



APRIL 2021

NEWS LETTER

From Customer Care Desk

APRIL 2021 "NEWS LETTER" with the latest communication, updates and other important points.

LATEST COMMUNICATIONS AND UPDATES



DECLARATION OF SELF CERTIFICATE (DSC) FOR F.Y. 2020-2021

(Mail dated – 1st Apr 2021)

- ▶ This is to inform you that you can submit the Declaration for Self Certification (DSC) for F.Y. 2020-2021 from your Partner Desk → Investments → Mutual Funds → Declaration of Self-Certification
- ▶ Last date of submission is 30th June 2021. Failure to do so shall result in suspension of your Partner Code leading to Brokerage withholding & Restriction on entries in Trax. Further, your brokerage will be withheld from 1st July.
- ▶ Also note that if you fail to submit the DSC before 31st Dec 2021, all the withheld brokerage due to such non-submission of DSC (from 01st July onwards) will get forfeited and your partner code will be deactivated.
- ▶ If you are involved in PMS distribution, you must submit separate DSC for PMS brokerage within 15 days from the end of the financial year. i.e by 15th April 21. The same can be submitted through above mentioned link from your Partner Desk.
- ▶ In case if there is any non compliance, its effect on business mobilisation as well as brokerage would be the same as applicable for Mutual Fund distribution.

ARN VALIDITY EXTENDED TILL 01-07-2021

(Mail dated – 3rd Apr 2021)

Note: This communication is sent to impacted partners only.

- ▶ We wish to infoNote: This communication is sent to impacted partners only. Inform you that the validity of your **ARN has been extended till 01-07-2021** in our record on the basis of the below relaxation given by AMFI & NISM.
- ▶ The validity of NISM certificates of those who could not appear or attend or enroll for certification examinations or CPE programmes and as such, could not renew/ are not in a position to renew their certificates, during the period March 15, 2020 to June 30, 2021 (or time period based on future developments/ the Government directions), shall be extended till July 01, 2021."
- ▶ "Accordingly, the validity of ARN (of individual ARN holders) & EUIN which are expiring during the period March 15, 2020 to June 30, 2021, will also stand automatically extended till July 01, 2021, since the validity of ARN (of individual ARN holders) & EUIN are co-terminus with NISM Certification."

UPDATE BANK ACCOUNT DETAILS FROM PARTNER DESK

Note: This communication is sent to impacted partners only.

(Mail dated – 3rd Apr 2021)

- ▶ As you are aware, there has been a series of bank mergers since 2019/20. As a result of the PSU bank mergers, w.e.f 1st April'21. Due to same bank account number and IFSC Codes of Vijaya Bank and Dena Bank have changed.
- ▶ As your bank registered Vijaya/ Dena bank in NJ record, thus you will have to change your bank details to avoid rejection of your brokerage. **You can update you bank details from your partner desk >> Partner Profile >> Product Subscription Details >> payment details >> click on payment mode >> click on change bank - MUTUAL FUND.**

ADVANCE TRAIL FOR THE MONTH OF MARCH-21

(Mail dated – 5th Apr 2021)

Note: This communication is sent to eligible partners only for advance trail.

- ▶ This is to inform you that advance trail for the month of March'21 has been processed and the same will be paid within a couple of days. Your advance trail brokerage amount is equivalent to 70% of the previous month trail brokerage amount. Actual trail brokerage of said month will be processed by the end of the month.
- ▶ Kindly post a query if any related to trail brokerage only after processing of actual trail brokerage.

IMPORTANT COMMUNICATION REGARDING UPDATE THE NEW IFSC CODE

Note: This communication is sent to impacted partners only.

(Mail dated – 5th Apr 2021)

- ▶ As you are aware, there has been a series of bank mergers since 2019/20. As a result of the PSU bank mergers, w.e.f 1st April'21 IFSC of Below mentioned banks have changed.
- ▶ We will update the new IFSC on your existing bank details attached in email. Your Bank account number will remain the same.

PSU BANKS MERGER LIST	
OLD BANK	NEW BANK
ANDHRA BANK	UNION BANK OF INDIA
CORPORATION BANK	
ORIENTAL BANK OF COMMERCE	PUNJAB NATIONAL BANK
UNITED BANK OF INDIA	
ALLHABAD BANK	INDIAN BANK
SYNDICATE BANK	CANARA BANK

- ▶ Moreover, We will update the new IFSC code where the bank has changed only the IFSC Code.

IMPORTANT INFORMATION ABOUT LAUNCH OF MARS SWP PORTFOLIO

(Mail dated – 6th Apr 2021)

- ▶ **We are pleased to announce that we have launched the MARS SWP Portfolio.** Find below the process in brief and other details about the portfolio.
 1. The SWP Portfolio 2021 is made live in the system for Purchase on 3rd April 2021.
 2. To register SWP in SWP Portfolio 2021, the Min. Portfolio Value is kept at Rs. 3 Lakh.
 3. SWP will be triggered in the portfolio from Designated debt scheme only (Aditya Birla SL Money Manager Fund currently)
 4. The SWP Installment amount will be limited to 7% per annum based on the Portfolio Value as on date of registration of SWP

5. Debt Scheme in the portfolio will be replenished annually during the rebalancing cycle.
 6. The SWP will stop automatically if the balance in Debt Schemes goes down to Nil or less than the Installment Amount.
 7. **SWP Registration Process:**
 - Step 1: Investor makes purchase in MARS SWP portfolio through fresh purchase or Switch
 - Step 2: Once the purchase transaction is completed, investor initiates SWP registration using SWP registration module. (Path: MARS > Transaction > SWP Registration)
 8. Please note that SWP will be registered separately only and not at the time of purchase in the portfolio.
 9. If SWP date falls within 5 days of SWP registration, the SWP will begin from next month. Example - If SWP is registered on 10 April and SWP date selected is 12, SWP will start from May. If SWP date is 25, it will start from April.
 10. SWP registration through PIT - Partner can register SWP for the investor by going to below path
(Path: Investments > MARS > Partner Trax > MARS SWP Transaction)
- We request you to take maximum benefits of this facility to fulfill regular income need of your clients.

GOOD NEWS YET ANOTHER DIGITAL INITIATE AT NJ GROUP

(Mail dated – 9th Apr 2021)

- Since last couple of months we have been working religiously on "Digital Initiatives" to provide simple & efficient service experience. In line with the above we launched "ONLINE REQUEST SUBMISSION" utility for NJ EWA Customers in February 2020 where a lot of Physical requests got eliminated resulting into quick & efficient request submission.
- **It gives us immense pleasure to extend the said Services for our valued NJ Wealth Partners from 07 April 2021.**

Important Points:

- These are the requests which currently require Physical document submission to NJ.
- These requests shall now be submitted online eliminating the need of submitting Physical documents to NJ.
- Partner shall be able to Initiate request from Partner Desk >> Admin >> NJ Services - Requests >> Online Request Submission and the same shall have to be authorized through e-sign.
- Below are the documents which can now be submitted online:

No.	Name of Physical Documents	Authorization Mode
1	Additional / Modification of nominee	E-sign
2	Change of address request	E-sign
3	Signature change request	E-sign
4	Addition /Modification of Authorised Person	E-sign

- We are sure that this utility shall be warmly welcomed and shall add a very good value to your service experience. Our team is dedicatedly working to provide you the best of the Solutions and are committed to serve you in the best possible way.

INTRODUCING NEFT/RTGS & UPI PAYMENT MODE IN CAPITAL MARKET

(Mail dated – 9th Apr 2021)

- We are glad to inform you that NEFT, RTGS & UPI payment modes are now available for Capital Market Margin updation in NJ E-Wealth Account.
- Important guidelines for NEFT/RTGS payment mode:**
- Following NJ bank account to be used for transferring funds through NEFT/RTGS for Capital Market. One time NJ bank details to be added as beneficiary by client in his/her bank account for transferring the funds

Bank Name: **HDFC Bank Ltd.**
Account Name: **NJ INDIA INVEST PRIVATE LIMITED**
IFSC Code: **HDFC0000240**
Branch Name: **Sandoz Branch, Mumbai**
Bank Account Number: **NJINCM<UCC>**

- NJ Bank account number will be unique for each client code i.e. UCC (Unique client code allotted by NJ at the time of E-Wealth Account opening) which will be combination of "NJINCM" followed by <UCC>

Important guidelines for UPI payment mode:

- Client need to have virtual payment address (VPA) for making payment using UPI.
- Client has to create VPA from his/her Bank mobile application or BHIM application
- Fund transfer request will be as per the Limit prescribed by NPCI & the provided by Bank Currently upto Rs. 1 lakh can be initiated from NJ E-Wealth account using UPI.

Important Common Points:

- It is mandatory to submit fund transfer request from NJ E-Wealth Capital Market or through Call & Transact facility after transferring the funds.
 - If payment is done without submitting fund transfer request in NJ system, refund will be initiated to client originating bank account by EOD of T+1 working day (T day = Receipt of fund in NJ bank account)
 - It is mandatory to transfer the same amount as entered in the transfer request initiated. In case of requested amount & actual received amount in NJ Bank account differs then amount received in the bank account will be considered and accordingly margin will be provided to the client.
 - NEFT/RTGS should be done only from the Bank account registered with NJ. If payment is received through an unregistered bank account, the same shall be refunded to client originating bank account by EOD of T+1 working day (T day = Receipt of fund in NJ bank account)
 - Only NEFT/RTGS option to be used while transferring funds from client bank account, IMPS option should not be used.
 - For UPI payment mode Fund transfer has to be authorized from the Bank account number which is selected at the time of fund transfer request submission in NJ system. NJ Bank will auto refund the amount if the fund is authorized from another bank account.
 - For NEFT/RTGS - Margin will be provided on receipt of fund confirmation MIS by NJ bank. (Approx 2 Hours)
 - For UPI - Margin will be provided instantly.
 - All fund transfer request submitted after market hours/ on non working day will be processed on next trading day.
- ▶ Kindly refer email for demo.
- ▶ We believe that the new initiative would be warmly welcomed by our valued Partners.

WAY FORWARD IN THE CURRENT SITUATION OF COVID-19

(Mail dated – 10th Apr 2021)

- ▶ We have been experiencing the 2nd wave of Covid-19 cases in India. We at NJ have always kept the safety and health of our employees, partners & clients at the top priority and Looking at the current situation **we have decided to Work Digitally (Work from Home) to stay safe and protected from the dangerous Novel Coronavirus. All our employees shall be working from home and therefore all NJ Branches including the Head Office shall remain physically closed wef: 10th April 2021 until further notice.**
- ▶ Since last more than a year we have been religiously working on "**DIGITAL INITIATIVES**" to eliminate the need of Physical documents for smooth transacting experience and risk free execution sitting at home. We are delighted to say that we recently launched "**ONLINE REQUEST SUBMISSION**" utility which caters most of the requests digitally eliminating the need of submission of physical documents.

- ▶ While we shall be working from home we are well equipped to service our Partners Digitally. However, cases where there is a need to submit physical documents we wish to inform you that **we shall be re-starting the Document Pick-up facility by 15th April 2021**, through which physical documents shall be collected from your doorstep and shall be received at our Head Office for processing.
- ▶ In case you wish to send us the Physical documents directly, you may courier them on below address:
NJ India Invest Pvt. Ltd.
 NJ Center, 'B' Tower,
 802-Udhna Udyog Nagar Sangh Commercial Complex,
 Central Road No. 10, Udhna,
 Surat - 394210. Gujarat.
- ▶ We shall be working with minimal staff at head-office and therefore the physical requests received at head-office shall be processed on **T+7** days from the receipt of documents. We further, urge you to maximize the usage of Digital utilities and avoid submitting physical documents.
- ▶ Further on an exceptional basis, we shall be executing the DIS through scanned copies. We request you to email scanned copy of the DIS to or send the same through **whatsapp on: +91 9512640078** along with UCC mentioned on the same. Further, It shall be Mandatory to submit the physical copy of such DIS immediately to NJ branch once normal operation starts.
- ▶ Our Team is committed to serve you in the best possible way and we are sure you will appreciate this decision of ours and continue to have the same trust and faith in NJ as always.

IMPORTANT COMMUNICATION NJ E-WEALTH ACCOUNT - NON BUSINESS DAY ON 13TH APRIL 2021

(Mail dated – 12th Apr 2021)

- ▶ As informed by Exchange, please note that due to **bank holiday on 13th April 2021 on account of Gudi Padwa**, following Mutual Fund transactions processing will be impacted on 13th April 2021.

Applicable NAV matrix for 13th April 2021 - Non business day and transaction acceptance on NJ E-Wealth due to Gudi Padwa				
Transaction Type	Scheme Type	Transaction Submission Date	NAV Applicability	Units Settlement / Fund Payout
Purchase / SIP / SWI / STP	Equity	12th April 2021 (After cutoff) To 13th April 2021 (Before cutoff)	13th April 2021	15th April 2021
Purchase / SIP / SWI / STP	Other than Equity	12th April 2021 (After cutoff) To 13th April 2021 (Before cutoff)	15th April 2021	16th April 2021
Redemption / SWI / STP / SWP	Equity	12th April 2021 (After cutoff) To 13th April 2021 (Before cutoff)	13th April 2021	As per scheme TAT (i.e 19th April)
Redemption / SWI / STP / SWP	Other than Equity	12th April 2021 (After cutoff) To 13th April 2021 (Before cutoff)	15th April 2021	As per scheme TAT (i.e 16th April)

- No redemption payout & units allotments will be done for any types of transactions on 13th April 2021.
- No transaction will be processed due to holiday on 14th April 2021 on account of Dr. Babasaheb Ambedkar Jayanti
- ▶ We request you to please take a note of above & also inform your clients.

YET ANOTHER DIGITAL INITIATIVE AT NJ GROUP LAUNCHING ONLINE TRANSACTIONS FOR NJ PMS

(Mail dated – 13th Apr 2021)

Note: This communication is sent to active PMS partners only.

- ▶ IT GIVES US IMMENSE PLEASURE TO INTRODUCE **ONLINE TRANSACTION SUBMISSION UTILITY ON 'PMS DESK'** TO ELIMINATE PHYSICAL DOCUMENT SUBMISSIONS AND WILL HELP US TO GIVE YOU BETTER SERVICE EXPERIENCE.

Important Points:

- The transaction which currently requires submission of physical documents can now be submitted / executed through online mode and hence it completely eliminates the requirement of physical submission of forms / documents. To avail this facility existing PMS clients whose account has been opened on or before 31st Dec 2020 are required to submit one time online consent/addendum and upon approval of the consent/addendum from HO, clients will be able to transact through online mode. (For consent / addendum , please refer email dated December 9, 2020 from NJ Assist with subject line "CONSENT BY PMS CLIENTS FOR ONLINE TRANSACTIONS IN NJ PMS")
 - Clients shall be able to Initiate request from **PMS Desk > Utility > Document Submission Utility**, where clients are required to upload **duly filled pdf form** which needs to be authorized through e-sign by the Client.
 - Considering the pandemic situation we have also worked to eliminate the requirement for printing and scanning activity wherever possible, so that clients can use the editable pdf and complete the E-sign on the request. However certain requests which require physical signature will not be processed based on editable pdf and would require scanned copy + E-sign from client. Such request includes change in email, contact details, Bank account, nominee etc., and Fees & Charges page.
- ▶ Kindly check mail to refer help file.
- ▶ Below is the list of Documents which can now be submitted online:

Sr. No.	Name of Physical Documents	Authorization Mode	Esign to be done by	TAT for Request Approval
1	Consent / Addendum to PMS Agreement	E-sign	All Holders	T+1
2	PMS Topup with security selling	E-sign	First Holder	T+1
3	PMS Partial Redemption request	E-sign	First Holder	T+1
4	PMS Account Closure Request Form	E-sign	All Holders	T+1
5	PMS Investment Approach (IA) Switch request	E-sign	First Holder	T+1
6	PMS Bank account modification request	E-sign	All Holders	T+2
7	PMS Email / Mobile / Nominee / Address modification request	E-sign	All Holders	T+2

- ▶ Kindly take a note that the above TATs are for the transaction/request approval, however the timeline for the investment and redemption payout remains unchanged and will be completed within 4 and 5 working days respectively from the date of transaction processed/approved.
- ▶ While we shall be working from home we are well equipped to service our Partners Digitally. However, cases where there is a need to submit physical documents we wish to inform you that we have restarted Document Pick-up facility, through which physical documents shall be collected from your doorstep and shall be received at our Head Office for processing and these requests will be processed on T+7 days from the receipt of documents. This will include post activation documents in case of individual clients' account opening (POA, Acknowledgement and Fees and Charges page), Non-individual/NRI client's account opening and transmission requests for NJ PMS accounts.
- ▶ We are sure that this Digital Initiative shall add a good value to your as well as your customer's service experience. Our team is dedicatedly working to provide you the best of the "Digital Solutions" and are committed to serve you in the best possible way.
- ▶ Kindly note that we will also be sending one intimation mail to all the existing PMS clients.

TER CHANGE IMPACT IN BROKERAGE

(Mail dated – 18th Apr 2021)

- ▶ As per our earlier communication on 30th Sept 2020, the rates will be reduced every 6 months subject to TER of a scheme being reduced by 5 bps since last TER cut impact was given. Every year rate revision will be done twice a year in April & October (on the basis of TER of previous month).

Thus from 1st April 21, brokerage rates of attached schemes will be reduced as the difference between the TER cut impact given month as compared with March 21 is more than 5 bps.

- ▶ The rate reduction in all the schemes will be applicable for all the assets procured on or before 31 Mar 2021. Kindly check email to refer attachment.

INTRODUCING DEDICATED NRI DESK FOR E WEALTH ACCOUNT OPENING

(Mail dated – 30th Apr 2021)

- ▶ It is with great pleasure that we announce the initiation of **"NRI DESK FOR OPENING NRI E WEALTH ACCOUNTS"** to support partners for Acquiring NRI E wealth accounts. Partner can contact the NRI desk for any clarification required for NRI E wealth accounts.
- ▶ We have prepared the detail [FAQ on NRI E wealth account](#) which can be referred by partners before /after calling the NRI DESK.
- ▶ We will incorporate the FAQ in NJ assists & on partner desk for ready reference.
- ▶ We also understand that the NRI E Wealth Account is an untapped segment which many of you will like to explore as it offers huge opportunities to grow and multiply business. You shall be able to get assistance & Necessary support for Acquiring new NRI E wealth Account.
- ▶ NRI Desk will be Handled by Mr. Abhishek Chakraborty and contact details are

Email id :- nridesk@njgroup.in

Mobile Number :- 9099029981

- ▶ Hope that you take maximum benefit of the NRI Help Desk and bring in More and More NRI E Wealth Accounts.

IMPORTANT POINT TO REMEMBER

ONLINE REQUEST SUBMISSION FROM DESK

- ▶ It is our continuous endeavor in providing “**Digital**” facilities to our clients for reducing physical paper work.
- ▶ “**Online Request Submission**” utility will help Partners and E-Wealth Clients to submit the requests online which eliminates lot of physical request. It also helps for faster processing and minimize rejections.
- ▶ Partners can initiate online request from below path and same shall have to be authorized through e-sign / OTP by NJ E-Wealth clients.

Partner Desk >> Admin >> NJ Services - Requests >> Online Request Submission >> Add.

- ▶ NJ E-Wealth Client can also initiate the request from their **NJ E-Wealth Desk >> Admin >> Online Request Submission >> Add.**

Please find the below request which can be submitted via Online Request Submission:

Sr. No.	Name of Physical Documents	Authorization Mode	Customer Initiated	Partner Initiated
1	Redemption Through DP	E-Sign	Yes	Yes
2	Capital Market Activation Form	E-Sign	Yes	Yes
3	Nomination Addition form	E-Sign	Yes	No
4	Nomination Modification form	E-Sign	Yes	No
5	DIS Requisition (Re-Issue) Form	E-Sign	Yes	No
6	Account Closure Request	E-Sign	No	Yes
7	MF Restatementization Request	OTP	No	Yes
8	Income & Networth Modification	OTP	Yes	Yes
9	MF Tariff Change Request	OTP	No	Yes
10	Capital Market Tariff Change Request	E-Sign	No	Yes
11	CKYC Form	E-Sign	Yes	Yes
12	Bank Modification Form	E-Sign	Yes	Yes

- ▶ Client can authorize the request by email or by login to their **E-Wealth Account >> Admin >> Profile >> Online Request authorization.**
- ▶ Once the request is received, the same shall be processed in T+2 working days and an email intimation will be sent to client and partner.
- ▶ Partners and clients can also get the status of the online request from their respective desk from above given path under Edit option.
- ▶ **We are sure online document submission utility will help you to serve the clients in an efficient way.**

Request you to refer NJ Assist for more details.