



OCTOBER 2023

# NEWS LETTER

From Customer Care Desk

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

## LATEST COMMUNICATIONS AND UPDATES



### CHANGE IN GST INVOICE FORMAT:

(Mail dated – 4th Oct 2023)

- ▶ This is to inform you that there is an upcoming change in GST Invoice Format generated from partner desk. The revised invoice format will come into effect from 07/10/2023. So all GST invoices generated after provided date will be in new format only.
- ▶ Currently, in GST invoice format, details are shown as per below table:

Sr. No.	Description of Service	Reference No.	Amount	GST		Total Amount
1	Trail – PMS	0923PMSTR000600	1,00,000	18	18,000	1,18,000
2	Trail - MF	0923TR0010000	50,000	18	9,000	59,000
3	Additional Incentive Income	0923ADD0000200	1100	18	198	1,298
4	RAP Brokerage	0923RAP0007000	-100	18	-18	-118
		<b>Total</b>	<b>1,51,000</b>		<b>27,180</b>	<b>1,78,180</b>

- ▶ Now, in new GST Invoice format, details will be shown as per below table:

Sr. No.	Description of Service	Amount	GST		Total Amount
1	Sub-Distribution commission for the month of Sept'23	1,51,000	18	27,180	1,78,180
		<b>1,51,000</b>		<b>27,180</b>	<b>1,78,180</b>

- ▶ Further, after implementation of new GST invoice format, partner would be able to see the GST invoice details from following paths:

1) Admin&gt;Payment&gt;GST Invoice Status Report&gt;Apply&gt;Invoice Details&gt;View

2) Admin&gt;Payment&gt;Invoice Generation for GST&gt;Print&gt;Apply&gt;Invoice Details&gt;View

## INTIMATION OF RE-BALANCING IN STIPULATED IAS:

(Mail dated – 4th Oct 2023)

- ▶ As part of our Rule-Based fund management process, the portfolio rebalancing activity for the following Investment Approaches (IAs) will be initiated from October 31, 2023 onwards
  - **Bluechip Portfolio - Equity Strategy**
  - **Multicap Portfolio - Equity Strategy**
  - **Dynamic Stock Allocation Portfolio - Aggressive - Hybrid Strategy**
- ▶ You are requested to note the following important points:
  - Any investment received for Bluechip Portfolio - Equity Strategy and Multicap Portfolio - Equity strategy before the rebalancing start date will be first invested in the existing portfolio and then rebalanced starting October 31, 2023. This has the potential to increase churn and transaction costs.
  - Investors may plan their fresh investments (including Top-up and Switches) into Bluechip Portfolio - Equity Strategy and Multicap Portfolio - Equity strategy IAs after October 31, 2023 to avoid this churn. Investors may consider investing in the Liquid Portfolio IA prior to October 31, 2023 and switch-in to above mentioned IAs after October 31, 2023.
- ▶ Kindly note that any request for withdrawal (including Switch-out) received in Bluechip Portfolio - Equity Strategy, Multicap Portfolio - Equity Strategy and Dynamic Stock Allocation Portfolio - Aggressive - Hybrid Strategy IAs during October 31, 2023 to November 6, 2023, shall be processed on November 7, 2023 i.e. once the rebalancing activity is completed. Accordingly, the payout (including switch) will be processed within 5 business days from November 7, 2023.

## RE-INTRODUCING SIPS REGISTRATION WITH TOP-UP FEATURE FOR E-WEALTH & E-WEALTH MF ACCOUNT :

(Mail dated – 6th Oct 2023)

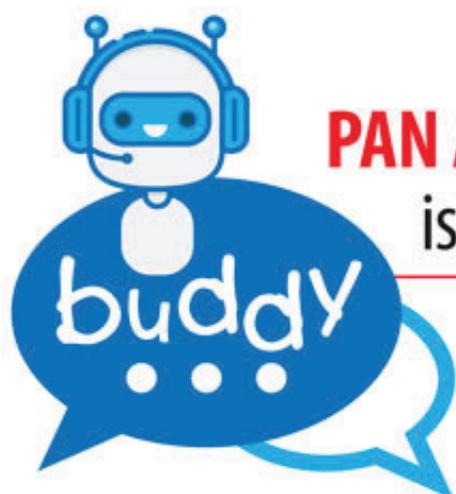
- ▶ In regards to our earlier communication regarding the Temporary suspension of SIP Top-Up facility for Demat mode, we would like to inform you that we have re-introduced SIP Top-Up facility for both E-Wealth & E-Wealth MF accounts with some new and exciting features.
- ▶ The following table represents the difference between the existing & new process of SIP with top-up.

Previous Logic	New Logic
<ul style="list-style-type: none"> <li>• Top up can be opted with "Half year" or "Yearly" frequency</li> </ul>	<ul style="list-style-type: none"> <li>• Top up can be opted with "Yearly" frequency only.</li> </ul>
<ul style="list-style-type: none"> <li>• At any given time there will be only 1 Live SIP available having latest amount (ie Parent + latest top up amount)</li> </ul>	<ul style="list-style-type: none"> <li>• The parent SIP would be registered with the actual end date (ie SIP tenure opted by client). Every year the Top up SIP (Child SIP) will be auto registered with the revised top up amount (i.e top up amount opted by client at the time of parent registration) for 12 months.</li> </ul>
<ul style="list-style-type: none"> <li>• A new SIP is auto registered with a revised amount (i.e. adding top up amount to previous SIP) for another tenure which is opted by client i.e. 6 months or 12 months frequency.</li> </ul>	<ul style="list-style-type: none"> <li>• At any given time there will be 2 SIP (Parent SIP with original SIP amount till end date &amp; Child SIP having latest top up amount for 12 months tenure)</li> </ul>

- ▶ We are glad to introduce the much awaited feature to add Top-Up in the existing SIP. It will be available from Partner Desk as well as from the E-Wealth Desk. Further, Partners can also initiate bulk Top-Up registration on the existing registered SIPs from the Partner Desk  
**(Path : Partner Desk >> Stock Exchange >> Partner Trax >> Bulk SIP >> Bulk Top Up SIP)**
- ▶ We hope that this new SIP Top-Up feature will help to serve the clients more effectively.

NEW FEATURE ADDED **IN BUDDY ! :**

(Mail dated – 10th Oct 2023)

YOUR **24X7** COMPANION!

## KYC Validation and PAN Aadhaar Linking status is now available on **Buddy**.

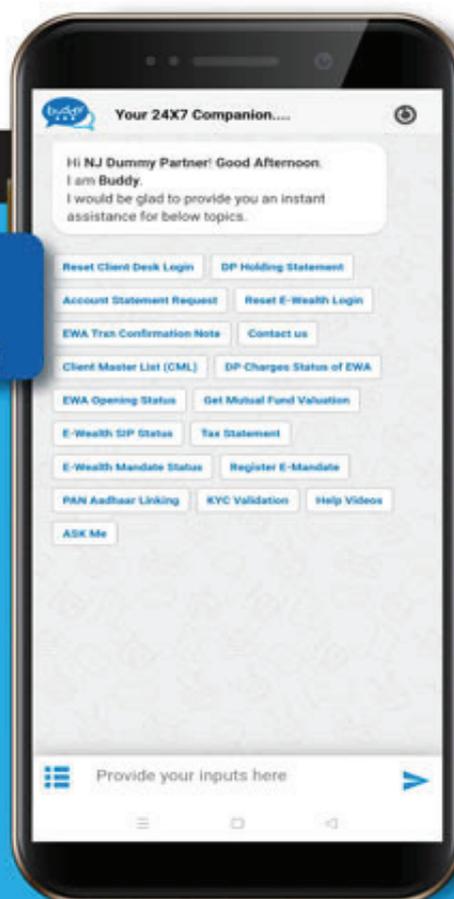
Buddy is available on all Desk and Mobile App.

### AVAILABLE FEATURES FOR PARTNERS:

- KYC Validation
- PAN Aadhaar Linking

*Newly Launched in All Desk/App Except E-Wealth*

- E-Wealth Mandate
- E-Wealth SIP Status
- Login Reset (Client Desk & E-Wealth Desk)
- Client Master List (CML)
- Request for Account Statement
- DP Holding to Clients
- Transaction Confirmation Note
- EWA Opening Status
- DP Charges Status
- Mutual Fund Valuation
- Help Videos
- Contact Us
- Ask Me



NJ INDIA INVEST PRIVATE LIMITED - AMFI REGISTERED MUTUAL FUND DISTRIBUTOR

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

## IMPLICATIONS OF NISM XXI A CERTIFICATION NON COMPLIANCE :

(Mail dated – 11th Oct 2023)

- In continuation to our earlier email communications on PMS certification, below table will help you understand the Brokerage impact of non compliance with NISM – XXI A certification:

### A. If any Partner's ARN Expiry date falls between 07th Sep' 23 to 06th Sep' 24.

Sr. No.	Scenario	Brokerage Processing
1	Partners having PMS business but not obtaining NISM Certificate - XXI- A till ARN Expiry Date.	Brokerage will be processed till ARN Expiry date.
2	Impact after ARN Expiry date.	Brokerage on the PMS assets procured till ARN Expiry date will be kept on hold.
3	Partner obtains NISM Certificate - XXI- A within 12 months of ARN expiry date.	1) Brokerage on the PMS assets procured till ARN Expiry date which was on hold will be released. 2) Brokerage will start to accrue on new business procured after obtaining NISM Certificate - XXI- A.
4	Partner obtains NISM Certificate - XXI- A after 12 months of ARN expiry date.	1) Brokerage on the PMS assets procured till ARN Expiry date which is on hold would be forfeited forever. 2) Brokerage will start accrue on new business procured after obtaining NISM Certificate - XXI- A.

### B. If any partner's ARN Expiry date other than above.

Sr. No.	Scenario	Brokerage Processing
1	Partners have mobilized PMS business but not obtained NISM Certificate - XXI- A upto 6th Sept 23.	1) Brokerage on the PMS assets procured till September 6, 2023 will be kept on hold. 2) Brokerage not eligible on business procured after 6th Sep'23 until NISM Certificate - XXI- A is submitted.
2	Partner obtains NISM Certificate - XXI- A by 6th Sept 24.	1) Brokerage on the PMS assets procured till September 6, 2023 which is on hold will be released. 2) Brokerage will start to accrue on new business procured after obtaining NISM Certificate - XXI- A.
3	Partner obtains NISM Certificate - XXI- A after 6th Sept 24.	1) Brokerage on the PMS assets procured till ARN Expiry date which is on hold would be forfeited forever. 2) Brokerage will start accrue on new business procured after obtaining NISM Certificate - XXI- A.

## SUBMISSION OF UPDATED T&C OF **PARTNER ENROLLMENT** :

(Mail dated – 17th Oct 2023)

- ▶ In order to comply with the ongoing guidelines of regulatory bodies like AMFI, SEBI, etc, we have incorporated some points in the NJ FINANCIAL PRODUCTS DISTRIBUTION AGREEMENT.
- ▶ Therefore we need to collect a New agreement with the latest Terms & Conditions from NJ Wealth Partner which are enrolled with us before 30th June 2022.
- ▶ So we request you to submit a new agreement by authorising through eSign from the below path till **31st December 2023**.
- ▶ **Path: Partner Desk > Admin > NJ Services - Requests > Online Request Submission (Revised Partner Enrollment Amendment).**

## DISCONTINUATION OF PMS INVESTMENT FOR INVESTORS RESIDENT **IN THE UNITED STATES OF AMERICA (US):**

(Mail dated – 23rd Oct 2023)

- ▶ As part of ongoing regulatory compliance, we are suspending fresh onboarding of investors resident in the United States of America (US) with immediate effect. As such, no fresh applications received from US residents will be accepted. In addition, status change from any existing non-US investor to a resident US investor will also not be accepted.
- ▶ US residents who are existing investors with NJPMS may remain invested and also add to their investments, if they desire.

## ENHANCED FEATURES FOR PMS DESK & **FAMILY LEVEL MANAGEMENT FEES BENEFITS** :

(Mail dated – 25th Oct 2023)

- ▶ In our endeavor to continuously enhance our services, we are introducing a few enhancements for investors on the NJ PMS desk. These enhancements aim to provide users with more flexibility, detailed insights, and an improved experience within our platform.

### **(1) Reporting Enhancements:**

We have introduced multiple Investment Account (IA) selection options in the following reports, allowing users to download combined Excel and PDF files for enhanced convenience from **NJ PMS desk > Portfolio Reports**.

- Portfolio Holdings - Detail Statement
- Transaction Report
- Expenditure Report
- Corpus Movement Report

### **(2) 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.**

- Tax Status
- Enrolment Type
- Date of Birth/Date of Incorporation (DOB/DOI)
- Secondary Email (Primary Holder)
- Other Applicants' Details - Address, Mobile, and Email
- Nomination Details
- List of All Registered Banks
- Unique Client Code (UCC No.)

- ▶ We encourage you to advise investors to review and update their profile details such as email ID, mobile number, bank information, nominee, etc., whenever required.

**(3) Homepage Customization:**

Personalized Homepage Experience: Our new homepage customization feature allows the investors to tailor their preferences and accordingly they can view the following:

- Active Investment Approach  
Inactive Investment Approach
- Both Active and Inactive Investment Approaches

We hope these will enhance your experience of using our website.

- ▶ In addition, we request you to note that with effect from November 1st 2023, the process of availing special management fee benefits as a family group having multiple PMS accounts with NJ is undergoing a change. The process will be as follows,

**Request Submission Process:**

- Investors are required to submit a scanned copy of the duly filled and signed Family Declaration [Form](#) via Document Submission utility on the PMS desk.
- **Path - PMS Desk > Utility > Document Submission Utility > Family Declaration Form**
- The form can be submitted by any family member having a PMS account with NJ from above mentioned utility by completing the E-sign process using Aadhaar OTP authentication.
- The PMS team will verify and provide approval of the request within T+7 business days; email confirmation shall be sent to the partner and investor who have submitted the request.

**Other Key points:**

- The term "Family member" covers Mother, Father, Spouse and Children only.
- The relationship of the request initiator with the First holder of the proposed PMS account(s) will be taken into consideration.

**TER CHANGE IMPACT IN BROKERAGE:**

(Mail dated – 27th Oct 2023)

- ▶ 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 Oct 2023, brokerage rates of attached schemes will be reduced as the difference between the TER cut impact given month as compared with Sep'23 is more than 5 bps.
- ▶ The rate reduction in all the schemes in the [list attached](#) will be applicable for all the assets procured on or before 30th Sep 2023.

**IMPORTANT COMMUNICATION - CAPITAL MARKET  
BROKERAGE SHARING TO AGENCY MANAGER:**

(Mail dated – 31st Oct 2023)

- ▶ This is to inform you that with effect from November 1st, 2023 overriding commission on Capital Market brokerage will be discontinued to Agency Manager. (This e-mail is only Sent to Agency Managers/Express Managers)

# IMPORTANT POINTS TO REMEMBER

## PROCESS OF E-MANDATE REGISTRATION OF MUTUAL FUND & OTHER SEGMENT

- ▶ E-Wealth clients can register the E-Mandate for Mutual Fund and Other segments both 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 <b>Add Mandate</b>	Click on <b>Add Mandate</b>
4	Select <b>Mode of Holding</b> from the Existing Bank in which e-Mandate needs be registered & Click on Add Mandate	Select <b>Mode of Holding</b> as per the bank records
5	Select <b>Mandate Segment</b> as <b>Mutual Fund</b>	Select <b>Mandate Segment</b> as <b>Mutual Fund or Other Segment (as required)</b>
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 <b>Next</b>
9	Client needs to click on the link and will be routed to the E-wealth login page in order to authorize the eMandate request	Complete the E-Mandate process.

### Important Points:

- **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 all mandate modes (Netbanking, Debit- Card & E-Sign) is **Rs. 1,00,00,000/-**.
- 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 Process Related information, Please take help of the NJ Assist.