



MAY 2023

NEWS LETTER

From Customer Care Desk

May 2023 "NEWS LETTER" with the latest communication, updates and other important points.

LATEST COMMUNICATIONS AND UPDATES



NEW DEVELOPMENTS IN **LOAN AGAINST SECURITY:**

(Mail dated – 01st May 2023)

► In August-22, we started the facility to give a loan on Non-Demat Mutual funds with E-wealth and E-MF Accounts and got an overwhelming response from the said facility. In order to make NJ LAS products more convenient, we are coming up with the new features as mentioned below:

1. **Unpledge Utility** - Now clients can directly submit the Unpledge request for both Demat/Non-Demat MF pledged units through your E-Wealth desk instead of raising the requests through the Send Query option. Any such request for Partial / Full Unpledge will be executed within 2 working days.

Path: NJ EWA/E-MF > Transact > Loan > Release Securities.

Key points to note:

- Un-pledging of Units will be only available up to the principal paid amount.
- Charges for Unpledging Non-Demat securities will be Rs. 100+GST per RTA (As levied by RTAs).
- If any Non-Demat loan is applied but the client initiated the cancellation request before disbursement, then the loan will be marked as cancelled and the client will have to pay the necessary pledging charges (Only in the case of CAMS RTA) along with the un-pledging charges at the time of un-pledging the units.
- Charges for Pledging/Un-pledging Demat securities will be as per the existing practice only.

2. **Mandate reuse** - While Applying for Top-Up Loans, the client can use the existing Mandate given for the previous Loan.

Key points to note:

- Your bank account should be the same as your previous loan.
- Mandate should be in Approved status.
- The Mandate expiry date should be 3 months greater than the Top-Up Loan Tenure.
- The mandate limit should be greater than your top-up loan EMI amount.

3. **Payment Through QR Code** - Now client will be able to make loan payments through UPI using a QR Code.

RESUMING INTER AMC SWITCH TRANSACTION FACILITY ON NJ E-WEALTH PLATFORM:

(Mail dated – 02nd May 2023.)

- ▶ We are glad to inform you that we are resuming the Inter AMC Switch transaction facility (i.e. switch from one AMC to another AMC) on the E- Wealth platform with few changes as per compliance requirement with the implementation of Mutual Fund Non-Pooling regulations.
- ▶ This facility is made available w.e.f. May 04, 2023.

▶ Process in Brief:

- At the time of submission of transaction, client will select both the OUT & IN scheme along with other details such as Bank account (for redemption payout), switch amount, etc.
- Switch-OUT (Redemption) transaction will be executed first.
- Upon receipt of fund payout confirmation from the Exchange Clearing Corporation, NJ will generate the Switch-IN (Purchase) transaction up to the payout amount (Example given in below table).
- A communication will be sent to the client on registered email id & mobile through SMS/Whatsapp for Authorization of Switch-IN transaction.
- Client will have to authorize the Switch-IN (Purchase) transaction within 15 days. Further, Client will have the option to authorize the Switch-IN (Purchase) transaction only once i.e. at the time of authorizing the transaction, if the payment is not done then in such case the transaction cannot be authorized again and it will be auto canceled after 15 days.
- Separate communication for respective transactions i.e. Redemption & Purchase along with the status will be intimated to the client.
- In case Switch-out (Redemption) is rejected for any reason, purchase would not be generated.
- In case Switch-In (Purchase) is rejected, the amount will be refunded by the clearing corporation to the client source bank account. The entire Inter AMC Switch transaction journey is explained in the below table:

Step	Date & Time	Transaction	Day	Process at NJ
Step 1	02.05.2023, 11 AM	Inter AMC Switch done from Scheme ABC to Scheme XYZ Assuming Scheme ABC is Debt scheme having TAT of T+1 Day	Day 1	Switch out transaction is executed on the Exchange
Step 2	03.05.2023, 9:30 AM	Payout is initiated by the exchange to client back account & feeds are received to NJ	Day 2	Switch-In is generated & intimation is sent to client for authorization
Step 3	03.05.2023, 11:00 AM	Switch-in transaction is Authorized by client & payment is initiated	Day 2	Switch-In transaction is executed on the exchange
Step 4	03.05.2023, 01:00 PM	Payment is received by Exchange & map on transaction	Day 2	Transaction Confirmation is sent to the client

MARS UPDATE: RESUMING MARS PORTFOLIO SWITCH - PIT :

(Mail dated – 03rd May 2023)

- ▶ We are glad to inform you that we are resuming the partner-initiated transaction (PIT) facility for MARS Portfolio Switch, which was stopped with the commencement of the non-pooling regime for the execution of mutual fund transactions. This facility is live on the **Partner Desk > Investments > MARS > MARS Client Enrollment**. [Select 'Existing Client' & Portfolio Switch (Change of Model Portfolio) option]
- ▶ Brief details on the overall switch process and its key features are mentioned below.
- ▶ **Key features:**
 - Switch can be initiated for E-Wealth Account and EW-MF Account Holders.
 - Switch-in will be allowed in the new NJ MARS portfolio as a fresh investment and as a top-up investment in the existing NJ MARS portfolio. In addition to this, only a full (100%) portfolio switch will be allowed; a partial switch will not be allowed.
 - In order to complete the switch transaction, an investor will have to authorize **TWO different orders**. one time for the redemption order generated in the switch-out portfolio and another time for the purchase order generated in the switch-in portfolio, after the funds of all schemes are credited in the investor's bank account.
 - Investors will receive email and SMS/WhatsApp communication to authorize both the redemption and purchase orders.
 - Investors can now authorize the MARS Portfolio Switch Authorization facility through the E-Wealth Mobile App. Also. In order to avail this facility, kindly ask investors to update to the latest version of the EWA mobile app.
- ▶ **Process in Brief:**
 - The MARS Portfolio Switch being a single transaction in itself, it comprises two different orders, both of which will have to be treated separately for the authorization, and in order to successfully complete the switch transaction, both orders must get completed successfully.
 - As a part of the overall process, the system will generate a redemption order in the switch-out portfolio, and on its successful completion, the system will trigger a purchase order in the switch-in portfolio.
 - Click here to download help documents for the [Redemption Order Authorization Flow](#), [Purchase Order Authorization Flow](#) and [FAQs](#) related to it.
- ▶ Find below important points to keep in mind:
 - If units in any of the redemption transaction schemes are in pledge status, then the redemption order could be generated only for FREE units in the case of demat holding, and for physical holding, the redemption order may get rejected. On rejection of the redemption order(s), the total redemption payout may differ from the one shown in the order listing screen and all communication sent in this regard, and it will also have an impact on the overall portfolio switching amount.
 - The authorization link for both redemption and purchase orders will expire in 15 days, and the number of expiration days will be communicated to investors in the authorization communication.
 - In the event that the redemption order is completed successfully but the purchase order is not completed successfully or is not authorized by the investor, the switch-out portfolio will be unmapped from the investor.
- ▶ We hope that resuming this PIT facility will provide overall ease to you and your investors in managing their investments in the MARS Portfolios.

IMPORTANT COMMUNICATION REGARDING EXISTING KYC OF NJ E-WEALTH / E-WEALTH MF:

(Mail dated – 04th May 2023)

- ▶ With reference to SEBI Circular no. SEBI/HO/MIRSD/DoP/P/CIR/2022/46 dated April 6,2022, the existing KYC records held with KRAs (KYC Registration Agency) need to be validated based on the criteria laid down by SEBI which includes email and mobile validation.
- ▶ In continuation to above, the KRAs have already tried to validate email and mobile registered with KYC records but the same could not get validated. So, kindly find the attached list of NDML & CVL KRA clients data which are still not validated in your e-mail. The other KRA data will be shared shortly.
- ▶ The clients are required to do the following as per applicable given below :
- ▶ If the client's email and/or mobile (as per E-Wealth / E-Wealth MF Account) is the same which is registered with KYC records, then KRAs have already provided a facility wherein the client can directly visit the KRA portal to enable validation of their KYC records using below link as per applicable KRA.
 - **CVL KRA:** https://validate.cvlindia.com/CVLKRAVerification_V1/
 - **NDML KRA:** <https://kra.ndml.in/ClientInitiatedKYC-webApp/#/ClientinitiatedKYC>
- ▶ If there is any change in their email id and/or mobile number, then clients are required to submit email and/or mobile number modification request along with duly filled and signed "KYC Modification Form" of respective KRA using below given path :

NJ E-Wealth Desk > Menu > Help & Support > Send Query > Select - E-Wealth Account > Select Query Sub Type - Request for Change of Email & mobile Number.
- ▶ So, we request you to approach your clients to validate their email & mobile number by clicking on the above link latest by 15th May 2023. If KYC records are not validated as per aforesaid timeline we will be compelled to deactivate your clients E-Wealth account & their demat account will also be frozen for credit & debit.
- ▶ We have sent the communication to the impacted clients.

UPDATION OF INVESTORS EMAIL ID AND MOBILE NUMBER DETAILS IN PMS ACCOUNTS:

(Mail dated – 04th May 2023)

- ▶ In continuation to our earlier communication dated Aug 10, 2022 on 'Updation of investors email ID and mobile number in PMS accounts.
- ▶ In line with the above, our records indicate that in a few PMS accounts email/mobile updation is still pending. Our records also indicate that multiple PMS accounts have the same email ID and/or mobile number. We urge you to rectify these latest by May 15, 2023. The list of such accounts has been shared with your respective Branch Ops team and we will also share these with you via email separately.
- ▶ To submit email/mobile modification via the PMS Desk, please guide your investors to follow the steps enumerated below (Applicable for Individual investors only):
 - Go to **PMS Desk >> Utility >> Document Submission Utility.**
 - It will route you to a new Tab where you need to click on the Add button.
 - The applicable document (PMS Email / Mobile / Nominee Modification Request) will appear in the dropdown from where you can select and download the document.
 - Please fill the form with the required details, print out a copy, duly signed by all the PMS holders and scan it.
 - Upload the scanned request in the respective document and submit final after verifying the document.

- The scanned copy of the form needs to be E-signed.
- Please note that it is mandatory to E-sign the forms by all the investors.
- Once the document is submitted, it will be verified by the PMS Operations team and the status update will be communicated within 2 business days. You can check the status of requests already submitted from the edit tab of the same utility.

IMPORTANT : **ADDITIONAL B30 MF TRAIL BROKERAGE RELATED:**

(Mail dated – 04th May 2023)

- ▶ This is to inform you that w.e.f. April'23 onwards, the trail brokerage on Switch/STP transactions will be processed in the second succeeding month i.e., transactions processed in April 2023, the brokerage will be released in June 2023 and for May 2023 it will be released in July 2023 and so on, subject to credit received to NJ.
- ▶ Further, as per our earlier communication regarding suspension of all B-30 Additional trail brokerage for the transactions processed w.e.f. 1st March 2023. For transactions upto 28th Feb, 2023, for the month of April 2023 of Mirae & Invesco Mutual Funds will be paid with next month payout, subject to credit received to NJ.
- ▶ Regret for the inconvenience caused.

IMPORTANT UPDATES ON **NJ MARS:**

(Mail dated – 05th May 2023)

- ▶ We are glad to inform you that NJ MARS Switch Portfolio (PIT) is recently made available on the Partner desk for which the detailed communication was sent on 03rd May 2023.
- ▶ Below are the Important Updates on NJ MARS Portfolios:
 1. Dynamic Asset Allocation Portfolios (i.e. Moderate and Conservative) will be discontinued w.e.f. 8th May, 2023. as we believe there are other better options available as mentioned below.
 - Aggressive Hybrid portfolio (earlier known as 'Balanced' portfolio) and SWP portfolio can be looked at in lieu of DAA moderate portfolio.
 - A new portfolio: '**MARS Conservative Hybrid**' portfolio is launched today which can be looked at in lieu of the DAA conservative portfolio.
 2. FAA (Fixed Asset Allocation) portfolios of E70, E80 and E100 will only be available for fresh inflows and other FAA portfolios (i.e. E10 to E60 & E90) will be discontinued w.e.f. 08th May, 2023.
- ▶ We will continue to manage the existing investors in all the portfolios where we are stopping the fresh inflows.
- ▶ Currently we will not be rebalancing in any of the MARS portfolios (except for MARS SWP portfolio) as there are no major changes in the asset allocation and tentatively we will revisit the same in the month of October, 2023.
- ▶ **MARS SWP Portfolio rebalancing will be triggered from 15th May, 2023.**
- ▶ Investors can now continue to invest in the **attached** list of MARS portfolios.
- ▶ We hope that these changes will help you to serve the clients better and can take the maximum benefit of it.

NJ PMS: URGENT & IMPORTANT - KYC RECORD VALIDATION ON OR BEFORE MAY 15, 2023:

(Mail dated – 08th May 2023)

- ▶ With reference to the SEBI Circular "SEBI/HO/MIRSD/DoP/P/CIR/2022/46" dated April 06, 2022, KRAs (KYC Registration Agency) are required to validate the email and mobile numbers of all investors. For this, KRAs have sent emails and SMS messages to the registered email ids and mobile number of all investors in their records. The protocol is that, where the email or SMS had bounced or could not be delivered successfully, such KYC records will be put 'ON HOLD' with effect from May 23, 2023.
- ▶ We have received a list of investors from KRAs where validations have failed. Some of these are advised by you and we will be sharing these via email separately for your prompt action.
- ▶ KRAs have provided a facility for investors to directly visit the KRA portal and validate their KYC records using the links below:
 - CVL KRA - <https://m.njw.bz/t/3r2u9qfbxg7>
 - NDML KRA - <https://m.njw.bz/t/3r2u9qfc2xs>
- ▶ If there is any change in the investor's email id and/or mobile number, the same is required to be updated by submitting an email and/or mobile number modification request along with a duly filled and signed "KYC Modification Form".
- ▶ We urge you to contact your investors immediately and assist them in completing this process latest by May 15, 2023. As per regulatory requirements, unvalidated accounts will be treated as invalid. This will result in their demat accounts being frozen and PMS accounts being deactivated. As such, this requires your immediate attention.
- ▶ Should you require any further assistance you may contact our Customer Care team on 0261-4102888 / 0261-6663355 OR alternatively email us at customercare@njpms.co.in

INTIMATION REGARDING REVISION IN ANNUAL MAINTENANCE CHARGES FOR NON INDIVIDUAL EWA:

(Mail dated – 08th May 2023)

- ▶ This is with reference to NJ E-Wealth Account (NJEWA) for the Non-Individual clients, we would like to inform you regarding revision in the Annual Maintenance Charges (AMC) for NJEWA applicable w.e.f. 10th June 2023. The revised annual maintenance charges will be Rs.1000 + GST.
- ▶ We request you to take note of the aforementioned revision.

TER CHANGE IMPACT IN BROKERAGE:

(Mail dated – 10th May 2023)

- ▶ This is to inform you that TER of below mentioned schemes have been reduced by more than 10 bps.
- ▶ As the reduction in TER is more than 10 bps TER cut impact will be given in the immediate succeeding month. So W.E.F 1st May 2023, existing rates on AUM mobilized upto 30th April 2023 will be reduced as per below table.

Portfolio Scheme Name	Base TER#	Base Month TER	April'23 TER	Difference	Deduction impact in Payable
ICICI Prudential Long Term Bond Fund	April'19	1.70	1.26	-0.44	-0.308
Mirae Asset Arbitrage Fund	Mar'21	1.04	0.94	-0.10	-0.070
Nippon India Gilt Securities Fund	April'19	1.50	1.32	-0.18	-0.126
Nippon India Income Scheme	April'19	1.56	1.30	-0.26	-0.182
Nippon India Short Term Plan	April'19	1.06	0.93	-0.13	-0.091
Quant Large and Mid Cap Fund	Dec'22	2.00	1.75	-0.25	-0.125
Quant Multi Asset Fund	Dec'22	2.00	1.75	-0.25	-0.125

#Base month = TER Comparison month(last TER cut impact given month)

PARTNER DESK UPDATE CHANGE IN MENU NAVIGATION (REARRANGEMENT OF 'CLIENT SERVICES' MENU):

(Mail dated – 12th May 2023)

- ▶ We always want to provide an organized and hassle-free experience for you on the partner desk. So keeping that in mind, we have made some rearrangements in the navigation menu so that you can access all the sub-menus easily without scrolling. Currently, we have rearranged the “Client Services” main menu; find below details on some major changes made.
- ▶ **Change details:**
 - 'Client Management' is now renamed 'ClientAdmin'.
 - A new independent menu is added with the name 'Client Servicing'. This newly created menu now has the following submenus under it:
 1. View Client Investment
 2. EWA Mapping PIT
 3. EWA Family Need Report
 4. DE Portfolio comparison Tool
 5. Portfolio Review Utility
 6. Portfolio portfolio review MIS
 7. Non NJ Portfolio Review MIS
- ▶ Please see the [attached](#) file for your reference.
- ▶ Kindly take note of this development and keep sharing your valuable suggestions and feedback.

NJ PMS - CHANGES IN PMS APPLICATION FORM AND OTHER IMPORTANT UPDATES:

(Mail dated – 24th May 2023)

- ▶ We would like to inform you that we have updated the PMS account opening and other transactional forms and the same is now available on our website www.njpms.in. You are requested to use the latest version of all forms including the account opening form, power of attorney and other transactional forms downloaded from the website to avoid any inconvenience. Please note that earlier versions of the forms shall continue to be accepted till May 31, 2023. Please [click here](#) to download the latest forms.

- ▶ There are a few other important points that we would like to highlight. These are,

PMS Transactions and form related:

- Please note that the following modes of transactions available:

Transaction type	Resident Individual	NRI	Non Individual including HUF
Account Opening	Online	Physical	Physical
Topup	Online	Online/Physical	Online
Redemption	Online	Online/Physical	Online
Switch	Online	Online/Physical	Online
Account Closure	Online	Physical	Physical
Account Modification	Online	Online/Physical	Physical
Transmission	Physical	Physical	NA

- ▶ Please ensure that the request date on the application form is not older than 15 days from the date of receipt of application by the NJ PMS team. Any application which is dated older than 15 days from the date of receipt of the application by the NJ PMS team will be subject to rejection at the discretion of NJ PMS team.
- ▶ Investors can submit restrictions in only one stock digitally using the Document Management Submission (DMS) utility on PMS Desk; the same shall be verified within T+2 business days of the request. Any delay/missout in sharing information with NJ PMS may cause regulatory/financial implication to the investors.
- ▶ The investor's are requested to use the same pen(ink) for form filling and signatures across the documents, including the hand written clause for the Fees and Charges schedule.
- ▶ Please avoid using pencils across the forms, any such applications can be subject to rejection.

Updates and other regulatory matters:

- ▶ Investors are required to update valid email ID and mobile number in the PMS application. Any application with email and mobile number of the Distributor will not be accepted unless the distributor is the first holder in the PMS account. For existing accounts where email id and mobile number are of distributor or invalid, was to be updated on or before May 31, 2023 to avoid any inconvenience.
- ▶ Investors are requested to connect their mobile number with Aadhaar to get enabled to submit online transactions using E-sign.
- ▶ Any updation of Name in Aadhaar records on account of marriage etc. must be updated using Account modification request for NJ PMS and the demat account.
- ▶ Investors are required to update their latest income/net worth details using the utility provided on PMS Desk (Reference - Communication "NJ PMS - Introducing Income and Net Worth updation utility on PMS desk" dated 28th March, 2023)
- ▶ Investors are requested to keep the Bank details updated in the PMS & Demat Accounts. In case the bank details are not updated, dividend/redemption payments may get delayed.

Others:

- ▶ Based on demand from partners, non-discretionary portfolio management service (NDPMS) minimum threshold has been reduced Rs. 10 cr.
- ▶ We now have an alternate customer care number "0261-6663355" for any queries or assistance related to NJ PMS. This is in addition to our existing number "0261-4102888".
- ▶ We thank you for your continued support and patronage.

SEBI CONSULTATION PAPER REGARDING REVISION OF TER IN MUTUAL FUNDS:

(Mail dated – 24th May 2023)

- ▶ We would like to inform you that SEBI has released a **Consultation Paper** dated 18th May 2023 regarding the revision of Total Expense Ratio (TER).
- ▶ Considering the implications of the said matter on the market participants, public comments are invited by SEBI on the above proposals. Kindly fill the **feedback format** and send your comments / feedbacks / suggestions to the below email of the SEBI officers latest by 1st June 2023.
 - Ms. Manaswini Mahapatra, General Manager (manaswinim@sebi.gov.in)
 - Mr. Peter Mardi, Deputy General Manager (peterm@sebi.gov.in)
 - Ms. Laxmi Rampurawala, Assistant General Manager (laxmir@sebi.gov.in)
- ▶ While sending the email, kindly mention the subject as "**Consultation Paper on Review of Total Expense Ratio charged by Asset Management Companies (AMCs) to unitholders of schemes of Mutual Funds to facilitate greater transparency and accrual of benefits of economies of scale to investors**".
- ▶ You may visit www.sebi.gov.in for more details.

IMPLICATIONS OF NISM XXI A CERTIFICATION **NON COMPLIANCE**:

(Mail dated – 24th May 2023)

- ▶ In continuation to our earlier email communications of PMS certification , we urge you to kindly complete and submit your NISM XXI-A examination certificate before 06th Sept 2023. Non compliant to this will impact as mentioned below:
 - PMS brokerage will be kept on hold till the time the certificate is provided to us.
 - No PMS business will be allowed under your code.
 - Kindly refer to the attached **FAQ** to get more clarification about clearing the examination.
- ▶ We hereby request you to take a note of the same and clear the examination to avoid uninterrupted services.

UPDATE ON ADDITIONAL B30 **MF TRAIL BROKERAGE PROCESSING**:

(Mail dated – 30th May 2023)

- ▶ In continuation to our earlier communication regarding Additional B30 MF Trail Brokerage Related dated **4th May'2023**, we wish to inform you that there is an uncertainty in processing/releasing the B30 additional trail brokerage from major AMCs.
- ▶ Hence, w.e.f. May 2023, the B30 additional trail brokerage will be processed in the second succeeding month i.e., **Brokerage of May 2023** month will be released in **July 2023** and **Brokerage of June 2023** month it will be released in **Aug 2023** and so on, subject to credit received to NJ.
- ▶ Deeply regret the inconvenience caused.

NJ PMS - REVISION IN MINIMUM SUBSCRIPTION THRESHOLD FOR BLUECHIP IA, MULTICAP IA AND DSAP-(A) IA:

(Mail dated – 31st May 2023)

- ▶ At the outset we would like to take this opportunity to thank you for your patronage. It has always been our constant endeavor to provide state of the art solutions for investments powered by robust research and technology.

- ▶ We believe that to align the investments with the model portfolio, minimum subscription threshold should be at INR 15 Lacs in the following three Investment Approaches (IAs):
 - **Bluechip Portfolio** - Equity Strategy
 - **Multicap Portfolio** - Equity Strategy
 - **Dynamic Stock Allocation Portfolio** - Aggressive - Hybrid Strategy
- ▶ With effect from June 1, 2023, for new applications, fresh Switch-In and fresh Top-up in any of the above three IAs shall be INR 15 Lacs or above.
- ▶ For investors who have existing holdings in the above mentioned IAs, the additional Top-up/ Switch-In amount remains unchanged.
- ▶ Please find the updated table below for all IAs offered by NJ PMS:

Sr No.	IA Name	Onboarding / Fresh Top-up / Fresh Switch-In for the first time in respective IA (Amount in INR)	Additional Top-up / Switch-In where Investor is already having holding in respective IA (Amount in INR)
1	Bluechip Portfolio - Equity Strategy	15 Lacs	1 Lac
2	Multicap Portfolio - Equity Strategy	15 Lacs	1 Lac
3	Dynamic Stock Allocation Portfolio - Aggressive - Hybrid Strategy	15 Lacs	1 Lac
4	Freedom Portfolio - Equity Strategy	5 Lacs	1 Lac
5	Balanced Advantage Portfolio - Hybrid Strategy	5 Lacs	1 Lac
6	Freedom ETF Portfolio - Equity Strategy	5 Lacs	1 Lac
7	Dynamic ETF Allocation Portfolio - Aggressive - Hybrid Strategy	5 Lacs	1 Lac
8	Liquid Portfolio - Debt Strategy	5 Lacs	1 Lac
9	Non-discretionary Equity Schemes Portfolio - Equity Strategy	10 Cr	1 Lac*
10	Non-discretionary Hybrid Schemes Portfolio - Hybrid Strategy	10 Cr	1 Lac*
11	Non-discretionary Low Risk Schemes Portfolio - Debt Strategy	10 Cr	1 Lac*

IMPORTANT POINTS TO REMEMBER

PROCESS OF E-MANDATE REGISTRATION OF MUTUAL FUND SEGMENT

- ▶ **E-Wealth clients can register the E-Mandate for Mutual Fund segment from the E-Wealth Desk.**
- ▶ NJ Wealth Partners can also initiate the E-Mandate registration request (MF Segment) from the Partner Desk on behalf of clients.
- ▶ **Please find the below detailed process:**

Steps	Partner Initiation & Client Authorization (PIT)	Client Initiation & Authorization
1	Go To Partner Desk > Stock Exchange > Partner Trax > Update Bank & Mandate Details	Go To NJ E-Wealth Account > My Profiles > Bank & Mandate
2	Select Investor and click on Submit	Click on the Bank details in which the Mandate need to be registered
3	Click on Add Mandate	Click on Add Mandate
4	Select Mode of Holding from the Existing Bank in which e-Mandate needs be registered & Click on Add Mandate	Select Mode of Holding as per the bank records
5	Select Mandate Segment as Mutual Fund	Select Mandate Segment as Mutual Fund
6	Select Authorization Mode as per E-Mandate bank eligibility	Select Authorization Mode as per E-Mandate bank eligibility
7	Enter Mandate Upper Limit* & Click on Submit	Enter Mandate Upper Limit*
8	An intimation with a link will be sent on client's Email and SMS/Whatsapp (if opted)	Click on Next
9	Client needs to click on the link and will be routed to the E-wealth login page in order to authorize the eMandate reques	Complete the E-Mandate process.

Important Points:

- Once the E-Mandate authorization is done, the mandate shall be processed within T+2 working days.
- **Live E-Mandate list is available on** Partner Desk > Client Services > Customer Care > NJ Assist > Download > Stock Exchange > Exchange Related Notification > List of Live Banks for E-Mandate.
- Mandate Upper Limit for Netbanking and Debit card is **Rs. 10,00,000/-** and for Esign is **Rs. 1,00,000/-**
- Kindly click on the appended link to refer to the help video of e-Mandate registration. <https://tinyurl.com/yfbxa8cf>
- You may check the status of the mandate from **Partner Desk > Stock Exchange > Transactions > Mandate Status Report.**

For detailed information, please take help of the NJ Assist.