USER MANUAL – Depositor Flow

Ministry of Cooperation | सहकारिता मंत्रालय
Government of India | भारत सरकार

Kindly visit the below URL to login into Depositor portal:

https://mocrefund.crcs.gov.in/depositor/#/home

The submitted application will be processed within 45 working days.

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Home Page -

Depositor Registration Process –

Please note: Before attempting to log in, first-time users must finish their registration.

Click on Depositor Registration

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Step 1 – Enter the Aadhaar number's last 4 digits.

Step 2 – Enter 10 digit Aadhaar linked mobile number.

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Step 3 – Enter the displayed captcha code.

Step 4 - Click "Get OTP" to receive an OTP on your Aadhaar Linked mobile number.

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Step 5 - Enter the OTP received on Aadhaar linked Mobile Number then click on "Verify OTP"

Click here to verify OTP

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UIDAI Declaration

Step 6 – Accept the UIDAI terms and conditions to proceed then click on "I Agree" button.

Accept the check box and click on "I Agree" button

Personal Details Page –

Step 7 - Click "Next" to go to the Personal Details page.

Click here to move on next page

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Step 8 – Enter 12 digit Aadhaar number then click on "Get OTP" button.

Step 9 – Enter 6 digit OTP received on Aadhaar linked mobile number then click on "Verify OTP" button to complete your e-KYC.

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Once successfully verified OTP personal details get fetched from Aadhaar.

Step 10 – Click on "Get Bank Name" to fetch the Aadhaar Seeded Bank name then click on next button.

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Claim Details Page –

Step 11 – Enter the mandatory details then click on "Add Claim" button.

Click here to add claim

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You will be able to view all information in the "Claim Details" grid below.

Claim details displayed here

Step 12 –Click on "Next" button to redirect to "Generate Forms" page.

Click here

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Generate Forms Page:

Step 13 - Once you click on "Generate Claim Request Form," the form will download.

Step 14 – Click on "Download Form" button then click on next.

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Step 15 - Affix the recent photograph and duly sign across the photo as well asthe Claimform.

दावा आवेदन प्रपत्र

Claim Application Form

दावा अनुरोध दिनांक/Claim Request Date : _17 Feb. 2024_

प्रिय महोदय/महोदया,/ Dear Sir/Madam,

मैं, पूरा नाम/I, Full Name : _Raj_

पिता/पति का नाम/Father/Husband Name : _Test Test_

पता/Address 1 : _BRAHMAPUR_,
lane 30,
BRAHMAPUR
पता/Address : _NEAR KRISHNA TEMPLE_
जिला/District : _GANJAM_
पिन कोड/Pincode : _760009_
राज्य/State : _ODISHA_

| अपना फोटो चिपकाएँ / Paste Your Photo | Affix photo here & sign across the photo |

फोटो पर हस्ताक्षर करें /
Sign across the photo

जन्म की तारीख : _05/02/1996_, इसके द्वारा मेरे निम्नलिखित बैंक में जमा की जाने
वाली मेरी जमा(राशियों)/अंशदान(राशि) के खिलाफ दावे के लिए आवेदन करें :-
Date of Birth : _05/02/1996_, do hereby apply for a claim against my
deposit(s)/ contribution(s) amount which is to be credited to my following Bank :-

बैंक का नाम/Bank Name: _Apmosys Bank of India_

मेरी जमा राशि का विवरण निम्नलिखित है:
Following are my deposit details:

दावा संख्या./ Claim No.	सोसायटी कोड/ Society Code	सोसायटी नाम/ Scheme Name	सदस्यता सं./ Membership No.	खाता नंबर./ Account No.	रसीद संख्या./ Receipt No.	प्रमाणपत्र/पासबुक सं./ Certificate/ Passbook No.	खाता खोलने की तिथि/ Account Opening Date	जमा/अंशदान राशि ₹/ Deposit/ Contribution Amount ₹	जमा आंशिक रूप से चुकाया गया ₹/ Deposit Partially Repaid ₹	ऋण राशि ₹/ Loan Amt ₹	ऋण चुकाया गया ₹/ Loan Repaid ₹
1	SCCSL		11111111111111	11111111111	—	1111111111111	22-03-2022	11111111			

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तारीख/Date: <u>17 Feb, 2024</u>

जमाकर्ता का हस्ताक्षर/Signature of Depositor:

Signature of Depositor

Upload Documents Page:

Step 16 –On the "Upload Documents" page, upload the Claim Form and PAN Card copy.

Note - PAN Card is mandatory, if Claim Amount is Rs.50, 000 or above.

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Step 17 – After uploading a Claim Application Form and Pan Copy then click on "Upload" button.

Step 18 - Click on "Ok, proceed" button to submit the final claim or "No, Cancel" to go back and update.

<u>**Note**</u>: No changes can be made once the "Ok, proceed" button is clicked.

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Step 19 –Click on "Next" button to move on "Acknowledgment & Receipt" page.

Acknowledgment & Receipt page:

Thank you Page will display with a Claim Request Number and with depositor name.

Note – Kindly note Claim Request Number for future reference.

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Depositor Login Process – Follow the same process of registration to login.

Status - Under Processing

After login if your claim has not completed 45 days or if claim is mark for payment then claim status will show as "Under Processing".

Status – Payment Succeeded

After login if your claim payment has been made then claim status will show as "Payment-Succeeded".

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Status – Deficiency communicated

After login if yourclaim is rejected due to some deficiencythen claim status will show as "Deficiency communicated" and you will be able to see the Deficiency message.

Status – Payment-Failed

After login if your claim payment is failed due to some failure reasons then claim status will show as "Payment-Failed".