

Operating Guidelines for NSE NMF II

Version 2.0

To

All Asset Management Companies

All Registrar and Transfer Agents

MFSS Members registered with NSE

SEBI vide circular CIR/MRD/DSA/32/2013 dated 4th October, 2013 has allowed Mutual Fund Distributors to use infrastructure of recognized stock exchanges for purchasing and redeeming mutual fund units from Mutual Fund/ Asset Management Companies on behalf of their clients directly in the client accounts. In reference to the above, National Stock Exchange of India Ltd (NSE) is offering membership of NSE NMF II which is a browser based platform designed with the objective to facilitate Mutual Fund Distributors with superior transacting capabilities along with providing effective customer advisory and relationship management features. NSE NMF II can be leveraged by the Mutual Fund Distributors to strengthen their relationship with the investors, broaden their investor base albeit with reduced administrative cost and effort. Mutual Fund Distributors can submit transactions namely new fund offer, fresh purchase, additional purchase, systematic transactions, redeem and switch mutual fund units on behalf of their clients and also generate several reports such as statement of accounts, portfolio statements and family wrap statements for serving the investors. Through the medium of this operating guideline, we endeavor to inform, in a detailed yet a simplistic manner, the NSE NMF II functionalities, features and procedures.

1 Members:

1.1 NSE NMF II – Membership Criteria:

For the Mutual Fund Distributor to obtain the membership of NSE NMF II, below are the stipulated requirements

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Mutual Fund Distributor holding a valid AMFI Registration Number (ARN) shall be entitled to apply for the membership with NSE. The membership will be limited to allowing execution of transactions pertaining to mutual fund units through NSE NMF II.

To avail the membership of NSE NMF II, the Mutual Fund Distributor has to obtain the application form either from any of the NSE offices or NSE NMF II service centers (List of NSE NMF II service centers has been provided in Annexure 3) or download the application form from the NSE NMF II website (Link: <https://www.nsenmf.com/Html/MemberShipForms.aspx>). The duly filled application form along with the necessary supporting documents on the letter head of the entity as specified in the application form and the requisite fees and deposits as may be applicable should be submitted at any of the NSE offices or NSE NMF II service centers. On receipt of the application form at NSE office, the same will be scrutinized and deficiencies if any shall be communicated by NSE to the applicant via email mentioned in the application form. Upon successful scrutiny, NSE shall grant membership of the NSE NMF II to the applicant and an approval letter will be issued to him with unique identification number for the Member. The login credentials to access NSE NMF II will be separately sent to the email and mobile number mentioned in the application form.

All existing members who are registered for the MFSS platform are automatically eligible for the membership of NSE NMF II. The NSE Relationship Managers shall assist the existing members to move their business to the NSE NMF II platform.

1.2 Empanelment with AMC:

NSE will assist Mutual Fund Distributor by submitting the list of Mutual Fund Distributors registered under the membership criteria to all the AMCs periodically. This will facilitate AMCs to consider empanelment of the Mutual Fund Distributor seamlessly with less paper work at their end.

1.3 Authorised Person :

NSE NMF II shall facilitate submission of transaction requests through the authorized persons / employees by using the exchange infrastructure. Mutual Fund Distributor has to register the authorized persons / employees having valid AMFI Registration Number (ARN) and Employee Unique Identification Number (EUIN) on the NSE NMF II and grant access rights for submitting transaction requests through NSE NMF II. Any change in the authorized persons / employees' relationship should be identified by the Mutual Fund Distributor's ARN code for addition/deletion/modification.

The Mutual Fund Distributor cannot submit transaction for any given investor through NSE NMF II unless the investor is registered and IIN is generated.

2 Investor Registration

Mutual Fund Distributor will be required to register investors on NSE NMF II for being able to transact for them on NSE NMF II. Upon registration by the Mutual Fund Distributor, an Investor Identification Number (IIN) will be generated for the investor and it will be the single identifier for the investor to transact on NSE NMF II. Mutual Fund Distributor will be required to ensure that the investor is KYC compliant and the investor PAN is valid. The IIN will be a unique 10 digit number based on the investor(s) PAN and their holding pattern. The investor will have more than one IIN depending on whether the mode of investment is either Single, Joint, Either or Survivor or Minor. IIN will be created for the Guardian in case of investor is a minor.

The IIN created for the investor will be linked with the investor folio record received from the RTA based on PAN or PAN Exempt Reference and details will be provided accordingly at IIN level through the NSE NMF II. These IIN forms generated from the NSE NMF II should be duly signed by the investor(s) and submitted to the Mutual Fund Distributor along with the cancelled cheque.

The Mutual Fund Distributor should submit the duly signed IIN forms to the NSE NMF II Service Centre for onward submission to AMCs / RTAs. As a part of the IIN process where the investor has consented to place transaction request himself through the investor access on NSE NMF II, investor access credentials will be sent on the email and mobile number provided by the investor at the time of registration.

3 Transaction submission and Settlement

Through NSE NMF II, the Mutual Fund Distributor can submit transaction requests such as new fund purchase (NFO), fresh purchase (FP), additional purchase (AP), switch transaction, systematic investment plan (SIP), systematic transfer plan (STP), systematic withdrawal plan (SWP) and redemption transactions.

A detailed process for the transaction submission and settlement is provided in Annexure 1

4 RTA interface and Transaction submission process

- 1) NSE NMF II will submit the transaction requests, both demat and non-demat, electronically to the RTAs either through STP or through designated URL provided in this regard.
- 2) NSE NMF II will submit only the transaction request received till applicable cut off time as defined under Scheme Information Document (SID) to the RTA for processing.
- 3) NSE NMF II will report the transaction confirmation details to the RTA on a daily basis as per agreed timelines.
- 4) NSE NMF II will provide the list of ARN to the RTAs including the email ID to be registered under the ARN for downloading the mail back reports to support investor servicing by the Mutual Fund Distributors. The download may be either through URL or API as agreed in this regards
- 5) NSE NMF II will submit the investor document IIN details to the RTA.
- 6) NSE NMF II BO will provide non-financial transaction request AMC wise to respective RTA for processing
- 7) RTA to facilitate downloading of mailback reports for updating the processed transaction information and investor static and holding data in the NSE NMF II.
- 8) RTA will provide or facilitate periodic update on the new scheme/product information including the minimum amount criteria etc for updating the same in the NSE NMF II.

5 Non- financial Transactions:

- 1) Mutual Fund Distributor on behalf of the investor shall have the facility to submit the non-financial request through NSE NMF II. Mutual Fund Distributor will receive the non-financial request along with supporting documents required as per the SID/SAI issued by AMCs from time to time.
- 2) Mutual Fund Distributor will scrutinize the adequacy of the documents including availability of attestation wherever required.
- 3) Mutual Fund Distributor will enter the non-financial request detail in the non-financial request Screen and will forward the request received at AMC level to the NSE NMF II Service Centre.
- 4) Packing list will be generated at AMC level and Non- Financial transactions received will be submitted to NSE NMF II Service Centre along with the Packing List.
- 5) All packing list will be generated in triplicate – Distributor copy, NSE Copy and RTA Copy
- 6) RTA Level Packing list will also be generated and Mutual Fund Distributor will submit both the list along with non-financial transaction documents to NSE NMF II Service Centre.

- 7) NSE NMF II Service will hand over the packing list with documents to the RTA for processing the investor request.
- 8) Mutual Fund Distributor can track the changes through the investor master updates received from the RTA through the mailback directly
- 9) The following non-financial transactions shall be accepted by the Mutual Fund Distributors

Sr.No	List of Transactions
1	Change of Broker
2	Registration of Nominee
3	Consolidation of Folios
4	Change of Tax Status
5	Pan Change
6	Transmission
7	Change of Bank Mandate
8	Multiple Bank Mandate Registration

6 Reports

Reports including statement of accounts, portfolio statements and family wrap statements are generated on NSE NMF II. The details of the report and its structure have been provided in Annexure 2.

7 Retention of Records

Logs and records received as part of the transaction processing and account creation will be maintained by NSE and copy of the same will be provided based on specific request from any of the AMCs.

8 Investor Grievance

Exchange shall provide for investor grievance handling mechanism to the extent they relate to disputes between MFS - Members and their client.

Annexure 1 - Transaction Submission and Settlement

A. Subscription

1. For subscribing to the Mutual Fund units, the investor can place transaction request with the Mutual Fund Distributor. Upon receiving the transaction request, Mutual Fund Distributor shall retrieve the investor details by giving the IIN reference on NSE NMF II. On the purchase transaction screen of NSE NMF II, Mutual Fund Distributor shall then enter the transaction details.
2. Mutual Fund Distributor can place subscription requests for multiple schemes across AMCs through single transaction request process and single Instrument in case of cheque or fund transfer or online payment.
3. The Mutual Fund Distributor shall select the mode in which units shall be required to be allotted to the investor either in Non-Demat mode or the Demat mode.
4. EUIN will be required to be quoted in case investor has not submitted the details stating that the transaction requests are submitted directly without any EUIN.
5. NSE NMF II validates namely scheme code, minimum investment amount etc. before confirming successful transaction request submission.
6. The transaction request slip shall be time stamped electronically on the submission of the transaction request on the NSE NMF II.
7. Mutual Fund Distributor will deliver the related documents namely packing list accompanied by duly signed transaction request slip, pay-in slip and the payment instrument(s) at the nearest NSE NMF II Service Centre by 5 pm on the T-Day.
8. The details of the transaction request will be sent on the registered email id and the mobile number of the investor.
9. For investors already registered by a Mutual Fund Distributor, now wanting to transact through a different Mutual Fund Distributor, the new Mutual Fund Distributor can only submit fresh purchase transaction request on NSE NMF II. The mapping of IIN with the new Mutual Fund Distributor will be created based on the processed records received from the RTA. Subsequent to this all the folio records of that investor transacted through the new Mutual Fund Distributor will be available as a part of the records maintained on NSE NMF II. NSE NMF II provides multiple payment options for the subscription transaction which have been detailed below -
 - a) Payment mode selected is cheque / Demand Draft (DD) -

- a. Mutual Fund Distributor will ensure that the cheque / DD has been issued in favour of National Securities Clearing Corporation Ltd. The instrument details will be entered under the payment section.
- b. Mutual Fund Distributor will be required to ensure that the subscription payments are made from the Investors account. In case of DD payment, Mutual Fund Distributor will be required to submit copy of certificate from the Issuing banker to the Service Centre
- c. On successful submission of the transaction on NSE NMF II, a transaction request slip and pay-in slip will be generated.
- d. The Instrument collected may be single instrument across the investments made in multiple schemes/AMCs or multiple instruments.
- e. The instrument shall be deposited at the nearest NSE NMF II Service Centre by 5 pm on the T-Day.

b) Payment mode selected is RTGS / NEFT

- a. Mutual Fund Distributor will select the mode of payment as RTGS / NEFT and submit the transaction request for processing the payment.
- b. Investor should register the National Securities Clearing Corporation Ltd bank account as beneficiary to avail this facility
- c. An email will be sent to the investor's registered email ID updated on NSE NMF II mentioning the transaction reference number, providing a transaction request reference link and the investor has to initiate the RTGS / NEFT payment.
- d. Investor should provide the transaction request reference number available in the email in the RTGS / NEFT remarks column in the internet banking. A Unique Transaction Reference (UTR) number will be generated for the RTGS / NEFT payment initiated.
- e. The investor will be required to click on the transaction request reference link sent in the email and provide the UTR number
- f. The payment confirmation details will be updated in the transaction request details
- g. In case of RTGS payments, Mutual Fund Distributor will be required to submit the copy of the bank instruction to the Service Centre

c) Payment mode selected is Net Banking

- a. Mutual Fund Distributor will select the mode of payment as Net Banking and submit the transaction request for processing the payment.
 - b. An email will be sent to the investor's email ID registered on NSE NMF II mentioning the transaction request details and providing a payment link.
 - c. The investor will open the payment link which will direct him to his Net Banking site. The beneficiary account details of National Securities Clearing Corporation Ltd and the transaction amount will be preset.
 - d. Upon the investor making the e-payment a payment confirmation slip will be generated and sent on the registered email ID of the investor.
 - e. The payment confirmation will be updated in the transaction request details and only the confirmed transaction requests updated with valid status will be submitted for further processing.
- d) Payment mode selected is Debit Card
- a. Mutual Fund Distributor will select the mode of payment as Debit Card and submit the transaction request for processing the payment.
 - b. An email will be sent to the investor's email ID registered on NSE NMF II mentioning the transaction request details and providing a payment link.
 - c. The investor will open the payment link which will direct him to the debit card payment site. He shall enter the debit card details and pin. The beneficiary account details of National Securities Clearing Corporation Ltd and the transaction amount will be preset.
 - d. Upon the investor making the e-payment a payment confirmation slip will be generated and sent on the registered email ID of the investor.
 - e. The payment confirmation will be updated in the transaction details and only the confirmed orders updated with valid status will be submitted for further processing.
10. Where the funds and transaction request is submitted to the AMC for processing and transaction request is rejected by the AMC due to non-compliance with SID/SAI, the refunds will be initiated directly by the RTA. In case funds are not transferred to AMC due to transaction request being rejected at the time of submission, however funds received in and held in NSCCL account, the refund will be initiated to the investor account by the NSCCL directly. The rejection intimation along with the reasons will be sent on the registered email ID and mobile number of the investor.

B. Redemption

- 1) For redeeming the Mutual Fund units, the investor can place redemption request with the Mutual Fund Distributor. The Mutual Fund Distributor will be able to place redemption requests only for investments made through the Mutual Fund Distributor. Mutual Fund Distributor will be required to verify that the instructions for the redemptions are received only from the folio holders
- 2) Upon receiving the redemption request, Mutual Fund Distributor shall retrieve the investor details by giving the IIN reference on NSE NMF II. The redemption transaction screen of NSE NMF II will display the current unit balance of the investor wherein the units held under demat and non-demat mode will be shown separately based on the DP ID updated in the RTA reports.
- 3) Mutual Fund Distributor will select the scheme(s) required to be redeemed based on investor request.
- 4) Multiple redemption requests can be placed under a single transaction screen. However, the Mutual Fund Distributor has to submit demat and non-demat redemption requests separately.
- 5) Redemption request may be submitted either in units or amount. The redemption transaction screen shall provide for following options scheme wise:
 - Specify amount to be redeemed (only for non-demat holdings)
 - Redeem all units
 - Specify number of units to be redeemed
- 6) The redemption transaction will be validated for the units available and the limit restrictions specified for the scheme(s) to be redeemed based on the information available in the NSE NMF II.
- 7) Upon successful submission of the redemption request a transaction request slip will be generated.
- 8) Where the redemption request has been placed in person, the transaction slip duly signed by the investor along with the packing list will be required to be submitted at the NSE NMF II service centre.
- 9) In case of demat redemption Mutual Fund Distributor is required to verify and submit DP acknowledged copy of DIS / redemption request to the service centre
- 10) The transaction request shall be submitted for onward processing to AMCs / RTAs.
- 11) The redemption proceeds will be directly sent by RTA through appropriate payment mode as decided by AMC from time to time, as per the bank account details recorded with the RTA.
- 12) NSE NMF II allows same day subscription and redemption for liquid schemes.
- 13) Redemption transactions can be placed through the new Mutual Fund Distributor only after the mapping is created in the NSE NMF II based on RTA records

C. Switch

- 1) For switching units between schemes of the same mutual fund, the investor can place switch request with the Mutual Fund Distributor. The Mutual Fund Distributor will be able to place switch requests only for investments made through the particular Mutual Fund Distributor. Mutual Fund Distributor will be required to verify that the instructions for the switches are received only from the folio holders
- 2) Switch transaction requests can be placed only for units held in the non-demat mode.
- 3) Upon receiving the intra-mutual fund switch request, Mutual Fund Distributor shall retrieve the investor details maintained as a part of the NSE NMF II by giving the IIN reference. The switch transaction screen of NSE NMF II will display the current unit balance of the investor maintained as a part of NSE NMF II.
- 4) Mutual Fund Distributor will select the source scheme(s) and the target scheme within the same Mutual Fund for switching the amount or units.
- 5) Multiple switch requests can be placed under a single transaction process.
- 6) Switch request may be submitted either in units or amount. The switch transaction screen shall provide for following options:
 - Specify amount to be switched
 - Switch all units
 - Specify number of units to be switched.
- 7) The switch transaction will be validated for the units available for switch in the source scheme and the limit restrictions specified for the scheme(s) maintained as part of the scheme details on NSE NMF II.
- 8) Upon successful submission of the switch request a transaction request slip will be generated.
- 9) Where the switch request has been placed in person, the transaction slip duly signed by the investor along with the packing list will be required to be submitted at the NSE NMF II service centre.

D. Systematic Instructions

(A) Systematic Investment Plan (SIP)

- 1) NSE NMF II facilitates registration and subsequent auto-triggering of the systematic investments registered through NSE NMF II.
- 2) Investor shall place the systematic transaction requests with the Mutual Fund Distributor. In the event of no folio number being available for the investor with the mutual fund in which the investor wants to start SIP, the investor will be required to issue a cheque for the first purchase and issue an auto debit mandate for the

systematic investments. In the case of a folio number being available for the investor with the mutual fund, the investor can directly issue the auto debit mandate for the systematic investments.

- 3) The debit mandate form can be obtained from any of the NSE NMF II service centres or can be downloaded from the NSE NMF II home page under the Downloads section.
- 4) Upon receiving the SIP request and the auto debit mandate from the investor, the Mutual Fund Distributor shall retrieve the investor details by giving the IIN reference in the NSE NMF II. In the SIP transaction screen on NSE NMF II, the Mutual Fund Distributor shall enter scheme and the SIP details like the SIP frequency, SIP tenure, SIP dates and debit mandate details based on the request submitted by the investor.
- 5) The debit mandate shall be issued favouring National Securities Clearing Corporation Ltd. Debit Mandate options have to be appropriately selected to indicate defined periodical SIP investments or single / multiple adhoc investments subject to a maximum amount.
- 6) Multiple SIP requests can be placed under a single transaction process and single mandate issuance will be required for the consolidated amount of SIP. In case where the SIP dates / frequency for the multiple investments are different the investor will have to select the “As and when presented” option in the debit mandate form.
- 7) EUIN will be required to be quoted in case investor has not submitted the details stating that the transaction requests are submitted directly without any EUIN.
- 8) Mutual Fund Distributor shall select the mode in which units are required to be credited – the non-demat mode or the demat mode.
- 9) NSE NMF II system will validate minimum SIP amount, SIP dates available in accordance to the scheme/s details maintained as a part of NSE NMF II before confirming successful transaction request submission.
- 10) Mutual Fund Distributor on behalf of the investor shall submit the debit mandate form to NSE NMF II Service Centre. NSE NMF II Service Centre shall forward the forms to the NSE NMF II back office which will be single point coordinator for handing over physical mandates to ACH Debit Mandate Service Provider for onward registration with the investor banks.
- 11) The debit mandate will be required to be submitted at the NSE NMF II service centre at least 30 days in advance of the date of the first Auto Debit. Where the investor does not have a folio number, the cheque along with the pay-in slip and transaction request slip is required to be submitted for the first investment along with the debit mandate form.
- 12) The debit mandates will be sent to the investor bank for mandate registration and activation. Email and SMS will be sent intimating the status of the registration to the investor on his registered email id and mobile no. on NSE NMF II.

- 13) NSE NMF II will auto-trigger the systematic transaction request based on the initial registration criteria and for the transaction requests submitted, proceeds will be credited to National Securities Clearing Corporation Ltd account. Transaction request will be submitted only for the successfully registered debit mandates.
- 14) The debit mandates shall be raised with the investor banks based on due dates for the periodic settlements.
- 15) The settlement for the transactions submitted to the banks will be honoured based on clearing settlement process and in case of late return notification, where funds are transferred to the AMC bank account for the transactions submitted, AMCs will refund the funds to the NSCCL pool account and transaction submitted and processed will be rejected.
- 16) Email and SMS intimation shall be sent on the status of the subscription of the units to the investor registered email id and mobile no. in the NSE NMF II.
- 17) The Mutual Fund Distributor can initiate a ceasure request through the NSE NMF II in order to stop the SIP registered through the NSE NMF II. For SIP ceasure, the request will be required to be submitted at least 10 days prior to the next SIP due date

(B) Systematic Withdrawal Plan (SWP)

- 1) The investor can place SWP request with the Mutual Fund Distributor. The Mutual Fund Distributor can execute a SWP request only for investments made through him.
- 2) NSE NMF II will auto-trigger the systematic transaction requests based on the initial registration criteria and generate transactions based on due dates.
- 3) Upon receiving the SWP request, the Mutual Fund Distributor shall retrieve the investor details by giving the IIN reference in the NSE NMF II. The SWP transaction screen of NSE NMF II will display the current unit balance of the investor maintained as a part of NSE NMF II. Mutual Fund Distributor will select the scheme(s) required to be registered for systematic withdrawal and enter the SWP details like the SWP frequency, SWP tenure etc.
- 4) Multiple SWP requests can be placed under a single transaction process.
- 5) The NSE NMF II system will validate the minimum SWP amount, SWP dates available in the scheme(s) details before confirming successful transaction request submission based on the scheme master maintained as part of the NSE NMF II.
- 6) Upon successful submission of the SWP request a transaction request slip will be generated for the initial registration.
- 7) Where the SWP request has been placed in person, the transaction request slip duly signed by the investor along with the packing list will be required to be submitted at the NSE NMF II service centre.

- 8) The withdrawal proceeds will be directly sent by RTA through appropriate payment mode as decided by AMC from time to time, as per the bank account details recorded with the RTA.
- 9) Email and SMS intimation shall be sent on the status of the redemption of the units to the investor registered email id and mobile no. in the NSE NMF II.
- 10) The Mutual Fund Distributor can initiate a ceasure request through the NSE NMF II in order to stop the SWP registered through the NSE NMF II.

(C) Systematic Transfer Plan (STP)

- 1) The investor can place STP request with the Mutual Fund Distributor. The Mutual Fund Distributor can execute a STP request only for investments made through him.
- 2) NSE NMF II will auto-trigger the systematic transaction request based on the initial registration criteria and generate transactions based on due dates only for the registration made through NSE NMF II.
- 3) STP transaction request can be placed only for units held in the non-demat mode.
- 4) Upon receiving the STP request, the Mutual Fund Distributor shall retrieve the investor details by giving the IIN reference in the NSE NMF II. The STP transaction screen of NSE NMF II will display the current unit balance of the investor maintained as a part of NSE NMF II. Mutual Fund Distributor will select the scheme(s) required to be registered for systematic transfer and enter the STP details like the STP frequency, STP tenure etc.
- 5) Multiple STP requests can be placed under a single transaction process.
- 6) The NSE NMF II system will validate the minimum STP amount, STP dates available in the scheme(s) details before confirming successful transaction request submission based on the scheme master maintained as part of the NSE NMF II.
- 7) Email and SMS intimation shall be sent on the status of the transfer of the units to the investors registered email Id and Mobile no in NSE NMF II.
- 8) The Mutual Fund Distributor can initiate a ceasure request through the NSE NMF II in order to stop the STP registered through the NSE NMF II

9 Funds Settlement to AMC/ Investors

9.1 Subscriptions

- 1) For transaction requests routed through the NSE NMF II, on a daily basis, NSE NMF II back office shall upload the subscription transaction files to the respective RTA/AMC where transactions will be processed.
 - a. For transaction requests with transaction value less than Rs 2 lakhs, RTA/AMC shall make a provisional allotment of units.
 - b. For transaction requests with transaction value greater than Rs 2 lakhs and for liquid funds subscription transaction file shall be sent separately to the RTA/AMC as the allotment in these cases shall be only on the realization of the funds.
- 2) Payments for all subscription transaction requests routed through NSE NMF II shall be issued in favour of National Securities Clearing Corporation Ltd by the investors.
- 3) For all investment subscription transaction requests routed through the NSE NMF II
 - a. Mode of payment being Cheque / demand draft, the instruments along with the system generated pay-in slip shall be deposited in the National Securities Clearing Corporation Ltd designated bank account
 - b. For payment made electronically, the payment shall be credited to the National Securities Clearing Corporation Ltd account.
- 4) Amount realisation status shall be updated based on the information received by NSE NMF II back office from the designated bank. The realised payment shall be reconciled with the transaction request submitted on NSE NMF II.
- 5) Transaction confirmation status will be submitted by NSE NMF II back office to the RTA/AMC for clearance in case of provisional allotment.
- 6) National Securities Clearing Corporation Ltd shall transfer the funds realized in its account to the respective AMC account.

- 7) NSE NMF II back office will report the funds not received status to RTAs for reversing transactions in respect of which payment is not collected, subject to realization. In case of late return intimation by the bank, NSE NMF II back office will be intimating AMC/RTA for necessary reversal of transaction and refund to NSCCL account.
- 8) RTA/AMC shall intimate the allotment details for the successful transactions and rejection details for transactions not processed.
- 9) In case of demat settlement RTA/AMC shall ensure crediting the units to the investor's demat account specified in the transaction request
- 10) In case of Non-Demat mode the RTA shall intimate the allotment details directly to the investors through the issuance of account statement
- 11) The status of allotment shall be updated on the NSE NMF II and due intimation shall be sent on the registered email and mobile no. of the investor.

4.2 Redemption

- 1) For transaction requests routed through the NSE NMF II, redemption request transaction files will be uploaded to the respective RTA/AMC where transactions shall be processed.
- 2) The RTAs shall flag the redemption pay-outs as per the scheme settlement calendar
- 3) For demat units the RTA shall extinguish directly the units from the investor account. RTA will issue corporate action and debit investor account.
- 4) The pay-out shall be to the registered bank for which a mandate was provided and maintained in the RTA records
- 5) The redemption transaction status and investment details shall be updated on the NSE NMF II and due intimation shall be sent on the registered email and mobile no. of the investor.

4.3 Switch

- 1) For transaction requests routed through the NSE NMF II, switch request transaction files will be uploaded to the respective RTA/AMC where transactions will be processed.
- 2) The RTA/AMC shall flag the successful switch pay-outs as per the scheme settlement calendar
- 3) The AMC shall transfer funds between the source scheme and the target scheme based on the intimation received.
- 4) The Switch transaction status and investment details shall be updated on the NSE NMF II and due intimation shall be sent on the registered email and mobile no. of the investor.

4.4 Systematic Transactions

- 1) ACH Debit Mandate Service Provider shall advise in return Unique no (UMRN) obtained from NPCI. This shall be the updated in NSE NMF II and intimation shall be sent on the registered email Id and mobile no. of the investor on NSE NMF II. The UMRN shall be quoted as unique underlying mandate reference, for all future transaction triggers intended for periodical/adhoc collection under the relevant mandate.
- 2) NSE NMF II shall auto-trigger the systematic transaction requests based on the initial registration criteria updated in the NSE NMF II
- 3) ACH Debit Mandate Service Provider shall raise debit mandate request for the SIP proceeds to be credited in the account of National Securities Clearing Corporation Ltd on the due date.
- 4) The amount realisation status shall be reconciled by NSE NMF II back office for the transaction requests submitted through the NSE NMF II.
- 5) Transaction confirmation status will be submitted by NSE NMF II back office to the RTA/AMC for unit allotment.
- 6) National Securities Clearing Corporation Ltd shall transfer the funds realized in its account to the respective AMC account.
- 7) The status of the transaction shall be updated on the NSE NMF II.
- 8) For reconciled transactions the respective RTA shall intimate the allotment details for the accepted transactions.
- 9) In case of demat settlement RTA/AMC shall ensure credit of units to the investor's demat account specified in the transaction request.
- 10) In case of Non-demat mode the RTA shall intimate the allotment details directly to the investors
- 11) The status of allotment shall be updated on the NSE NMF II and due intimation shall be sent on the registered email and mobile no. of the investor.
- 12) In case of late return, NSE NMF II back office will inform the AMC/RTA to reverse the transaction processed including the refund of excess funding made in this regard to NSCCL account.

Annexure 2 – Reports

1) Portfolio Statement

Portfolio statement provides at an investor level, the current unit-holding valuation. The information is available scheme-wise for the units held, its current valuation and the dividend received information. The

user may opt for summary portfolio statement (providing scheme level balances and valuation) or a detailed portfolio statement (including transaction listing). The statement is downloadable in the pdf format.

Summary Portfolio Statement Structure

Product Name	Folio No.	Investor Name	Unit Balance	NAV	NAV Date	Current Value	Dividend Received

Detailed Portfolio Statement Structure

Trxn. Type	Folio No.	Trxn. Date	Amount	Price	Units	Current NAV	Age

2) Transaction Listing

Transaction listing provides transaction level history. The transaction history is available for the last two financial years. The user may opt for summary statement (providing scheme level balances and valuation) or a detailed statement (including transaction listing). The statement is downloadable in the pdf format.

Transaction Account Summary Structure – Transaction level

Date	Transaction	Amount	Units	Price	Unit Balance

Transaction Account Summary Structure – Scheme level

Folio No.	Scheme Name	Unit Balance	NAV Date	NAV Value	Market Value	Registrar

3) Family Wrap Portfolio Statement

Mutual Fund Distributor will have the facility to identify and group investor IINs who are related and generate common family wrap portfolio statement. Mutual Fund Distributor will create a family wrap ID

under which he shall select the investor IINs to be mapped to a particular individual's IIN. Upon the creation of the family wrap ID, NSE NMF II will trigger an SMS and email it to the registered email ID of the investors for them to consent on the grouping with the particular individual's IIN. The link sent on the registered email ID will be active for a period of 7 business days. The mapping will be active only when the link is accepted by the investor for initiating the group to generate the family wrap ID. Once the family wrap ID is created, system will allow the Mutual Fund Distributor to enter the wrap ID and generate the family wrap portfolio statement.

4) EOD Report

EOD Report provides the summary of the transactions executed on NSE NMF II for a stipulated time range. The statement is downloadable in excel, pdf and word format.

EOD Report – Structure

S No.	Ref No.	Fund	Location	Broker Code	User Code	Folio No.	Investor	Tran Type	Sub Trans Type	Scheme Code / Name

5) Systematic Registration Report

Systematic registration report provides an investor's systematic investment details registered on NSE NMF II. The report is downloadable in the pdf format.

Uni.Re f.No.	Folio No.	Auto txn no.	Schem e	Frequ ency	SIP Date	Amou nt	Payment Mode	From date	To Date	No of install ment	Debit Bank	Debit A/c

6) Systematic Ceasure Report

Systematic ceasure report provides the details of Systematic investments ceased through NSE NMF II. The report is downloadable in the pdf format.

7) Transaction status report

Transaction status report will show the stage at which the transaction is pending

Status details

- ✓ Pending for RTA Submission
- ✓ Submitted to RTA
- ✓ RTA Submission Failed
- ✓ Processed by RTA

8) Packing List

Packing list provides a summary of the day's transaction and is required to be submitted by the Mutual Fund Distributor as a covering statement for the transaction slips to the NSE NMF II Service Centre.

Packing List Structure

Folio / Application no.	Scheme	Investor	Sub broker	Type	User Code/Trxn no	Amount / Units	User_Trxnno

Annexure 3 – List of NSE NMF II Service Centers

Refer link - <https://www.nsenmf.com/Html/ContactUS.aspx>