

Given below PMS Process of IIFL AMC for Covid-19 - for during Lockdown.

### **IIFL Multicap PMS:**

#### **Fresh Applications:**

#### **Writable forms for opening IIFL Multi-Cap PMS accounts:**

Further to the below process rolled out for acceptance of IIFL Multicap PMS application on Scan, AMC has simplified the process further by creating an editable pdf version of the application form which makes the investment process completely online. The signatures can also be done digitally using an existing digital id or by creating a new one.

Given below is the Link to: editable pdf version of the application form:

#### **IIFL Multicap PMS application form:**

[https://www.iiflwealth.com/content/DPMS\\_Consolidated\\_Form\\_AMC\\_General\\_Reference\\_enabled\\_03.03.2020.pdf](https://www.iiflwealth.com/content/DPMS_Consolidated_Form_AMC_General_Reference_enabled_03.03.2020.pdf)

#### **Authorization form-cum-term sheet for IIFL Multicap PMS:**

[https://www.iiflwealth.com/content/IIFL\\_Multicap\\_PMS\\_Termsheet\\_G\\_Transaction\\_Authorisation.pdf](https://www.iiflwealth.com/content/IIFL_Multicap_PMS_Termsheet_G_Transaction_Authorisation.pdf)

#### **Process for fresh applications**

Dear All,

Please find given below summary of the process (based on scan) as was sent on 3<sup>rd</sup> April, 2020 (Refer to the trail email as well) – to enable Fresh Applications in IIFL Multicap PMS during the lockdown period:

#### **Criteria:**

- Investor Type: Resident Indian
- Minimum Investment Amount: INR 50 lakhs
- Only KRA compliant clients
- Only for the first \*75\* clients

#### **Process:**

##### **•Step 1:**

Clear & precise scanned copy of the application form to be sent by the client/ distributor (keeping client in CC) from \_registered email ID's.\_

##### **•Step 2:**

Client should be **KRA compliant** & **first page** of the form needs to be **completely filled**.  
Dates in the form to be left blank.

▪**Step 3:** On receipt of the application, if there are no discrepancies, client will be receiving a **verification call from our central team.**

▪**Step 4:**

Upon successful completion of the verification call, account opening will be initiated.

▪**Step 5:**

Originals along with all the required documents to be submitted to IIFL AMC **within a week** once the situation normalizes.

**Pages of PMS agreement to be signed mandatorily:**

**\_For Individuals:** \_ 1,2,5,8,9,19,25,26,27,28,29,30,31,34,37,39,40,41,43,44,45,47.  
(Pg 6 / 7 for 2nd/3rd holder respectively).

**\_For Non Individuals:** \_Additional Pg No.'s 10,11,12, 16.

▪**List of required documents:**

- 2 copies of PAN card
  - 2 copies of AADHAAR card
  - 2 copies of proof of bank (Name printed)
  - 1 photograph
  - Nominee Detail (PAN no.)
- All documents must be self-attested by the client.

Form Link: [https://www.iiflwealth.com/content/DPMS\\_Consolidated\\_Form\\_AMC\\_General\\_Dist.pdf](https://www.iiflwealth.com/content/DPMS_Consolidated_Form_AMC_General_Dist.pdf)

(Use the new link above for writable forms)

**Important Points IIFL PMS Fresh Applications:**

The process to be followed for Scan based account opening for IIFL Multi-Cap PMS:

Scan based account opening is valid for investment of Rs. 50 lacs & above only and **for Resident Indian clients** (KRA Compliant).

**NRI applications will not be accepted.**

Scan copy of the client signed Form / PMS Agreement / Fee Schedule / POA / Term Sheet along with all documents has to be received from client's registered email id (email id which is mentioned in the form) or if client has emailed to you, forward from you with a cc to clients registered email id.

Scan copy has to be clear & precise & all the required pages have to be scanned. Documents shall be emailed to respective IIFL AMC branch service team

**We will accept applications only for KRA compliant clients & Date should not be mentioned anywhere on the form**

🔗 [https://www.iiflwealth.com/content/DPMS\\_Consolidated\\_Form\\_AMC\\_General\\_Dist.pdf](https://www.iiflwealth.com/content/DPMS_Consolidated_Form_AMC_General_Dist.pdf)

**(Use the new link above for writable forms)**

🔗 All the required client details as per the 1 pager will have to mandatorily filled & signed by the client & the entire forms & KYC documents also as per requirement will have to be signed by the client.

🔗 Upon successful completion of the verification call back the account opening to be initiated. Page of PMS agreement to be signed mandatorily:

🔗 **For Individuals signatures on – Pg no 1,2,5,8,9,19,25,26,27,28,29,30,31,34,37,39,40,41,43,44,45,47. ( pg 6 / 7 for 2<sup>nd</sup>/3<sup>rd</sup> holder respectively)**

🔗 **For Non Individuals – addl Pg nos 10,11,12, 16**

🔗 **Documents required for Individual – (to be self-attested by investor)**

- o Copy of PAN Card
- o Copy of Aadhar
- o Copy of Bank Statement
- o Photograph
- o Nominee Details with PAN

🔗 In case of any discrepancy in the forms submitted it will be communicated to the Central Team/RM and only after discrepancy resolution the account will be opened.

🔗 **Once the situation normalizes you have to ensure that the original signed form by the clients form whom the account has been opened is collected from the client & submitted to us with 7 days of normalisation.**

🔗 **If the original documents are not submitted within week then the IIFL AMC PMS/demat account will be frozen immediately and CP fee will be withheld.**

**One pager form which is at the start of the IIFL AMC PMS application should be very clearly & precisely filled & signed by the client.**

### **For Top-Ups:**

We are taking Top-ups for our existing investors in IIFL Multicap PMS. Top-ups in IIFL PMS (Multicap) can be done via clients registered email id.

**Client has to mention his account no. mandatorily on email. For top-up's email ID is [pmstopup@iiflw.com](mailto:pmstopup@iiflw.com)**

Post doing RTGS - bank statement for fund proof along with UTR details.

For clients in Multicap Advantage, **top up will go in Multicap PMS but with the additional term sheet.**

Statements are available at [amcstatements@iiflw.com](mailto:amcstatements@iiflw.com).

Please write an email on the above I'd with cc to your local IIFL AMC RM.

We will try and revert with statements asap.

Please write clients name, scheme name, folio number and pan number (if possible).