

Circular No.: NDML/POLICY/2026-0003

Date :- April 11, 2026

Upload of latest UBO, Balance Sheet and Shareholding Pattern for KYC records of Non-Individuals

1. This is in continuation of circular ref. no. NDML/POLICY/2026-0001 dated January 29, 2026 and NDML/POLICY/2025-0003 dated February 19, 2025, informing SEBI Registered Intermediaries (SRIs) to ensure that the latest Ultimate Beneficial Owner (UBO) details, Shareholding Pattern (SHP) and Balance Sheet (BS) for Non-Individual KYC records are uploaded in the KRA system as per SEBI Master Circular requirements and informing of the modalities made available in the system to facilitate the same. SRIs must obtain these from the clients and upload through KYC modification requests. Further, SRIs were also required to coordinate with KRAs to complete UAT for uploading UBO, SHP, and BS details.
2. SRIs are advised that the UAT testing phase has been successfully completed by most of the SRIs and therefore the enhanced facility is made live in the production environment in March 2026. All SRIs can upload these documents and the same will be processed by the KRA after necessary review.
3. NDML will also make available a list of all Non-Individual clients linked/mapped to each SRI and the current status of availability of these documents separately so as to facilitate the SRI for the legacy updates. On an ongoing basis, the SRI may build provisions for collecting and uploading these documents on an annual basis as part of its process/system.

In case any assistance is required, please write to us on info.kra@ndml.in or contact NDML KRA helpdesk on 022-49142600/01/02/04/05/06

For and on behalf of
NSDL Database Management Limited

sd/-

Prashant Prachand
Vice President