

HOW TO UPDATE MOBILE/EMAIL TO YOUR FINWAVE ACCOUNT ONLINE?

Dear Client,

As per the Exchange Circular, it is Mandatory to Submit the **Unique Mobile Number** and **Unique Email ID** for each Client. However, under exceptional circumstances, to upload the same mobile number/E-mail ID for more than one client is accepted, with the Written Request from the Client, provided that such clients belong to one family. **'Family' for this purpose would mean self, spouse, dependent children, and dependent parents.**

Mobile Number/Email ID can be changed Online in your Finwave Account, if your mobile number is linked with your Aadhar.

To Change Online Mobile Number/Email ID, please follow below mentioned steps:

1. Visit www.finwave.co and click on "Online Modification."
2. Enter your "Client Code" and "PAN," then click "Send OTP." You will receive an OTP on your registered mobile number and email. Enter the OTP and log in.
3. After logging in, select "KYC Modification" from the menu & Click on "Mobile & Email"
4. Please select an appropriate checkbox Mobile and/or Email as per your need. Please note that you can select both the check box if you need to change both i.e. Mobile and Email
5. You need to write New Mobile / New Email and respective relationship that you wish to update in Finwave Account and Click on "Generate OTP" (Relationship **for this purpose would mean self, spouse, dependent children, and dependent parents.**)
6. You need to verify OTP received on New Mobile / New Email and click on "Continue with eSign" button and then click on "Sign Now"
7. Accept the terms and conditions, enter the **Aadhar Number of the Account Holder** and click on "Send OTP".
8. Enter OTP and click on "Verify OTP"

An email notification is sent to the Client once the process is completed, and the New Email and/or New

Mobile will be added to the account within 5 working Days.

Important Note:

- For Non-Individual Account, Joint and Minor Accounts, it is Mandatory to follow offline process to change the same.
- New Email ID/New Mobile Number: - The Change will be applicable to both the Accounts. (i.e. Trading and Demat)
- If you change your Email / Mobile for a particular Trading Code
