

KRA CIRCULAR

Ref No: KARVY/OPS/INTERM/GENRL/26-002

Date: February 27, 2026

Subject: Upload of Latest UBO, Balance Sheet and Shareholding Pattern with KRA for KYC Records Held by Non-Individuals

This is in continuation of Circular KARVY/OPS/INTERM/GENRL/25-003 (February 19, 2025) and KARVY/OPS/INTERM/GENRL/26-001 (January 10, 2026), advising SRIs to ensure that the latest 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 by February 15, 2026.

In cases where such details are not available, SRIs are required to collect the same from investors and upload them through the KYC Modification facility.

IMPLEMENTATION BY KARVY KRA

KARVY KRA enabled the functionality for uploading updated UBO, SHP, and BS details on the KRA system.

UAT Environment Availability:

The upload functionality will be made available on the UAT/Pilot server (<https://uat.karvykra.com/>) from January 15, 2026 to February 15, 2026. SRIs are advised to utilize this period for system testing and validation.

APPLICABILITY OF UPLOAD FACILITY

THE FACILITY SHALL BE APPLICABLE FOR:

- New KYC Registrations
- Direct Modifications
- IOP-based Modifications

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For modifications, full KYC modification (including UBO / SHP / BS) or standalone document submission may be performed. Modification requests can be lodged for KYC records held with KARVY KRA or other KRAs.

TESTING & ISSUE RESOLUTION

SRIs, in coordination with KRAs, shall initiate UAT testing, identify system gaps or validation errors, and ensure accurate and complete upload of UBO, SHP, and BS data. All discrepancies observed during UAT must be resolved before production rollout.

QUERIES & SUPPORT

✉ **Email:** kra@karvydata.com

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Regards,

Sd/-

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Compliance Officer