NIVESH MITRA 3.0

PROCESS NOTE

Updating phone number, email ID or other non-editable profile fields

When is this process required? If an entrepreneur / investor needs to change a phone number, email ID or any other field that cannot be edited directly on the portal, a formal request must be submitted for verification.

SUBMISSION PROCESS

1 — GET A TICKET
Call the Helpdesk if you do not already have a complaint / ticket ID.

2 — PREPARE LETTER
Use the company letterhead. State the exact field to be changed and why.

3 — ADD DETAILS
Mention all required IDs and the specific reason for the request.

4 — ATTACH PROOFS
Add the company and identity documents listed below.

5 — EMAIL ONE PDF
Merge all pages into one PDF and send it from the official company email.

A. DETAILS TO INCLUDE IN THE REQUEST LETTER

The request letter must be on the **Company's official letterhead** and duly **signed and stamped by the authorised signatory**.

1. Nivesh Mitra 3.0 User ID (15-character alphanumeric)
2. Unit ID (15-character alphanumeric)
3. Request ID (20-digit numeric)
4. Complaint Reference Number / Ticket ID
5. Specific reason for requesting the change

Need a Ticket ID? Call **0522-6923000** to obtain one. The ticket ID format starts with **#TT260** (followed by the system-generated characters).

B. DOCUMENTS TO ATTACH

Attach clear, legible copies of all the following:

- Company Registration Certificate
- Company PAN Card
- Aadhaar Card

C. FINAL PDF CHECK

Merge the signed request letter and all supporting documents into **one single PDF file** before sending. Check that every page is readable and all details are correct.

D. SEND THE REQUEST	Send the single PDF from the Company's official email ID only.
To: info@investup.org.in	**CC / Also send to:** investup@wewinlimited.com

IMPORTANT Requests sent from personal email addresses or submitted without the required details / documents may not be considered for processing. Ensure the request is complete before submission.