

CONSENT TEMPLATE GUIDELINES

The standard message that is sent to end-users of the entity for their consent to receive communications from the respective entity.

Guidelines

The screenshot shows a web form titled "Add Consent Template" with a sub-header "Consent Template Registration". The form includes the following fields and elements:

- Consent Template Name***: A text input field with the placeholder "Enter Template Name".
- Brand Name***: A text input field with the placeholder "SIROMANI".
- Create New Message**: A section with a "Message:" label and a large text area containing the placeholder "Enter the message".
- OTP***: A text input field with the placeholder "Enter OTP". A "Get OTP" link is located to the right of this field.
- Submit**: A blue button at the bottom center of the form.
- Navigation**: A "Back" link in the top right corner of the form's container.

Template Name: Principle Entity has to choose the name of the Template, which signifies the Purpose.

Brand Name: Brand name will be the name of the Organization.

Create New Message: Here user has to create the Content they want to send to the end-user.

EX:

- **“XYZ Communications” would like to send messages about your Account details and best offers to serve you better.**
- **“AAA Pvt Ltd” will send you the information about new offers and events.**

Once done with the Content of the message, the user has to request for OTP. OTP will send on the registered mobile number and email id to ensure the authentication.

Post final submission, the Template is pending for registrar approval. The user can create a number of Consent Templates; there are no limitations. Once approved by the Registrar, the user can link these Consent Templates with Templates (Optional).

Template Registration

Template Name*

Communication Type*

Content Type*

Consent Template ID

Content Category

Template Type*

Header Associated* MNLETY

Select All

Copy/Paste Message Create New Message (Type)

+ Add Variable

Add New Line

Message:

Disclaimer: You have used 0 characters. This is only estimated counts, as variable fields may vary in length.



DO's

Do's for Consent Template

- Choose a proper and short name for the Consent Template. This helps in linking the right consent template while creating the Content of Template.
- The message should be relevant and, if possible, mentioned the brand & intent of the consent to be mentioned. If an entity wants to provide opt-out information, that needs to be shared completely. Ex: "To opt-out, send SMS as STOP to 0123456789."



DONT's

Don'ts for Consent Template

- Always choose the relevant Consent Template name. Avoid using generic names. It should signify the Purpose of the subject.
- No Variable to be used in the Consent Template.
- Not to enter actual message sent to the customer, nor use the short forms.
- Create multiple Consent Templates, if required only.