

Below documentation/checklist & process flow for DP-Custody & PMS activation in **Individual category** with hedge & without hedge option.

Checklist-Individual Category

Demat-Custody Account Opening with HDFC Bank-Individual Category
Passport size photograph-holder wise-duly affixed & cross signed on DP AOF (copy attached) Note: Demat account can be opened for maximum 3 holders only.
Demat account opening form – Complete filled and signed across photograph by all respective holders.
Nomination form available in the AOF (Complete filled and signed across photograph). Note: Nomination is compulsory in case of single holding. Also, its mandatory (duly signed by all holders) o be provided even if it's not needed by client. Do not skip the same from AOF.
Pan card (self-attested)- Mandatory- holder wise
Aadhaar Card (Self-attested)- Mandatory- holder wise
Address proof (self-attested) required holder wise. It should be furnished any one out of below list only. Note: Passport/Driving License/ Voter ID Card/Aadhar Card
DP AOF duly filled & signed (jointly-if any) on all relevant pages.
Extended KYC annexure-FATCA
Central KYC Registry (C-KYC) form.
Custody Annexure
Appointment of custodian letter and HDFC Custody annexure.
Registration of POA letter for Demat a/c.
Registration of POA letter for Bank a/c (Applicable only when separate bank a/c is opened by client in HDFC Bank) for PMS
Bank Proof: cancelled (Original Mandatory) chq. Leaf: photo copy wont' be accepted.
Sign change and Name change declaration if there is variation in Account opening form and KYC docs (PAN, Aadhar).
Note: <ul style="list-style-type: none"> • All KYC docs needs to be self- attested by respective holder. • IPV need to be done compulsorily by HDFC bank official on all KYC docs in this activation. • HDFC Bank official IPV required compulsorily in DP AOF on mentioned/1st page of KYC pages-holder wise. • For all overwriting/mistakes done all holder's counter sign are compulsorily needed. • There should not be any use of whitener anywhere on form/any format. • AOF/all formats duly filled on all required areas/pages compulsorily. • Name on PAN, Aadhaar & in DP-custody AOF should be same else attached name declaration needed.

Note:

1. Holder's sequence in above mentioned HDFC DP-Custody a/c, PMS a/c & also in bank a/c to be mapped should be the same.
2. 1st page Dp AOF need to be separately taken compulsorily in case of joint a/c.
3. Same bank a/c need to be mapped in both a/c (DP-custody & PMS) compulsorily.
4. Nominee should be same in both a/cs (DP/PMS).
5. Total 1 set of all KYC docs required holder wise (duly self-attested & HDFC Bank RM verified- as requested below) for DP-Custody activation.
6. Only color & visible print of AOF, all formats attached in this mail are mandatory for DP-Custody activation.

IPV Process: HDFC BANK:

Please find below format & HDFC Bank official mail ID for IPV to be done in DP-Custody AOF & its KYC docs.

Date	Time	Client Name and Address	Nearest HDFC Bank Branch Address	IIFL RM/SRM Name and Contact No	Segment
					PMS - CUSTODY

Note:

1. Please do not reveal client contact details to HDFC bank.
2. Note: IPV mail need to be sent to Sandeep.Karande@hdfcbank.com before 24 hrs. Of time given above for client visit.

Mr. Sandeep Karande - 022-33958632/9320396858

PMS A/c opening IIFL-AMC-Individual Category
Passport size photograph- holder wise- duly affixed & cross signed by respective holder on PMS AOF
PAN Card (Self-attested)-required - Mandatory holder wise
Aadhaar Card (Self-attested)-required - Mandatory holder wise
Address Proof (self -attested)-required holder-wise- It should be furnished any one out of below list only. Note: Passport/Driving License/ Voter ID Card/Aadhaar Card
PMS Product Term sheet -duly filled & signed on all pages by all joint holders-if any, followed by witness with all details on behalf of client & on behalf of RM on mentioned pages. Note: <ul style="list-style-type: none"> • Required change in set up fees need to be mentioned on page-04 compulsorily, else default 2% placement fees will be considered for the client as per note given on that page. • Term sheet need to be duly filled (1st holder's handwriting) & signed on all pages by all joint holders-if any.
All POA pages (at the bottom) from PMS AOF need to be signed compulsorily by all joint holders-if any.
Part-I-CKYC: duly filled & signed –Required holder wise. Note: <ul style="list-style-type: none"> • Separate set of all KYC docs (holder wise) duly self-attested & with IPV from IIFL sales RM is mandatory • The same is required for holder wise with separate set of all KYC docs in case of joint a/c • In case of printed booklet for PMS form (new version) attached IIFLCKYC is not required. • IPV from distributor RM on all CKYC pages holder wise is mandatory in printed booklet of PMS form.
Nomination form (compulsory in case of single holder a/c): Duly filled & signed by all holders-if any. Note: Nomination is mandatory (duly signed by all holders) to be provided even if it's not needed by client. Do not skip that page from AOF.
Cancelled chq. Leaf (original): in case of photo copy, duly originally attested & followed by RM IPV
Sign change and Name change declaration if there is variation in Account opening form and KYC docs.
All Agreement pages to be signed at bottom compulsorily by all joint holders-if any Note: <ul style="list-style-type: none"> • All KYC docs needs to be self- attested by respective holder. • IPV need to be done compulsorily by channel Partner/distributor RM on all KYC docs in this activation. • Please do not mention any date anywhere on PMS AOF. Strictly instructed by activation team in AMC. In case mentioned then countersign nearby is mandatory from all joint holders-if any • Also using of whitener is not allowed anywhere on form. • Counter signs from all joint holders are mandatory for all corrections/overwriting done. • AOF/all formats duly filled on all required areas/pages compulsorily.

Note:

1. Holder's sequence in above mentioned PMS a/c, HDFC DP-Custody a/c, & also in bank a/c to be mapped should be the same.
2. Same bank a/c need to be mapped in both a/c (DP-custody & PMS) compulsorily.
3. Nominee should be same in both a/cs (DP/PMS).
4. As per old PMS form, total 2 set of all KYC docs required holder wise (duly self-attested & RM verified- as requested above)
5. Since Part-I KYC (FATCA) is added in new version (printed/franked) of PMS form, only 1 set of KYC docs' holder wise is mandatory.
6. Franked (Rs.1,000/-) PMS form is provided to all sales team, so all are requested to ensure form is utilized for activation & there is no any single franked PMS AOF is wasted as it's **strictly instructed by activation team in AMC.**
7. Visible print of all formats attached in this mail are mandatory.
8. Hard copy of duly franked PMS form (new version) will be provided separately to RM (Sales/Channel Partner) at their location/branch.

Above mentioned both DP-Custody PMS AOF & all formats, KYC docs with IPV from respective channel Partner/distributor RM & HDFC RM as suggested above need to dispatch (along with DP-Custody AOF/Annexures) to us at below given address.

Address: Vandana Raut: IIFL Center, Wing B & Extension | 5th Floor | Kamala City | Senapati Bapat Marg | Lower Parel | Mumbai 400 013 | Maharashtra, India.

Bank details for corpus (minimum 25 lacs) chq/online funds transfer in **Multi Cap PMS:** with & without Hedge Option.

BENEFICIARY ACCOUNT NAME	IIFL ASSET MANAGEMENT LIMITED
BANK NAME	HDFC BANK LTD
BANK ACCOUNT NO	50200026352281
IFSC CODE	HDFC0000060
BRANCH	MUMBAI

Note:

1. Above Corpus should be provided from the same bank a/c of client (1st holder only) which is mapped in Multi Cap PMS a/c.
2. Corpus chq. to be banked only after creation of DP-custody & PMS code & not before that.
3. Require scan of corpus chq. & deposit slip in case it's banked locally from RM.