

Given below PMS Process of SUNDARAM for Covid-19 - for during Lockdown

Sundaram PMS:

For Top-Ups:

Given the nationwide lockdown and the fact that existing investors may want to add to their investments, make redemptions or switches, we have enabled for these to be accepted through email (without a signed instruction) presently **from the investor's registered email ID or from distributor's mail ID with the investor's request in the trail mail**. The signed form to be ratified after the lockdown is lifted.

Attached are the following formats:

1. Additional purchase format (top up form)
2. Switch format
3. Redemption format

Email along with the relevant form to be sent to pmsoperation@sundaramalternates.com
Please find below communication for top ups / redemption/switch from **Sundaram PMS** during lockdown period.

(Attachments)

Further to the below email, we have now enabled for **existing clients of PMS** to do the **top up, switches & redemption online through a link. Appended below is the live link**. The three separate forms are pdf editable versions hence client or distributor can fill up the same and email the same to us.

<https://sundaramalternates.com/Transact-Online>

Process remains same – instructions to be sent from client's registered email ID to us directly or to the distributor who can in turn send us the same with client's instructions in trail mail.

This facility is valid only till the time of lockdown.

For any queries please write to spmsupport@sundaramalternates.com

This is to communicate a modification in the methodology of additional investments (top ups) that will be accepted from Sundaram PMS clients going forward.

- For **additional subscriptions**, client's top up will now be computed based on the **higher of market value of existing portfolio or initial subscription amount**. Shortfall from the Rs. 50 Lakh limit, prescribed by SEBI should be added as minimum top-up. Please refer to the illustration in the attached note for more details.
- In case the client's initial investment with Sundaram PMS or current market value of his portfolio exceeds Rs. 50 lakh, the minimum top-up will be Rs.2 lakhs going forward (as against the earlier amount of Rs.5 lakhs)

- For **partial redemptions**, clients will be allowed to withdraw only from any excess **over and above maintaining Rs. 50 lakhs in terms of market value** of their portfolio at the time of redemption.
- For new clients on boarding with us, the initial subscription of Rs. 50 lakhs should be in the form of cash or **market value of securities** or a combination of both to meet SEBI limits. (There is no change in this process and is the same as earlier).

Attached note outlines the modus operandi and the valuation cut off etc. Kindly be guided by the same

Fresh Applications to Sundaram PMS temporarily on hold:

Further to the below email, NSDL has reverted to Custodian HDFC Bank with some additional requirements on this process. Hence HDFC has requested us to **temporarily hold this arrangement**. They are working closely with their Compliance & NSDL and expect to resolve this in a few days. We will keep you posted on the developments.

Please find given below process (with required attachments) - for this Lockdown phase.

This is for Sundaram PMS - New Cases - for Resident Individuals only. (Currently on hold)

Given the current situation of lockdown owing to Covid-19, this is to inform you that PMS Custodian HDFC BANK LTD has agreed to open the Resident Individual (RI) Demat Accounts through Scan images till the lockdown is lifted.

Please find below the process :

1. Distributor RM / Sundaram RM may approach the client and collect the below mentioned documents in Hardcopies, scan all the documents and send it to the below mentioned e-mail id:

spmsupport@sundaramalternates.com

2. Scan documents should include HDFC account opening docs & PMS Kit as per below list.
3. Upon receipt of the scan images, the team @ HO will scrutinize the document and if it is found OK, then forward the same to the HDFC Custody for account opening.
4. Clients/distributors need to ensure scanning of required filled up & duly signed documents which are mandatory for processing.
5. This facility can be extended **only for resident client's account opening**. Forms will be processed only if it is complete and clean in all respects.
6. NRI applications will not be processed on scan as bank and PIS account opening could be a challenge.
7. Branches to send the originals to HO post lifting of lockdown within a period of 10 days

For ready reference, the documentation for an RI client opening a demat account with Custodian HDFC includes:

- ☐ 1 Sundaram PMS kit
- ☐ 1 HDFC RI kit
- ☐ 3 sets of self attested copies of Proof of ID(PAN) and address proof, OSVd by Sundaram RM.
- ☐ 3 photos for each applicant- 1 for the CKYC form, 1 for the KYC form in the HDFC RI kit and 1 for the PMS kit. The client should sign half across the photo and half across the form.
- ☐ Page 21 of the HDFC RI kit has changed (Registration of Power of Attorney). Attached the soft copy of the same. Please take a print out and get clients' signature on it.
- ☐ If the client is providing aadhaar as proof of address, then the format for aadhaar consent demat has changed-Page-17. I am attaching a soft copy of the same for your reference.

Kindly email spmsupport@sundaramalternates.com for any queries you may have.