

Sub.:- Upload of latest UBO, Balance sheet and Shareholding Pattern with KRA for KYC records of Non-Individuals

This circular is issued as an update to NDML circular ref. no. NDML/POLICY/2025-0003 dated February 19, 2025 whereby it was informed that SRIs downloading the Non Individual KYC records from KRAs are required to ensure that the latest UBO details, financial statements and share holding pattern are available and if not available they need to collect the same and upload on KRA using facility of KYC modification request/s.

NDML has also made available the facility for the SRIs to upload these updated documents as supplementary annual KYC updates. This facility can be used when SRI wants to upload only Ultimate Beneficial Owner (UBO) / Shareholding Pattern (SHP) / Balance sheet (BS) as a supplementary upload to the existing KYC record without making other changes in the KYC record.

The facility for screen based one by one upload of full modification request to NDML system for KYC records held with NDML KRA or for records held with other KRAs where apart from changes in KYC attributes the upload of latest details of UBO, latest SHP and latest BS is also made available which can be done by SRIs.

In this regard, NDML has developed relevant functionalities. The same will be made available for testing by SRIs from **February 01, 2026 to February 15, 2026** on UAT / pilot server (link - <https://pilot.kra.ndml.in/>). These functionalities / modules will be made available in production environment in March 2026. This would be useful when SRI onboards a new client and also for upload of KYC modification for client already existing in KRA along-with UBO / SHP / BS. This can be done for NDML PANs or PANs held with Other KRAs.

The standard Operating procedure (SOP) and salient points to be adhered/ followed by SRIs for the above mentioned functionalities / uploads are enclosed and marked as **Annexure A and B** respectively.

In case any assistance, please write to us on info.kra@ndml.in or contact NDML KRA helpdesk on [022-49142600/01/02/04/05/06](tel:022-49142600)

For and on behalf of NSDL Database Management Limited

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