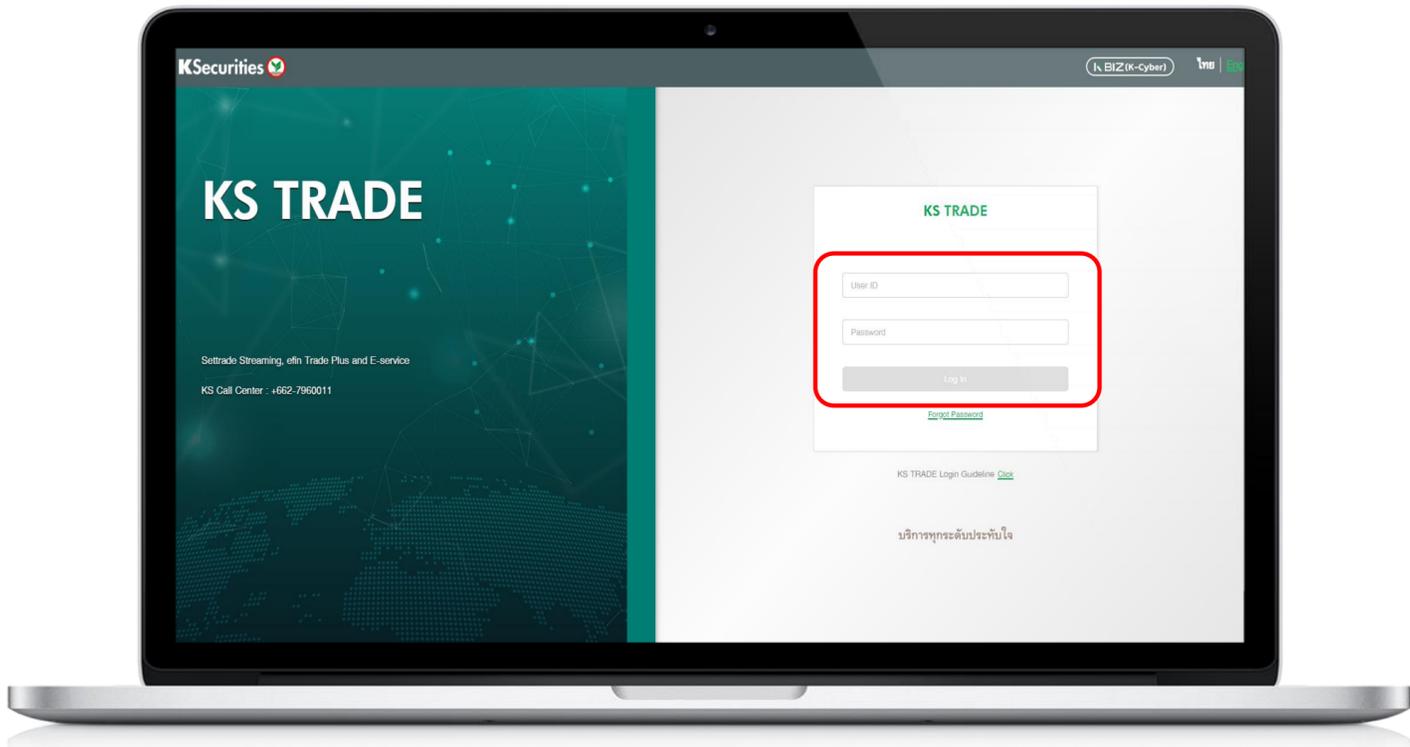


Request for Documents

Via KS Trade Website

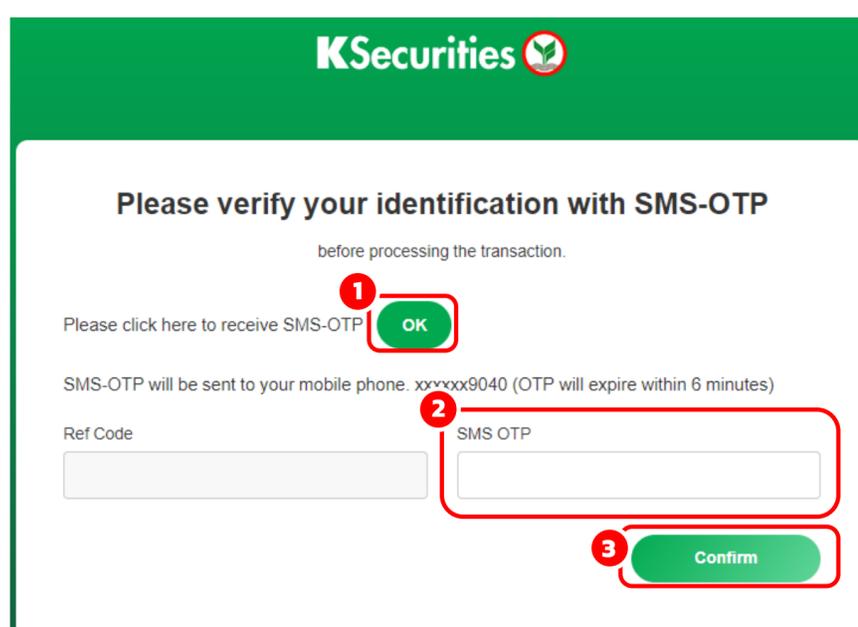
- 1 Login to website. (In case you could not remember your password, press 'Forgot Password')



- 2 Go to **My Service**.

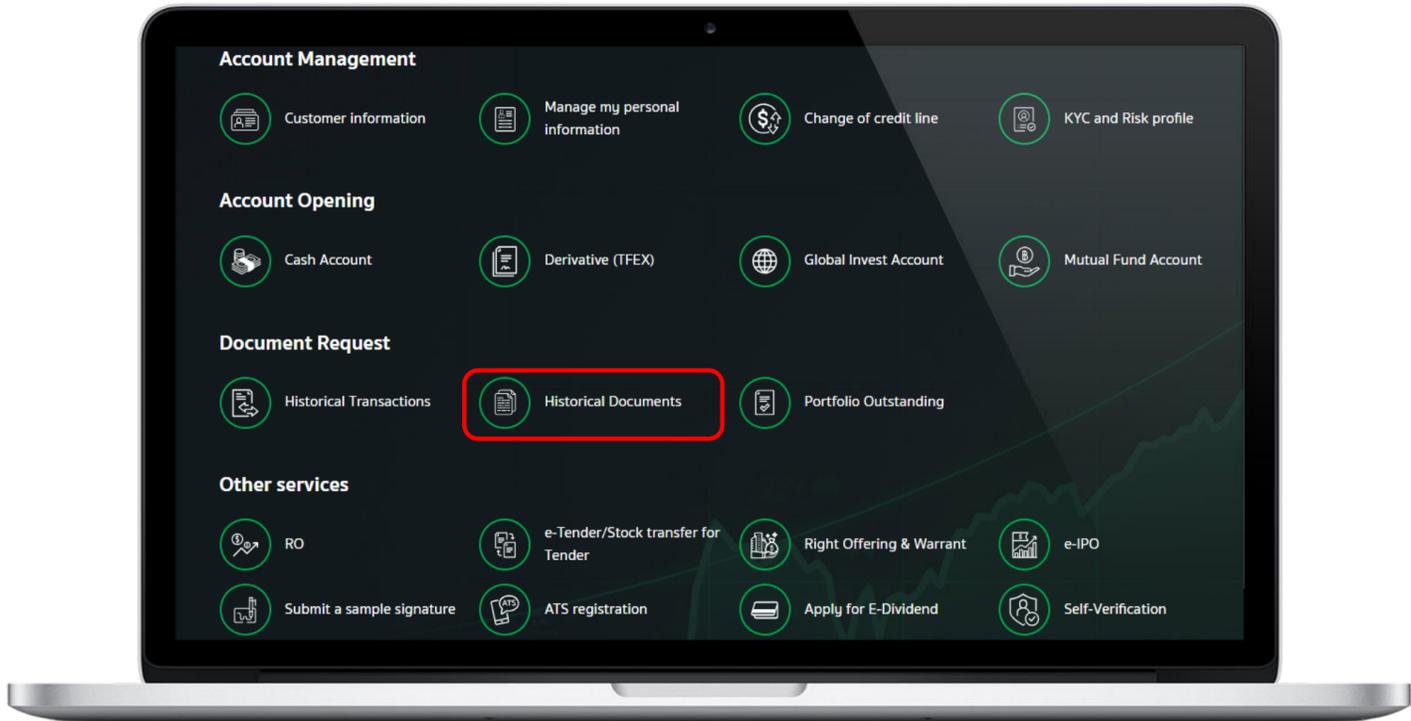


- 3 Press **OK** for receiving SMS-OTP and fill OTP. Then, press **submit**.

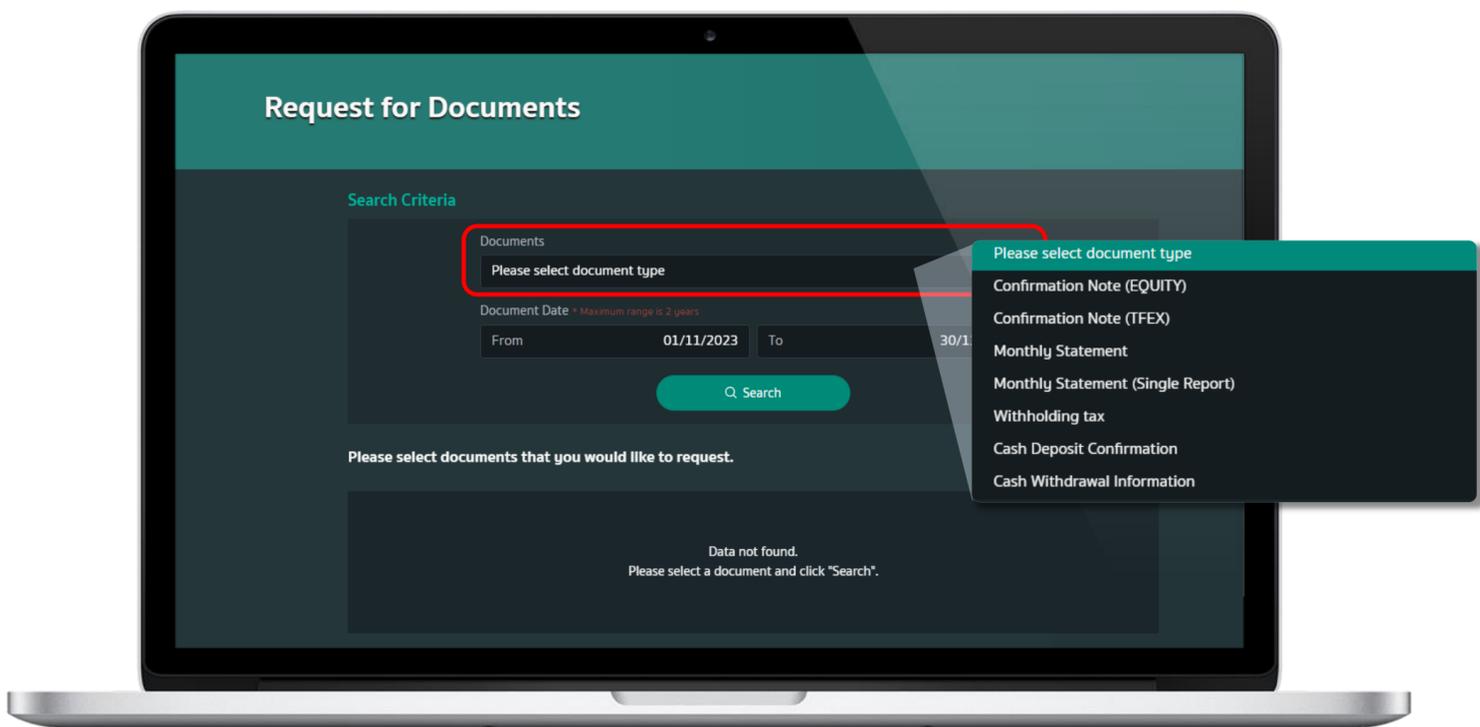


Request for Documents Via KS Trade Website

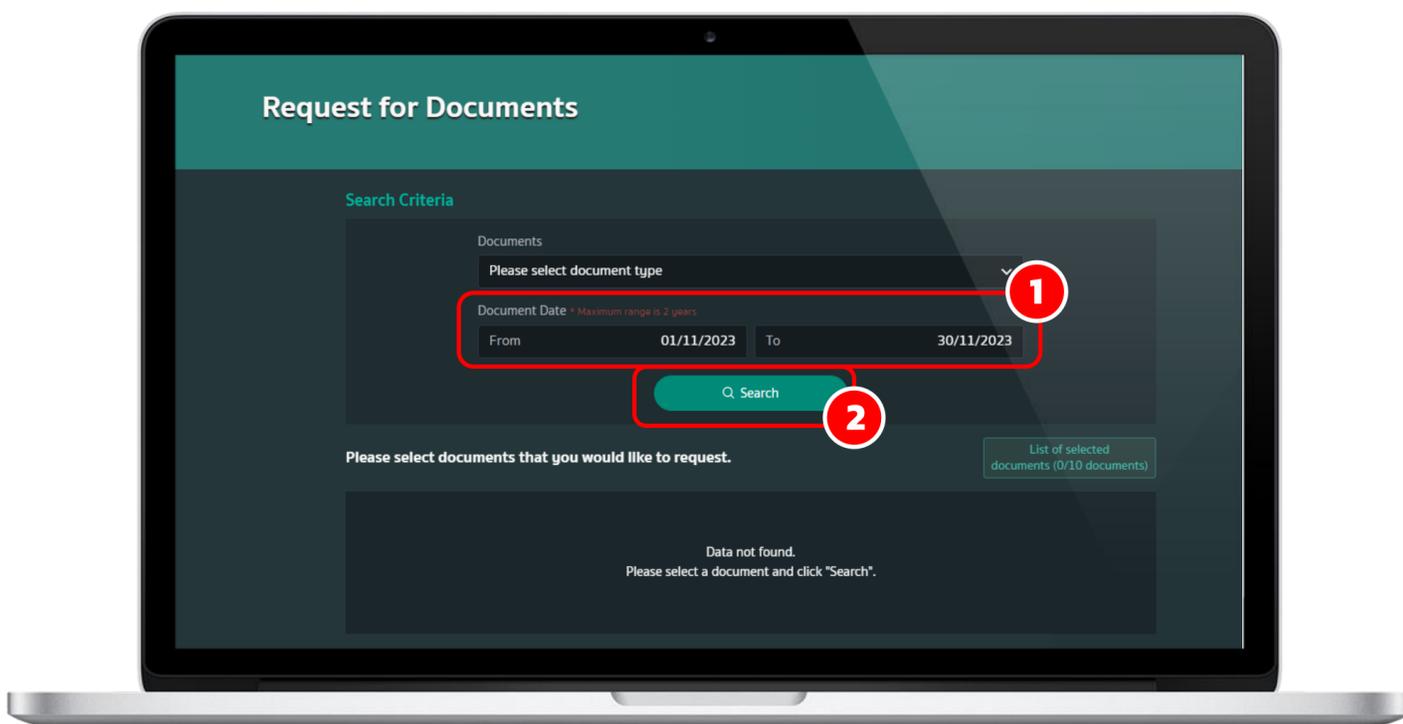
4 Select **Request for Document** menu.



5 Select **Document type**.

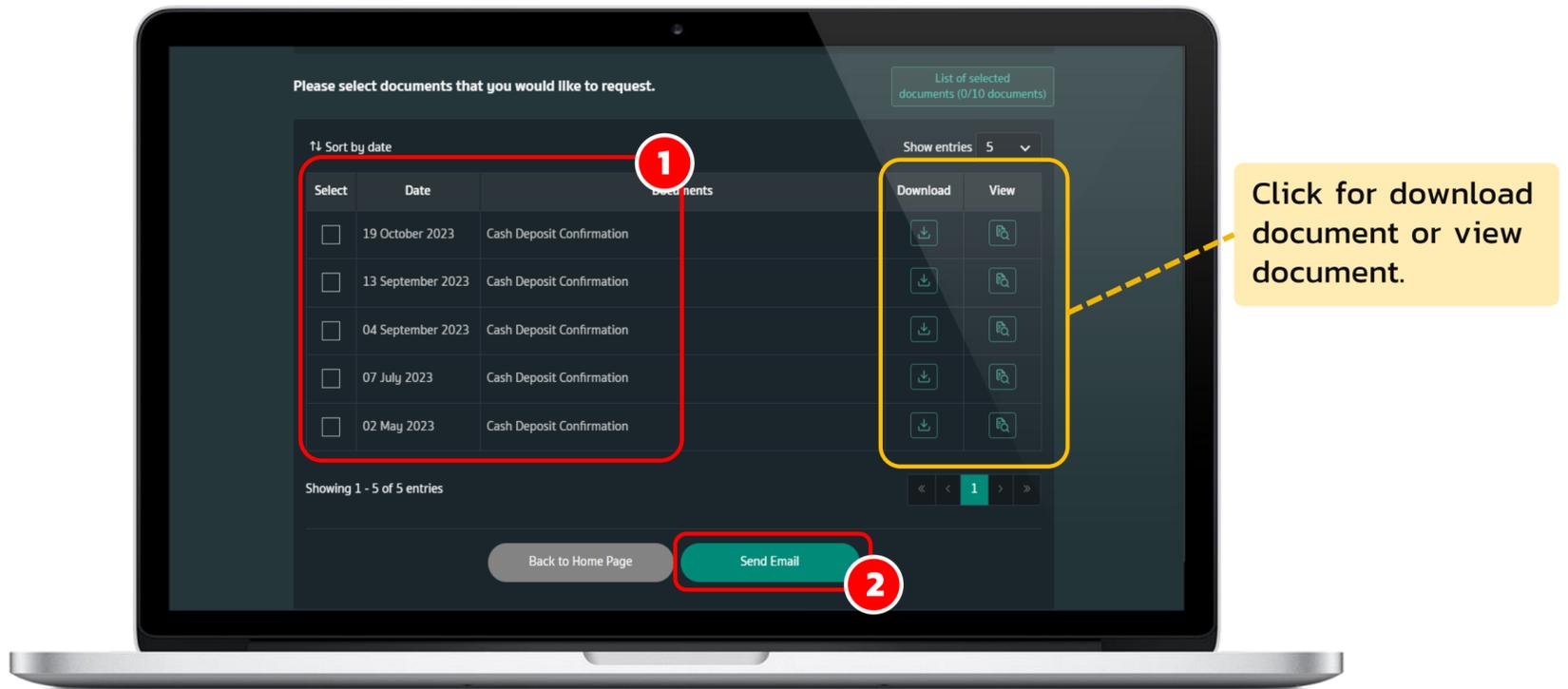


6 Select **Document Date** and press **Search**.

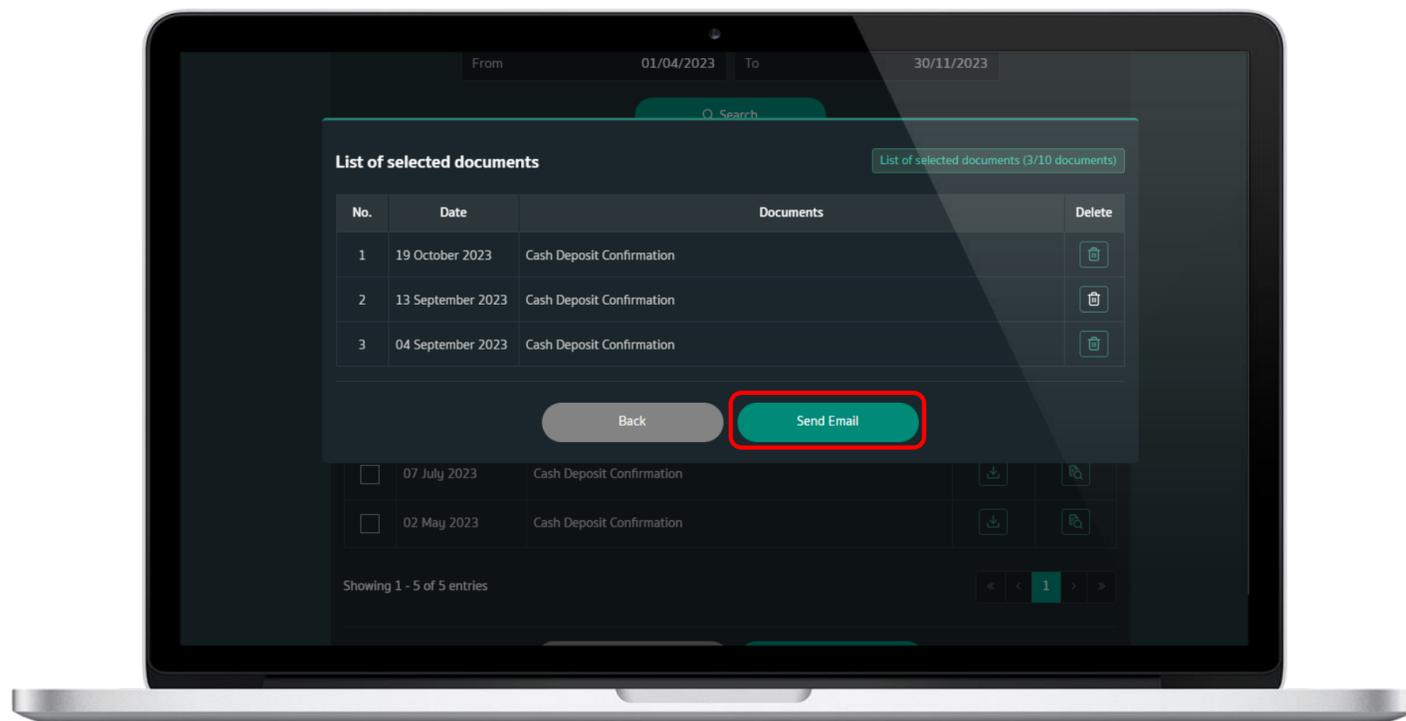


Request for Documents Via KS Trade Website

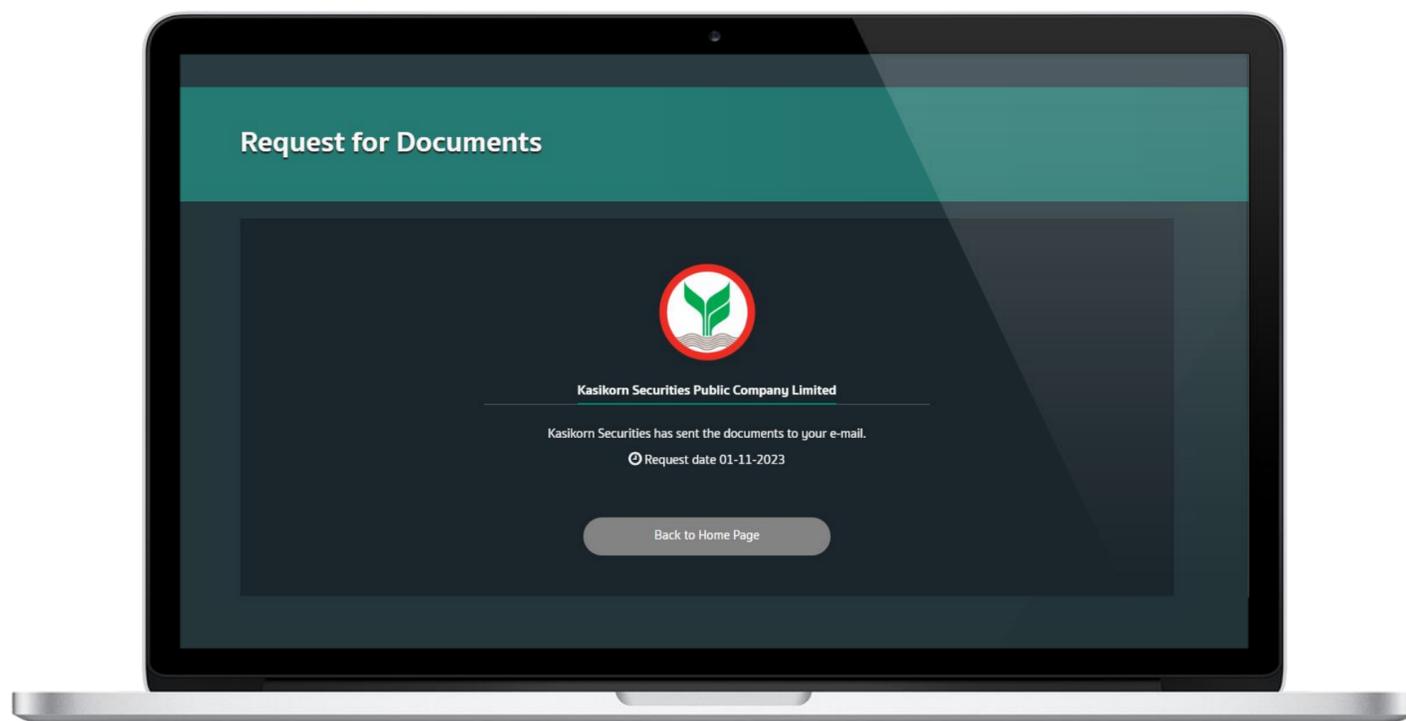
- 7 Please check in front of document that you would like to request and press **Send Email**.



- 8 Please review list of selected documents and press **Send Email**.



- 9 Your request has been completed. Please view the documents at your email.



Remarks :

1. You can request the documents maximum 2 years.
2. You can select documents up to 10 files per time.