BD-10RP/8/2025-BDMD-DOP
Government of India
Department of Posts
(Parcel and CCS Division)

Dak Bhawan, New Delhi
Date: 20.02.2026

To
The Chief Postmasters General
All Postal Circles

Subject: Circulation of SOP, SAP, Platform Manuals and clarification of roles under MoUs for Mutual Fund Distribution through NSE & BSE – reg.

Sir/Madam,

A kind reference is invited to the Memoranda of Understanding executed with Association of Mutual Funds in India (AMFI) dated 22.08.2025, BSE Limited dated 12.12.2025 and National Stock Exchange of India dated 10.02.2026 and already shared via e mail with all Circles. These MoUs provide the regulatory, operational and training framework for implementation of Mutual Fund (MF) distribution activities through Post Offices.

2. Accordingly, the Standard Operating Procedure (SOP) **(Annexure I)** for Mutual Fund Distribution, the Standard Accounting Procedure **(SAP) (Annexure II)** issued by PAF Wing, Platform Manuals of NSE **(Annexure III)** and BSE **(Annexure IV)**, and the updated details of empaneled Asset Management Companies (AMCs) along with approved product categories given below are attached for strict compliance and uniform implementation.

3. It is intimated that Association of Mutual Funds in India (AMFI), National Stock Exchange of India (NSE) and BSE Limited (BSE) shall provide NISM training and preparatory support to officials of the Department of Posts to enable them to undertake Mutual Fund distribution activities effectively, and AMFI shall further facilitate generation of EUIN and related registration formalities along with necessary regulatory guidance. The empaneled AMCs, namely **SBI Mutual Fund, Franklin Templeton Mutual Fund, Nippon India Mutual Fund, HDFC Asset Management Company, UTI Mutual Fund and Sundaram Mutual Fund**, shall provide comprehensive product training, scheme awareness and investor education support, remit commission along with applicable GST, and ensure product-related grievance redressal support for smooth and compliant distribution of Mutual Fund products. The approved categories of Mutual Fund schemes for distribution include **Large Cap Fund, Multi Cap Fund, Flexi Cap Fund, Multi Asset Fund, Balanced Advantage Fund and Gilt Fund,** and Circles shall ensure that officials have proper understanding of product features, suitability and risk disclosures prior to facilitating investments.

4. All Circles are requested to disseminate these instructions to Divisions and Units immediately and ensure structured, compliant and business-oriented implementation of Mutual Fund Distribution activities. Maharashtra Circle shall ensure achievement of minimum 100 MF transactions during February 2026 and 200 MF transactions during March 2026 per EUIN holder.

This issues with the approval of competent authority.

Enclosures: As above
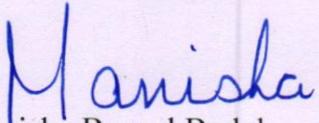
Manisha

Manisha Bansal Badal
General Manager (CCS & RB)

Copy to:

1. National Stock Exchange of India – for information and necessary coordination.
2. BSE Limited – for information and necessary coordination.
3. Association of Mutual Funds in India – for information and necessary action.
4. SBI Mutual Fund – for information and necessary action.
5. Franklin Templeton Mutual Fund – for information and necessary action.
6. Nippon India Mutual Fund – for information and necessary action.
7. HDFC Asset Management Company – for information and necessary action.
8. UTI Mutual Fund – for information and necessary action.
9. Sundaram Mutual Fund – for information and necessary action.
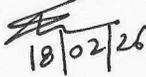
Dated: 18.02.2026

Subject: Standard Accounting Procedure–Sale of Mutual Fund Products through Post Offices– Reg.

With reference to the Standard Operating Procedure (SOP) communicated vide email dated 13.02.2026 for Mutual Fund Distribution activities through Post Offices, the Standard Accounting Procedure (SAP) for the above activities has been prepared and is enclosed herewith for necessary implementation.

2. In this regard, it is requested that all invoice generation activities pertaining to Mutual Fund commission may kindly be factored and enabled in the APT system, in accordance with the SOP provisions, so as to ensure uniform accounting across all Circles.

3. Further, it is intimated that GST compliance shall be aligned with the time of invoice generation itself. Accordingly, GST should be discharged based on the invoices generated and returns be filed at the respective Nodal Head Post Office (HPO) of each Circle, where the invoice is raised. GST compliance may not be deferred or linked to the subsequent apportionment of revenue to Circles.

4. This issues with the approval of the competent authority.

DA: As above

18/02/26

(Shivani Sharma)
ADG (Accounts)

GM (Operations)
Parcel & CSS Directorate

STANDARD ACCOUNTING PROCEDURE

SALE OF MUTUAL FUND PRODUCTS THROUGH POST OFFICES

PAF Wing

Dak Bhawan, New Delhi

1. Introduction:

The Department of Posts has signed Memorandam of Understanding (MoUs) with AMFI, BSE and NSE for facilitating the sale of Mutual Fund (MF) products through Post Offices. As per the SoP communicated on 13.02.2026, DoP will act as a distributor/facilitator of Mutual Funds and it will nominate employees and ensure NISM certification, valid ARN/EUIN, empanelment with AMCs. AMFI will facilitate NISM certification and EUIN registration, regulatory guidance, coordination of training and grievance redressal between AMCs. NSE / BSE will provide platform-based training, onboarding, system access, MIS and customer grievance redressal mechanism. The AMCs will provide product training, monitor MF transactions, pay commission to DoP. Investments from public shall be facilitated only through non-cash digital modes (NEFT/RTGS/UPI/Mandate) enabled on NSE/BSE platforms. No cash shall be accepted by any Post Office or DoP official. At no stage, investor funds shall be credited to or handled by the Department of Posts.

2. Reference Documents:

(a) MoU between DoP and AMFI dated 22.08.2025
(b) MoU between DoP and BSE dated 12.12.2025
(c) MoU between DoP and NSE dated 10.02.2026
(d) SOP communicated by Parcel & CSS Directorate dated 13.02.2026

3. Accounting Events

(a) Receipt of Commission from AMCs at Sansad Marg HPO
(b) Apportionment of Revenue and GST to each of the Circles by Sansad Marg HPO
(c) Booking of Apportioned Revenue by the Nodal HPO of each Circle
(d) Disbursement of Incentives to the officials facilitating MF Sales

4. Invoice Generation:

As per SOP para no. 8A.3, each Circle shall designate a Nodal Head Post Office and the Nodal HPO shall raise separate AMC wise invoices along with the applicable GST based on monthly MIS data available on NSE/BSE platforms. Invoices shall be raised by the 2nd of the succeeding month, strictly covering transactions from the 1st to the last day of the relevant month. CCS Directorate shall compile Circle-wise invoices and forward them to the respective AMCs. GST compliance shall be aligned with the time of invoice generation itself. Accordingly, GST should be discharged based on the invoices generated and returns be filed at the respective Nodal Head Post Office (HPO) of each Circle, where the invoice is raised. GST compliance may not be deferred or linked to the subsequent apportionment of revenue to Circles.

5. Receipt of Commission from AMCs:

AMCs shall remit commission along with applicable GST to the DoP Nodal Account Office, i.e., Sansad Marg Head Post Office. At the time of receipt of Commission from Revenue from AMCs, the following entries to be made by the Sansad Marg HPO.

Miscellaneous Transaction Entry in APT by the Sansad Marg HPO:

Receipt	Payments	Remarks
Account Code Description	**HoA/Account Code**	
8671004000 – Receipts pending for classification	**8677000300 –** Remittance to Bank	**At Sansad Marg HPO**

6. Apportionment of Revenue:

Upon receipt, Sansad Marg HPO shall pass the necessary transfer entries to the concerned Nodal HPO of each of the Circles for apportionment of Revenue using the TE option in APT. PAO shall verify the transfer entry and approve in APT. Sansad Marg HPO shall forward the "Transfer Entry Report" generated in APT, to the to the respective Nodal HPOs of other circle, with a copy to the CO/RO/DO/PAO of the concerned circle.

Each Circle's Nodal HPO shall book the apportioned commission and GST under the approved Head of Account. It will post transaction in APT through Misc. Transaction Option to account the Revenue and applicable GST. Divisional Offices of the respective Nodal HPO shall monitor the apportionment and ensure that the revenue and GST is accounted properly. Filing of GST Returns in time, by the respective GSTIN shall also be ensured.

Transfer Entry Posting by Nodal Accounting Office – Sansad Marg HPO

(a) For Delhi Circle Nodal Office

Sl	Deduct from Receipt Side through Transfer Entry	Receipt Side	Action By	Method of Posting	Remarks
1	**8671004000 –** Receipts pending for classification	<<Service Account Code>> **1201007000 – Retail Post** CGST_Business Auxiliary Services **8661003300** SGST_Business Auxiliary Services **8661003400** UTGST_Business Auxiliary Services **8661003500** IGST_Business Auxiliary Services **8661003600**	Sansad Marg HPO	Transfer entry	

(b) TE for other Circles by Sansad Marg HPO:

Sl	Deduct from Receipt Side through Transfer Entry	Receipt Side	Action By	Method of Posting	Remarks
1	**8671004000 –** Receipts pending for classification	**8782000600** - RSAO_Remittance_Credit	Sansad Marg HPO	Transfer entry	Revenue for each circle a separate TE has to be made.

Miscellaneous Transaction Entry in APT by the Nodal HPO of each of the Circle (Revenue + GST)

Sl	Receipt Side	Payment	Action By	Method of Posting	Remarks
1	<<Service Account Code>> **1201007000 – Retail Post** CGST_Business Auxiliary Services **8661003300** SGST_Business Auxiliary Services **8661003400** UTGST_Business Auxiliary Services **8661003500** IGST_Business Auxiliary Services **8661003600**	**8782000500-** RSAO_Remittances_ Debit	Nodal HPO of the Circle.	Transfer entry	Separate Transfer Entries for each Customer & Booking Location to identify the apportionment distinctly. Remarks to be mentioned clearly to identify the reason for apportionment

7. Incentive Distribution:

Incentives to officials facilitating MF sales shall be disbursed monthly, after receipt of commission for the respective month. Applicable GST under RCM must be deducted at the time of distribution of incentives. Monthly MIS shall be generated from NSE/BSE platforms and circles shall submit consolidated MIS to the Directorate. A self invoice is to be generated and the GST returns to be filed by the Nodal HPO of the respective circle.

Receipt	Payments	Remarks
Account Code-Description	**Account Code-Description**	
As per mode of payment-Cash/Cheque/Direct Credit	1201011800 – Deduct incentive/ Commission Payment	**At respective Nodal HPO of each Circle**
8446007500-RCM-CGST Business Auxiliary Services_Receipts		
8446007500-RCM-SGST Business Auxiliary Services_Receipts		
8446007500-RCM-UTGST Business Auxiliary Services_Receipts		

8. Stake Holders

    (a) Nodal HPO of each of the Circles
    (b) Sansad Marg HPO
    (c) Divisional Office of DDOs
    (d) Regional / Circle Offices of the DDOs
    (e) Postal Accounts Office

**** End of the Document ****

Standard Operating Procedure (SOP)
Implementation of Mutual Fund Distribution Initiative through Post Offices

1. Purpose

This SOP lays down a comprehensive, uniform and actionable framework for implementation of Mutual Fund (MF) distribution activities by the Department of Posts (DoP) through its Executive Units, in alignment with the MoUs signed with AMFI, NSE and BSE. The SOP aims to ensure regulatory compliance, role clarity, risk control, accountability and consistency across all Circles and Units.

2. Scope

This SOP shall be applicable to:

- All Postal Circles
- All identified Executive Units (HO/SO/BO as notified)
- All DoP employees engaged in MF-related activities
- Partner institutions viz. AMFI, NSE, BSE, AMCs and other authorized agencies

3. Reference Documents

- MoU between DoP and AMFI dated 22.08.2025
- MoU between DoP and BSE dated 12.12.2025
- MoU between DoP and NSE dated 10.02.2026
- Platform-specific SOPs as annexed to this document

4. Institutional Framework

4.1 Directorate Level

- Overall policy ownership and coordination
- Issuance of guidelines, clarifications and updates
- Nodal coordination with AMFI, NSE, BSE and other partners

4.2 Circle Office

- Nomination of Circle SPOC
- Identification of Executive Units and employees
- Monitoring, implementation and compliance
- Submission of periodic reports to Directorate

4.3 Divisional / Unit Level

- Day-to-day execution of MF activities
- Ensuring compliance with SOP and regulatory norms
- Maintaining records

5. Roles and Responsibilities of Stakeholders

5.1 Department of Posts (DoP)

- Nominate employees for NISM certification
- Ensure employees obtain and maintain valid ARN/EUIN
- Act strictly as a distributor/facilitator
- Empanelment with AMCs as mutual fund distributor

5.2 AMFI

- Facilitate NISM certification and EUIN registration
- Guide on regulatory requirements
- Coordinate training support through AMCs
- Mechanism for grievance redressal between AMCs.

5.3 NSE / BSE

- Provide platform-based training
- Facilitate onboarding and system access
- Share MIS
- Mechanism for grievance redressal of customer.

5.4 Asset Management Companies (AMCs)

- Product training and awareness to EUIN holders
- Monitoring all Mutual Fund transactions, including customer payments and redemption/maturity payouts.
- Commission payment to DoP's Nodal office
- Investor servicing support
- Mechanism for grievance redressal of customer.

6. Training and Certification Process

- Employees to undergo prescribed training (online/classroom/hybrid)
- Mandatory NISM certification prior to any MF activity
- ARN/EUIN generation and mapping through AMFI
- Refresher training at periodic intervals
- Platform and Products training

7. Operational Process Flow

1. Identification of Units and Employees
2. Training and NISM Certification
3. ARN/EUIN Registration and Mapping
4. Platform Enablement (NSE/BSE)
5. Investor Awareness and Onboarding
6. Transaction Execution:
7. Post-transaction Support and Grievance Handling

8. Financial and Fee Structure

- NISM and EUIN fees will be paid by BSE, AMFI and NSE.
- DoP to act only as facilitator; no fees payment will be made by DoP.

8A. Accounting and Payment Procedure

To enhance operational feasibility, transparency and ease of understanding, the following accounting and payment procedure shall be followed uniformly across all Circles:

8A.1 Modes of Customer Payment

- DoP shall facilitate the investor to invest in mutual funds only by non-cash digital modes, as enabled on the approved BSE/NSE platforms, namely:
  - Cheque:(**In case of BSE platform** payment by cheque, the cheque shall in favour of "**Indian Clearing Corporation Limited**". The concerned official shall enter the cheque details on the BSE platform in their log in, after which a system-generated challan will be generated. The challan, along with the cheque, shall be submitted to the nearest HDFC bank branch.

    In case of NSE Platform the Cheque deposition (Kindly use prefilled Pay- in slip only) Beneficiary Name: **NSE Invest Platform NCL Settlement A/c**. Officials will filled the cheque details in the NSE platform and get the deposit slip. That deposit Slip along with check submit to the nearest HDFC bank branch.

  - NEFT/RTGS/Mandate/UPI or other digital payment modes integrated with the platform.
- No cash shall be accepted by any Post Office or DoP official for mutual fund investments.

8A.2 Flow of Investor Funds

- Customer payments shall be routed directly through the platform to the concerned Asset Management Companies (AMCs).

- At no stage shall investor funds be credited to or handled by the Department of Posts.

8A.3 Raising of Invoice

• A Nodal HO as selected by each Circle shall raise separate invoices for each AMC, based on the monthly MIS data as per dashboard data on NSE / BSE Platform by the 2nd of the following month and forward the invoices to CCS Directorate. The invoices should strictly be from 1st date of the month to last date of that month (say 1.02.2026 to 28.02.2026, 1.04.2026 to 30.04.2026, 1.03.2026 to 31.03.2026).

• CCS Directorate shall compile all Circle-wise invoices and forward the compiled list to the respective AMCs.

• The concerned AMC shall remit the commission amount along with applicable GST to the DoP Nodal Account Office (Sansad Marg Head Post Office – SMHO) bank account.

• Upon receipt of the commission + applicable GST, SMHO shall pass the necessary transfer entries to concerned PAO and obtain approval from its PAO for apportionment of the amount to the respective Circles.

• After receipt of the apportioned commission + applicable GST, each Circle shall book the amount under the prescribed Head of Account, of Retail Post.

{HOA -120100800010100}

The invoice raised/ GST should not be in decimals , it should be rounded off as per applicable rules.

8A.4 Incentive Disbursement at Circle Level

- Each Circle shall disburse incentive to the concerned official who has facilitated the mutual fund sales from prescribed Head of Account i.e. 120100800423500, for incentive separately on monthly basis after receipt of commission for that month.

9. Grievance Redressal Mechanism

(i) Staff related complaint

- Concerned Division shall handle complaints and further escalation to Circle SPOC, if necessary.

(ii) Mutual Fund Product/Transactions related complaint

- Concerned division shall escalate the matter to AMCs and AMFI through online portal
- AMCs shall redress the complaint on daily basis and shall make a redressal portal for timely resolution of the complaints.
- AMFI shall review the pending grievances once in the fortnight

10. Monitoring, Reporting and MIS

- Monthly MIS downloaded from NSE/BSE platforms.
- Consolidated MIS from Circle to Directorate
- Key indicators: trained manpower, active EUINs, transactions, complaints

11. Suggestion and Improvement Mechanism

- Circles and Units may submit suggestions based on operational experience
- Suggestions to be routed through Circle SPOC to Directorate

12. Annexures

- **Annexure–I**: Platform SOP for Mutual Fund Distribution through **BSE StAR MF**
- **Annexure–II**: Platform SOP for Mutual Fund Distribution through **NSE MF Platform**

13. Effective Date

This SOP shall come into force with immediate effect and shall be binding on all Executive Units.

Welcome to StAR MF 2.0

Mobile Application

DOP employees can access the BSE Star MF platform on portal @ v2.bsestarmf.in

Or can download Mobile app named BSE Star MF and operate the system as below.

Client / Investor Onboarding
Transaction Execution
Mandate Registration
Systemagic Registration

Also, user can keep track of it.

Sign In With Your BSE StAR MF Account

I am Member

Member Code *
26260

Username *
vidhi.jain

Password *
··········

Captcha: g m⁹ k R a

Captcha *
gm9kRa

☑ Remember Me   Forgot Password?

Login

Login Steps

Member Code: You need to enter your member code as 65640. this is common across all DOP Member.

Username: Once DOP Team creates login for , you would be received mail with credential.

Password: After login creation, you will receive link to activate and set up Password.
We suggest to change the password from period basis.

Captcha: On every login, you need to enter fresh Captcha.

Once you fills all details, click on Login button and you will be successfully logged in into App.
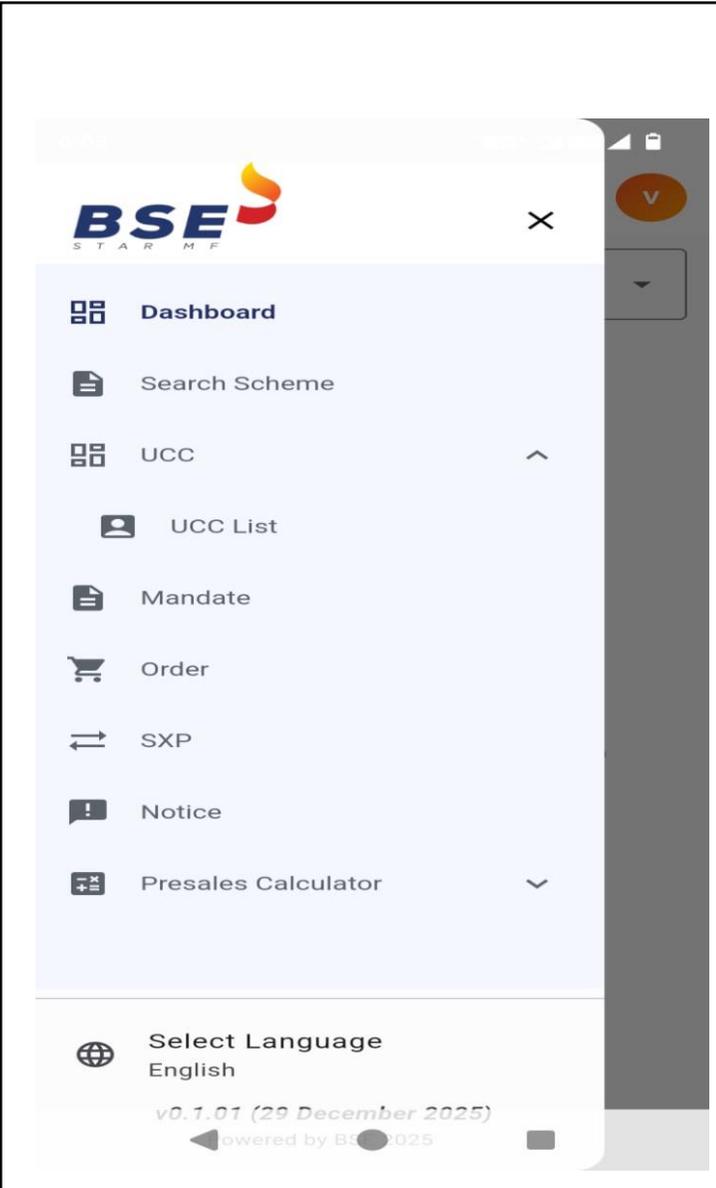
After successful login, you can navigate will all menus available by click on expand button.
This app is available in regional language as well.

To start with Investment, you have to create profile of Investor (UCC = Unique Client Code).

This is one time activity until there is no change in client profile.

Below are basic details required to create profile.
> Full name with DOB & PAN
> Mail Id and Mob No. with declaration
> Address
> Bank Details
> Nominee details (If it is opted
> FATCA Details
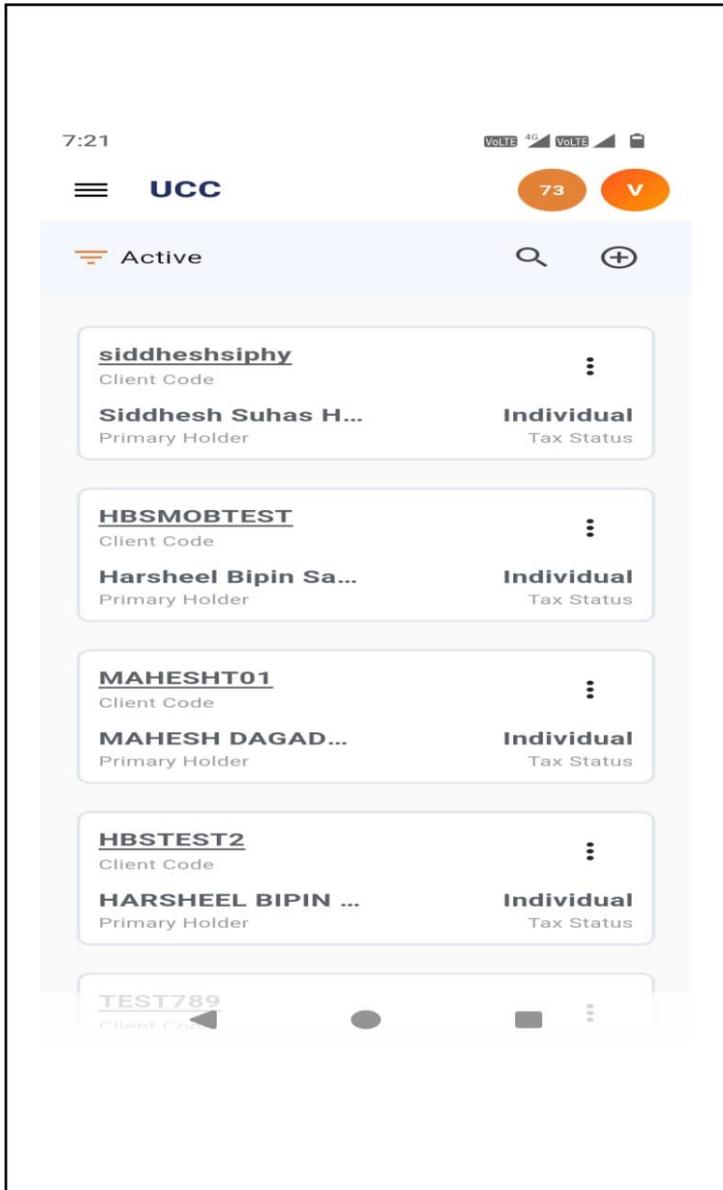
Here you can see all the active UCC's. The magnifying glass and the + sign are used for search and new UCC creation respectively.

From the left- hand side using the orange lines tab you can filter out active and inactive UCC's.

For example in the first case UCC- siddheshsiphy is the UCC Code appearing or the Client Code. Then you can see the Primary Holder name and also the Tax status like-Individual, HUF, etc.

From Filter button, you can search with name or UCC.

On clicking on Action Button (3 . Dot button), you can take action like Edit, De-active

To Create New UCC

Step 1: Basic Details
When we create a new UCC by clicking on the + button, left side screen appears:

Here you fill up all the relevant details like Client Code, Tax Status, Holding type, Holding Nature etc.

Client Code: This is unique ID for each UCC, which can be Alph, Number, or Alpha Numeric Combination.
Example, SantoshG, 9503809643, Santosh1207, ANSPG9326N

Tax Status: As per Customer Tax type, you can select from dropdown

Holding Nature: Select respective Option

Holding Type: Physical

RDMP IDCW Pay Mode: Select the appropriate option like Direct Credit,,,

Supporting document, upload the document as per tax type

To Create New UCC

Step 2: Holder Details

Pan Exempt: No

PAN ID: Enter Investors PAN No.

First Name, Middle Name, Last Name & DOB: Enter the details as per PAN or ITD

Gender: Male or Female

Occupation Code: Select appropriate option from dropdown

KYC Type: Select from list, in you don't know kyc type, then select KRA Complaint

Mob No & Declaration: Enter Investors Mob and declaration

Mail ID & Declaration: Enter Investors Mob and declaration

Basic Details

Bank Details

Bank Details ⌃

Bank Purpose *

| Self ▾ |

Account Type *

| Account Type ▾ |

Account Number *

| Enter Account Number |

IFSC Code *

| IFSC Code |

Bank Name

| Bank Name |

Previous   Next
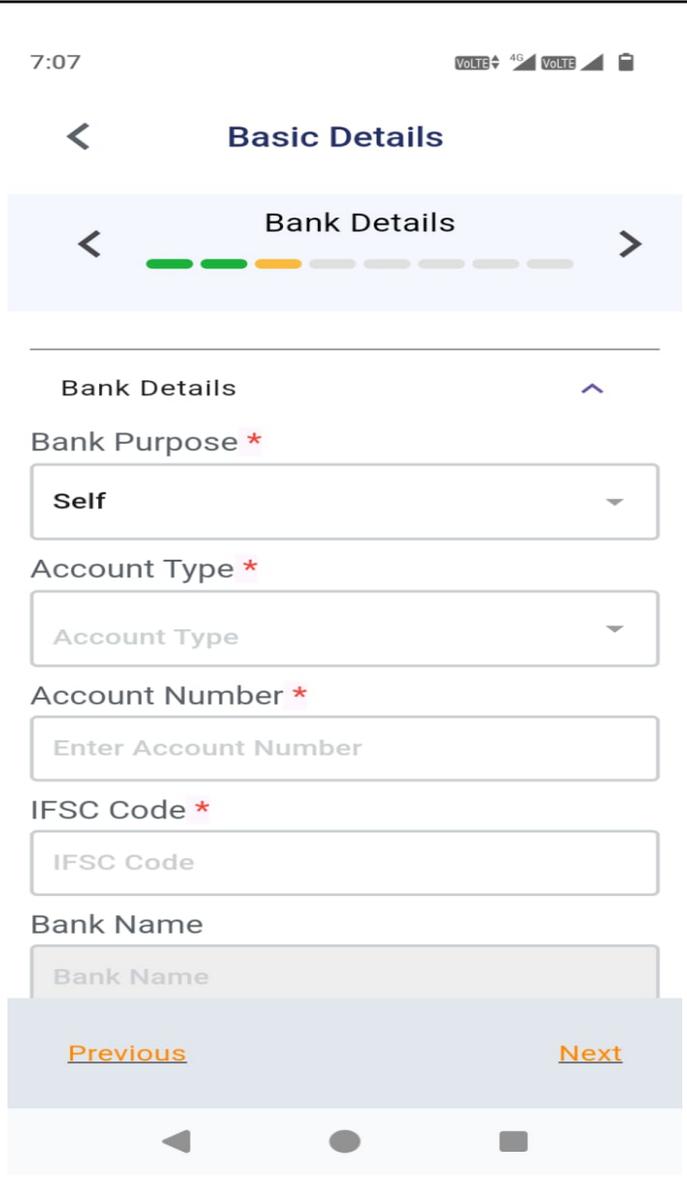
To Create New UCC

Step 3: Bank Details

Bank Details: Enter Investors bank details thru which s/he want to invest.

Maximum 5 Banks can be added under 1 UCC

Bank Purpose: Self

Account Type: Saving or Current

Account Number: Enter complete account no. as per Statement or Passbook

IFSC Code: Enter IFSC as search keyword and select from Dropdown, based on selection, remaining details will auto populate like Bank Name, Bank Branch, City, State.

In case want to add more than one bank, then click on **+ Add Bank**

Basic Details

Address Details

Indian

Indian

Address Line 1 *

Shree Jain Udhyog Gruha

Address Line 2

Girls Hostel CP Tank Road

Address Line 3

Mumbai

Input should be minimum of 10

Pin Code *

400020

Previous   Next

To Create New UCC

Step 4: Address Details

Enter complete Address with Pin Code, Based on Pin Code, City, State and Country will auto populate.

Select Communication Mode: Communication Via Email alerts

Basic Details

Bank Details

Bank Details

Bank Purpose *

Self

Account Type *

Account Type

Account Number *

Enter Account Number

IFSC Code *

IFSC Code

Bank Name

Bank Name

Previous   Next

To Create New UCC

Step 5: Nomination Details

As per Investors preference, select option YES or No.

No >> Investor doesn't want to specify any nominee

YES >> Investor want to go with nominee details, accordingly, fill all details.

Nominee SOA:
YES or NO

Nominee Auth Option >> Select respective option like OTP Authentication

FATCA Details

FATCA Details

FATCA details are mandatory

Vidhi Jain
CBMPJ0888E

PAN ID

CBMPJ0888E

Client Name

Vidhi Jain

Father Name

Father Name

Spouse Name

Spouse Name

Address Type *

Previous   Next

To Create New UCC

Step 6: FATCA Details

Fill all the details which are mandatory and click on Next.

Review all information before submission and then click on submit button.

UCC Status will be Pending for Authentication.

Investor will get 3 mails, by clicking on link from any mail, investor will redirect to Authentication page.

Investor can select all 3 options, enter CAPTA and process.

Investor has to enter OTP which will be received on email ID and Mob No.

After successfully entering, UCC Status will be change to Pending in Verification.

Incase all details are correct after successfully validation all field, status will change to Active.

UCC is Active >> Ready for Transaction
UCC is Pending for Verification >> Please check preview to check any validation field, accordingly edit UCC and value field.
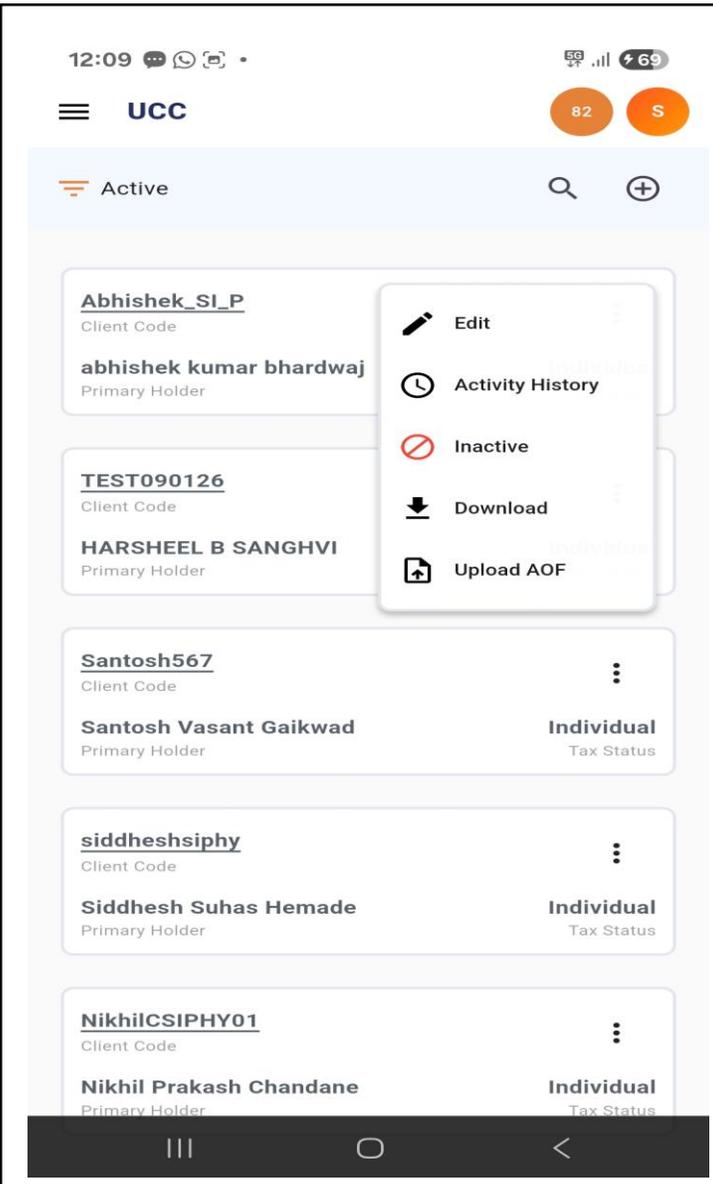
UCC List

Below is the UCC list page which derives from UCC List Page

At right side, there is Action Button with 3 . Dot, after clicking on it, multiple opens comes in list. By clicking on it, you can take necessary actions.

Edit >> Existing UCC can be modified from this options. After modification, Investor has to authenticate again.

Activity History >> User can check all activity along with validation Status.

Inactive >> This option is use to deactivate UCC.

Download >> User can download prefilled AOF (Account Opening Form or FATCA Form)

Note: Incase Elog is opted then prefilled AOF to be downloaded, where investor has to sign. Same for FATCA.

Upload AOF >> Signed copy of AOF to be uploaded from this option.

AOF and FATCA is mandatory for Non-Individual UCC.
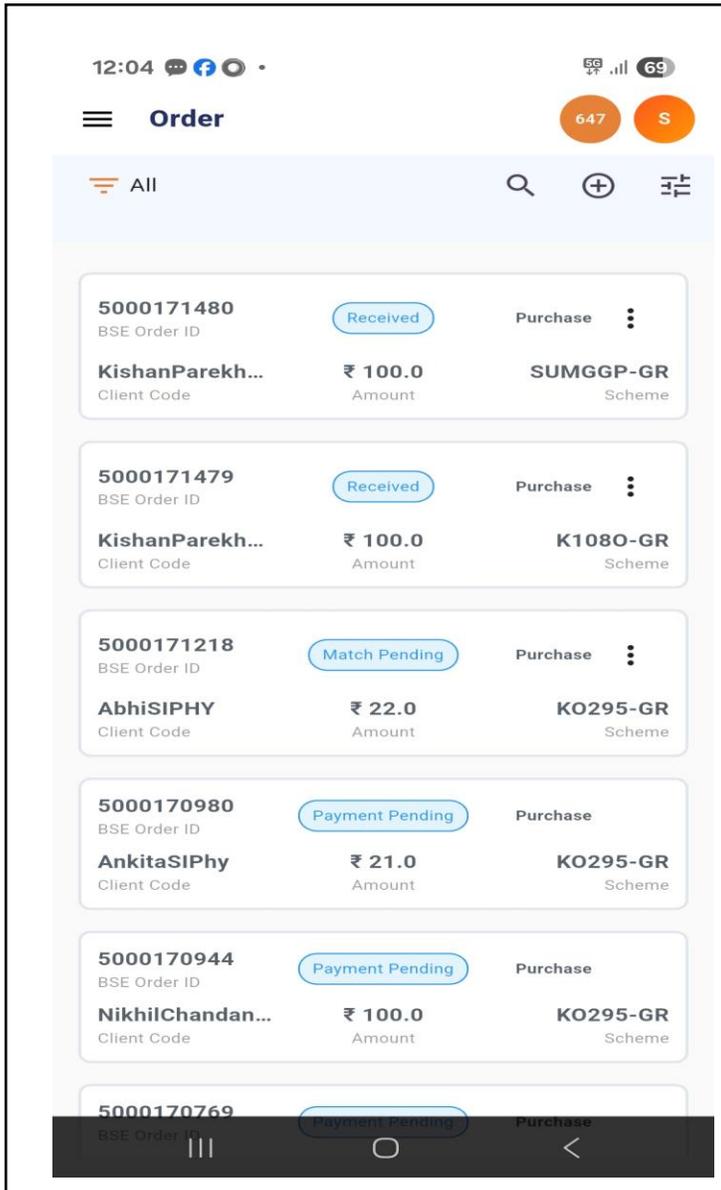
Order List

From list option (3 line), user can check status wise order list – Active, Pending Authentication, Pending Verification…..

The magnifying glass and the + sign are used to place Transaction (Purchase, Redemption and Switch)

Right side Search Option to filter data with Name, UCC

At right side Action Button >> User can edit or cancel the order or resend Authentication Link.

From given list page, when clicks on any order, it will drill down to complete information of particular order,

Place Order

EUIN OPTED >> User has to enter select YES and enter their EUNI.
Sub Broker ARN & Sub Broker Code is optional Field.
Member SXP Ref ID is prefilled field, No input required.

Client Code: Enter UCC Code or Investor name to search with and will drop down the name, Please select respective Investor Name, accordingly Mob and Mob Id will be auto populated.

Order Details >> Order Type >> Select Transaction Type as Purchase or Redemption or Switch.

Mandate: In case investor want to make lumpsum payment thru mandate then search approved mandate and select. (In this case, payment link will be triggered to investor).

Scheme Details

Sub Scheme Name *

[Sub Scheme Name   🔍]

BSE Scheme Code

[BSE Scheme Code]

ISIN

[ISIN]

NAV

[Eg. 48.1245]

NAV Date

[Eg.06-05-2000]

Min Purchase Quantity

[Min Purchase Quantity]

Min Additional Purchase Amount

[Min Additional Purchase Amount]

Purchase Details

Transaction Mode *

[Select Demat/Physical   ▼]

Transaction Type *

○ Fresh   ○ Additional

Folio No

[Eg. 12345678/90]

Depository Client ID

[Eg. 66326743]

Place Order

Search with Scheme name in which investor is will to do investment. Based on Search and Selection, BSE Scheme Code, ISIN, NAV, NAV Date, Min Purchase and Min Additional Purchase Amount will auto populated.

This indicates what is minimum amount, investor can do investment.

Purchase Details >> Select Physical as per UCC Type.

Transaction Type
Fresh >> If it is fresh transaction without any prior investment in respective scheme or AMC.
Additional >> Investor wants to invest in existing folio
Select the option Accordingly.

Folio No. In case Transaction Type >> Additional is selected, then valid Folio No needs to enter.

Amount *

65000.0

PG/Bank Reference No

Eg. R14663hJU

Place Order

III   O   <

Place Order

Enter the Amount and click on Submit Button.

Once order is placed, Investor will receive Mail & SMS to Authenticate.

After successful Authentication, Investor will redirect to payment Link.

There are three option to make payment
1> Net banking
2> UPI
3> Mandate

After successful payment and receives at BSE end, payment will be matched and sent to RTA for allotment.

To check order Status. You can click on any order and refer Audit Trail. This will keep on updating as on when there is process.

In case payment not receives, order will expire in 5 Days.

≡ **Mandate List**   293   S

🔍   ⊕   ⊶

500002771   (Scan Upload Pending)   ⋮
Mandate ID

NikhilChandane   **Nikhil Prakash**   **NACH**
SIPHY02   **Chandane**   Mandate Type
Client Code   Holder Name

500002768   (VPA Verified)   ⋮
Mandate ID

26260IndSIBoth   **Gajendra Patle**   **UPI Autopay**
_GajendraPatle   Holder Name   Mandate Type
Client Code

500002580   (Cancelled)   ⋮
Mandate ID

26260IndSIBoth   **Gajendra Patle**   **UPI Autopay**
_GajendraPatle   Holder Name   Mandate Type
Client Code

500002578   (VPA Verified)   ⋮
Mandate ID

26260IndSIBoth   **Gajendra Patle**   **UPI Autopay**
_GajendraPatle   Holder Name   Mandate Type
Client Code

500002487   (Rejected)   ⋮
Mandate ID

NikhilChandane   Nikhil Prakash

Mandate

There are tree type of mandate.
1> UPI Autopay >> this is to be authenticated from UPI App and will be active on same day
2> E-Nach >> Authenticated thru Net banking, Debit Card or Aadhar (As per applicable)
3> Nach >> Signed copy of mandate needs to upload.

From Action Button >> you can click on Edit button to upload signed copy of Nach Mandate.

Activity History >> to track all historical event of respective mandate.

Download >> to download prefilled mandate form of Nach mandate.

Upload >> This is one more option to upload singed mandate copy.

Mandate can be used for SIP and Purchase Transactions to initiate payment
.

Add Mandate

Member Details

UCC Details

Client Code *

Client Code

Mandate Details

Mandate Type *

Select Option ▾

Request Type *

Registration

Amount *

65000

Start Date *

DD-MM-YYYY 📅

End Date *

DD-MM-YYYY 📅

Registration Date

DD-MM-YYYY 📅

Frequency *

Select Frequency ▾

Create Mandate

Client Code: Enter UCC Code or UCC Name to search with and select from search list.

Mandate Type: Select appropriate mandate type.

Amount: Enter Amount with maximum amount.

Start Date: Select Start Date, accordingly End date will be auto populated of next 40 years. You can change end date if it is required.

Registration Date will be same as today or when you are doing Mandate Registration.

Frequency and Mode: As and when presented, this will be auto populated.

Investor Bank Details

Bank Account *

Select Option ▼

IFSC

eg.HDFC0000060

Bank Name

Eg. HDFC Bank

Account Type

Eg. Savings Account

Branch

Branch

Submit

Create Mandate

Bank Account: Select the bank on which you want to register the mandate.

IFSC Code, Bank Name, Account type and Branch will auto populated.

VPA ID: In case mandate type is UPI Autopay, then this fields is required, where investors VPA Id needs to enter which is mapped to bank selected from Dropdown.

Click on Submit Button.

UPI Autopay >> Investor will get notification on their VPA App (Phonepe, Google Pay, etc to authenticate).

E-NACH >> Investor will get Link on their mail ID to authenticate.

Nach: Upload signed copy of mandate form.
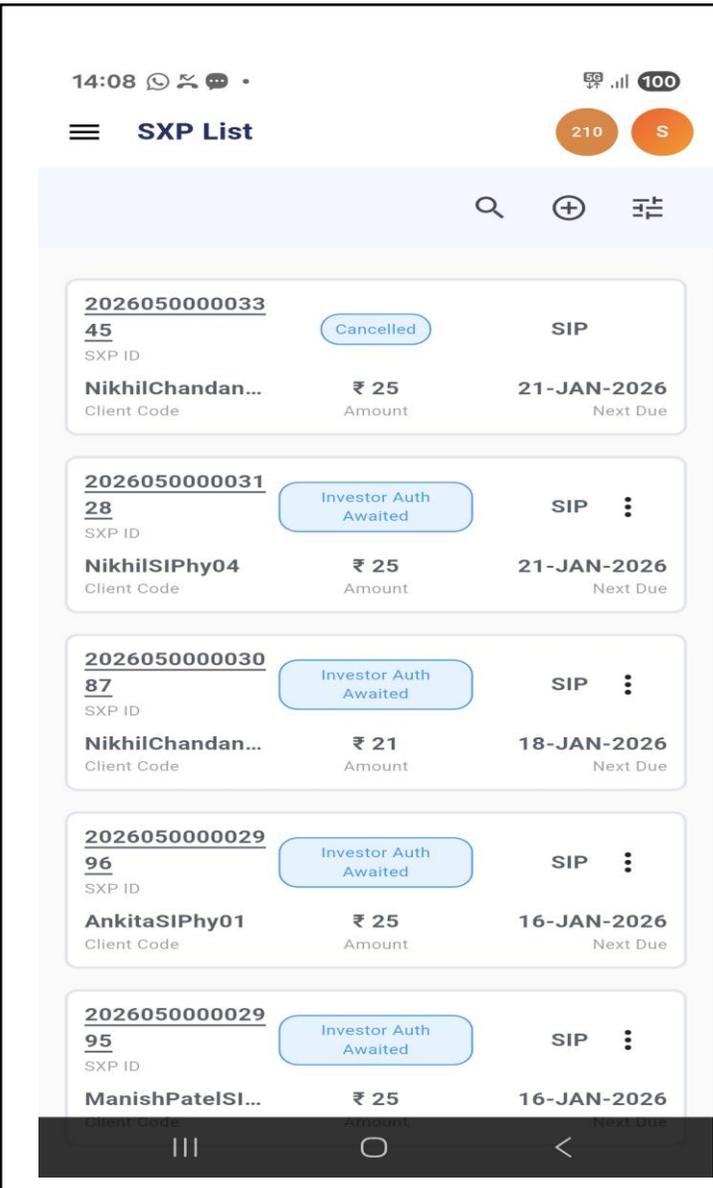
SXP List

This functional is used to register all systematic, SIP, STP and SWP.

In case SIP is register with Mandate, then it will be XSIP where future installment amount will be debited automatically using mandate bank.

In case SIP is register without mandate, then on every installment due, payment link will be triggered to investor.

From right side Action Button, you can cancel running SIP 2 days before next due date, link or delink mandate, do Top Up.

When clicks on any records from the list, complete details can be viewed.

Add SXP

14:09

EUIN Opted
- ○ Yes
- ○ No

EUIN
Eg. E123456

Sub Broker ARN
ARN-126168

Sub Broker Code
Eg. IN0020160027

Member SXP Ref ID
81-5202786-39468-445035079-98126

Client Details

Client Code *
Client Code

Country Code
91

Mobile Number
Eg. 9988776655

Email
Eg.johndeo@gmail.com

Bank Account
Select an option ▾

Demat Account
Select an option ▾

KYC Declaration *
- ◉ Yes
- ○ No

Systematic Registration

EUIN OPTED >> User has to enter select YES and enter their EUNI.
Sub Broker ARN & Sub Broker Code is optional Field.
Member SXP Ref ID is prefilled field, No input required.

Client Code: Enter UCC Code or Investor name to search with and will drop down the name, Please select respective Investor Name, accordingly Mob and Mob Id will be auto populated.

Bank Account >> Optional Field.

Demat Account >> Optional field for Physical UCC

KYC Declaration >> Select Yes (Mandatory Field)

SXP Type

SXP Type *

| SIP | ▾ |

Scheme Details

Sub Scheme Name *

| Sub Scheme Name | 🔍 |

Scheme Code

| Eg. HDFC Balanced Advantage Fund |

ISIN

| Eg. INF966L01689 |

Min Amount SIP

| Eg. 100.0000 |

Max Amount SIP

| Eg. 1000.0000 |

NAV

| Eg. 48.1245 |

NAV Date

| DD-MMM-YYYY |

SIP Details

Frequency *

| Monthly | ▾ |

Installment *

| Installment |

Systematic Registration

SXP Type: Select SXP type from Drop as per investment preference.

Sub Scheme Name: Search investment Scheme

Based on scheme selection, Scheme code, ISIN, Min Amount SIP, Max Amount SIP, NAV, NAV Date will auto populated.

SIP Details
Frequency >> Select appropriate Frequency from drop down. (Daily, Weekly, Fortnightly, Monthly etc….)

Installment No. Enter the No. of Installments investor do systematic. Example, If Monthly SIP is for 5 Year then No. Installment to be 12 Months X 5 Year = 60 installment.

For Daily SIP, End Date is mandatory. Installment No. will be optional.

Start Date *

DD-MM-YYYY

Mandate ID

Mandate ID

☐ First Order Today

Investor Depository Client ID

Eg. 66326743

Amount *

65000.0

Transaction Type *

○ Fresh   ○ Additional

Transaction Mode *

Select an option ▼

Folio No

Eg. 12345678/90

Submit

Systematic Registration

Start Date>> Select Start from right side Calander Option.
Please select Start Date after 3 days from registration Date (Registration date is same when user is transacting).

Mandate ID>> Please select mandate ID thru which Investor want to debit installment amount.

First Order Today >> If tick mark then SIP will start on same where current installment to be paid from any payment option (Ne tbanking, UPI and Mandate).

Amount: Enter SIP Amount which will be debited on every installment due date.

Transaction Type
Fresh >> If it is fresh transaction without any prior investment in respective scheme or AMC.
Additional >> Investor wants to invest in existing folio
Select the option Accordingly.

Transaction Mode: Select Physical as per UCC Type

Folio No. In case Transaction Type >> Additional is selected, then valid Folio No needs to enter.

Once all above details is filled, click on Submit button.

Upon submission, investor will get mail to authenticate.

Support Assistance.

For any query related to BSE StAR Mutual Fund Operation & Settlement, Members can reach us through our Service Centre.

Tel. No. 022-45720450/650 & 022-69158550
Mail ID: Bse.mfhelpdesk@bseindia.com

Relationship Manager: Vidhi Jain:
Mob No: 9634772634
Mail ID: jain.vidhi@bseindia.com

Escalation Level: Santosh Gaikwad
Mob No: 9503809643
Mail ID: santosh.gaikwad@bseindia.com

Getting Started:

UAT URL - https://nseinvestuat.nseindia.com/
Prod URL - https://www.nseinvest.com/

Members registered with NSE can login using the Member Id, Login Id, Password and Captcha.
In the event of Forgot Password, Members can utilise Forgot Password feature on Login screen.
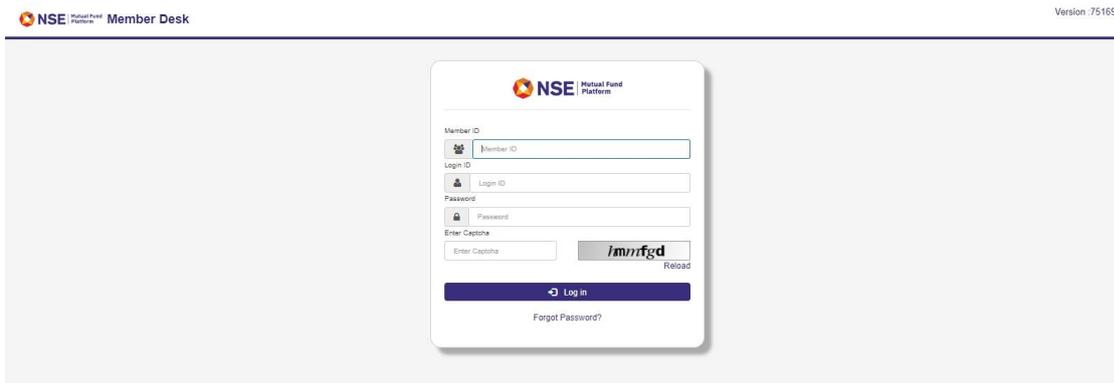
How to create Client/Client Master:

It is recommended that Members should validate the KYC of the client before creating the UCC.

Members can create client manually from the below path: -

Path: Menu> Masters> Client Registration.

Member can use this menu to Add / Edit /View the list of clients registered on the platform by them. Member to give a Unique Client Code (UCC) to the clients with maximum 10 alphanumeric characters.

Members can create the clients manually by clicking on "Add" and then by filling in all the required fields in the UI.

Key details in the UCC are verified by the Exchange i.e. KYC status, Demat Account and Bank Account

In case there is a failure in bank validation, then the member needs to upload the Bank proof of the client and if in case there is a failure in Demat validation, the CML copy is required. Settlement of Orders will be affected in case of failure in all the above cases.

Members are advised to provide the email id and mobile no registered with the RTAs while creating the UCC.

Alternatively, Members can create UCCs from the below path using Bulk Upload.

Path: Utilities > Bulk Upload

File Type: Client Master Common (MFI AND MFD) New

Members can refer this screen to create a client or Client Master in the system. Both .csv and .txt file allowed with pipe (|) separated values. Member can refer sample files provided on screen for their reference.

After uploading file, Member can see how many records processed successfully and how many are failed. Member can also download the file pertaining to the failed records.

Bulk Upload

File imported successfully.

File Type *	Browse File *			
Select File Type	Select File...	Browse	Upload	Reset

Client Master Common (MFI AND MFD)

Number of records in File.	Number of record processed successfully.	Number of record failed.
2	1	1

14_20240207121901_317762877335999_error.txt - Notepad

File Edit Format View Help

SP|7666178242|SP|msolanki@nseit.com|DC|7666178242|DC|FAILED : ONLY 'SI', 'JO' OR 'AS' VALUES ARE ALLOWED FOR HOLDING NATURE.

FATCA Registration:

Members can update clients FATCA data manually from the below path.

Path: Menu> Masters> FATCA Registration

Members can share the FATCA & UBO data with the exchange through UI by filling in all the required details.

Additionally, Member can share the FATCA & UBO data to the exchange through bulk upload.

Path: Utilities>> Bulk Upload>>FATCA Individual/ FATCA COMMON

For non-individual clients, along with FATCA & UBO data shared through UI or bulk upload, the upload of FATCA Image – UBO/NPO as applicable is mandatory. FATCA UBO/NPO image file size not to exceed 3MB.

Member can upload the FATCA/UBO Declaration image in their Login

Path: Utilities>> FATCA Image Upload

Client EKYC registration

Member can check the KYC status of his client using the "KYC Check" option in the Client Registration page. He can get the KYC registered for his clients who are not KYC Compliant from the path below.

Path: Menu> Masters> Client EKYC registration

Investor receives email and on clicking on the link , he will be redirected to the Cams page for Ekyc registration where he needs to upload the required documents to process the same.

Client consent through eLog/AOF Process:

Both **Digital** and **Physical** onboarding of the client is available on the NSE MF Invest platform. **Digital** onboarding is kept default.

Once the Non-demat Client is created by the Member and FATCA details are entered, Email/SMS shall be triggered to the registered Email/Mobile no. in Client Master for authentication to all the holders in the UCC with a copy to the member.

Note: The UCC authentication link is valid for 10 working days.

In **digital** onboarding, the client must authenticate the UCC with an OTP which he/she receives on the registered email and mobile no.

In **physical** onboarding, the Member must take the clients signature on the Account Opening Form **(AOF)** and upload the same on the NSE MF Invest platform.

For non-individual clients, upload of Account Opening Form is mandatory along with the list of documents required by the RTAs.

Client will have to open the link and verify the details mentioned in the UCC and authenticate the same by One Time Password (OTP) triggered to the registered Email/Mobile No. in the UCC. Once the client completes authentication, eLog of authentication shall be captured.

The UCC authentication mail/SMS (eLog) is sent to all the holders in the UCC. It is mandatory for all the holders in the UCC to authenticate.

This eLog generated will supersede AOF document and Member will not be required to upload the AOF document for the Client Master. Once the client consent via eLog authentication process is completed by all the holders in Client Master, Member will be allowed to place order in non-Demat mode provided all other validations are fulfilled by the Client. For Demat mode customers, uploading AOF and FATCA registration will be required only if they wish to transact in non-demat mode. Also, UCC authentication email will not be sent in such cases.

In case client has not received eLog mail, an option has been provided in member login to resend the authentication link to the client for authentication.

Path: Reports >> Client Authorization Report>> Resend

Note: UCC authentication email will trigger only after the successful upload of FATCA File.

Account Opening Form (AOF) Download:

Member needs to upload the AOF of the clients who do not have access to their mail and mobile no to authenticate the client master data through eLog. Members can download the prefilled AOF and take the signature of the client on the same and upload it on NSE MF Invest Platform.

Path: Utilities>> AOF Download
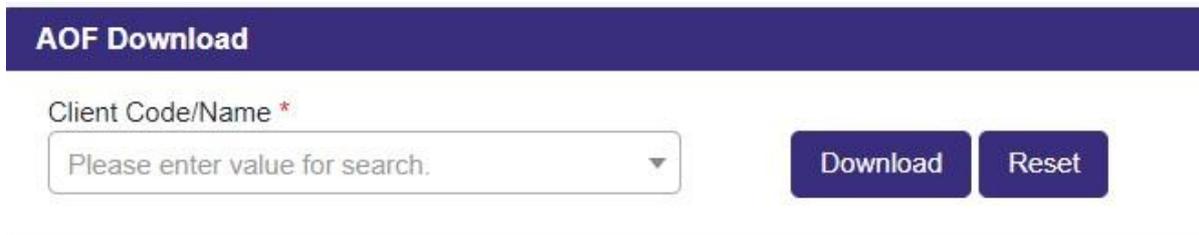
AOF Image Upload:

Path: Utilities>> AOF Image Upload.
Image Upload Convention: Only .tiff, .tif, .jpeg and .pdf files are allowed with a size limit of 2.4MB.

In case of individual investors intending for Physical on-boarding and non-individual's investors, AOF to be uploaded with the documents required for that category as a single file.

Client Authorization Report

Member can view the authorization mode and authorization status, KYC verification status, Demat account status, Bank account status of the client in this report. Member can resend the Client authorization link if the client hasn't received the same.

Path: Reports>> Client Authorization report.

Client KYC Status Report

Menu: Reports> Client KYC Status Report

Members can view the status of PAN verification as per KRA of their clients in this report.

Cancelled Cheque Upload

Menu: Utilities > Client Cancel Cheque Upload

If bank verification fails, member must upload cancelled cheque or any bank proof image in .png, .jpg, .jpeg with max. size of 2MB through their login. Once cancelled cheque copy is uploaded, the same will be validated by NSE Ops team and if appropriate, the respective bank account will be activated for transactions.

Additional Bank Details Upload

Menu: Utilities > Bulk Upload

File Type: Client Bank Upload

Member can upload additional/delete bank details against a Client/UCC. Both .csv and .txt file allowed with pipe (|) separated values. Kindly import file without header. Member can refer sample file provided on screen for their reference.

Once uploaded, Member can view and export the details of the banks added and the status of the bank in the client registration report (Masters> Client registration).

FATCA Report

Member can view and export the list of clients whose FATCA is uploaded and the RTA status of the same.

Path: Reports >> FATCA Report

AOF Image Upload report

Members can check the status of the AOF uploaded in the report available.

Path: Reports>>AOF Image Upload report

Member can start placing transactions post the client completes the onboarding process.

Please refer to the grid below for requirements of client onboarding.

	Client Type	UCC Creation	FATCA	AOF	Client Authorization
Individual	Demat	✓	⊗*	⊗*	⊗
	Non Demat	✓	✓	✓**	✓**
Non-Individual	Demat	✓	⊗*	⊗*	⊗
	Non Demat	✓	✓	✓	⊗***

* For Demat mode customers, uploading AOF and FATCA will be required only if they wish to transact in non-demat mode.
** Either AOF or Client Authorization (eLog) will be required
***Non-Individual clients do not receive the UCC Authorization links. Uploading of AOF with the documents applicable is mandatory for non-individuals.

Transactions

How to place Fresh/Additional Purchase transaction

Member can place fresh/additional transaction of their clients through UI from the Path below.

Path: Menu> Quick Order.

Member can manually place Fresh/additional Transaction by entering the client code and all the required details in the UI.

Member can select the mode of payment and the bank account through which payment will be made as preferred by the client in the Order entry page itself.

Additionally, Member can upload the Bulk File in the path below to place fresh/additional transactions.

Path: Utilities > Bulk Upload

File Type: Order Entry

Member can place Purchase orders in the system. Both .csv and .txt file allowed with pipe (|) separated values. Member can refer sample files provided on screen for their reference.

For Purchase:

After uploading file, Member can view how many records are Processed Successfully and Failed. Member can also download the error records for failed records.

Bulk Upload

File imported successfully.

File Type *	Browse File *		
Select File Type ▾	Select File...	Browse	Upload Reset

Order Entry Summary

Number of records in File.	Number of record processed successfully.	Number of record failed.
1	1	0

Carting Facility for up to 10 orders in UI is also available.

After entering data on UI/uploading order file successfully for transactions, investor will receive an Email on their registered mail ID and SMS on their registered mobile no for authorisation. The authorization mail/ SMS goes to all the holders in the UCC/Client Master with a copy to the Member.

Transaction Submission Notification

Dear NON DEMAT27,

Greetings from NSE Invest.

We are glad to inform you that your distributor/advisor   has electronically submitted purchase application through NSE Invest on your behalf for the transactions.

Kindly click the below link to review the above transaction/s and complete the transaction processing. In case of any discrepancies, please contact your distributor/advisor.
View & Authorize

If you are not able to open the above link, please copy and paste the below text your browser
https://nseinvestuat.nseindia.com/mf/a?8339aaa9

Kindly note that the transaction is valid till   subject to realization of two- factor authentication if applicable and payment processing. NAV applicability will be subject to transfer of funds to respective AMC account. Thank you very much for choosing to transact on NSE Invest.

NSE / AMC shall have the right to reject the transaction / reverse the transaction processed earlier if the KYC, FIRC requirement or any regulatory requirement with regards to NRI customers is not fulfilled. In such case NSE / AMC shall not held responsible for any loss of return suffered by the concerned customer.

In case you need any clarification, please contact your Distributor   or you can also email to support@nseinvest.com, quoting your Client code, PAN, mobile no. and your query.

We look forward to your continued support and assuring you of our best services always.

Thanks and Regards,
National Stock Exchange of India Limited.

Investor needs to click on the "View & Authorize link" and then select the orders he wants to authenticate. He then will have to select the mode of authorization.

Purchase Order Authorization / Payment for NON DEMAT35 (NDI35)

👤 Distributor Name	📱 Distributor Contact No	✉ Distributor Email

Pending to Authorize with OTP

	Order Request Date	Order No.		Scheme Name	Amount	Folio No.	Active Till	1st Holder 2FA Status	2nd Holder 2FA Status	3rd Holder 2FA Status
⚪	20/01/2025 12:14:49	450200000067		KOTAK LIQUID FUND - REGULAR PLAN - GROWTH	15,000.00		24/01/2025 23:59:59	PENDING		
⚪	20/01/2025 11:45:43	450200000066		KOTAK LIQUID FUND - REGULAR PLAN - GROWTH	16,000.00		24/01/2025 23:59:59	PENDING		

I authorize NSEMF, its affiliates, and the orders to act on any instructions believed to be genuine for any service authorized on this form.

☑ I Agree Terms & Condition

Authorization Mode *	Select Authorization Mode ▲	
	Reset	
	Select Authorization Mode	
	Both	
	Email	
	Mobile	

Payment Pending Order Summary

ord(s) found.

11

Investor needs to select the authorization mode and generate the OTP for authorization. Investor can use resend OTP option if the OTP was not received earlier. Validity of the OTP is of 10 Minutes.

For fresh purchase, authentication from all holders is required. For Additional Purchase with Anyone or Survivor or Joint holders & Redemptions, first holder authentication is sufficient.

First holder needs to select the orders for which he wants to make the payment and select the payment mode. If the member had selected the payment mode while placing the transaction, then the same mode pops up and the client can simply proceed to make the payment.

Post successful payment, purchase order confirmation page comes on screen.

Post successful payment by the client, he gets a confirmation mail with a copy to the member and SMS for the same.

Transaction Authorization Confirmation

noreply@nmf2.nse.co.in
To ● Sarita Nair (MFR)

Mon 20-01-2025 14:0[

Non-Confidential

(i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Transaction Authorization Confirmation

Dear NON DEMAT35,

Greetings from NSE Invest.

Order no 450200000068 placed on NSEINVEST platform has been authenticated successfully and submitted for further processing.

Thank you very much for choosing to transact on NSE INVEST.

NSE / AMC shall have the right to reject the transaction / reverse the transaction processed earlier if the KYC, FIRC requirement or any regulatory requirement with regards to NRI customers is not fulfilled. In such case NSE / AMC shall not held responsible for any loss of return suffered by the concerned NRI customer.

In case you need any clarification, please contact your Distributor 99943 - SARITA or you can also email to support@nseinvest.com, quoting your Client code, PAN, mobile no. and your query.

We look forward to your continued support and assuring you of our best services always.

Thanks and Regards,
National Stock Exchange of India Limited.

Please note: Transaction will not get processed if the payment is done by the Investor from an unverified/invalid bank account.

Demat redemption orders will not be accepted if the demat account is not active.

Client Cheque Deposit Slip Download

Any member whose clients wants to make the payment through cheque for the transaction, then the client needs to select the payment mode as "Cheque" in the payment mail he receives post order authentication. Member can download the prefilled Cheque deposit slip from his login.

Path: Menu> Utilities> Client Cheque Deposit Slip Download

Additionally, the cheque details can be entered in the Order entry page too where the member selects the payment mode preferred by the client.

The cheque can be deposited at nearest HDFC Bank.

How to enter Redemption transaction

Member can place redemption transaction of their clients through UI from the Path below.

Path: Menu> Quick Order.

Member can manually place redemption transaction by entering the client code and all the required details in the UI.

Additionally, Member can upload the Bulk File in the path below to place redemption transactions.

Path: Utilities > Bulk Upload

File Type: Order Entry

. Both .csv and .txt file allowed with pipe (|) separated values. Member can refer sample files provided on screen for their reference. The folio no in which the redemption needs to be mentioned mandatorily.

For Redemption

After uploading file, Member can view how many records are Processed Successfully and Failed. Member can also download the error records for failed records.

For orders placed manually or through file upload, the bank account in which redemption payout is expected needs to be mentioned during order entry. For Demat redemption orders, the bank account specified in the order should be in verified state. For Non demat redemption orders, the RTA / AMC will make the redemption payout in the bank account linked to the folio as per RTA records. After placing the redemption order manually or by uploading order file successfully for redemption transaction, investor (First Holder in UCC) will receive an Email on his registered mail ID with a copy to the

member and SMS on his registered mobile no for authorization. Member must ensure that for non-demat orders, the email id and mobile number of the investor as per RTA records is updated on the UCC. Investor needs to select the orders he wants to authorize and select the mode of authorization.

Investor needs to generate the OTP and authorize the redemption. On successful authorization, the investor gets the confirmation of the order on screen.

The investor also gets the confirmation of the order on his mail with a copy to the member and SMS.

For Demat redemption orders, the member needs to provide DIS (Delivery Instruction Slip) to the respective Depositories. Member may refer the settlement calendar available under Download section to get the details of settlement number, settlement type and other relevant details required for generating the DIS.

How to enter Switch transaction

Member can place Switch Order from the below path.

Path: Menu> Switch Order.

Member needs to enter all the details required in the UI to place a switch transaction.

Additionally, the member can upload the Bulk file to place switch transactions from the below path.

Path: Utilities > Bulk Upload

File Type: Switch Order Entry

Member can place Switch orders in the system. Both .csv and .txt file allowed with pipe (|) separated values. Member can refer sample files provided on screen for their reference. The folio no in which the switch needs to be mentioned mandatorily.

After uploading file, Member can view how many records are Processed Successfully and Failed. Member can also download the error records for failed records.

After placing the Switch order through UI or by uploading switch order file successfully, investor (Primary Holder in UCC) will receive an Email on his registered mail ID with a copy to the member and SMS on his registered mobile no for authorization.

Request for SWITCH Order

N noreply@nmf2.nse.co.in
To

Reply | Reply All | Forward | ...

Fri 06-12-2024 13:52

Non-Confidential

(i) Follow up. Start by 06 December 2024. Due by 06 December 2024.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Transaction Submission Notification

Dear _____,

Greetings from NSE Invest.

We are glad to inform you that your distributor/advisor   MEMBER has electronically submitted Switch application through NSE Invest on your behalf for the transactions.

Kindly click the below link to review the above transaction/s and complete the transaction processing. In case of any discrepancies, please contact your distributor/advisor.
View & Authorize

If you are not able to open the above link, please copy and paste the below text your browser
https://nseinvestuat.nseindia.com/mf/97e9bac0

Kindly note that the transaction is valid till 10-DEC-2024 23:59:59.
Thank you very much for choosing to transact on NSE Invest.

NSE / AMC shall have the right to reject the transaction / reverse the transaction processed earlier if the KYC, FIRC requirement or any regulatory requirement with regards to NRI customers is not fulfilled. In such case NSE / AMC shall not held responsible for any loss of return suffered by the concerned customer.

In case you need any clarification, please contact your Distributor   / MEMBER or you can also email to support@nseinvest.com , quoting your Client code, PAN, mobile no. and your query.

We look forward to your continued support and assuring you of our best services always.

Investor needs to click on the "View & Authorize link" and then select the orders he wants to authenticate. He then will have to select the mode of authorization.

The OTP will go to the registered mail id/mobile no or both as per the mode selected by him.

Post authentication, investor will get an order confirmation mail with a copy to the member and SMS too.

Transaction Authorization Confirmation

noreply@nmf2.nse.co.in
To

Non-Confidential

Follow up. Start by 06 December 2024. Due by 06 December 2024.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Transaction Authorization Confirmation

Dear TEJAS NONDEMATT,

Greetings from NSE Invest.

Order no 443410000238 placed on NSEINVEST platform has been authenticated successfully and submitted for further processing.

Thank you very much for choosing to transact on NSE INVEST.

NSE / AMC shall have the right to reject the transaction / reverse the transaction processed earlier if the KYC, FIRC requirement or any regulatory requirement with regards to NRI customers is not fulfilled. In such case NSE / AMC shall not held responsible for any loss of return suffered by the concerned NRI customer.

In case you need any clarification, please contact your Distributor   MEMBER or you can also email to support@nseinvest.com, quoting your Client code, PAN, mobile no. and your query.

We look forward to your continued support and assuring you of our best services always.

Thanks and Regards,
National Stock Exchange of India Limited.

For Demat switch orders, the member needs to provide DIS (Delivery Instruction Slip) to the respective Depositories. Member may refer the settlement calendar available under Download section to get the details of settlement number, settlement type and other relevant details required for generating the DIS.

Switch Order Report

Path: Member Desk >>Menu>>Reports>>Switch Order Report

Member can view all switch orders present in system till date from this Menu. Member can filter switch order from this screen as per Client Code/Name, AMC Name, From Scheme Name To Scheme Name, From Date, To Date. Also, Member can Export this report in TXT or Excel format for reference.

View Orders

Member Desk> Menu> View Orders

Member can view all orders present in system from this Menu. Also, Member can cancel orders from this menu. Orders can be any order like Purchase, Redemption, Switch, SIP, XSIP, SWP, STP.

Also, Member can filter order from this screen as per AMC, Scheme Name, Scheme Code, Client Code, Order IDs.

Member also has an option to resend the email to investor in case the investor has not received it.

Mandate Registration

Member can register mandate of his clients through UI from the Path below.

Path: Menu>XSIP>Mandate> Mandate Registration

Member needs to enter all the required details including the Mandate type (NACH MANDATE or eNACH MANDATE) and save the data entered.

Additionally, Member can upload the Bulk File in the path below to register Mandates.

Menu: XSIP > Mandate > Mandate Bulk Upload

Note: In Nach Mandate, the limit is up to 1 Cr. Per transaction and for Emandate limit is Min 10 lakh to Max. 1 Cr (differ as per Bank, or as prescribed by NPCI from time to time)

Mandate Registration (ACH Mandate)

Enter **Mandate type= X For** ACH mandate

Member can place Mandate Registration request in the system. Both .txt and .csv file allowed with pipe (|) separated values. Kindly import file without header. Member can refer sample files provided on screen for their reference.

After registering NACH MANDATE / NACH MANDATE, Investor will receive email communication where all details about registered Mandate will be mentioned.

The Investor will get the prefilled ACH Mandate form in the mail with a copy to the member.

NACH pre- filled Mandate Download

Member desk>Menu>XSIP>Mandate>NACH PRE-Filled ACH Download

After registering Mandate Member can download the prefilled Mandate form of the registered mandate. He can then ask the customer to check the data on the mandate form and sign the same. Member can upload that form in Member desk.

Note: The signature of the client should be as per Bank Records and in case of Joint holding it should be in the same pattern as per Bank records.

NACH Pre-filled Mandate Download

Client Code/Name
Please enter value for search.

Mandate Registration Date (From – To)
10-01-2025 | 10-01-2025

OR

Mandate Id
Member Mandate Id

View   Reset

Download Blank Mandate

NACH Mandate Report From : 10-01-2025 To : 10-01-2025

50 entries per page

Select All ☐	Download PDF	Mandate ID	Mandate Registration Date	Client Code	Holder Name	Bank Name	Acc No.	MICR	IFSC	Amount	Start Date	End Date	Status
☐	Download	2025011010001	10/01/2025 11:49:51	NDI1	NON DEMAT1	STATE BANK OF INDIA	0987654321		SBIN0000018	100000	10/01/2025	31/12/2040	SCAN IMAGE NOT UPLOADED

<u>Upload Scan Mandate</u> –

Member desk>Menu>XSIP>Mandate> Upload Scan mandate

After downloading ACH Mandate form, Member needs to upload that form to Scan Mandate. In this menu, Member can upload file as well as can check uploaded mandate files. Member can refer the below screen to upload the mandate form files, after uploading that entry will get removed from the record.

Upload Scan Mandate ▲

Upload   View

Client Code/Name
Please enter value for search.

Mandate Registration From Date   Mandate Registration To Date
10-01-2025   10-01-2025

OR

Mandate ID
Mandate ID   ❶ Maximum 10 Mandate ID are allowed with comma(,) separated.

View   Reset

Mandate Detail Report - Registration Date between 10-01-2025 To:10-01-2025

Upload Scan PDF	Mandate ID	Mandate Registration Date	Mandate Status	Status Remarks	Client Code	Holder Name	Bank Name	Acc No.	MICR	IFSC	Amount	Start Date	End Date	UPLOAD HISTORY
Choose File No file chosen	2025011010001	10/01/2025 11:49:51	SCAN IMAGE NOT UPLOADED		NDI1	NON DEMAT1	STATE BANK OF INDIA	0987654321		SBIN0000018	100000.00	10/01/2025	31/12/2040	

Upload   Reset   Cancel

Post upload of signed mandate form, details are sent to the Service Provider. Service Provider will check all details and provide unique UMRN no against the registered mandate. Post which Member is eligible for registering XSIP for that client.

Mandate Registration (Emandate)

Menu: XSIP > Mandate > Mandate Bulk Upload

Member can place Mandate Registration request in the system. Both .txt and .csv file allowed with pipe (|) separated values. Kindly import file without header. Member can refer sample files provided on screen for their reference.

Enter **Mandate type= E For** Emandate

Mandate Bulk Upload

Browse File *
Select File   Browse   Import   Reset

❶ only .csv, .txt file allowed with pipe(|) separated values. ❶ Kindly import file without header.

- Mandate_bulk_Upload_Sample.csv
- Mandate_bulk_Upload_Sample.txt

After registering E Mandate by uploading file successfully, investor will receive email communication with a copy to the member where investor must confirm and authorise E-mandate by using Options like Aadhar card, Net Banking, Debit Card.

Mandate Reports

Menu: XSIP> Mandate> Mandate Detailed Report This

report displays the current mandate status.

How to register XSIP transaction

Member can register XSIP manually of his clients through UI from the Path below.

XSIPs are where the collection is done through mandates and SIPs are where the collection is not done through Mandates.

Path: Menu>XSIP>Mandate> Mandate Registration

Member needs to enter all the required details and save the data entered.

Additionally, Member can upload the bulk file in the below path to register XSIPs.

Menu: XSIP > XSIP Bulk Upload

File Type: XSIP Registration

Member can register XSIP orders in the system. Both .txt and .csv file allowed with pipe (|) separated values. Kindly import file without header. Member can refer sample files provided on screen for their reference.

Path: XSIP>>Bulk Upload – XSIP Registration

After registering the XSIP in UI or by uploading XSIP order file successfully investor will receive email communication with a copy to the member for authorisation of placed XSIP order. Cart Facility for up to 10 XSIP orders in UI is available.

If investor fails to authorise using link from email communication, the link will expire after 48 hours, and the XSIP registration will be cancelled.

Here investor must authorise XSIP registration by clicking on **View & Authorise link** present in the mail communication.

After clicking on link, client will be redirected to page where he can authorise or reject XSIP Order. The authorization link goes to all the holders in the UCC. The XSIP transaction goes for further processing post authentication.

Post successful authentication, investor (First holder in UCC) gets mail with a copy to the member to make the payment for the XSIP Order..

Post successful payment, a confirmation mail with a copy to the member is sent by Exchange to the investor..

The registered SIPs can be viewed by the member in the Registration report available.

How to Cancel XSIP transaction

Member can cancel SIP/XSIP manually of his clients through UI from the Path below.

Menu: XSIP > XSIP Cancellation

Member can cancel a SIP/XSIP of his client using this utility.

Member can search the running SIP/XSIP and can cancel the same if it's active. Member needs to provide reason for cancelling the SIP by selecting the options provided.

Additionally, Member can upload the bulk file in the below path to cancel XSIPs.

Menu: XSIP > XSIP Bulk Upload File

Type: XSIP Cancellation

Member can upload file to cancel XSIP registration in the system. Both .txt and .csv file allowed with pipe (|) separated values. Kindly import file without header. Member can refer sample files provided on screen for their reference.

XSIP Bulk Upload

Records Processed Successfully.

File Type
XSIP REGISTRATION ▼

Browse File *
Select File | Browse

Import | Reset

ⓘ only .csv, .txt file allowed with pipe(|) separated values. ⓘ Kindly import file without header.

- XSIP_bulk_Upload_Sample.csv
- XSIP_bulk_Upload_Sample.txt

XSIP Bulk Cancellation Summary

Number of records in File	Number of record processed successfully	Number of record failed
1	1	0

After Successfully uploading file for XSIP cancellation, investor will receive email with a copy to the member, where investor must authorise that cancellation request which is initiated by investor by clicking on link given in mail communication.

Transaction Cancellation Notification

Mr. /Ms./ M/s. NON DEMAT1,

Greetings from NSE Invest.

Kindly click the below link to authorize the cancelled transaction/s. In case of any discrepancies, please contact your distributor/advisor.

View & Authorize

If you are not able to open the above link, please copy and paste the below text in your browser
https://nseinvestuat.nseindia.com/mf/a?ae7f9997

Kindly note that the transaction is valid till 22-Jan-2025 subject to realization of the cancellation.

Thank you very much for choosing to transact on NSE Invest.

NSE / AMC shall have the right to reject the transaction / reverse the transaction processed earlier if the KYC, FIRC requirement or any regulatory requirement with regards to NRI customers is not fulfilled. In such case NSE / AMC shall not held responsible for any loss of return suffered by the concerned customer.

In case you need any clarification, please contact your Distributor ⌐or you can also email to support@nseinvest.com, quoting your Client code, PAN, mobile no. and your query.

We look forward to your continued support and assuring you of our best services always.

Thanks and Regards,
National Stock Exchange of India Limited.

Investor to click on the link and select the XSIP Registration which he wants to cancel and then select the mode of authorization and generate the OTP.

Pending to Authorize with OTP

🔵

| 🔵 | XSIP Exchange Order No 202501211000004 | Transaction Type Fresh Purchase | Registered Date 21-Jan-2025 | Symbol/Series BSL15GA-LQ | Amount 500 |

I authorize NSEMF, its affiliates, and the orders to act on any instructions believed to be genuine for any service authorized on this form.

☑ I Agree Terms & Condition

Authorization Mode *
Email ✕ ▼

Email
S******@N*****.IN
●●●●●●

You can resend OTP after 106 seconds.

Authorize | Reset

Post successful authentication, the investor gets mail with a copy to the member and SMS with the Systematic Transaction Cancellation Confirmation.

XSIP TOPUP

Members can do a Top up on an existing active XSIP/SIP registration. MENU:

XSIP> XSIP Top up

Additionally, Top-up can be done through file upload.

Menu: Utilities>Bulk Upload> SIP Modification

The file can be uploaded in txt or csv file with pipe separated values

After Successfully registering XSIP Top up, investor will receive email with a copy to the member, where investor must authorise by clicking on the link given in mail communication.

Topup SIP Registration Notification

Mr. /Ms./ M/s. TEJASEM MANDATE,

Greetings from NSE Invest.

Thank you for Investing through TEST NJ MEMBER

We are happy to inform you that 12346 - TEST NJ MEMBER has submitted Topup SIP Registration request on your behalf, the details of which are provided below:

Topup SIP Registration Details	
Topup SIP Reg No.	10255
Principal SIP Reg No	202507101000017
Scheme Name	AXIS AAA BOND PLUS SDL ETF - 2026 MATURITY FOF REGULAR IDCW REINVESTMENT
Pricipal Amount	10000.00
Topup Amount	9000.00
From Date	14-Sep-2025
To Date	14-Aug-2028
Topup Freq	ANNUALLY

Original URL:
https://nseinvestuat.nseindia.com/mf/a?484c1acf
Click or tap to follow link.

Please click t... SIP registration.

View & Authorize

If you are not able to open the above link, please copy and paste the below text in your browser
https://nseinvestuat.nseindia.com/mf/a?484c1acf

Investor to click on the link and click to authorize the transaction.

XSIP TOPUP REGISTRATION REPORT

Once an XSIP Top Up is registered, details related to the top up of the XSIP order can be viewed in the XSIP Top Up Registration Report

MENU: XSIP> XSIP TOPUP Registration Report

XSIP TOPUP REGISTRATION TRIGGER REPORT

XSIP Top Up trigger report displays all the top-up details like Child sip registration no, top-up start date, end date, top-up amount etc.

Menu: XSIP> XSIP TOPUP Registration Trigger Report

XSIP PAUSE

Menu: XSIP> Pause/Resume XSIP

To pause/resume an XSIP, member needs to search the same with the XSIP registration number.

Pause

Resume

After successfully registering XSIP pause, investor will receive email with a copy to the member, where he must authorise by clicking on the link given in mail communication to generate an OTP.

Client must enter the OTP received on his email/SMS or both as per the selection he did to authenticate the pause action.

PAUSE XSIP REPORT

XSIP orders once paused can be seen in the Pause XSIP Report

PAUSE XSIP Report : 01-07-2025 To 25-07-2025

50 entries per page

Status	Member Code	Client Code	Client Name	XSIP Regn Number	XSIP Regn Date	AMC Name	RTA Scheme Code	Scheme Name	Frequency Type	Start Date	End Date	Pause Start
PAUSE	99915	TESTT01	BULBUL BULBUL BHAN	202507241000117	24 JUL 2025	ANGEL ONE ASSET MANAGEMENT COMPANY LIMITED	NFIDG	ANGEL ONE NIFTY 50 INDEX FUND - DIRECT GROWTH	MONTHLY	24 AUG 2025	23 NOV 2033	25 JUL 20

Showing 1 to 1 of 1 entry

« ‹ [1] › »

XSIP STEPUP

Member can register Step up at the time of registration of either SIP/XSIP by providing Start date, End date, step up frequency which is semi-annual or annual and step up amount.

Menu: SIP/XSIP> SIP/XSIP Registration

XSIP Registration with Step up needs to be authenticated by the client. Client needs to click on the link received on Email with a copy to the member /SMS and generate OTP for authentication.

Step-up Registration Report

Menu: Step up > Step up Registration Report

Members can view the Step up registered in Step up Registration report. We must enter SIP/XSIP Registration number to view the details of step-up registration like start date, end date, step up amount, etc.

SIP/XSIP Mandate Shifting

Member can convert a SIP to XSIP and vice versa using this utility. Also, Mandate can be changed in the running SIP. Bulk upload facility for the same is also available in the Utilities option.

Menu: XSIP> SIP/XSIP Mandate Shifting.

SIP/XSIP Mandate Shifting

SIP/XSIP Registration No : 202507111000012 [View]

SIP/XSIP Registration Details

SIP Registration No	SIP Type	Start Date	DP Transaction Mode
202507111000012	XSIP	18-07-2025	Non Demat
Installment Amount	SIP End Date	SIP Status	SIP Frequency
66000.00	14-07-2065	ACTIVE	WEEKLY
Current Mandate Id			
2025070810013			
Client Code/Name		Scheme Code/Name	
TESTT01-BULBUL BULBUL BHAN		AONFIDG-GR - ANGEL ONE NIFTY 50 INDEX FUND - DIRECT GROWTH	

Mandate Details

Select	Mandate Id	Mandate Bank Name	Mandate Bank Account No	Mandate Amount	Mandate End Date
○	2025072210012	HDFC BANK	xxxx7890	400000.00	22-07-2065
○	Change from XSIP to SIP				

Remark : Enter remark   [Update] [Cancel]

Investor needs to authenticate by clicking on the link he receives on his registered email with a copy to the member /sms to confirm the mandate shifting.
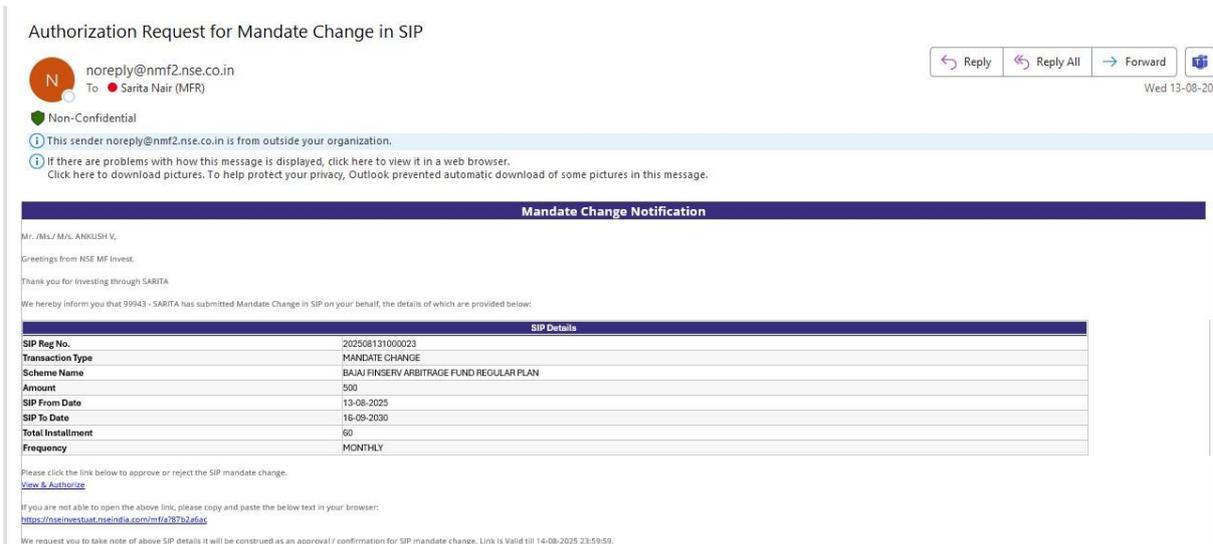
He needs to click on the link and generate OTP to authenticate the same.

Mandate Shift Confirmation for ANKUSH V (NDI65)						▲
XSIP Reg Date 13/08/2025	XSIP Reg No. 202508131000023	Scheme Name BAJAJ FINSERV ARBITRAGE FUND REGULAR PLAN	Transaction Mode Non-Demat	Folio No.	Amount 500	Start Date 17/09/2025
Frequency MONTHLY	Installments 60	New Mandate Id 2025071410001	Bank Name HDFC BANK	Bank Account No 125632541841500		

Thank you for completing authorization.

Various XSIP Reports

Menu: XSIP >>

- **XSIP Reg. & Can. Report (Registration & Cancellation)** = This report gives data of XSIP registered till date and XSIP Cancelled till date. Member can also Export this report in Excel and TXT format for their reference. Resend option of the XSIP authorization mail is available.

- **XSIP Instalment Due Report** = This report fetches the data of XSIP instalment due for future dates based on From Date and To Date

- **XSIP Matured Report** = This report fetches the data of all those XSIP which are matured as on today only. Future date is not allowed here.

- **XSIP Missed Instalment Report** = This report fetches data of all those XSIP and whose instalment are not triggered/missed due to some business change. This report is fetched as on today only. Future date is not allowed here.

Order Cancellation

Menu: Utilities > Bulk Upload

File Type: Order Cancellation

Member can cancel orders in the system. Both .txt and .csv file allowed with pipe (|) separated values. Kindly import file without header. Member can refer sample files provided on screen for their reference.

Note: Cancellation of Orders cannot be done if the payment/authorisation of the same is initiated.

Bulk Upload	
File Type * ORDER CANCELLATION ▼	Browse File * Select File... Browse Upload Reset Please select File to Upload.

ⓘ only .csv, .txt and incremental(.001,.002,.003..) file allowed with pipe(|) separated values. ⓘ Kindly import file without header.

- Order_Cancellation.csv

Post successful upload of the Order cancellation file, investor will receive Email communication on registered mail id notifying the cancellation of Order.

Transaction Cancellation Notification

noreply@nmf2.nse.co.in
To: Tejas Mahajan

Non-Confidential

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Mon 06-05-2024 16:3:

Transaction Cancellation Notification

Mr. /Ms./ M/s. TEJAS IDFC AC TEST TEST,

Greetings from NSE Invest.

Kindly note that the below transaction/s entered on your behalf by your distributor/advisor 12346 - TEST NJ MEMBER has been cancelled. In case of any discrepancies, please contact your distributor/advisor.

Transaction Details	
Exchange Order No.	441270000309
Fund	ADITYA BIRLA SUNLIFE MUTUAL FUND
Transaction Type	Purchase
Folio	9966223312359840
Scheme Name	ADITYA BIRLA SUN LIFE TAX RELIEF '96 FUND- (ELSS U/S 80C OF IT ACT) - IDCW-REGULAR PLAN
Divident Option	GROWTH
Trxns Amount	55000
Status	CANCELED

Thank you very much for choosing to transact on NSE Invest.

NSE / AMC shall have the right to reject the transaction / reverse the transaction processed earlier if the KYC, FIRC requirement or any regulatory requirement with regards to NRI customers is not fulfilled. In such case NSE / AMC shall not held responsible for any loss of return suffered by the concerned customer.

In case you need any clarification, please contact your Distributor 12346 - TEST NJ MEMBER or you can also email to support@nseinvest.com, quoting your Client code, PAN, mobile no. and your query.

How to register SWP

Member can register SWP from the below path.

Path: Menu> SWP> SWP Registration

Member needs to enter all the details required in the UI to register SWP.

Additionally, the member can upload the bulk file in the below path to register the SWP.

Menu: SWP > SWP Bulk Upload

File Type: SWP Registration

Member can place SWP orders in the system. Both .txt and .csv file allowed with pipe (|) separated values. Kindly import file without header. Member can refer sample files provided on screen for their reference.

After uploading file, Member can view how many records are Processed Successfully and Failed. Member can also download the error records for failed records.

SWP Bulk Upload

Records Processed Successfully.

File Type *	Browse File *		
SWP REGISTRATION ▾	Select File	Browse	**Import** **Reset**

ℹ️ only .csv, .txt file allowed with pipe(|) separated values. ℹ️ Kindly import file without header.

- swp_registration.csv
- swp_registration.txt

SWP Bulk Upload Summary

Number of records in File	New Registration Imported	Records are not processed
1	1	0

After registering the SWP from UI or by uploading SWP order file successfully, investor (first holder in UCC) will receive an Email on his registered mail ID with a copy to the member and SMS on his registered mobile no for authorization. Cart Facility for up to 10 SWP orders in UI is available.

SWP Registration Details	
Reg No.	202501211000006
Reg Date	21-Jan-2025
Scheme Name	MOTILAL OSWAL BUSINESS CYCLE FUND - REGULAR PLAN - GROWTH
Installment Amount	5000.00
Redemption Qty	0
Frequency	MONTHLY
Start Date	21-Feb-2025
End Date	20-Jan-2030
Total Installments	60
Trans Mode	NON DEMAT
Depository	-
Folio No	654321

Please click the link below to approve or reject the SWP registration.
View & Authorize

If you are not able to open the above link, please copy and paste the below text in your browser
https://nseinvestuat.nseindia.com/mf/a?c1aea0e5

We request you to take note of above SWP details and it will be construed as an approval / confirmation for SWP registration. Link is Valid till 22-JAN-2025 23:59:59

Investor needs to click on the "View & Authorize link" and then select the orders he wants to authenticate. He then will have to select the mode of authorization.

SWP Registration Authorization for NON DEMAT1 (NDI2)

👤 Distributor Name	📱 Distributor Contact No.	✉️ Distributor Email

Pending to Authorize with OTP

🔵

🔵

SWP Registration Date	SWP Registration No.		Scheme Name					
21/01/2025	202501211000006		MOTILAL OSWAL BUSINESS CYCLE FUND - REGULAR PLAN - GROWTH					
Transaction Mode	Folio No.	Amount	Quantity	Start Date	Frequency	Installments	First Order Today	Active Till
Non-Demat	654321	5000	0	21/02/2025	MONTHLY	60	Y	22/01/2025 23:59:59

I authorize NSEMF, its affiliates, and the orders to act on any instructions believed to be genuine for any service authorized on this form.

☑ I Agree Terms & Condition

Authorization Mode *	Select Authorization Mode ▴	
		Reset
	Both	
	Email	
	Mobile	

Investor needs to select the authorization mode and generate the OTP for authorization. He can resend the OTP if he didn't receive the same earlier. Investor gets the confirmation mail of SWP Registration.

How to Cancel SWP transaction

Member can cancel SWP manually of his clients through UI from the Path below. Menu:

SWP> SWP Cancellation

Additionally, Member can upload the bulk file in the below path to cancel SWPs.

Menu: SWP > SWP Bulk Upload

File Type: SWP Cancellation

Member can cancel SWP orders in the system. Only .txt file allowed with pipe (|) separated values. Kindly import file without header. Member can refer sample file provided on screen for their reference.

After uploading file, Member can view how many records are Processed Successfully and Failed. Member can also download the error records for failed records.

SWP Bulk Upload

File Type *	Browse File *		
SWP REGISTRATION	Select File	Browse	Import Reset
SWP REGISTRATION			

ⓘ only .csv, .txt file allowed with pipe(|) separated values. ⓘ Kindly import file without header.

- swp_registration.csv
- swp_registration.txt

SWP Bulk Cancellation Summary

	Number of records in File	Number of record processed successfully	Number of records failed
	1	1	0

Post successful upload of the cancellation file, investor gets an authorization mail with a copy to the member for the same.

Authorization Request for SWP Cancellation

noreply@nmf2.nse.co.in
To

Non-Confidential

ⓘ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

☺ ↩ Reply   ↩ Reply All   → Forward   ⁞ ...
Tue 21-01-2025 16:4

Transaction Cancellation Notification

Mr. /Ms./ M/s. NON DEMAT1,

Greetings from NSE Invest.

Kindly click the below link to authorize the cancelled transaction/s. In case of any discrepancies, please contact your distributor/advisor.

View & Authorize

If you are not able to open the above link, please copy and paste the below text in your browser
https://nseinvestuat.nseindia.com/mf/a?04f9d71e

Kindly note that the transaction is valid till 22-Jan-2025 subject to realization of the cancellation.

Thank you very much for choosing to transact on NSE Invest.

NSE / AMC shall have the right to reject the transaction / reverse the transaction processed earlier if the KYC, FIRC requirement or any regulatory requirement with regards to NRI customers is not fulfilled. In such case NSE / AMC shall not held responsible for any loss of return suffered by the concerned customer.

In case you need any clarification, please contact your Distributor   or you can also email to support@nseinvest.com, quoting your Client code, PAN, mobile no. and your query.

We look forward to your continued support and assuring you of our best services always.

Thanks and Regards,
National Stock Exchange of India Limited.

Investor will have to click on View and authorize to authorize the cancellation of the SWP Order.

SWP Cancellation Authorization for NON DEMAT1 (NDI2)

👤 Distributor Name	☐ Distributor Contact No.	✉ Distributor Email

Pending to Authorize with OTP

⬤

⬤

| Cancellation Request Date 21/01/2025 16:39:54 | SWP Registration Date 21/01/2025 | SWP Registration No. 202501211000006 | | Scheme Name MOTILAL OSWAL BUSINESS CYCLE FUND - REGULAR PLAN - GROWTH | | |
| Transaction Mode Non-Demat | Folio No. 654321 | Amount 5000 | Quantity 0 | Start Date 21/02/2025 | Frequency MONTHLY | Installments 60 | Active Till 22/01/2025 23:59:59 |

I authorize NSEMF, its affiliates, and the orders to act on any instructions believed to be genuine for any service authorized on this form.

☑ I Agree Terms & Condition

Authorization Mode *   Select Authorization Mode

Both

Email

Mobile

Investor will select the authentication mode and generate the OTP.

Investor gets the confirmation once the authentication is completed successfully.

Investor gets the confirmation mail with a copy to the member and SMS too once the authentication is completed successfully.

SWP Reports

Menu: SWP >>

- **SWP Reg. & Can. Report** = This report gives data of SWP registered till date and SWP Cancelled till date. Member can also Export this report in Excel and TXT format for their reference. Resend option of the SWP authorization mail is available.

-

- **SWP Instalment Due Report** = This report fetches the data of SWP instalment due for future dates based on From Date and To Date

- **SWP Matured Report** = This report fetches the data of all those SIP which are matured as on today only. Future date is not allowed here.

How to enter STP transaction

Member can register STP from the below path.

Path: Menu> STP> STP Registration

Member needs to enter all the details required in the UI to register STP.

Additionally, member can upload the bulk file to register STPs.

Menu: STP > STP Bulk Upload

File Type: STP Registration

Member can place STP orders in the system. Both .txt and .csv file allowed with pipe (|) separated values. Kindly import file without header. Member can refer sample files provided on screen for their reference.

After uploading file, Member can view how many records are Processed Successfully and Failed. Member can also download the error records for failed records.

Number of records in File	New Registration Imported	Records are not processed
1	1	0

After registering the STP through UI or by uploading the STP file successfully, Investor will receive mail with a copy to the member where he needs to click on the "View & Authorize link" and then select the orders he wants to authenticate. He then will have to select the mode of authorization. Cart Facility for up to 10 STP orders in UI is available.

STP Registration Details

STP Reg No.	202501221000002
STP Reg Date	22-Jan-2025
From Scheme Name	MOTILAL OSWAL BUSINESS CYCLE FUND - REGULAR PLAN - GROWTH
To Scheme Name	MOTILAL OSWAL FLEXI CAP FUND - REGULAR GROWTH
Amount	500.00
Qty	0
Frequency	MONTHLY
Start Date	28-Feb-2025
End Date	27-Apr-2026
Total Installments	15
Trans Mode	NON DEMAT
Depository	-
Folio No	654321

Please click the link below to approve or reject the STP registration.

View & Authorize

If you are not able to open the above link, please copy and paste the below text in your browser

https://nseinvestuat.nseindia.com/mf/a?1c5eb7fd

We request you to take note of above STP details and it will be construed as an approval / confirmation for STP registration. Link is Valid till 23-JAN-2025 23:59:59

Pending to Authorize with OTP

STP Trxn No. 202501221000003	Registration Date 22/01/2025	Scheme Name(SO) MOTILAL OSWAL BUSINESS CYCLE FUND - REGULAR PLAN - GROWTH	Scheme Name(SI) MOTILAL OSWAL FLEXI CAP FUND - REGULAR GROWTH	
Folio No. 654321	Transaction Mode Non-Demat	Start Date 28/02/2025	Frequency MONTHLY	Total installments 15	Amount(SO)	Qty(SO) 5000	0
First Order Today Y	Active Till 23/01/2025 23:59:59			
STP Trxn No. 202501221000002	Registration Date 22/01/2025	Scheme Name(SO) MOTILAL OSWAL BUSINESS CYCLE FUND - REGULAR PLAN - GROWTH	Scheme Name(SI) MOTILAL OSWAL FLEXI CAP FUND - REGULAR GROWTH	
Folio No. 654321	Transaction Mode Non-Demat	Start Date 28/02/2025	Frequency MONTHLY	Total installments 15	Amount(SO)	Qty(SO) 500	0
First Order Today Y	Active Till 23/01/2025 23:59:59			
STP Trxn No. 202501211000005	Registration Date 21/01/2025	Scheme Name(SO) MOTILAL OSWAL BUSINESS CYCLE FUND - REGULAR PLAN - GROWTH	Scheme Name(SI) MOTILAL OSWAL FLEXI CAP FUND - REGULAR GROWTH	
Folio No. 654321	Transaction Mode Non-Demat	Start Date 21/02/2025	Frequency MONTHLY	Total installments 15	Amount(SO)	Qty(SO) 500	0
First Order Today Y	Active Till			

I authorize NSEMF, its affiliates, and the orders to act on any instructions believed t...

Both
Email
Mobile
Select Authorization Mode

☑ I Agree Terms & Condition

Authorization Mode * [Select Authorization Mode]

[Reset]

Investor generates the OTP for authorization. He can resend the OTP if he didn't receive the same earlier.

STP Registration Confirmation for NON DEMAT1 (NDI2)

STP Trxn No. 202501221000003	Registration Date 22/01/2025	Scheme Name(SO) MOTILAL OSWAL BUSINESS CYCLE FUND - REGULAR PLAN - GROWTH	Scheme Name(SI) MOTILAL OSWAL FLEXI CAP FUND - REGULAR GROWTH	
Folio No. 654321	Transaction Mode Non-Demat	Start Date 28/02/2025	Frequency MONTHLY	Total installments 15	Amount(SO)	Qt(SO) 5000	0	First Order Today Y
STP Trxn No. 202501221000002	Registration Date 22/01/2025	Scheme Name(SO) MOTILAL OSWAL BUSINESS CYCLE FUND - REGULAR PLAN - GROWTH	Scheme Name(SI) MOTILAL OSWAL FLEXI CAP FUND - REGULAR GROWTH	
Folio No. 654321	Transaction Mode Non-Demat	Start Date 28/02/2025	Frequency MONTHLY	Total installments 15	Amount(SO)	Qt(SO) 500	0	First Order Today Y
STP Trxn No. 202501211000005	Registration Date 21/01/2025	Scheme Name(SO) MOTILAL OSWAL BUSINESS CYCLE FUND - REGULAR PLAN - GROWTH	Scheme Name(SI) MOTILAL OSWAL FLEXI CAP FUND - REGULAR GROWTH	
Folio No. 654321	Transaction Mode Non-Demat	Start Date 21/02/2025	Frequency MONTHLY	Total installments 15	Amount(SO)	Qt(SO) 500	0	First Order Today Y

Thank you for completing authorization. Transaction will be processed as per above mention.

Post successful authorization, the investor gets a confirmation mail with a copy to the member and SMS for Systematic Transaction Authorization Confirmation.

Systemetic Transaction Authorization Confirmation

Mr. /Ms./ M/s. NON DEMAT1,

Greetings from NSE Invest.

Thank you for Investing through

Systematic Reg no 202501221000003 placed on NSEINVEST platform has been authenticated successfully and submitted for further processing.

Disclaimer:NSE / AMC shall have the right to reject the transaction / reverse the transaction processed earlier if the KYC, FIRC requirement or any regulatory requirement with regards to NRI customers is not fu... responsible for any loss of return suffered by the concerned NRI customer.

Thanks and Regards,
National Stock Exchange of India Limited.

How to Cancel STP transaction

Member can cancel STP manually of his clients through UI from the Path below. Menu:
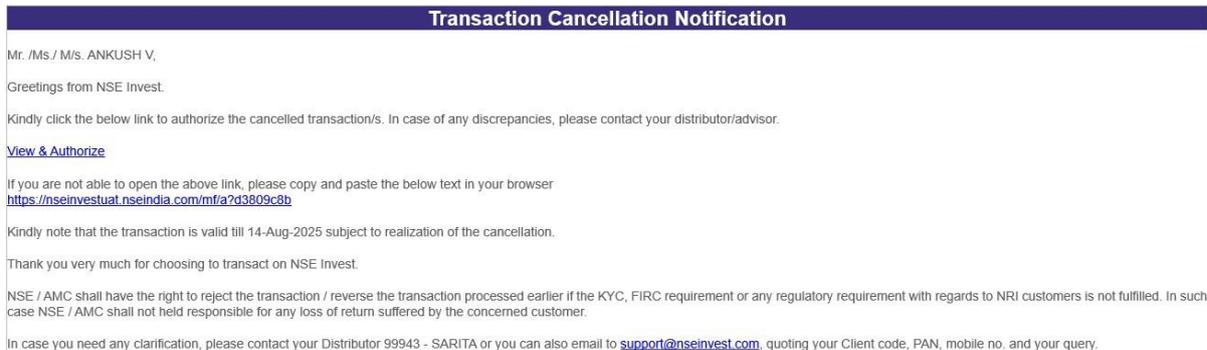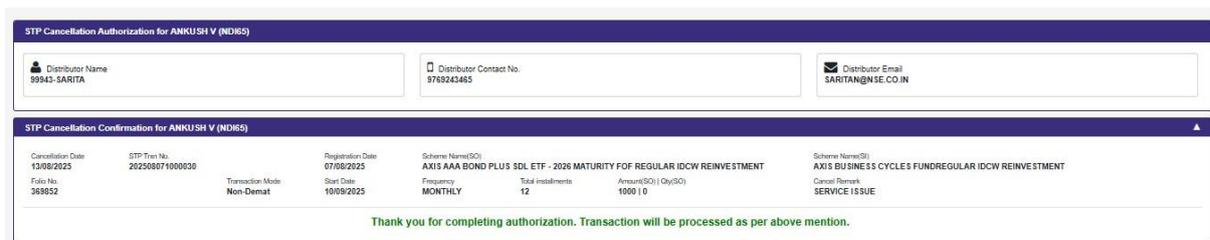
STP> STP Cancellation
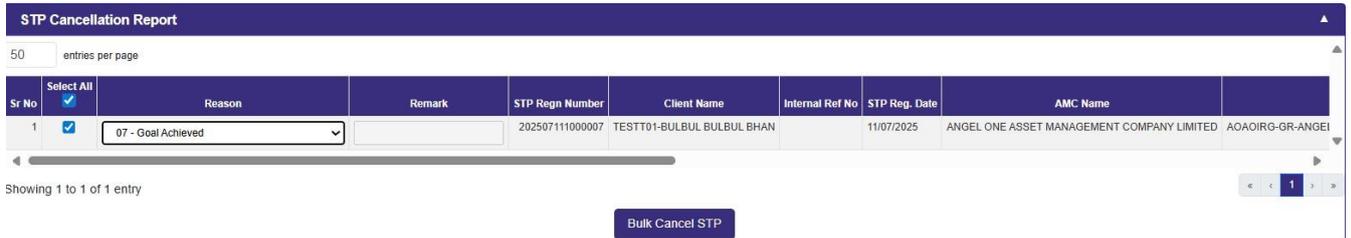
Additionally, Member can upload the bulk file in the below path to cancel STPs.

Client gets the authentication mail with a copy to the member for the cancellation of STP. He needs to click on view and authorize and generate OTP to validate the same.

On successful authentication, the client gets the message as below.

Member can view the same in the Report available – STP Reg & Can Report.

Menu: STP > STP Bulk Upload

File Type: STP Cancellation

Member can cancel STP orders in the system. Only .txt file allowed with pipe (|) separated values. Kindly import file without header. Member can refer sample file provided on screen for their reference.

After uploading file, Member can view how many records are Processed Successfully and Failed. Member can also download the error records for failed records.

STP Cancellation Summary

Number of records in File	Number of record processed successfully	Number of record failed
1	1	0

Post successful upload of the cancellation file, investor gets an authorization mail with a copy to the member for the same.

Transaction Cancellation Notification

Mr. /Ms./ M/s. NON DEMAT1,

Greetings from NSE Invest.

Kindly click the below link to authorize the cancelled transaction/s. In case of any discrepancies, please contact your distributor/advisor.

View & Authorize

If you are not able to open the above link, please copy and paste the below text in your browser
https://nseinvestuat.nseindia.com/mf/a?a23b0545

Kindly note that the transaction is valid till 23-Jan-2025 subject to realization of the cancellation.

Thank you very much for choosing to transact on NSE Invest.

NSE / AMC shall have the right to reject the transaction / reverse the transaction processed earlier if the KYC, FIRC requirement or any regulatory requirement with regards to NRI customers is not fulfilled. In such any loss of return suffered by the concerned customer.

In case you need any clarification, please contact your Distributor   or you can also email to support@nseinvest.com, quoting your Client code, PAN, mobile no. and your query.

We look forward to your continued support and assuring you of our best services always.

Thanks and Regards,

Investor will have to click on View and authorize to authorize the cancellation of the SWP Order. The Authentication link will be going only to the 1st holder in the UCC.

Investor needs to select the authorization mode and generate the OTP for authorization. He can resend the OTP if he didn't receive the same earlier.

On successful authentication, investor gets mail on confirmation of cancellation of the transaction with a copy to the member.
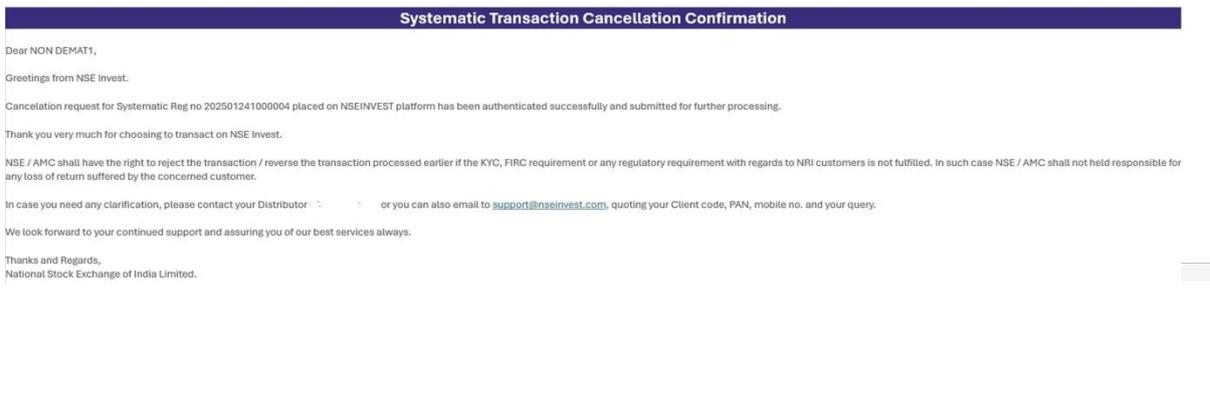
STP Reports

Menu: STP >>

- **STP Reg. & Can. Report** = This report gives data of STP registered till date and SWP Cancelled till date. Member can also Export this report in Excel and TXT format for their reference. Resend option of the STP authorization mail is available.

-

- **STP Instalment Due Report** = This report fetches the data of STP instalment due for future dates based on From Date and To Date

- **STP Matured Report** = This report fetches the data of all those STP which are matured as on today only. Future date is not allowed here.

Reports

- **Provisional Order Report – (Member Desk>Menu>Reports>Provisional Order Report)**

Report of any transactions placed by the member will be initially visible in this report. Member can apply filters as per requirement to generate reports. Member can also export this report in Excel and TXT format for their reference.

o Order Status report- (Member Desk>Menu>Reports>Order Status Report)

Member can view the Status of Orders placed. Member can apply filters as per requirement to generate reports. Member can also export this report in Excel and TXT format for their reference Member can view the status of the orders if they are approved or rejected by the AMC.

File import summary report

Menu: Reports> File import summary report
Members can view all the files they have imported on their login. Member can select type of module and date to get respective file report.

Client FRESH EKYC Status Report –

Menu: Reports> Client Fresh E-KYC Status Report

Members can view the EKYC status of fresh KYC registration done by him of his clients in this report.

o **Allotment Statement report- (Member Desk>Menu>Reports> Allotment Statement report)**

Using this Allotment Statement Report Member can check the unit allotment of the transactions. Member can apply filters as per requirement to generate reports. Member can also export this report in Excel and TXT format for their reference.

o **Redemption Statement report- (Member Desk>Menu>Reports> Redemption Statement report)**

Member can check status of redemption orders after the same is processed by the RTAs. Member can apply filters as per requirement to generate reports. Member can also export this report in Excel and TXT format for their reference.

o **Redemption Payout date report- (Member Desk>Menu>Reports> Redemption Payout date report)**

Member can check the redemption payout status of redemption orders. Member can apply filters as per requirement to generate reports. Member can also export this report in Excel and TXT format for their reference.

○ **Security Delivery and Shortage report- (Member Desk>Menu>Reports> Security Delivery and Shortage report)**

Member can check Transaction Orders for whom units are allotted and yet to be allotted and Shortage in units for specific Order. Member can also export this report in Excel and TXT format for their reference.

○ **Refund report- (Member Desk>Menu>Reports>Refund Report)**

Member can check the refund status of invalid purchase orders. Member can apply filters as per requirement to generate reports. Member can also export this report in Excel and TXT format for their reference.

○ **Member Fund Allocation Order Wise Report Other Than PA (Member Desk>Menu>Reports> Member Fund Allocation Order Wise Report Other Than PA)**

This report displays the allocation of funds order wise received

through

○ **2FA Report (Member Desk>> Reports>>2FA Report)**
Member can view the authorization details of the order like authorisation date, time and email id and mobile of all the holder who have authenticated the order

for all types of transactions. Member can also export this report in Excel or TXT format for their reference.

- ○ **Order Lifecycle Report (Member Desk>>Reports>>Order Lifecycle Report)**

  Member can view the complete lifecycle of the order including order authentication status by respective holders, payment mode, payment status, reconciliation status, settlement details, refund details if applicable for all orders placed on NSE MF Invest Platform. Member can also export this report in Excel and TXT format for their reference.

- ○ **UCC onboarding Detail report**

  Member can check the status of UCCs onboarded by him by entering UCC/PAN details. KYC status, UCC Status, AOF and FATCA status can be viewed.

o **Order – Bank Verification Report (Member Desk>Menu>Reports> Order – Bank Verification Report)**

Member can view this Report where purchase orders are received for UCCs having one or more un-verified bank account. Client will not be able to make payment until the bank account gets verified. Member can share the bank proof using the Client Cancel Cheque upload option. Member can also export this report in Excel and TXT format for their reference.

o **Transaction Detail Report: (Member Desk>Menu>Reports> Transaction Detail Report)**

Member can view the real-time status of the transactions placed by him. The report includes all transaction types.

o **Client Detail Report: (Member Desk>Menu>Reports> Client Detail Report)**

Members can view a detailed view of the clients created in his code and the status of the same.

Downloads

Settlement calendar report-

Member can view and download the settlement calendar.

Scheme Master Report –

Member can view and download the consolidated, Demat, Non-demat, SIP, STP, SWP scheme Masters.

NAV –

Members can view and download the NAV.

Banned AMC/Scheme Report

Members can download the list of all AMCs which are banned in country, banned for NRI investors, banned for tax status.

ADMIN

User Master

Member can create multiple users under his login. He can register/view and edit the user details.

Rights Management

Member can manage the right of role by using this functionality.

Member can select the role and after that member can give access to selected functionality from the present modules from member desk.

AMC Mapping

In this module member can map the AMCs he has empanelled with. He can map/unmap the AMCs. Mapped AMCs will only be visible for member to place transactions.

Transaction Slip Download

In this module, member can download the transaction slips for the transactions placed by him. The slips can be downloaded for Purchase, Redemption, Switch, SIP, STP and SWP.

Path: Menu> Utilities >Transaction Slip Download.
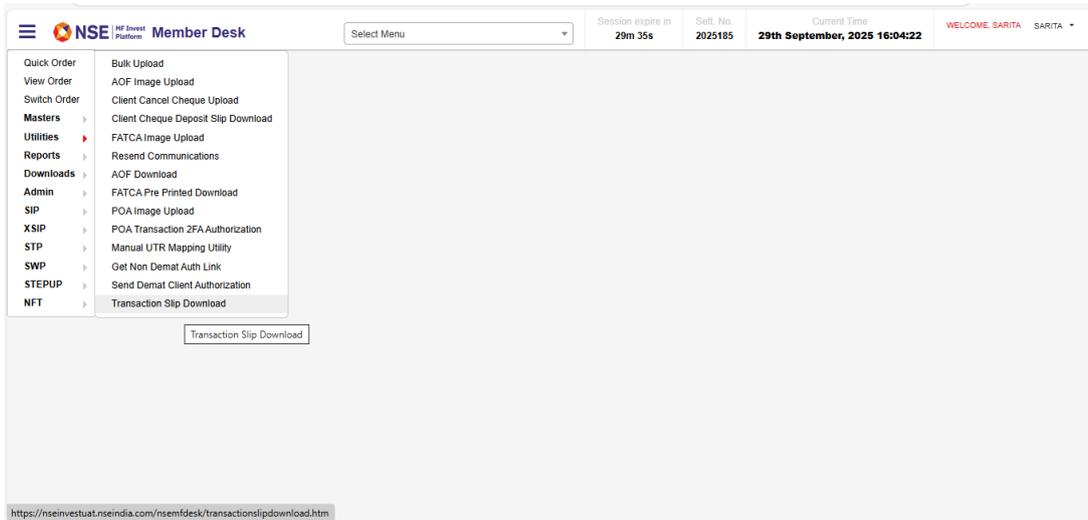
Member needs to select the transaction type and a date range to download the slips. Additionally, member can also mention the UCC. The slip can be downloaded by mentioning the transaction Id as well.
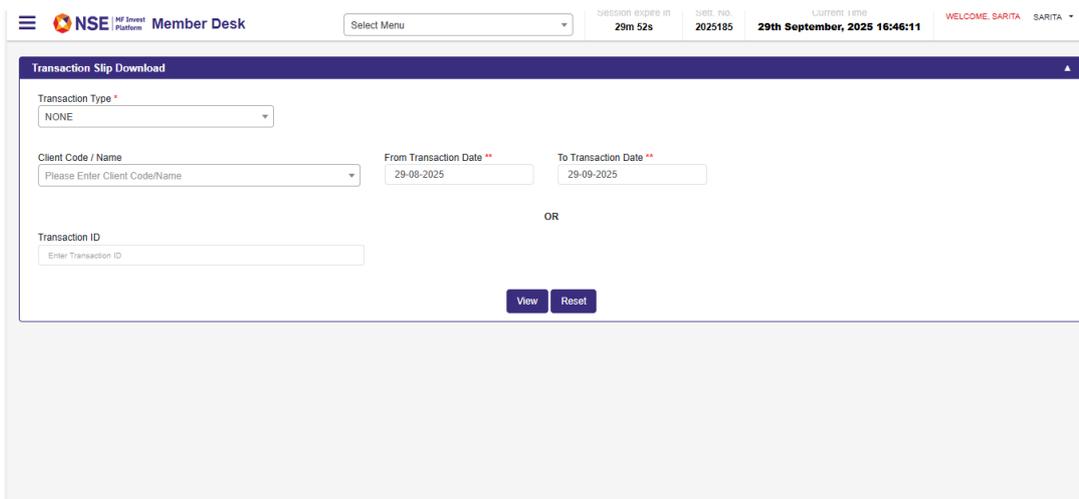
Transaction Slip

Member Code / Name: 99943 - SARITA	Sub Broker Code: 987654
Transaction Type: Purchase	Sub Broker ARN Code: ARN-99943
Transaction Mode: Physical	EUIN: E123456

UCC Details

Client Code: ND65		Date of Birth: 01-01-1995	
Tax Status: INDIVIDUAL		Holding Nature: Single	
Name of the First Applicant:	ANKUSH V	PAN: AGDPN5241P	
Name of the Guardian:		PAN:	
Name of Second Applicant:		PAN:	
Name of Third Applicant:		PAN:	

Investment Detail

Scheme Name	Transaction Ref. No.	Folio No.	Amounts/Units	Transaction Date
32-DP-ADITYA BIRLA SUN LIFE TAX RELIEF '96 FUND- (ELSS U/S 80C OF IT ACT) - IDCW-REGULAR PLAN	452690000163		10,000.00 (A)	26-Sep-2025

Declaration

Having read and understood the contents of the Scheme Information Document of the above Scheme, I/we hereby apply for units of the scheme and agree to abide by the terms, conditions, rules and regulations governing the scheme. I/We have understood the details of the scheme and I/We have not received nor have been induced by any rebate or gifts, directly or indirectly, in making this investment.

I/We hereby declare that the amount invested in the scheme is through legitimate sources only and does not involve and is not designed for the purpose of the contravention of any Act, Rules, Regulations, Notifications or Directions of the provisions of the Income Tax Act, Anti Money Laundering Laws, Anti-Corruption Laws or any other applicable laws enacted by the Government of India from time to time. I hereby confirm that the payment for subscription of the units of the Schemes shall be made from own bank account(s) and that the payment is in compliance with the provisions detailed under "Restrictions on Acceptance of Third Party payments for subscription of units."

I/We understand that for payment through the e-banking, transaction request shall be through a payment gateway and the NSE / NBCCL will not be liable for any failures in the link or for any fraud or delay (either at the payment gateway's end and/or the bank's end) that could take place at the time of making payment.

I understand that any transaction request by me on a non-business day or request submitted after the applicable cut-off time for the schemes on any business day will be processed on the next business day at the applicable NAV subject to realisation of funds and acceptance of transaction by the AMC/Authorised Registrar and Transfer agents and that the electronic time stamping on the transaction slip received through NSE MF INVEST shall be deemed to be the time stamping.

I/We agree that the Units will be created based on the credit receipt in the AMC's account and not based on the date of debit from my/our account or credit receipt in the NBCCL a/c.

For NRIs: I/We confirm I am/We are Non-Resident of Indian Nationality / Origin and that I/We have remitted funds from abroad through approved banking channels or from funds in my/our Non-Resident External/Non-Resident Ordinary/FCNR account. I/we also agree to provide required evidence for such fund transfer including FIRC proof.

For Corporates: I/We confirm that I/We are duly authorised by the applicant corporate body to enter into this transaction and that the applicant corporate body is bound by the terms of the Scheme Information Document.

The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us.

This transaction request was generated by Member code 99943 through NSE MF INVEST platform at 10:14 on 26-September-2025.
The transaction request is already timestamped electronically.

Acknowledgement Slip NSE MF INVEST

Received from Mr./Ms. ANKUSH V an application of purchase of units of (Gross Investment Amount) Rs. 10,000 /- (Ten Thousand Rupees Only)		Acknowledgement Stamp	
Scheme Name	**Transaction Ref. No.**	**Folio No.**	**Amounts/Units**	**Transaction Date**
32-DP-ADITYA BIRLA SUN LIFE TAX RELIEF '96 FUND- (ELSS U/S 80C OF IT ACT) - IDCW-REGULAR PLAN	452690000163		10,000.00 (A)	26-Sep-2025

Client Sub broker Mapping: In this module, member can map the EUIN / Sub Broker code / Sub Broker ARN to UCC / Investor, to avoid manual entry mistakes leading to order rejections.

Path: Menu > Utilities > Bulk Upload > Client Sub broker Mapping
Data to be uploaded without header, Client code and EUIN is Mandatory – Rest are optional.

Bulk Upload

File Type *

| CLIENT SUBBROKER MAPPING | × ▾ |

Browse File *

| Select File... | Browse |

[Upload] [Reset] [Download Mapping]

ⓘ Only .csv or .txt file allowed with pipe (|) separated values. ⓘ Kindly import file without header.

- CLIENT_SUBBROKER_MAPPING.csv
- CLIENT_SUBBROKER_MAPPING.txt