

# NSDL Database Management Ltd.

KYC Registration Agency

Circular



Circular No.: NDML/POLICY/2012-0016

Date: June 25, 2012

**Subject: Modification of Client details in NDML KRA System**

Intermediaries are hereby informed that the facility for modification of clients' KYC details registered with NDML KRA has now been enabled in NDML KRA system. The operational guidelines for modification of client details are enclosed at Annexure A.

A common KYC application form has been designed for registration of new KYC as well as modification in existing KYC details registered with NDML KRA. The prescribed formats of request for modification of Individual and Non Individual clients are enclosed at Annexure B and Annexure C respectively. Intermediaries may continue to use the existing stationery of KYC application forms for modification purpose provided the words 'Change Request' are superscribed on the form and the modifications to be made are highlighted with a tick mark.

Intermediaries are advised to follow the KYC guidelines issued by SEBI vide Circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 and any additional guidelines issued by the Stock Exchanges and Depositories, as applicable for their clients while processing the request for modification in NDML KRA system.

For and on behalf of  
**NSDL Database Management Limited**

**sd/-**

**Sameer Gupte**  
**Vice President**

**Encl: a/a**