

PROCESS FOR THE UPDATION OF KYC DETAILS.

List of Required Documents for KYC Updation including updation of Address, Email id, Phone No, Bank Details, Nomination etc

5. Request Letter for KYC updation, duly signed by all the registered shareholder(s).
6. Duly filled and signed KYC Forms ISR-1, ISR-2, (ISR-3 or SH-13, as applicable), along with an original cancelled cheque with the name of the Shareholder(s) printed on it or a self attested copy of your bank passbook or self-attested copy of bank statement
7. Self-attested copies of PAN Card and Address Proof.
8. Address proof as per RTA records, in case the address proof as per RTA records is not available, kindly provide declaration mentioning old and current address and stating that address proof as per RTA record is not available.

All the Formats including ISR-1, ISR-2, SH-13 (ISR-3) & ISR-4 Form are available under the Forms & Procedures/Downloads section on our website: https://www.bigshareonline.com/resources-sebi_circular.aspx#parentHorizontalTab3

Important Instructions –

- Kindly ensure that the first eight digits of **Aadhaar number are masked** before submission. All ISR forms and the complete set of KYC documents are duly filled in and signed by all registered shareholders.
- Form ISR 2 is complete in all manner including Email id and Phone number of Bank, email and Phone number of investor, Details of Branch Manager who has attested ISR 2 such as Employee Name, Employee Code, Email of Employee.