

### **Details required from Distributor on email:**

Distributor/s need to provide client details in enclosed excel format. Separate columns for second and third holder.

Documents required on Scan in PDF Format:

1. PAN Copy
2. Address proof (Aadhaar / Passport / Licence / Voter Id) for all the holders.
3. Cheque Copy with name of First holder clearly mentioned on same.

Above docs would be required to fill up pending details not included in format below (Total Size should be less than 2 MB).

### **IPV:**

Obtain self-video from Client for digital certification.

- Basically, investor need to say that – I am \_\_\_\_\_ intend to invest in PMS of Motilal Oswal AMC. My proof identity is PAN having no .\_\_\_\_\_ and this video can be stored for audit records.
- On resumption of normal services, standard IPV can be done within 15 days of resumption of regular services. The same should be communicated to investor that these are temporary measures and his co-operation for standard IPV would be required on resumption of normal services within timelines as stated by AMC as said investment would be subject to fulfillment to regulatory requirements.
- Said Video call to be sent to [Sumit.apatil@motilaloswal.com](mailto:Sumit.apatil@motilaloswal.com) for further processing of applications.

### **Actionable by AMC:**

1. On receipt of said details and documents on mail([Sumit.apatil@motilaloswal.com](mailto:Sumit.apatil@motilaloswal.com))
2. MOAMC office boy will fill up the forms and send the scan copy to the client and Distributor RM- with markings where signatures are required
3. Once signed by client, its scanned copy would be provided to Specified AMC RM and Ops person (Either through mail or through WhatsApp) and [Sumit.apatil@motilaloswal.com](mailto:Sumit.apatil@motilaloswal.com)
4. We will execute the account opening process at our end and inform the client once the account is set up.