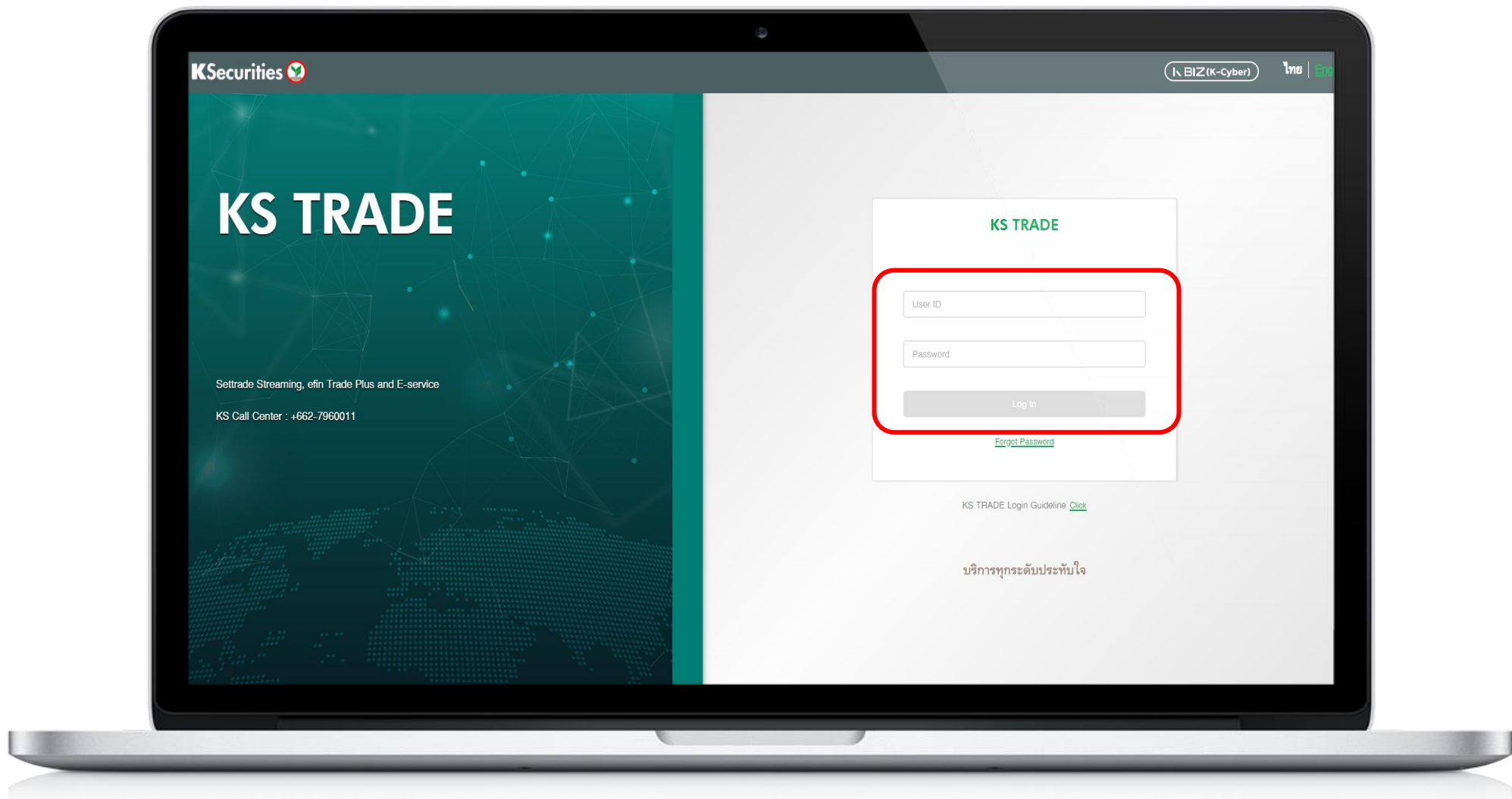


Request for Documents

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**.



Please verify your identification with SMS-OTP

before processing the transaction.

Please click here to receive SMS-OTP **1** **OK**

SMS-OTP will be sent to your mobile phone. xxxxxx9040 (OTP will expire within 6 minutes)

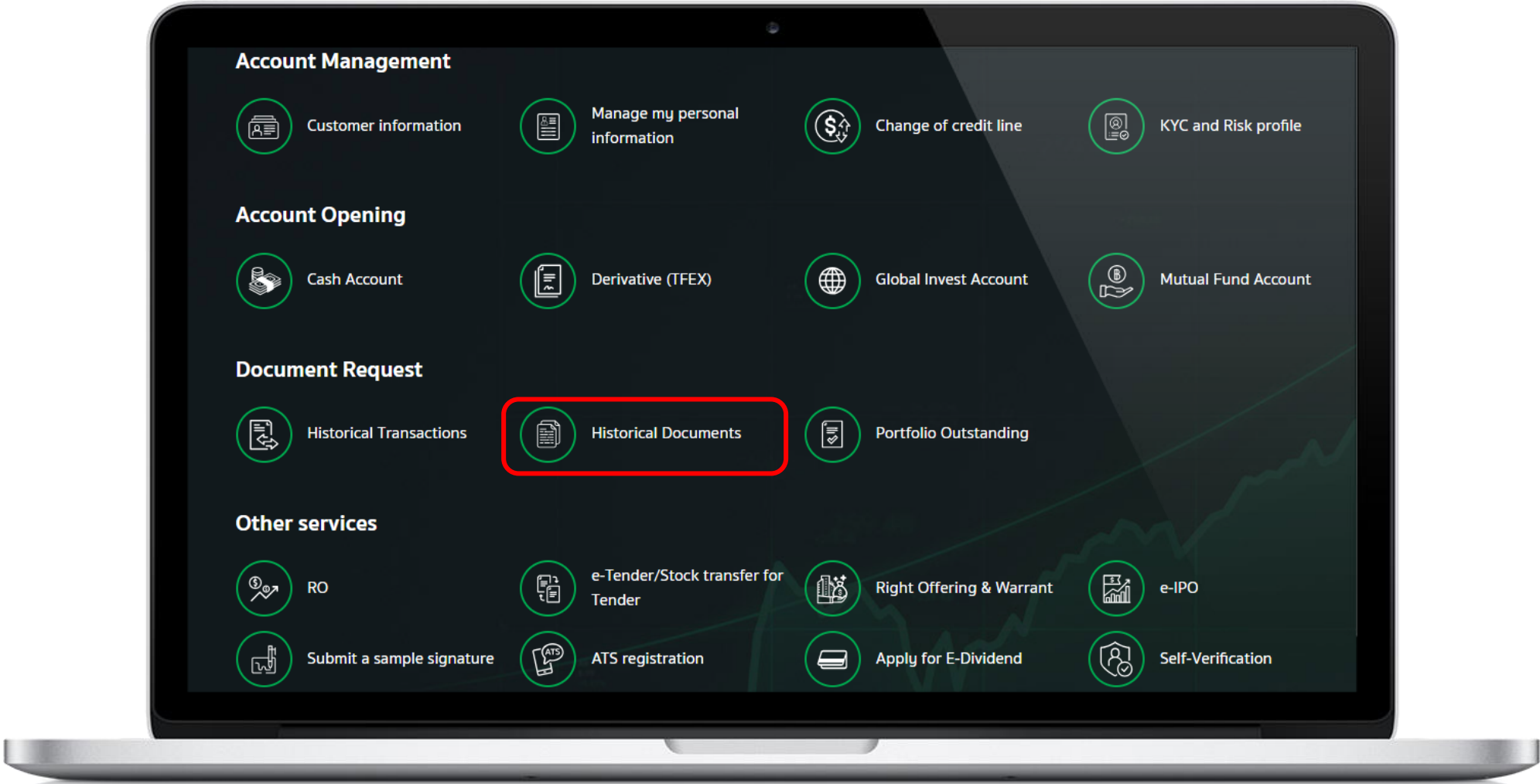
Ref Code

SMS OTP

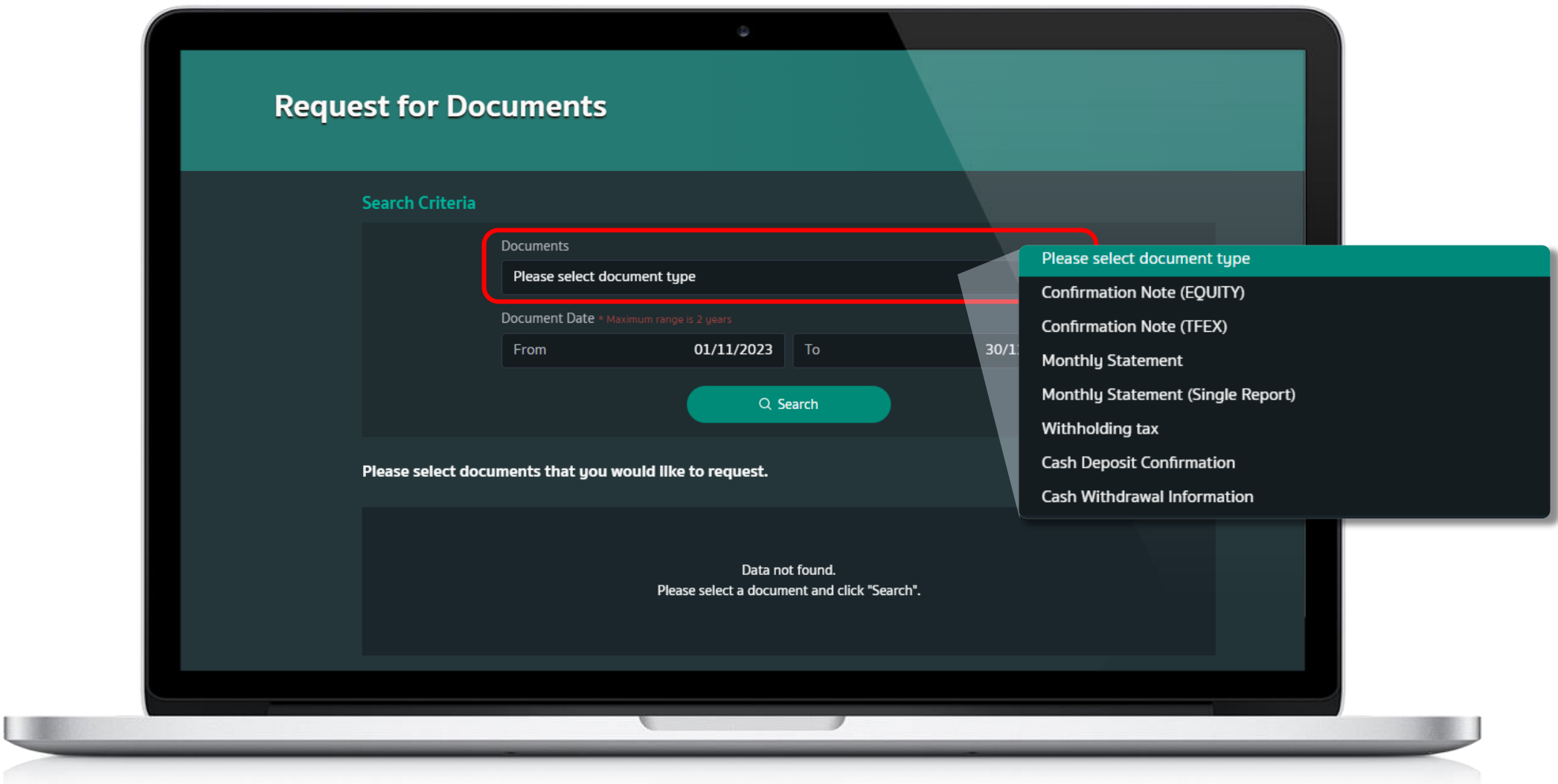
3 **Confirm**

Request for Documents Via KS Trade Website

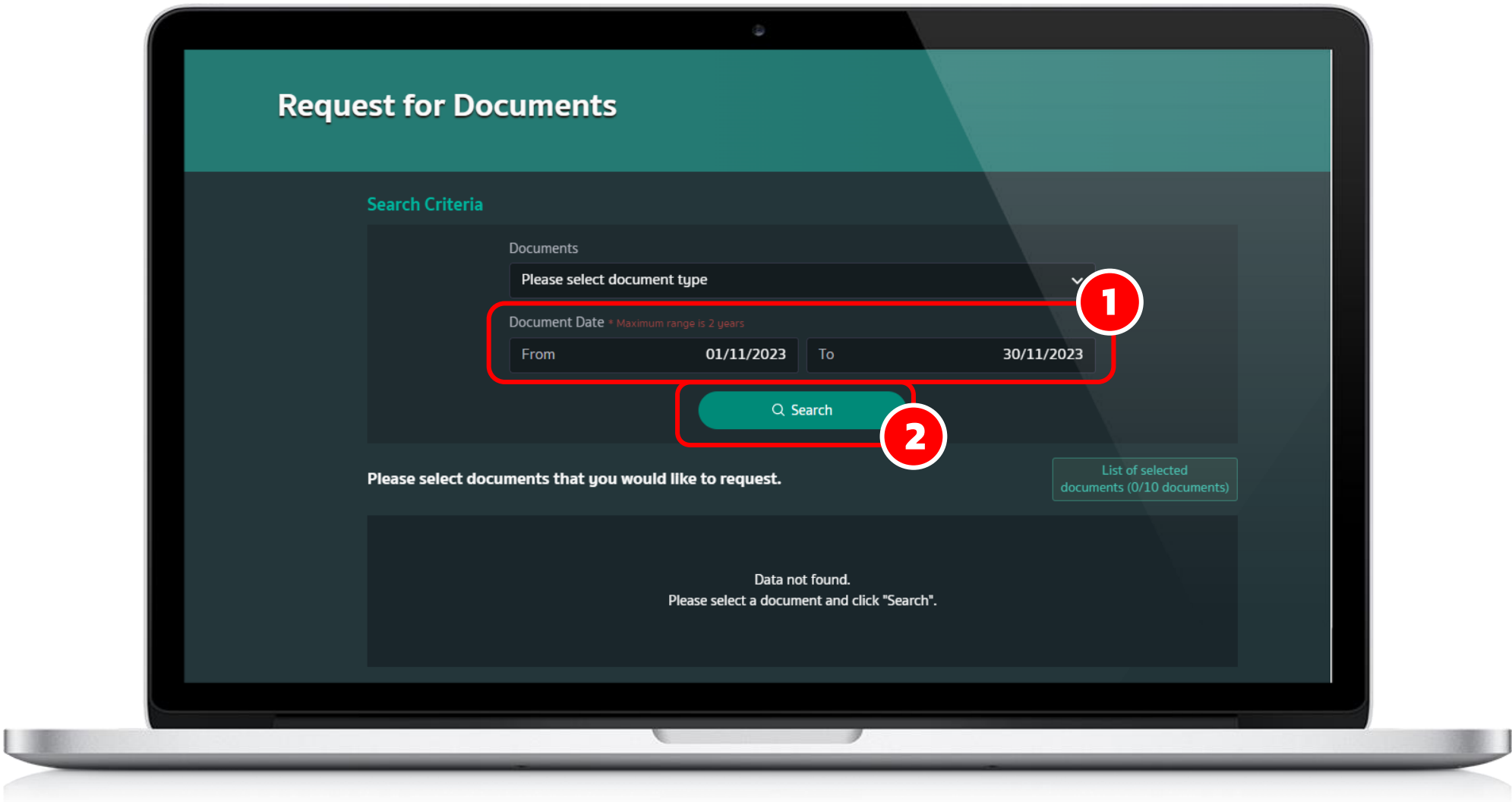
4 Select Request for Document menu.



5 Select Document type.

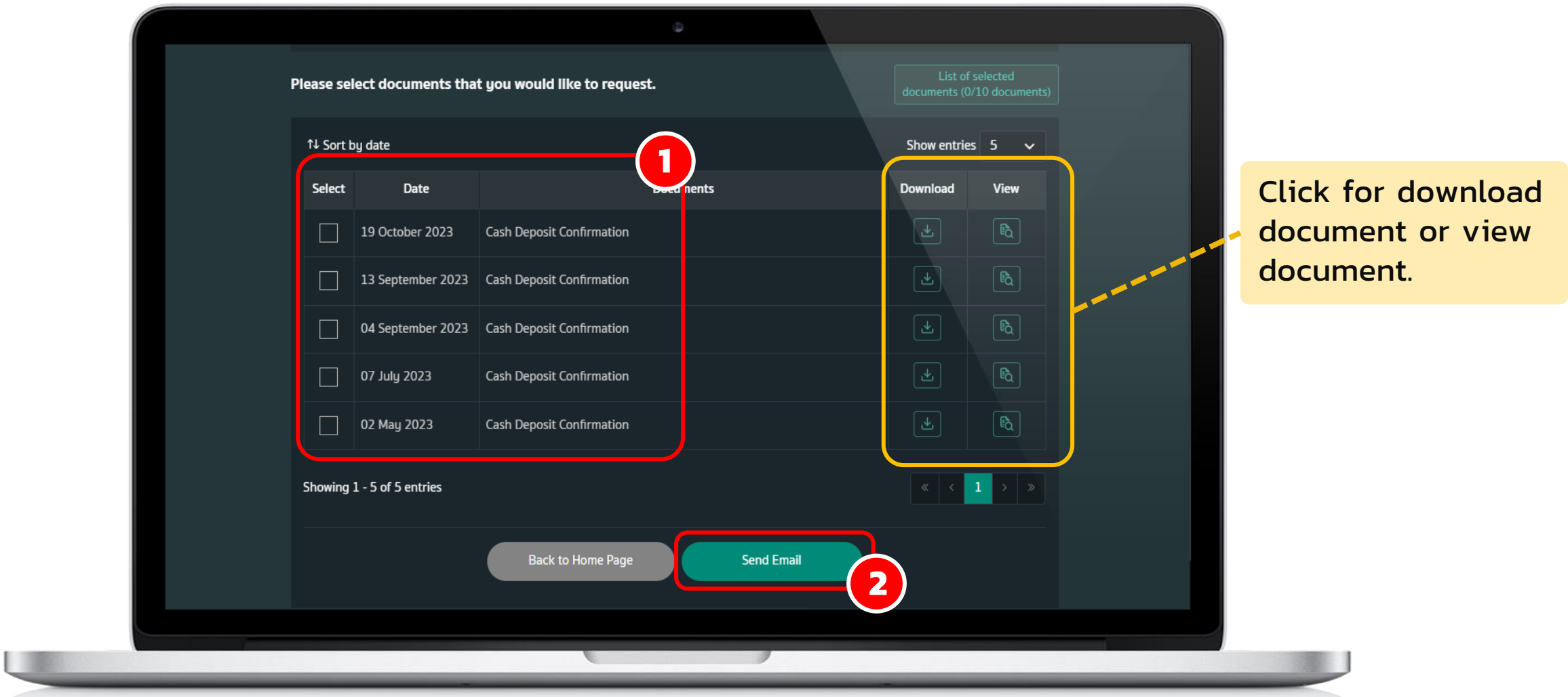


6 Select Document Date and press Search.

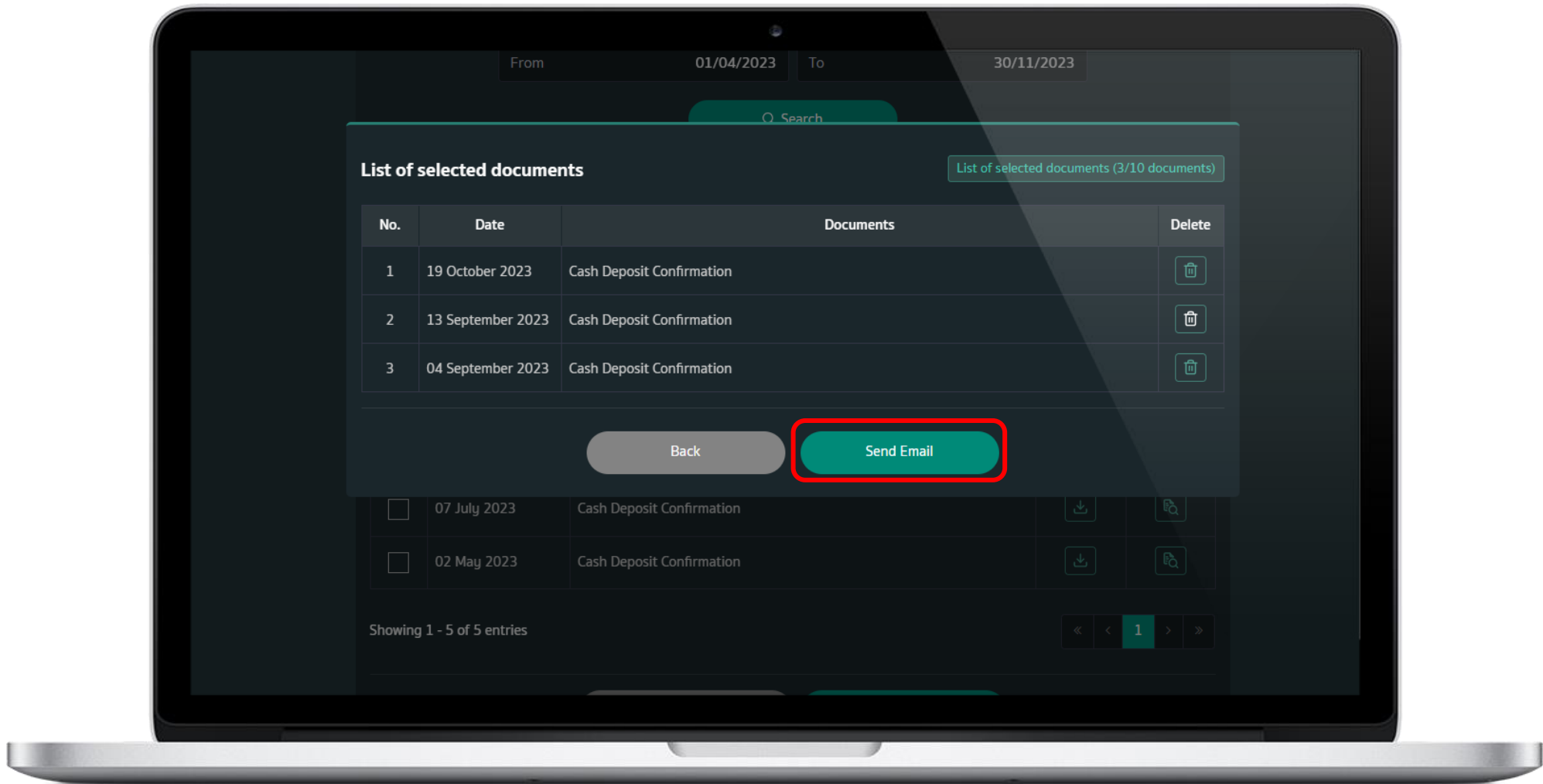


Request for Documents Via KS Trade Website

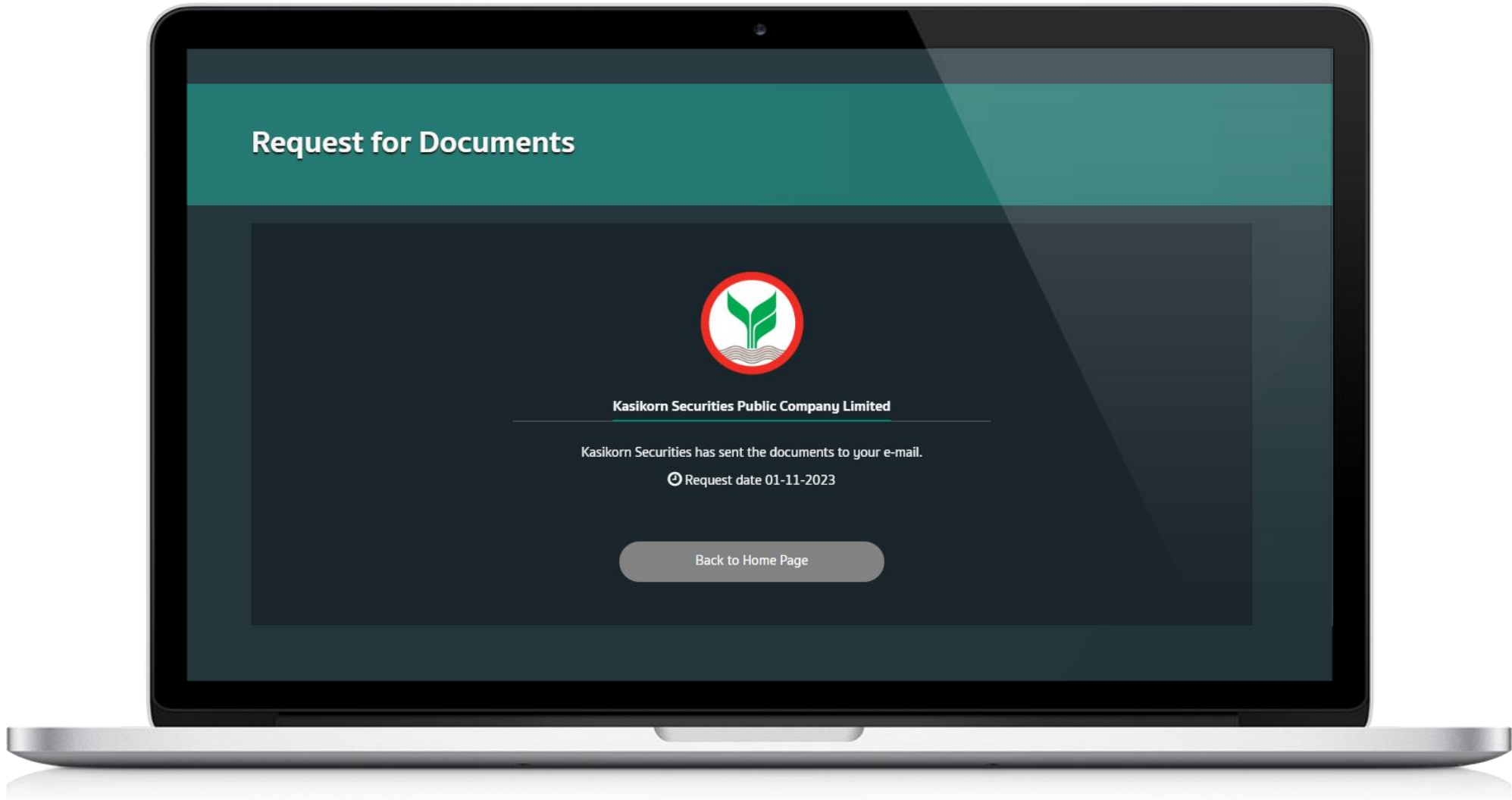
- 7
- Please check  in front of document that you would like to request and press **Send Email**.



- 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 :

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