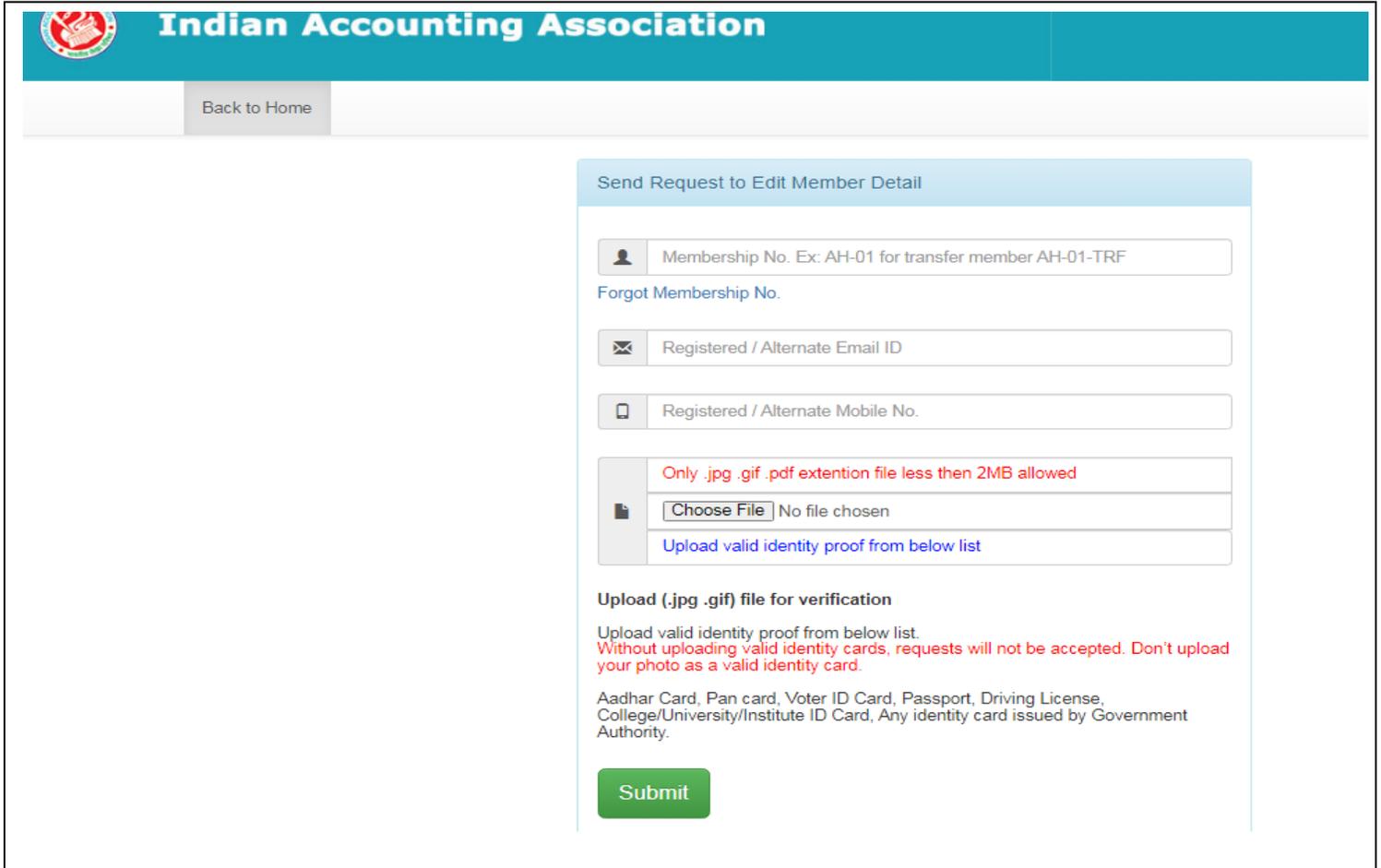


INDIAN ACCOUNTING ASSOCIATION – KYC UPDATION PROCESS EXPLAINED

Step 1 : Click this link <https://indianaccounting.org/members/>

The following page will appear



The screenshot shows the Indian Accounting Association website interface. At the top, there is a teal header with the association's logo and name. Below the header is a navigation bar with a "Back to Home" button. The main content area features a form titled "Send Request to Edit Member Detail". The form includes several input fields: "Membership No. Ex: AH-01 for transfer member AH-01-TRF" with a "Forgot Membership No." link below it; "Registered / Alternate Email ID"; "Registered / Alternate Mobile No."; and a file upload section with a red warning message: "Only .jpg .gif .pdf extention file less then 2MB allowed". The file upload section contains a "Choose File" button, the text "No file chosen", and a link "Upload valid identity proof from below list". Below the form, there is a section titled "Upload (.jpg .gif) file for verification" with instructions: "Upload valid identity proof from below list. Without uploading valid identity cards, requests will not be accepted. Don't upload your photo as a valid identity card." A list of acceptable documents is provided: "Aadhar Card, Pan card, Voter ID Card, Passport, Driving License, College/University/Institute ID Card, Any identity card issued by Government Authority." At the bottom of the form is a green "Submit" button.

Step 2 : Fill your Membership number correctly (To know your Membership ID, click the below link <https://indianaccounting.org/membersdirectory.php> then click your respective city, e.g. Coimbatore, then get your Membership ID) Then fill email id, phone number and then upload your valid ID Proof as said above. Click submit. The following will be displayed

← → ↻ indianaccounting.org/members/verify.php



Indian Accounting Association

[Back to Home](#)

Request Status

We have received your request for updating of IAA member details.
We will verify your identity with in two working days.
After successful verification we will send you member details update link by an Email.
For it please check your primary, promotions or spam email box.
When you will update your details, then you will receive confirmation email.

Step 3 : Check your email (check your spam folder also). You would have received an email from IAA like this

IAA - Member Edit Request Verified Inbox x  

 **mail@indianaccounting.org** 11:32 AM (3 hours ago)   

to me ▼

Dear Member

Greetings from Indian Accounting Association!

We have verified your identity. To update your IAA member details please click on given below link and update your details. Please keep ready your passport size photographs.

Link: [Click here to Update](#)

With regards,

Prof. Sanjay Bhayani
General Secretary

Prof. Arindam Gupta
Treasurer

Step 4 : Click the above link – Click here to update...the following screen will appear

View / Update Member Detail

* fields required compulsory

Personal Information

Membership No.	Branch Name.		
<input type="text"/>	<input type="text"/>		
Prefix *	First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Designation	Blood Group *	Gender *	Birth Date *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address *	City/Village/Town *	Pincode *	State *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Photograph *	Mobile (10 Digit Only) *	Email *	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Specialization	Aadhar Card (12 digit only) *	Pan Card (10 Alpha and Digit only)
	<input type="text"/>	<input type="text"/>	<input type="text"/>

No file chosen
Only .jpg .gif extension
Photo less then 2MB allowed

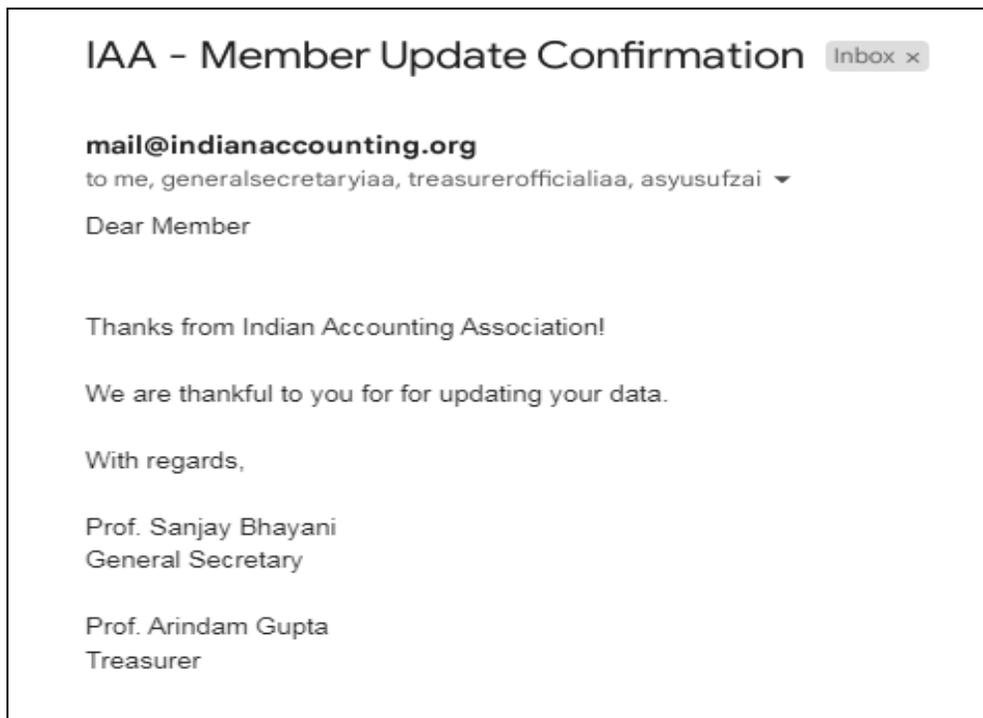
Office/Institution Detail

Institute/College/Uni./Office	City/Village/Town	State	Pincode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 5 : In the above screen fill all the details, insert your recent photo and fill your AADHAR and PAN number and click update. Now you will get the following screen



Step 6 : Check your email again. The following confirmation mail from IAA will be in your inbox.



NOW THE PROCESS OF IAA – KYC UPDATION IS COMPLETED SUCCESSFULLY.