

Procedure for KYC Updates

- a) An application for KYC update signed by Shareholder. **(Refer respective format under download section)**
- b) Self-attested and dated PAN Card.
- c) Any one (self-attested & dated) documents as ID-Proof:
 - ✚ Aadhar Card
 - ✚ Passport copy
 - ✚ Driving License
- d) Any one (self-attested & dated) documents as ID-Proof Address Proof -
 - ✚ Aadhar Card
 - ✚ Latest Utility Bill - Telephone Bill / Electric Bill / Bank Passbook Statements- (Not older than 3 months)
 - ✚ Passport copy
 - ✚ Bank Passbook
- e) Email id of shareholder.
- f) Mobile number of shareholder.
- g) In case of joint shareholders, KYC application should be signed by all shareholders and Id proof & Address proof of all shareholders should be provided.
- h) All documents should be **signed and dated**.
- i) Bank details updation: Cancelled Cheque of first shareholder. If the Original cheque is not bearing the name of 1st shareholder attach photo copy of passbook/bank statement duly certified by the Bank Official along with original cancelled cheque leaf.
- j) E-mail the **duly filled, signed and dated** documents on RTA email id with cc to Company e-mail id.
- k) Courier the original documents to the address of Registrar and Transfer Agent.
- l) E-mail the courier slip as proof of dispatch to RTA email id with cc to Company e-mail- id.
- m) Email id and Address of RTA and the Company has been mentioned in **General Information Section**.