



JANUARY 2024

NEWS LETTER

From Customer Care Desk

January 2024 "NEWS LETTER" with the latest communication, updates and other important points.

LATEST COMMUNICATIONS AND UPDATES



URGENT AND IMPORTANT: REMINDER FOR SUBMISSION OF TAX IDENTIFICATION IDENTIFICATION NUMBER (TIN) / EQUIVALENT IDENTIFICATION NUMBER DOCUMENTARY PROOF

(Mail dated – 1st Jan 2024)

- ▶ Your immediate attention is drawn to the earlier email communication dated September 22, 2023 wherein we have insisted on providing the proof of TIN or an equivalent level of identification (Eg. Social Security Number, National Insurance Number, etc.)
- ▶ It has been observed that we have not received any type of TIN proof or an equivalent level of identification yet from the client registered under your partner code. Attached herewith is the list of clients.
- ▶ Thus, in view of the above, you are requested to assist the clients to provide the necessary documentary TIN/equivalent level of identification number proof either through email on compliance.verification@njgroup.in or the path mentioned below on or before 05th January 2024.
- ▶ **Path:**
 - Partner Desk > Stock Exchange > Partner Trax > Online Request Initiation > Submission of Tax Identification Number (TIN) proof (Client needs to authorize the same through OTP).
 - E-Wealth desk > Menu > My Profiles > Online Request Submission > Submission of Tax Identification Number (TIN) proof
 - **Note:** Please mention the UCC, Name of the holder, PAN along with the necessary documentary TIN proof in the email sent on compliance.verification@njgroup.in
 - In case of non-submission by the client till the above mentioned date, trading account will be deactivated and the demat account will be marked for "Frozen for Debit" till the receipt of a valid proof.

NJ PMS - ENHANCEMENT IN FUNCTIONALITY AVAILABLE ON PMS DESK

(Mail dated – 1st Jan 2024)

- ▶ In our ongoing commitment to elevate our services, we are pleased to introduce several enhancements for investors using the NJ PMS desk. These improvements offer more flexibility, in-depth insights, and an overall enhanced experience.

► **Expanded “My Details” Section**

"My Details" section has been enriched with additional information for a more comprehensive user profile for the following reports which investor's can refer to at:

NJ PMS Desk > Admin > My Details.

- (1) Tax Status
- (2) Enrolment Type
- (3) Date of Birth/Date of Incorporation (DOB/DOI)
- (4) Secondary Email (Primary Holder)
- (5) Other Applicants' Details
- (6) DP Client ID and Unique Client Code (UCC No.)
- (7) Nomination Details - All registered nominee in PMS account with their relation and percentage
- (8) List of All Registered Banks - Merger in Public Sector Banks resulted in modification of bank's IFSC and the bank account number.

► **Bank Mergers where IFSC codes have been changed** - To update new IFSC code in our system bank details are already updated in NJ PMS records - The investor's mandatorily required to verify the registered bank details in their PMS account.

► **Bank Mergers where along with IFSC code Bank Account numbers have also been changed.** - Investors need to submit duly filled and signed PMS Modification requests along with updated Bank proof. Steps to efficiently complete the process online are listed below:-

Go to PMS Desk > Utility > Document Submission utility > PMS Bank account Modification request

- Investors shall be routed to a new tab where the “Add” button is to be clicked.
 - Select from the service request dropdown list - “PMS Bank account Modification request”
 - Upload the scanned copy of the duly filled and signed request form, along with the necessary supporting documents. The latest forms are accessible for download on the same screen.
 - Click on the "Final submit" button to complete Esign for all holders.
- The final status PMS Bank account Modification request being processed or rejected will be communicated to investors and partners on T+2 business days. Non individual investors PMS Bank account Modification requests will be accepted only through the physical application process.
- Non individual investors PMS Bank account Modification requests will be accepted only through the physical application process.
- We had shared a list of investors with you for prompt action.
- (9) Income and Net worth - PMS investors are requested to verify and update their income and net worth details on the NJ PMS desk.
 - (10) FATCA Declaration - PMS investors are requested to verify and update their FATCA details on the NJ PMS desk.
- If the investor is having tax residency as other than India, the Investor is required to update the correct TIN/equivalent identification number along with the proof of TIN or an equivalent level of identification (Eg. Social Security Number, National Insurance Number, etc.) to NJ AMC.
 - We have enabled digital updation functionality on the PMS desk to submit the TIN/ equivalent identification number documents online from the path mentioned below:
PMS Desk Utility>>Document Submission Utility>>Submission of Tax Identification
 - If your latest tax residency is only India, you are requested to update your FATCA declaration from the path mentioned below:
PMS Desk>>Admin>>My details>>Fatca Declaration

ENHANCEMENT IN EXISTING CLIENT COMPLIANCE DETAIL REPORT ON PARTNER DESK

(Mail dated – 3rd Jan 2024)

- ▶ In addition to the email dated 06th December 2023 titled "Enhancement in existing Client Compliance Detail Report on Partner Desk", we would like to inform you that we have added a Summary option which will provide you with list of clients with AUM and No. of folios which are impacted due to compliance requirement. Further, we have added a feature, by clicking on the respective clients, it will provide you with a detailed report for your further actionables.
- ▶ The said report is available at the **Partner Desk >> Investment >> Mutual Fund >> Client Compliance Detail Report >> Report Type >> Summary**.
- ▶ Hope this enhancement will help you focus and target clients which are impacted due to compliance requirements.

UPDATES FOR MF INVESTMENTS FROM US / CANADA NRIs

(Mail dated – 4th Jan 2024)

- ▶ NRI is a segment that has a lot of business potential for our NJ Wealth Partners to build a good business. We have been receiving queries from partners on available investment options for NRIs visiting India from US and Canada.
- ▶ On the basis of the queries we are getting regarding the same, please find enclosed the list of selected AMCs which accept investments from NRIs visiting India from US and Canada in physical mode.

Name of AMC	Investment Mode Available for US	Investment Mode Available for Canada
Aditya Birla Sun Life AMC Limited	Yes	Yes
Axis Asset Management Co. Ltd.	Yes	No
DSP Asset Managers Private Limited	Yes	No
Edelweiss Asset Management Limited	Yes	No
HDFC Asset Management Company Limited	Yes	No
Kotak Mahindra Asset Management Company Limited.	Yes	Yes
Mahindra Manulife Investment Management Pvt. Ltd.	Yes	No
Motilal Oswal Asset Management Company Limited	Yes	No
Nippon Life India Asset Management Limited	Yes	Yes
NJ Asset Management Private Limited	Yes	Yes
SBI Funds Management Limited	Yes	Yes
Tata Asset Management Limited	Yes	Yes
UTI Asset Mgmt. Co. Ltd.	Yes	Yes
WhiteOak Capital Asset Management Limited	Yes	Yes

▶ Please note the important points:

1. For physical mode of transactions, AMCs require additional written declaration as per their own format during the investment process along with the immigration proof (Proof that they are present in India at the time of Investment).
2. Declaration format for all the above mentioned AMCs can be taken from NJ PSCs

▶ Alternatively, you can reach us at nridesk@njgroup.in or call us on +91-9099029981 to get more information on solutions regarding Account Opening and relevant queries.

▶ Click here to find the [attached](#) NRI Declaration of few AMCs for your ready reference. You may check the latest copy of declarations for all these AMCs at our NJ PSCs.

UPDATES ON MARS

(Mail dated – 4th Jan 2024)

- ▶ MARS completed 10 years on 16th December 2023, and we thank you for your support and confidence in making MARS a success. Please note that we have recently made a few changes as mentioned below in the MARS Portfolios w.e.f 04th January 2024.
- ▶ Scheme changes have been made in the MARS E100, E100A, Balanced Advantage Portfolio, Aggressive Hybrid Portfolio, Liquid Portfolio and all other Fixed & Dynamic Asset Allocation Portfolios.
 - New SIP Aggressive, SIP Diversified and ELSS Portfolios have been created. (We have renamed the old ELSS portfolio as ELSS Portfolio 2019 and SIP Aggressive Portfolio as SIP Aggressive 2018).
 - No change in Conservative Hybrid Portfolio.
 - The minimum amount for fresh purchase shall be revised as Rs 50,000 in all active portfolios. However, for ELSS portfolio the fresh purchase shall remain as Rs 10,000.
 - Fresh subscriptions shall be stopped in the MARS SWP portfolio.
 - One can opt for SWP in the MARS Balanced Advantage Portfolio or the MARS Aggressive Hybrid (Balanced) Portfolio.
 - The minimum amount for SIP in SIP Diversified Portfolio and SIP Aggressive Portfolio shall be ₹6,000 henceforth.
 - The minimum amount for SIP TOP-UP in SIP Diversified Portfolio and SIP Aggressive Portfolio shall be ₹600 henceforth. All schemes in these 2 SIP portfolios have or will soon have a minimum SIP amount as ₹100.
 - NJ India Invest Private Limited will no longer be initiating rebalancing transactions. We will be launching a utility in the month of February 2024 for the NJ Wealth Partners to initiate the rebalancing transactions at client level.
- ▶ Kindly note that we had done a DigiTalk session for Updates on NJ MARS yesterday i.e. 3rd January 2024 which can be viewed from the partner desk. **(Partner Desk >> E-Publication >> Digital Gallery).**
- ▶ You may also refer the [Presentation](#) which was taken in the said DigiTalk.
- ▶ Furthermore, below is the list of active MARS portfolios available for the Fresh purchases.

Active MARS Portfolio	
E50	SIP AGGRESSIVE
E70	SIP DIVERSIFIED
E80	ELSS
E100	Conservative Hybrid Portfolio
E100 Aggressive	Aggressive Hybrid Portfolio
Balanced Advantage Portfolio	Liquid Portfolio
DAA Aggressive	

NJ PMS - INTIMATION OF RE-BALANCING IN STIPULATED IAs

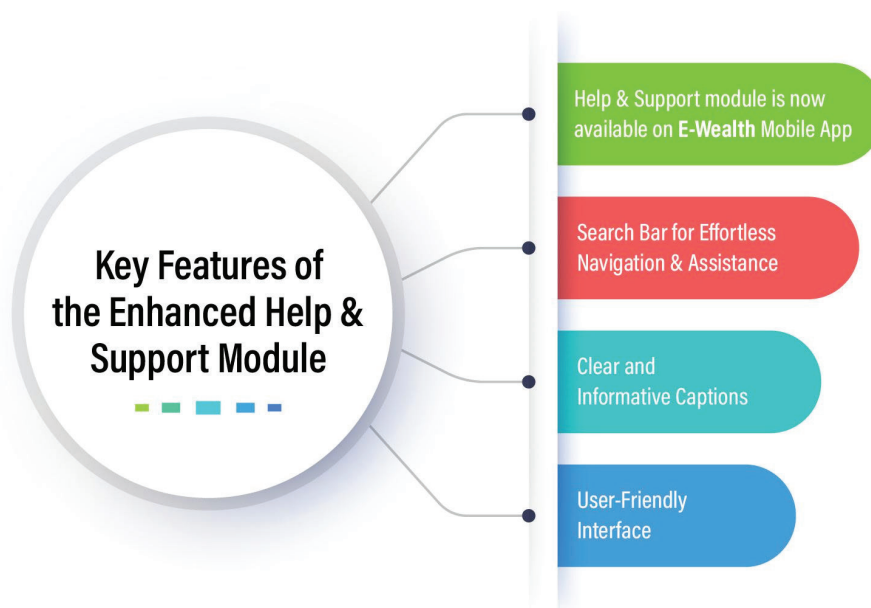
(Mail dated – 6th Jan 2024)

- ▶ As part of our fund management process, the portfolio rebalancing activity for the following Investment Approaches (IAs) will be initiated from January 31, 2024 onwards:
 - Multicap Portfolio - Equity Strategy
 - Dynamic Stock Allocation Portfolio - Aggressive - Hybrid Strategy
- ▶ **You are requested to note the following important points:**
 - Any investment received for Multicap Portfolio - Equity strategy before the rebalancing start date will be first invested in the existing portfolio and then rebalanced starting January 31, 2024. This has the potential to increase churn and transaction costs.
 - Investors may plan their fresh investments (including Top-up and Switches) into Multicap Portfolio - Equity strategy IA after February 2, 2024 to avoid this churn. Investors may consider investing in the Liquid Portfolio IA prior to February 2, 2024 and switch-in to above mentioned IAs after February 2, 2024.
- ▶ Kindly note that any request for withdrawal (including Switch-out) received in Multicap Portfolio - Equity Strategy and Dynamic Stock Allocation Portfolio - Aggressive - Hybrid Strategy IAs during January 31, 2024 to February 7, 2024, shall be processed on February 8, 2024 i.e. once the rebalancing activity is completed. Accordingly, the payout (including switch) will be processed within 5 business days from February 8, 2024.
- ▶ Please note a separate communication was sent to all PMS investors.

ENHANCEMENT IN HELP & SUPPORT UTILITY ON E-WEALTH ACCOUNT

(Mail dated – 6th Dec 2023)

- ▶ In response to the valuable feedback from our esteemed partners, we are delighted to announce significant enhancements to the query posting under the Help & Support utility on the E-Wealth Account (Both Web & Mobile App).
- ▶ These improvements have been made with the aim of providing a more seamless and efficient experience in addressing any queries or concerns.
- ▶ **Key Features of the Enhanced Help & Support Module:**



- ▶ Kindly find the [attached](#) help video that offers comprehensive insights into the features and functionalities of this utility.
- ▶ Furthermore, we are pleased to inform you that this enhanced feature will soon be available on both the Partner Desk and the mobile app.

AVAILABILITY OF BAJAJ FLEXI LOAN FACILITY FRESH AND TOP-UP

(Mail dated – 08th Jan 2024)

- ▶ With reference to our earlier communication regarding the temporary unavailability of the Bajaj Flexi Loan Facility w.e.f 26th December 2023, we would like to inform you that the Bajaj Flexi Loan Facility is resumed. Now, E-Wealth clients can apply for Fresh and Top-up loans from the E-Wealth account.
- ▶ Also note that there is a minor change in the ongoing steps /process for loan processing, so kindly find the attached help document for your ready reference.
- ▶ We apologize for any inconvenience caused and hope to continue providing you with the best possible services.

AUTO SELL OF SECURITIES FOR DEBIT BALANCE IN THE CAPITAL MARKET SEGMENT

(Mail dated – 08th Jan 2024)

- ▶ This is about our earlier communication in regards to “Auto Sell of Securities for Debit Balance client in Capital Market Segment” sent in the month of August 2018. We bring to inform you that, for Capital Market trades there arises a situation where a customer is under Debit balance due to Brokerage & taxes on the trades and trades executed in the Offer to Buy (OTB) segment. The customer shall have to clear the balance within the stipulated timeline as per regulatory guidelines.
 - An intimation Email & SMS will be sent to clients whose ledger balance is in debit for more than 7 days. The client shall have to clear the dues within six days from the communication date.
 - If the Client fails to clear dues within the stipulated timeline as shown in the table below, scrip equivalent to the value nearest to the debit ledger balance will be auto-sell.
- ▶ **Below table of Examples for reference:**

Example Case	Step 1	Step 2	Step 3
Debit Balance as on 5th January 2024	If not cleared by 12th January 2024. Email & SMS will be sent to Customer	The customer will have cleared the debits by 18th January 2024	If not cleared, scrip equivalent to the value nearest to the debit ledger balance will be auto-sell on 19th January 2024

- ▶ We request you to kindly take note of the above important points and also inform your customers to avoid any confusion & inconvenience.

INTRODUCING MULTILINGUAL SUPPORT AT NJ CUSTOMER CARE!

(Mail dated – 11th Jan 2024)

- ▶ We are constantly striving to enhance our customer experience, and we are thrilled to announce an introduction of Multilingual Support at the NJ Customer Care IVR system.
- ▶ **Key Benefits of Multilingual Support:**
 1. When you and your customers call NJ Customer Care, you will be asked to select your preferred language, i.e. English, Hindi or Gujarati and the entire flow will be directed in the selected language.
 2. Once a language is selected, the same language will be automatically selected whenever the same caller calls again from the same number and the language selection will not be asked from that caller.
 3. The customer care representative will also converse in the selected language with the caller.
 4. Option to change the desired language will also be available through the NJ Customer Care IVR system.
- ▶ We are confident that this enhancement will greatly improve your experience, and we look forward to serving you better with our Multilingual Support feature.

CAPITAL MARKET - SPECIAL LIVE TRADING SESSION ON SATURDAY, JANUARY 20, 2024

(Mail dated – 19th Jan 2024)

- ▶ This is to inform you that the Stock Exchanges (BSE & NSE) shall conduct a special live trading session with the intraday switchover from the Primary Site (PR) to the Disaster Recovery Site (DR) on Saturday, January 20, 2024, in Equity cash Segment.
- ▶ This is in accordance to SEBI Circular SEBI/HO/MRD/DMS1/CIR/P/2019/43 dated March 26, 2019, regarding framework for Business Continuity Plan (BCP) and Disaster Recovery Site (DRS) for stock Exchanges and depositories and BSE notice numbers 20220623-45 dated June 23, 2022 regarding Guidelines for PR to DR switchover mock and 20231025-56 dated October 25, 2023 regarding Trading through a separate set-up of Exchange's trading system.
- ▶ **The below are the trading session timings:-**

Trading Sessions (Primary Site)	From	TO
Pre-Open		
Order entry period	9:00 am	9:08 am
Matching period	9:08 am	9:15 am
Continuous Trading	9:15 am	10:00 am

Trading Sessions (Disaster Recovery Site)	From	TO
Pre-Open		
Order entry period	11:15 am	11:23 am
Matching period	11:23 am	11:30 am
Continuous Trading	11:30 am	12:30 pm
Closing	12:30 pm	12:40 pm
Post – closing	12:40 pm	12:50 pm

- ▶ At NJ, a live trading session was available on 20th January 2024 as per the timing mentioned in the above table.
- ▶ **Please note a few important points related to this live trading session on 20th January 2024.**
 1. Fund Transfer facility from NJ E-Wealth Account will be available from 00:01 am to 1:00 pm.
 2. Fund Withdrawal facility will not be available.
 3. eDIS facility will be available as per routine. (Same day eDIS opt cut off will be 1:00 pm)
 4. All the open orders of the Primary site shall be canceled before the start of trading from DR site. (i.e any order which is placed 9:00 am & 10:00 am & is not executed shall be auto-canceled before the Market starts from DR site at 11:15 am)
 5. Settlement of Friday 19, Jan 2024 & Saturday 20, Jan 2024 will be done on 22nd Jan, 2024.
 6. CNT line shall be available from 9:00 am to 1:00 pm.

TRADING HOLIDAY FOR MUTUAL FUND & CAPITAL MARKET SEGMENT ON JANUARY 22, 2024

(Mail dated – 20th Jan 2024)

- ▶ According to the notice released by Stock Exchanges, there will be a trading holiday on **Monday, January 22, 2024**.
- ▶ Consequently, No transactions will be executed on January 22, 2024. Also, redemption payout & unit allotments due on Monday (22nd January 2024) will be done on the next working day i.e. Tuesday (23rd January 2024).
- ▶ We request you to please take note of the same & convey your clients accordingly.

NJ PMS: LAUNCHING OF “SECURITIES TRANSFER” FOR FRESH INVESTMENT & ADDITIONAL TOP-UP

(Mail dated – 30th Jan 2024)

- ▶ We are excited to introduce the “Securities Transfer” feature which will provide flexibility for both existing as well as new investors at the time of onboarding and Top-up transactions in their PMS account.

- ▶ Please refer to **the key details regarding Security Transfer feature below:**

1. Eligible Securities:

This option is available exclusively for the transfer of listed equity securities & Mutual fund schemes with Direct Plan. Illiquid / Unlisted securities will not be considered and will be transferred back to the investor's source demat account.

2. Investment Flexibility:

Investors have the flexibility to meet the minimum investment threshold for PMS by combining any of the below payment options:

- Securities transfer
- Fund transfer
- Combination of Fund transfer and Securities Transfer both

3. Source Demat Account:

- The securities can be transferred from the investor's demat account held with any Depository Participant (DP).
- The first holder details of the PMS account must match the first holder in the source PMS account to avoid rejections.
- The investor should ensure to transfer the same securities to the PMS demat account as per details provided during the onboarding process.

4. Portfolio Adjustment:

Once the securities are transferred for investment in PMS, the same will be aligned as per the model portfolio. The stocks that are not part of the NJPMS portfolio will be liquidated and proceeds will be invested as per model portfolio.

All Investment Approaches (IA) are eligible including Non-Discretionary IAs.

The “Security Selling” option will be discontinued.

5. Transaction Reporting:

- In determining Capital Gain or Loss for reports, the transaction processing date by NJ PMS will be deemed as the purchase date, and the market value on the day preceding the transaction processed date will be considered as the purchase price for the securities.
- Transferred securities will be reflected in the “Portfolio Holding Report” on the PMS Desk upon completion of the transaction.

► Please go through the below mentioned process flow:

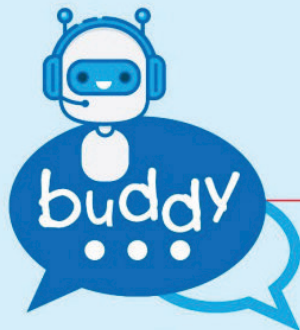
- The "Security Transfer" option can be selected during the Onboarding and Top-up request submission by the partner which is authorised by the investor.
- Upon selection of Security transfer option, the investor need to provide following details:
- **Source BOID** - Please indicate the BOID(s) from which the securities will be transferred. Investors will have the option to transfer securities from up to three demat accounts for a single transaction.
- **Upload Client Master list (CML)** - Upload the CML of source account from which securities will be transferred.
- **Security details** - Upload the excel file with details of ISIN and the Quantity of securities to be transferred (The format of the file is provided in the respective payment option).
- Once the application is submitted, the details will be verified by the NJ PMS team and approval email will be sent to investors and partners.
- Investors are requested to transfer the security to the Demat account maintained for PMS as per the timeline provided below.

	Transaction Type	Timeline for Transfer of Securities	Source of Demat details of Target account
1	Online onboarding	On or after 2 working days from the date of the approval email	Account opening form sent on investor's email id post E-sign of investors
2	Physical Onboarding for Non Individual and NRI	On or after 1 working day from the date of receiving the email instruction to transfer security.	Email instruction to transfer security
3	Top-up	After request authorized by investor	PMS Desk → My Details

- Upon completion of the transfer of security, partner/investor need to submit online confirmation for security transfer. [Click here](#) to submit the response for security transfer.
- We would like to express our gratitude for your continued support and patronage and look forward to serving you with our enhanced PMS through Securities transfer option.

IMPORTANT POINTS TO REMEMBER

GET INSTANT FEATURES & PROCESS AT YOUR FINGERTIPS



YOUR **24X7** COMPANION!

INSTANT FEATURES AND PROCESS AT YOUR FINGER TIPS!

**Available on Partner's Desk and
App. Access it now!**

FEATURES ON PARTNER DESK

- Login Reset (Client Desk & E-Wealth Desk)
- Client Master List (CML)
- Request for Account Statement
- DP Holding to Clients
- Trxn Confirmation Note
- EWA Opening Status
- DP Charges Status
- MF Valuation
- EWA SIP Status
- Contact Us
- Help Videos
- Tax Statement
- Register E-Mandate
- E-Wealth Mandate Status
- E-Wealth Transaction Status
- Ask Me
- PAN Aadhar Linking
- KYC Validation



WhatsApp: Send "Hi"
From Your Registered Mobile number
To **"6359900156"** to talk your BUDDY
and avail the services.



NJ INDIA INVEST PRIVATE LIMITED - AMFI REGISTERED MUTUAL FUND DISTRIBUTOR

MUTUAL FUND INVESTMENTS ARE SUBJECT TO MARKET RISK, READ ALL SCHEME RELATED DOCUMENTS CAREFULLY.

For detailed information for process, Please refer NJ Assist.