INDIAN ACCOUNTING ASSOCIATION – KYC UPDATION PROCESS EXPLAINED

Step 1: Click this link [https://indianaccounting.org/members/](https://indianaccounting.org/members/)

The following page will appear

Step 2: Fill your Membership number correctly (To know your Membership ID, click the below link [https://indianaccounting.org/membersdirectory.php](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
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**

mail@indianaccounting.org

to me:

Dear Member,

Greetings from Indian Accounting Association!

We have verified your identity. To update your IAA member details please click on the given 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](image)

**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

![Office Institution Detail](image)
Step 6: Check your email again. The following confirmation mail from IAA will be in your inbox.

IAA - Member Update Confirmation

mail@indianaccounting.org
to me, generalsecretaryiaa, treasurerofficialiaa, asyusuzai

Dear Member

Thanks from Indian Accounting Association!

We are thankful to you for for updating your data.

With regards,

Prof. Sanjay Bhayani
General Secretary

Prof. Arindam Gupta
Treasurer

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