **(Sub - AUA Organization name)** Signature & Stamp : _____ Name : _____ Designation : _____ Organization : _____ Date : _____

(On the Letter Head of KUA)

To:

Chief Executive Officer (CEO),
UIDAI HQ Building,
3rd Floor, Bangla Sahib Road,
Behind Kali Mandir, Gole Market,
New Delhi-110001

Sub: Appointment of _____ as a Sub-KUA.

Sir/ Madam,

Regulation 14(1)(ga) of the Aadhaar (Authentication and Offline Verification) Regulations, 2021 ["**REGULATIONS**"] requires a KUA to obtain approval from UIDAI before appointing any third party entity as a Sub-KUA. Regulation 16(2) of the said Regulations provides that a KUA shall obtain specific permission from UIDAI for sharing of eKYC data with Sub-KUA, by submitting an application.

2. In this regard, we are submitting herewith an application (Annexure – I) for appointment of [**Name of Sub-KUA organisation**] as our Sub-KUA along with a Joint Undertaking (Annexure– II) with the proposed Sub-KUA.

3. We request you to approve appointment of [**Name of Sub-KUA organisation**], as our Sub KUA and allow sharing of e-KYC data with the said Sub-KUA.

Thanks & Regards

(Authorized Signatory)

Signature & Stamp :
Name :
Designation :
Mobile No. :

Enclosure: 1. Application Form along with Undertaking.

Application for appointment as a Sub-KUA under Regulation 14(1)(ga) read with Regulation 16 (2) of
The Aadhaar (Authentication and Offline Verification) Regulations, 2021 (as amended)
Sub-KUA Organization Details

Name of the Sub KUA	
Registered Office address	
Correspondence address	
Management Point of Contact (Name, Phone and Email)	
Technical Point of Contact (Name, Phone and Email)	
Purpose for which eKYC authentication facility will be used*	1. 2.

*** If the purpose is under section 11A of the Prevention of Money Laundering Act, 2002, the same may be mentioned along with details of Department of Revenue, Ministry of Finance, Government of India Notification issued in this regard.**

(Authorized signatory on behalf of Sub-KUA)
Signature: _____
Name: _____
Designation: _____
Organization: _____
Date: _____

All the details mentioned above have been verified.

(Authorized signatory on behalf of KUA)
Signature: _____
Name: _____
Designation: _____
Organization: _____
Date: _____

Joint Undertaking

We (KUA - Organization name) intend to appoint (Sub-KUA - organization name) as Sub e-KYC User Agency ("**Sub-KUA"**) and both of us are fully aware of and understand the provisions of The Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (as amended) {"**the Act**"} and Regulations made there under. Further, we warrant that we shall at all times abide by the Act, Regulations, various circulars/guidelines, directions, notifications etc. issued by UIDAI from time to time.

We (KUA - Organization name) and (Sub-KUA - organization name) jointly and severally certify that the information filled up in the application form and supplied therewith has been read over and verified to be true and correct to our personal knowledge and belief and no material particulars have been concealed.

By this writing, the undersigned on behalf of (KUA Organization name) and (Sub-KUA organization name) affirm, declare and undertake the following:

1. We (KUA - Organization name) shall ensure that the Aadhaar authentication services are used by Sub-KUA (Sub-KUA - organization name) only for the purpose as mentioned in the application form.

2. (Sub-KUA - organization name) shall use the separate License Key and unique Sub-KUA code allocated to it by UIDAI and/ or KUA, as the case may be, and shall not share these further with any other person or entity for any purpose, and shall keep such License Key and unique Sub-KUA Code secured from unauthorized access in any form.

3. (KUA - Organization name) shall ensure that the Sub-KUA (Sub-KUA - organization name) complies with the provisions of the Aadhaar Act, 2016 and its Regulations, directions, processes, standards, guidelines, notifications, specifications and protocols of the Authority that are applicable to the requesting entity.

4. (KUA - Organization name) shall ensure that the (Sub KUA - Organization name) is audited on an annual basis as per UIDAI regulations and report shall be submitted to UIDAI upon request.

5. (KUA - Organization name) shall ensure that the (Sub-KUA - organization name) is a regulated entity under (Name of Regulator) and it compulsorily maintains this status during the period of using e-KYC authentication facility. ***(Only applicable for Sub-KUAs permitted under PMLA through a formal notification, strike out if not applicable).***

6. (KUA - Organization name) in compliance with **Regulation 16(2)** of the Aadhaar (Authentication and Offline Verification) Regulations, 2021 (as amended) ["**Regulations"**]

shall share the e-KYC data received from UIDAI with (Sub-KUA - organization name) only and that too in encrypted format (using its own encryption key), as per the guidelines issued by the Authority from time to time with the specific consent of the Aadhaar number holder and after obtaining permission from UIDAI.

Further, the (Sub-KUA organization name) shall not share this information further with any other entity or agency as per Regulation 16(3) of the Aadhaar (Authentication and Offline Verification) Regulations, 2021.

That Further, KUA (Organization name) shall ensure that, in the event of revocation of consent given by the Aadhaar Number Holder, at any time, to sub-KUA for storing his e-KYC data, the sub-KUA shall delete the e-KYC data in a verifiable manner and provide an acknowledgement of the same to the Aadhaar Number Holder.

In addition to aboveall other obligations relating to the personal information of the Aadhaar number holder, data security and other relevant responsibilities applicable to (KUA Organization name), shall also apply to (Sub-KUA organization name) with whom e-KYC data has been shared in accordance with Regulation 16 of the said Regulations.

7. (KUA Organization name) shall maintain auditable logs of all such transactions where e-KYC data has been shared with (Sub-KUA organization name), for a period specified by the Authority in due compliance of **Regulation 16(6), Regulation 18(2) and (3)** of the said Regulations.

8. We (KUA Organization name) shall ensure that the client application to be used for Aadhaar authentication is developed and digitally signed by us, ***OR*** (Sub-KUA organization name) shall integrate digitally signed SDK developed by us in their client application for capturing Aadhaar information like Aadhaar number, biometric information, demographic information, etc.

9. (KUA - Organization name) shall ensure that the (Sub-KUA - organization name)'s client application or SDK, as the case may be, for Aadhaar authentication is audited as per standards set by UIDAI, at the time of appointment of (Sub-KUA organization name) and also every year thereafter, by information systems auditor(s) certified by STQC / CERT-IN and compliance audit report is submitted to UIDAI .

10. We, (KUA Organization name) and (Sub-KUA organization name) shall be jointly and severally liable for non-compliance of the provisions of the Aadhaar Act, 2016 and its Regulations, specifically the Aadhaar (Authentication and Offline Verification) Regulations 2021, and directions, information security policies, processes, standards, specifications, guidelines and protocols issued by the Authority from time to time and shall be jointly and

severally liable for disincentives and penalties as per the schedule of disincentives of KUA Agreement executed by (KUA Organization name) in addition to initiation of action under other applicable laws and other provisions of the Aadhaar Act, 2016 and its Regulations including under Section 33A of the Act.

11. (KUA Organization name) and (Sub-KUA organization name) have ensured that the declared information filled up in the application form as well as this joint undertaking was placed before the board of directors / partners of their respective organizations in their meetings dated _____ and dated _____ and has been read over and verified to be true and correct.

12. No material particulars have been concealed and upon verification of the application, the board / partners have approved the same for submission at the hands of _____. Any change in the name, contact details, addresses etc. as filled up in the application form shall also be immediately conveyed to UIDAI.

13. The board resolutions / minutes of the meetings dated _____ and dated _____ approving the application form and authorizing _____ on behalf of (KUA Organization name) and (Sub-KUA organization name) to submit the same are being annexed herewith.

14. The application form having been duly filled up and all its particulars having been verified by all the directors / partners, each one of them shall be jointly and severally liable for any discrepancy in the information supplied herein above and as may be found by the authority. This undertaking is being executed on this _____ day of _____2022 at _____.

Authorized signatory of (KUA Organization name)
Signature: _____
Name: _____ _____
Designation: _____
Organization: _____ Date: _____ _____

Authorized signatory of (Sub-KUA organization name)
Signature: _____
Name: _____ _____
Designation: _____
Organization: _____ Date: _____