

# **User Manual – CSC MFD User Manual**

## **Version 1.1**

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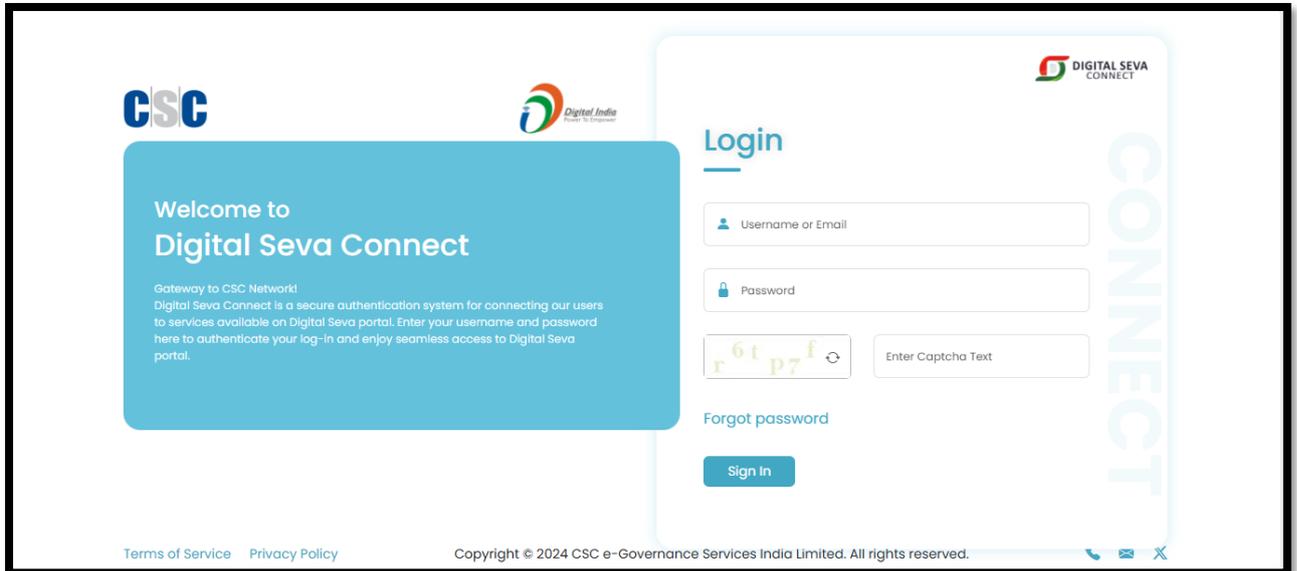
# 1. Introduction to CSC Mutual Fund Distribution (MFD) Portal

The goal of the browser-based CSC MFD Portal platform is to enable better order management and execution capabilities while offering efficient CRM features. The CSC-MFD Portal can be used to expand the customer base and improve customer relationships with less administrative cost and effort. CSC-MFD Portal will help the VLEs to do seamless Mutual Fund related transaction and checking the request on real time basis.

## Overview of CSC MFD portal

- One time investor registration
- Convenience in order placement
- Pre-order validations
- Single screen access to multiple schemes/ mutual funds
- Order status confirmations via SMS / Emails
- Multiple order routing through a single transaction
- Data confidentiality/ security–technology build to assure ownership of client data

CSC VLE will login into DSP.



Welcome to  
**Digital Seva Connect**

Gateway to CSC Network!  
Digital Seva Connect is a secure authentication system for connecting our users to services available on Digital Seva portal. Enter your username and password here to authenticate your log-in and enjoy seamless access to Digital Seva portal.

**Login**

Username or Email

Password

6 t p 7 f  
Enter Captcha Text

[Forgot password](#)

**Sign In**

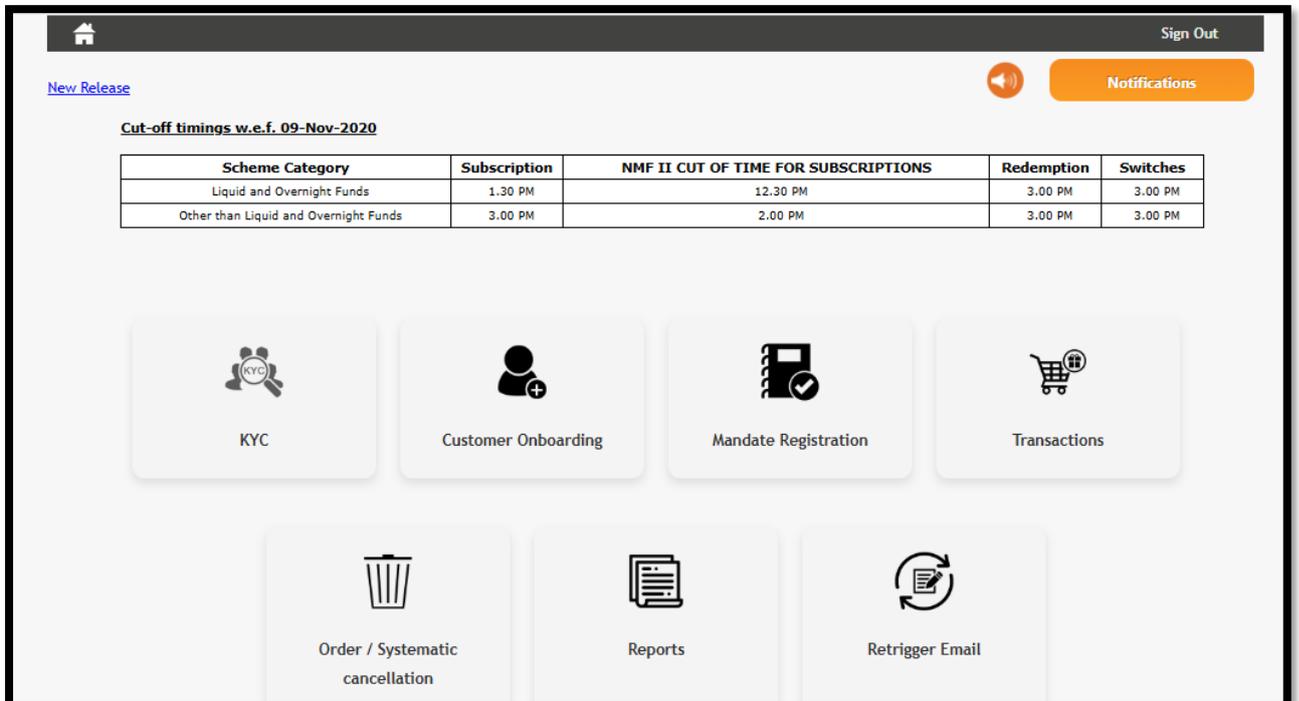
Terms of Service Privacy Policy Copyright © 2024 CSC e-Governance Services India Limited. All rights reserved.

VLE User will click on search option and search 'Mutual Fund Distribution'.

User will click on 'Buy Mutual Fund' and he will be redirected to CSC MFD platform. If VLE is not an authorized user, appropriate message will be shown to the User.

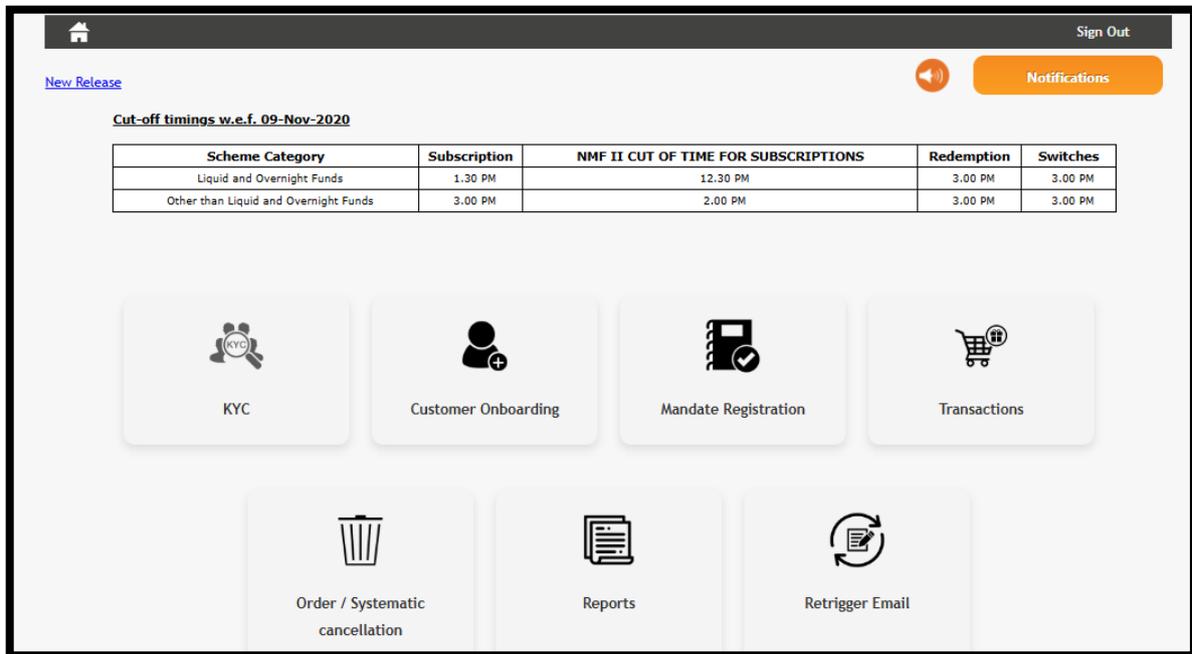


CSC-MFD home page will be shown to the VLE.

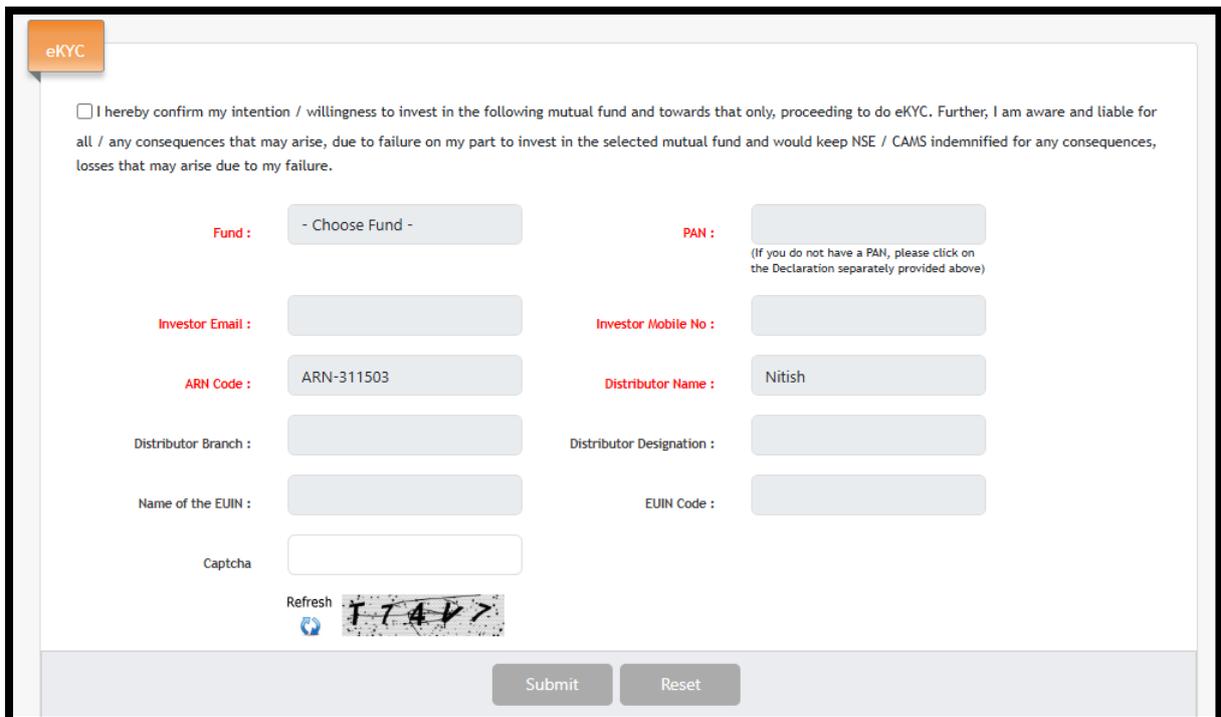


## 2. KYC (Know your Customer)

User will click on KYC icon on the home page.



VLE will provide the below details such as Fund, PAN, Investor contact details and Captcha.



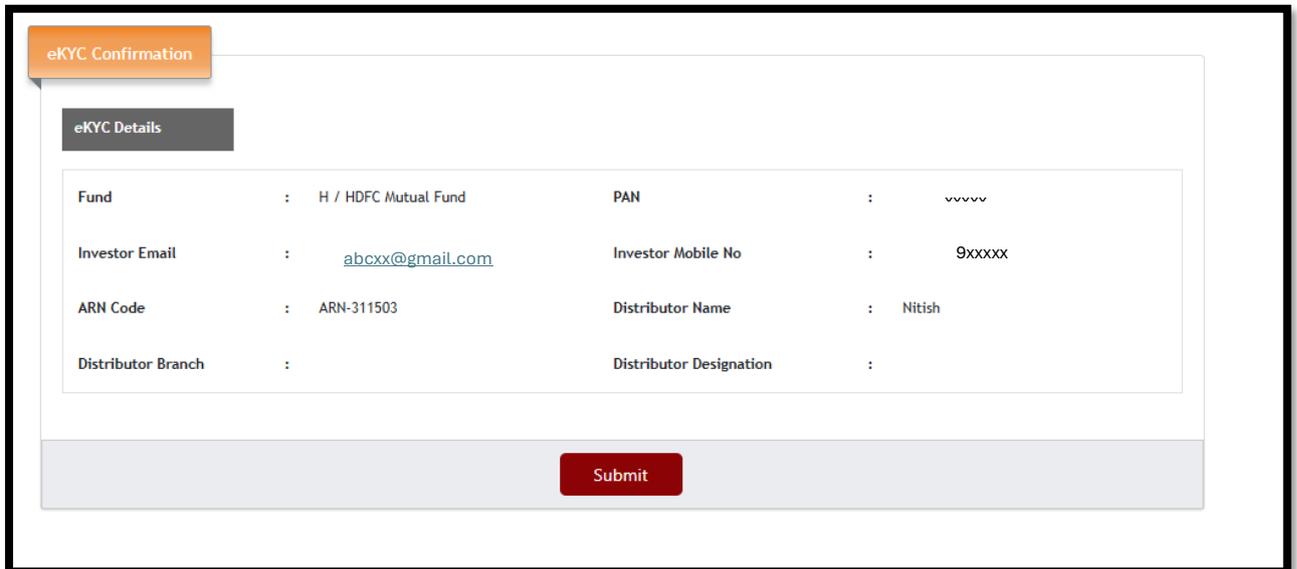
The screenshot shows the eKYC form. It starts with a declaration checkbox:  I hereby confirm my intention / willingness to invest in the following mutual fund and towards that only, proceeding to do eKYC. Further, I am aware and liable for all / any consequences that may arise, due to failure on my part to invest in the selected mutual fund and would keep NSE / CAMS indemnified for any consequences, losses that may arise due to my failure.

The form contains the following fields:

- Fund :** - Choose Fund -
- PAN :** (If you do not have a PAN, please click on the Declaration separately provided above)
- Investor Email :**
- Investor Mobile No :**
- ARN Code :** ARN-311503
- Distributor Name :** Nitish
- Distributor Branch :**
- Distributor Designation :**
- Name of the EUIN :**
- EUIN Code :**
- Captcha :**

At the bottom, there is a 'Refresh' button next to a captcha image showing the characters 'T74V7'. Below the form are 'Submit' and 'Reset' buttons.

Once User clicks on Submit button, below screen will be shown. User will verify the details and click on Submit button.



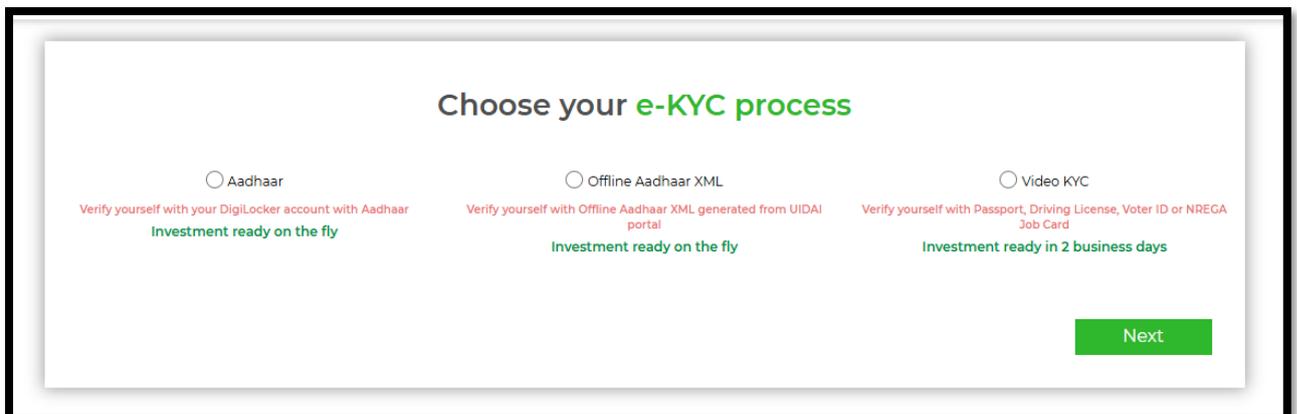
**eKYC Confirmation**

**eKYC Details**

Fund	: H / HDFC Mutual Fund	PAN	: ██████
Investor Email	: <a href="mailto:abcxx@gmail.com">abcxx@gmail.com</a>	Investor Mobile No	: 9xxxxx
ARN Code	: ARN-311503	Distributor Name	: Nitish
Distributor Branch	:	Distributor Designation	:

**Submit**

User will be redirected to eKYC page. User will do the eKYC to complete the process.



**Choose your e-KYC process**

Aadhaar  
Verify yourself with your DigiLocker account with Aadhaar  
Investment ready on the fly

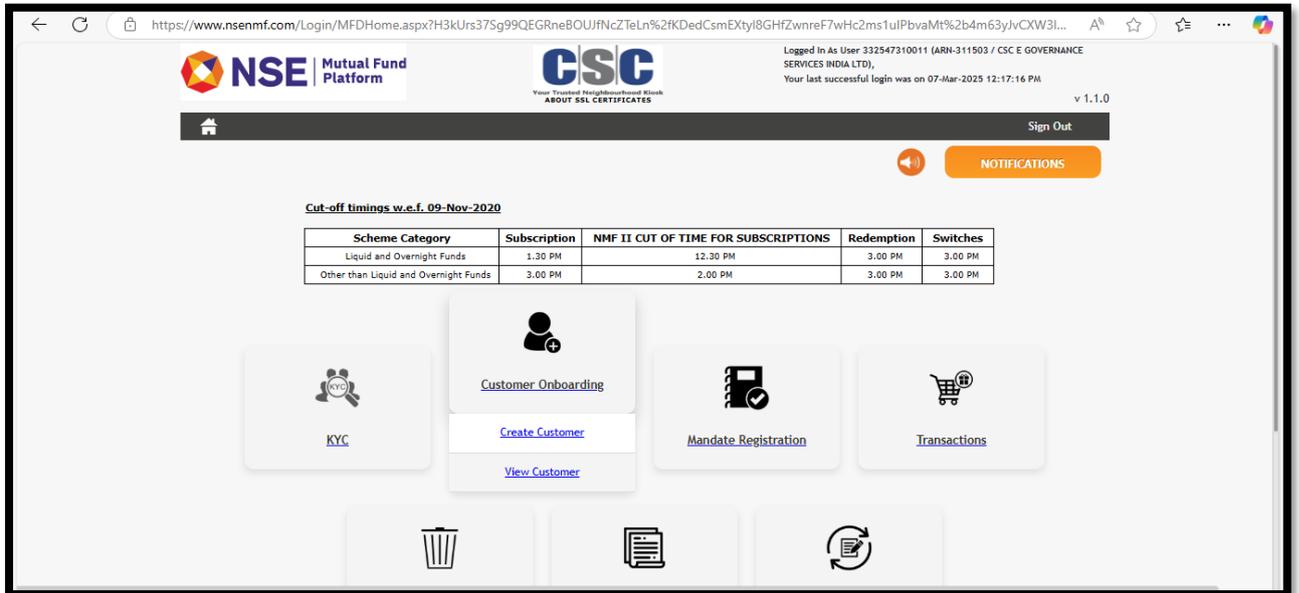
Offline Aadhaar XML  
Verify yourself with Offline Aadhaar XML generated from UIDAI portal  
Investment ready on the fly

Video KYC  
Verify yourself with Passport, Driving License, Voter ID or NREGA Job Card  
Investment ready in 2 business days

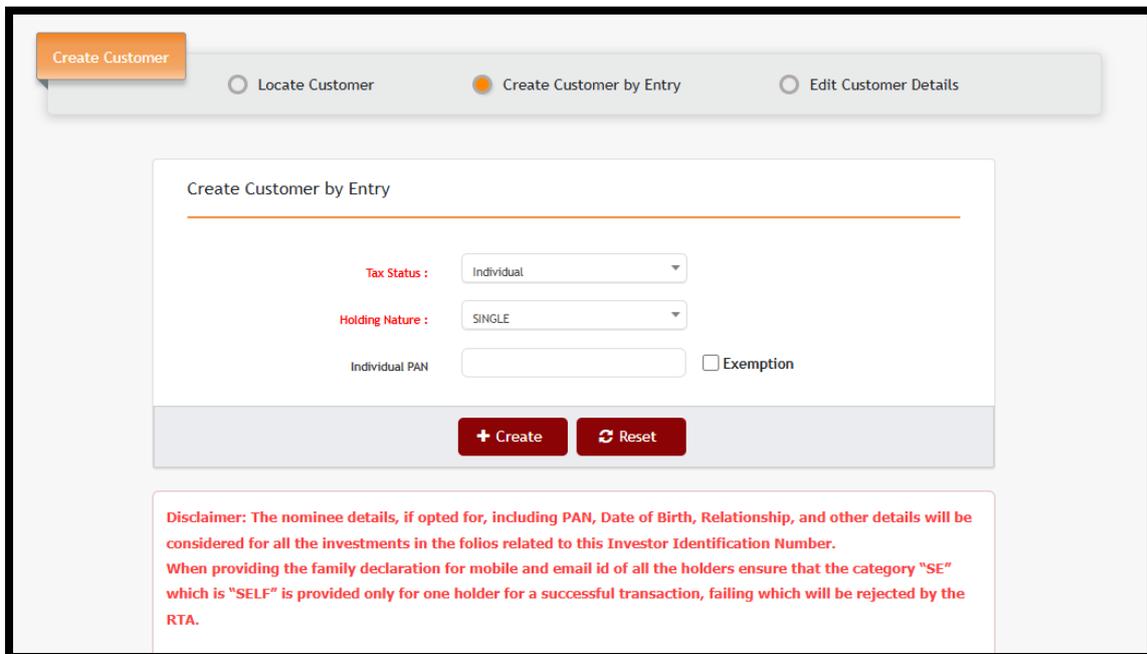
**Next**

### 3. Customer Onboarding

VLE will click on ‘Customer Onboarding’ and ‘Create Customer’ to onboard the investor under CSC MFD.

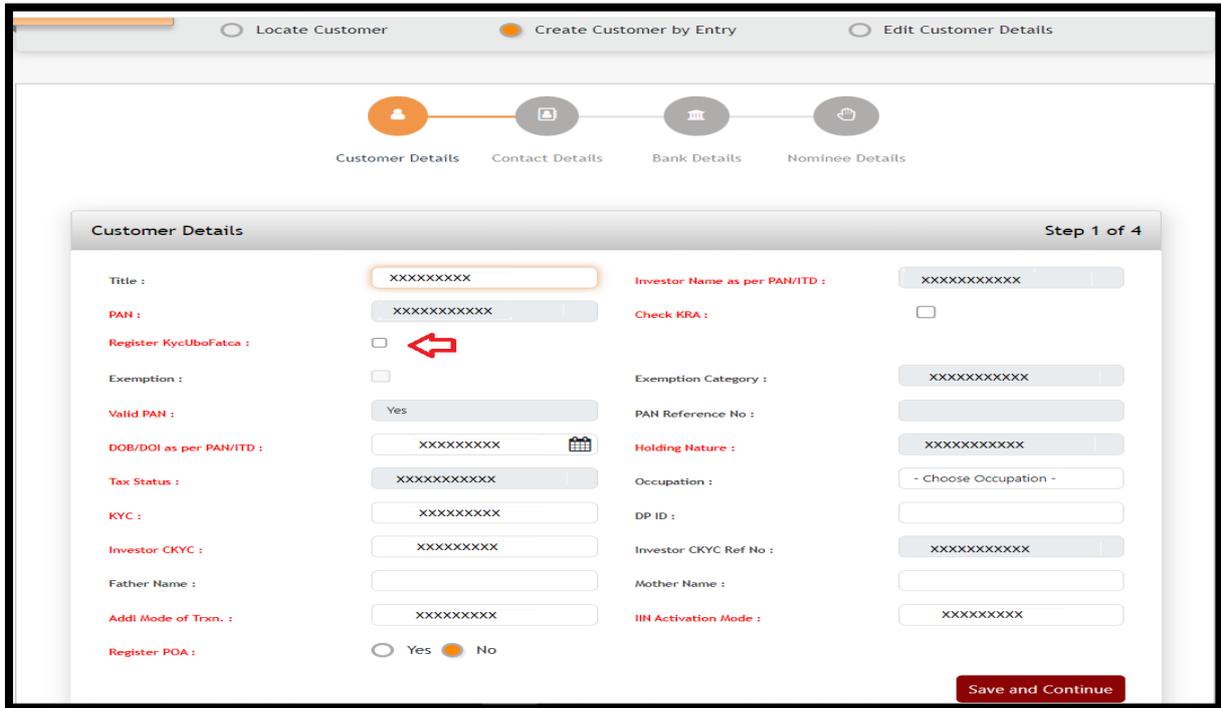


VLE will select the option ‘Create Customer by Entry’ and provide the Tax Status, Holding Nature and PAN of the investor.

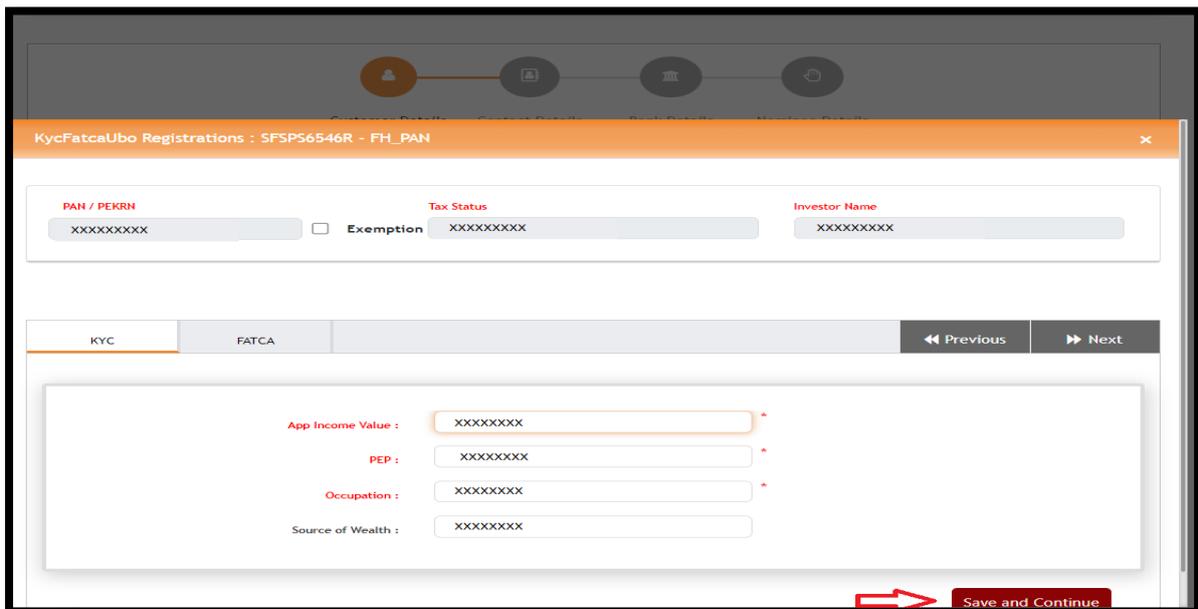


User will provide the following details of Customer:

- Click on check KRA radio button and proceed with the same.
- Enter Investor name as per PAN/ITD
- Enter DOB/DOI as per PAN/ITD
- Enter all mandatory details (mark as red)
- Before save and continue, click on radio button 'Register KYC/UBO/FATCA'



- Pop up will be displayed to enter KYCC FATCA Details. Enter the details and click on save and continue.



VLE will fill the FATCA details.

KYC FATCA XXXXXXXX Previous Next

**Foreign Nationality**

DOB : XXXXXXXX

Data Source : XXXXXXXXXXXXXXXX

Country of Birth/Incorporation : XXXXXXXXXXXXXXXX

Tax Residency other than India : XXXXXXXXXXXXXXXX

Tax Payer Identification No. 1 : XXXXXXXXXXXXXXXX

Country of Tax Residency 2 : XXXXXXXXXXXXXXXX

Identification Type 2 : XXXXXXXXXXXXXXXX

Tax Payer Identification No. 3 : XXXXXXXXXXXXXXXX

Country of Tax Residency 4 : XXXXXXXXXXXXXXXX

Identification Type 4 : XXXXXXXXXXXXXXXX

Register POA :  Yes  No

Address Type : XXXXXXXXXXXXXXXX

Email ID : XXXXXXXXXXXXXXXX

Place of Birth : XXXXXXXXXXXXXXXX

Country of Tax Residency 1 : XXXXXXXXXXXXXXXX

Identification Type 1 : XXXXXXXXXXXXXXXX

Tax Payer Identification No. 2 : XXXXXXXXXXXXXXXX

Country of Tax Residency 3 : XXXXXXXXXXXXXXXX

Identification Type 3 : XXXXXXXXXXXXXXXX

Tax Payer Identification No. 4 : XXXXXXXXXXXXXXXX

Save and Continue

Nature of Business : XXXXXXXXXXXX

Name of the Stock Exchange : XXXXXXXXXXXX

US Specified Person : XXXXXXXXXXXX

Active NFFE Sub Category : XXXXXXXXXXXX

Name of the Listed Company : XXXXXXXXXXXX

Exemption Code : XXXXXXXXXXXX

**GIIN (Global Intermediary Identification Number)**

GIIN Applicable : XXXXXXXXXXXX

Sponser Entity : XXXXXXXXXXXX

GIIN Exem Category : XXXXXXXXXXXX

FATCA Declaration Received : XXXXXXXXXXXX

GIIN : XXXXXXXXXXXX

Name Of the Sponser Entity : XXXXXXXXXXXX

GIIN Not Applicable : XXXXXXXXXXXX

**Declaration:** Tax Regulations require us to collect information about each investor's tax residency. If you are a US citizen or resident, please indicate United States in the "Country of Tax Residency" along with your US Tax Identification Number. Foreign Account Tax Compliance provisions commonly known as FATCA are contained in the US Hire Act, 2010.

Print Save and Continue

Register POA :  Yes  No

Save and Continue

- Enter contact details of the investor

Customer Details   Contact Details   Bank Details   Nominee Details

**Contact Details** Step 2 of 4

Address 1 :

Address 2 :

Pincode :

State :

Mobile No :

Residence Phone :

Office Phone :

Email ID:

Address 3 :

City :

Country :

Mobile Relationship :

Residence Fax :

Office Fax :

Email Relationship :

**Save and Continue**

- Enter bank details of the investor

Locate Customer   Create Customer by Entry   Edit Customer Details

Customer Details   Contact Details   Bank Details   Nominee Details

**Bank Details** Step 3 of 4

Bank Name :

Account No :

IFSC Code :

Investor Name as per Bank record :

Branch Name :

Branch address 2 :

Branch City :

Branch Country :

Account Type :

Re Enter Account Number :

MICR No :

Check IMPS :

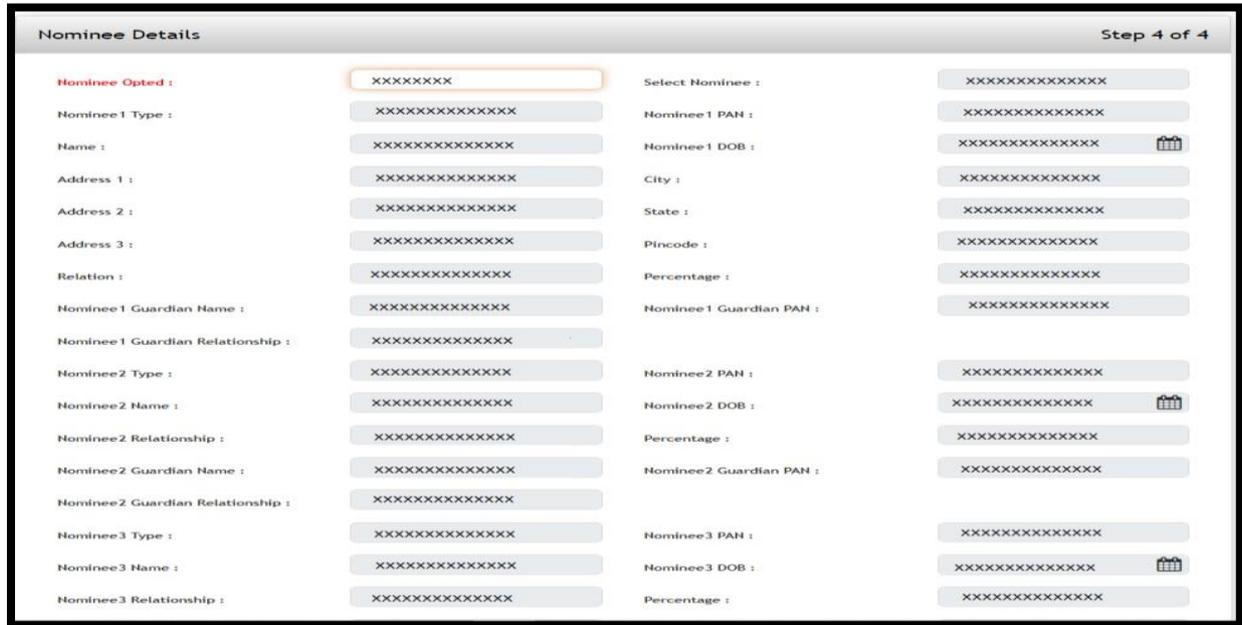
Branch Address 1 :

Branch Address 3 :

Branch Pincode :

**Save and Continue**

- Enter nominee details of the investor



**Nominee Details** Step 4 of 4

**Nominee Opted :**  XXXXXXXX

**Nominee 1 Type :** XXXXXXXXXXXXXXXX

**Name :** XXXXXXXXXXXXXXXX

**Address 1 :** XXXXXXXXXXXXXXXX

**Address 2 :** XXXXXXXXXXXXXXXX

**Address 3 :** XXXXXXXXXXXXXXXX

**Relation :** XXXXXXXXXXXXXXXX

**Nominee 1 Guardian Name :** XXXXXXXXXXXXXXXX

**Nominee 1 Guardian Relationship :** XXXXXXXXXXXXXXXX

**Nominee 2 Type :** XXXXXXXXXXXXXXXX

**Nominee 2 Name :** XXXXXXXXXXXXXXXX

**Nominee 2 Relationship :** XXXXXXXXXXXXXXXX

**Nominee 2 Guardian Name :** XXXXXXXXXXXXXXXX

**Nominee 2 Guardian Relationship :** XXXXXXXXXXXXXXXX

**Nominee 3 Type :** XXXXXXXXXXXXXXXX

**Nominee 3 Name :** XXXXXXXXXXXXXXXX

**Nominee 3 Relationship :** XXXXXXXXXXXXXXXX

**Select Nominee :** XXXXXXXXXXXXXXXX

**Nominee 1 PAN :** XXXXXXXXXXXXXXXX

**Nominee 1 DOB :** XXXXXXXXXXXXXXXX 

**City :** XXXXXXXXXXXXXXXX

**State :** XXXXXXXXXXXXXXXX

**Pincode :** XXXXXXXXXXXXXXXX

**Percentage :** XXXXXXXXXXXXXXXX

**Nominee 1 Guardian PAN :** XXXXXXXXXXXXXXXX

**Nominee 2 PAN :** XXXXXXXXXXXXXXXX

**Nominee 2 DOB :** XXXXXXXXXXXXXXXX 

**Percentage :** XXXXXXXXXXXXXXXX

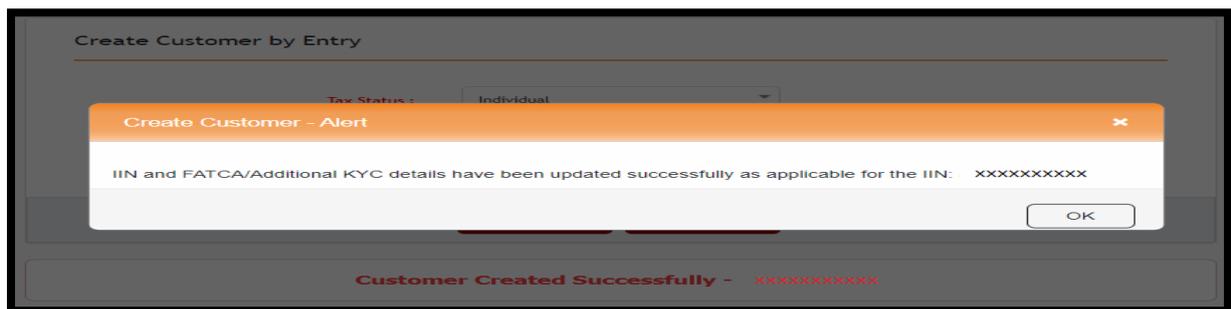
**Nominee 2 Guardian PAN :** XXXXXXXXXXXXXXXX

**Nominee 3 PAN :** XXXXXXXXXXXXXXXX

**Nominee 3 DOB :** XXXXXXXXXXXXXXXX 

**Percentage :** XXXXXXXXXXXXXXXX

- A pop-up message stating that all details are updated, and the customer has been created successfully.



**Create Customer by Entry**

Tax Status : Individual

**Create Customer - Alert** ✕

IIN and FATCA/Additional KYC details have been updated successfully as applicable for the IIN: XXXXXXXXXX

OK

**Customer Created Successfully - XXXXXXXXXX**

- Post clicking on the confirmation link, details of both IIN and FATCA will be displayed

**NSE** | Mutual Fund Platform (NMF13)

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**IIN Confirmation**

**Customer Details**

Title	: Mr.	Investor Name	: TEJAS V MAHAJAN
PAN	:	Customer Id	: 5011231580
Valid PAN	: No	Exemption Category	:
DOB/DOI	: 10-NOV-2013	PAN Reference No	:
Holding Nature	: SINGLE	Tax Status	: On Behalf Of Minor
KYC	: Non Complied	Occupation	: Business Manufacturing
Investor CKYC	: No	Investor CKYC Ref No	:
MFU CAN	:	DP ID	:
Father Name	:	Mother Name	:
Addl Mode of Trxn	: PH	IIN Activation Mode	: Digital

**Contact Details**

Address 1	: QQQ dddd d	City	: MUMBAI
Address 2	: t	State	: Tamil Nadu
Address 3	: F	Country	: India
Pincode	: 400069	Mobile Relationship	: Self
Mobile No	: 9322594562	Residence Phone	:
Residence Phone	:	Residence Fax	:
Office Phone	:	Office Fax	:

**FATCA Details**

Country of Birth	: India	Address Type	: Residential
Occupation	: Business	Net Worth in [INR Lacs]	:
Source of Wealth	: Gift	Country of Tax Residency1	: India
TPIN1	: DOBPL9099G	Identification Type1	: PAN Card
Country of Tax Residency3	:	TPIN3	:
Identification Type3	:	Place of Birth	: PO
Country of Tax Residency	: No	Gross Annual Income in INR.	: >10 <= 25 Lacs
PEP status	: Yes	Net Worth Date	:
Any other KYC related information	:	Country of Tax Residency2	:
TPIN2	:	Identification Type 2	:
Country of Tax Residency4	:	TPIN4	:
Identification Type4	:		

I/We confirm that the information provided to me is true and correct. I/We also declare that the responsibility of the information provided to activate IIN and FATCA will be activated based on this confirmation and successful verification of Bank details and KYC records. If there are any discrepancies in Bank details and/or the KYC records, you will receive a separate communication on the required action

I agree [Terms And Condition](#)

**Submit**

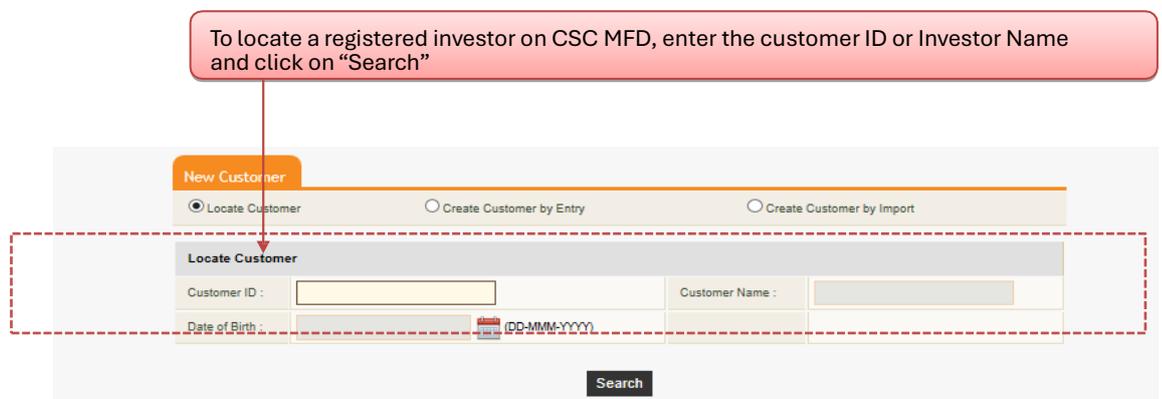
Upon registration by the VLE, an Investor Identification Number (IIN) will be generated for the investor and it will be the single identifier for the investor to transact on CSC MFD platform. The VLE can transact for the investor immediately upon the generation of the Investor Identification Number (IIN).

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.

To **locate** the investor on CSC MFD platform, click on 'Customer Onboarding' & 'Create Customer' and select 'Locate Customer'.

## Locate

To locate a registered investor on CSC MFD, enter the customer ID or Investor Name and click on "Search"



**New Customer**

Locate Customer     Create Customer by Entry     Create Customer by Import

**Locate Customer**

Customer ID :

Customer Name :

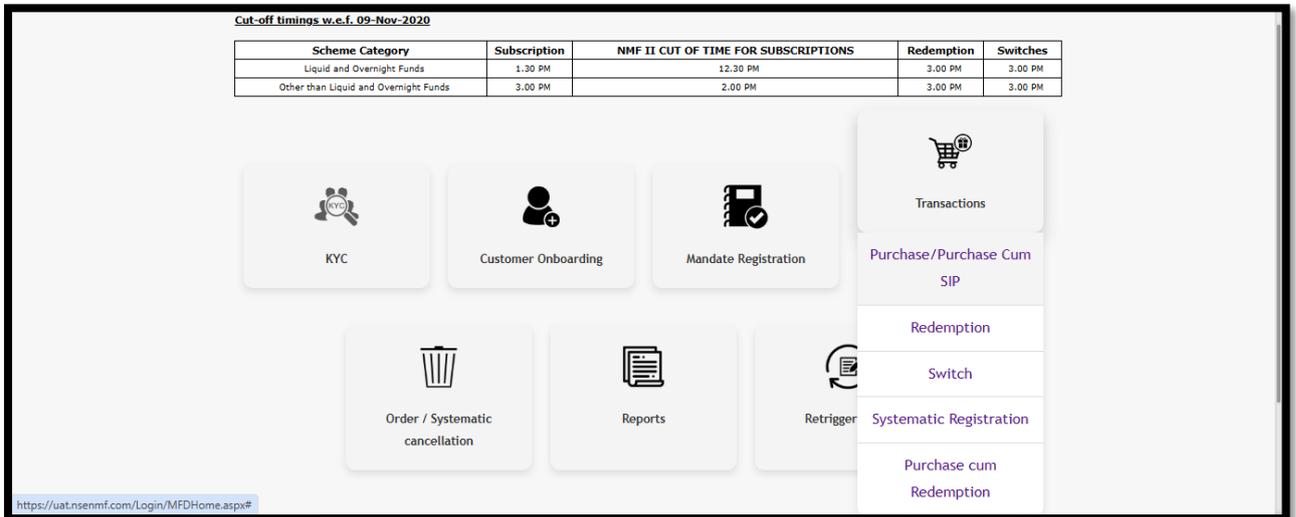
Date of Birth :  (DD-MMM-YYYY)

## 4. Purchase

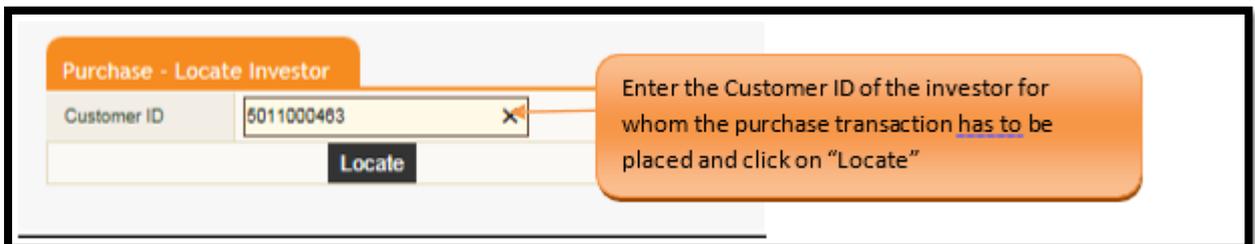
For subscribing to the Mutual Fund units, the investor can place a transaction request in CSC MFD portal. VLE will click on 'Transactions' and 'Purchase/Purchase cum SIP' option.

Cut-off timings w.e.f. 09-Nov-2020

Scheme Category	Subscription	NMF II CUT OF TIME FOR SUBSCRIPTIONS		Redemption	Switches
Liquid and Overnight Funds	1.30 PM	12.30 PM		3.00 PM	3.00 PM
Other than Liquid and Overnight Funds	3.00 PM	2.00 PM		3.00 PM	3.00 PM



VLE shall retrieve the investor details by giving the IIN reference.



System will populate the investor details based on the Investor Identification No. VLE can place subscription requests for multiple AMCs (Asset Management Companies) and schemes through single transaction submission process. Bank details will be auto-populated in Bank Details section.

VLE will select the Payment mode as Online/UPI and submit the order for paperless processing.

**Purchase**

Select normal in case of a fresh purchase or additional purchase;  
Select Systematic in case of a SIP transaction

**Investor Details**

Customer ID	50112333	Investor Name	SARVDEEP SINGH	Investor PAN	
Mode Of Holding	SINGLE	Joint Name1		Joint Name2	
Guardian Name		Tax Status	Individual	DP ID	

**Broker Details**

Sub Broker ARN Code	Select Sub Bro...	Sub Broker Code	500100100013
Execution Only	<input type="checkbox"/>	EUIN	E12345

**Investment Details**

Transaction Nature	Normal	Payment Mode	- Choose Payment Mo...	Basket Name	Click Here
Bank Name	HDFC Bank Ltd	Account Number	123456789	IFSC Code	HDFC0000158
Demat User	No	DP ID		Remarks	
NFO / Combo	<input type="checkbox"/>	Execute Through POA	<input type="checkbox"/>		

VLE will select whether the EUIN is applicable or not. EUIN will be required to be quoted in case it is not 'Execution only' mode.

Enter the Fund details for the investment

Fund	Folio	Scheme Name	Reinvest	Insurance	Amount	SIP	Action
- Choose Fund -	Choose Foli...	Choose Scheme Name...	- Choose Dividend ...	<input type="checkbox"/>			Add Reset

**Payment Details**

Instrm. Amount					
Instrm. Number		Instrm. Date		MICR Number	
Instrument Bank	Select an Option	Instrm. Branch		Instrm. A/C No.	
Advisory Charge	0				

I agree [Terms And Condition](#)

Next >>

Click "Add" to save the scheme details entered. Investment in multiple schemes can be made in a single transaction towards which a single payment can be effected.

Upon completing the transaction details, the purchase confirmation screen opens.

Purchase Confirmation

Investor Details					
Customer Id	5011000420	Investor Name	Amyra Shah	PAN	HGFDS5214S
Mode Of Holding	SINGLE	Joint Name1		Joint Name2	
Guardian Name		Tax Status	Individual	DP ID	

Broker Details			
Sub Broker Code		Sub Broker ARN Code	EUIN

Investment Details			
Bank Name	HDFC Bank Ltd	Account Number	2563636

S.No	Fund	Folio	Scheme	Reinvest	Amount
1	DSP Black Rock Mutual Fund		DSP BlackRock Balanced Fund - Dividend (54EA Benefits)	Reinvest	1000.00

Payment Details					
Payment Mode	Online	MICR Number		Instrm. Bank	
Instrm. Branch		Instrm. No.		Instrm A/C No.	
Instrm. Date		RTGS Code		DD Charge	0
Instrm. Amount	1,000.00	Acceptance of Trxn.	In Person	Advisory Charge	0
Online Payfrom	HDFC				

Click on "Back" to make any
Back
Save
Click on "Save" to store and

The User will be directed to the Bank to make the payment.



### Electronic Payment Facility

You have requested for an electronic payment to the following vendor using your HDFC Bank NetBanking account. Please choose your account (to be debited by the purchase value and service charge) from the list below.

**Note:** The available balance displayed includes the overdraft limit (if any) in your account. It does not include any fund marked for hold.

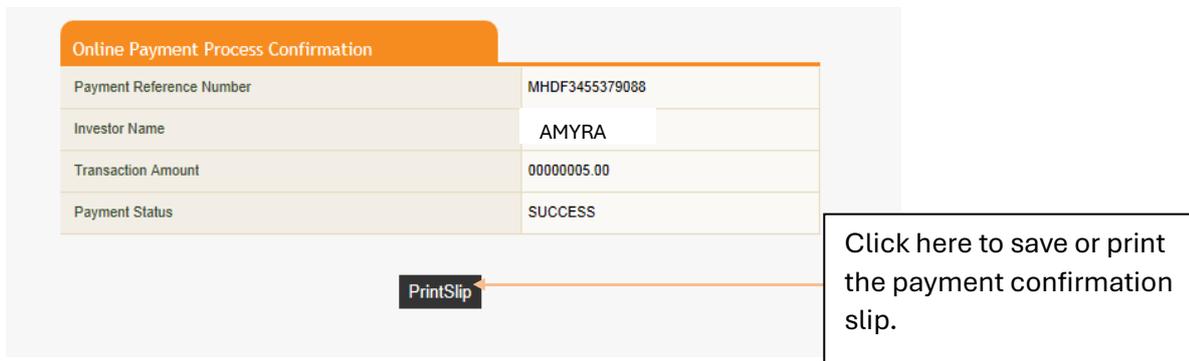
From Account:	- Select An Account -
Vendor Name:	BILLDKNSE
Amount:	INR 5.00
Service Charge:	INR 0.00
<input type="button" value="Continue"/> <span style="float: right;"><input type="button" value="Cancel"/></span>	

Enter the login credentials of your net banking and make the payment

In case of any error in the payment made to the website please contact the concerned website.

Copyright HDFC Bank Ltd. [Terms and Conditions](#) | [Privacy Policy](#)

Upon successful payment, the confirmation screen opens.



Online Payment Process Confirmation	
Payment Reference Number	MHDF3455379088
Investor Name	AMYRA
Transaction Amount	00000005.00
Payment Status	SUCCESS

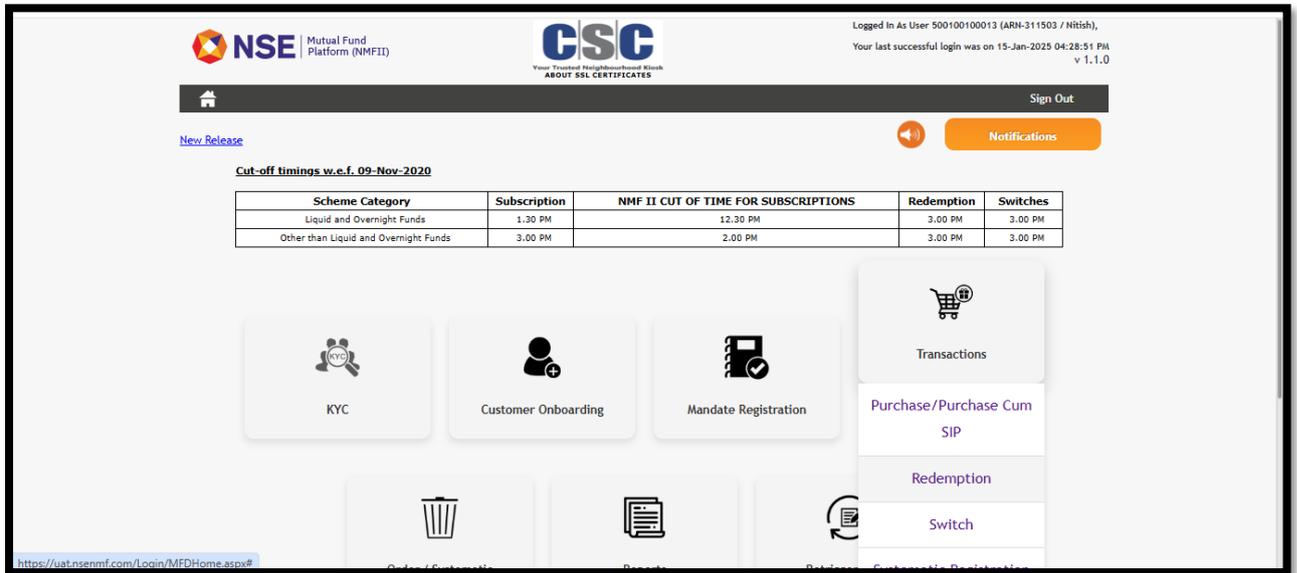
Print Slip

Click here to save or print the payment confirmation slip.

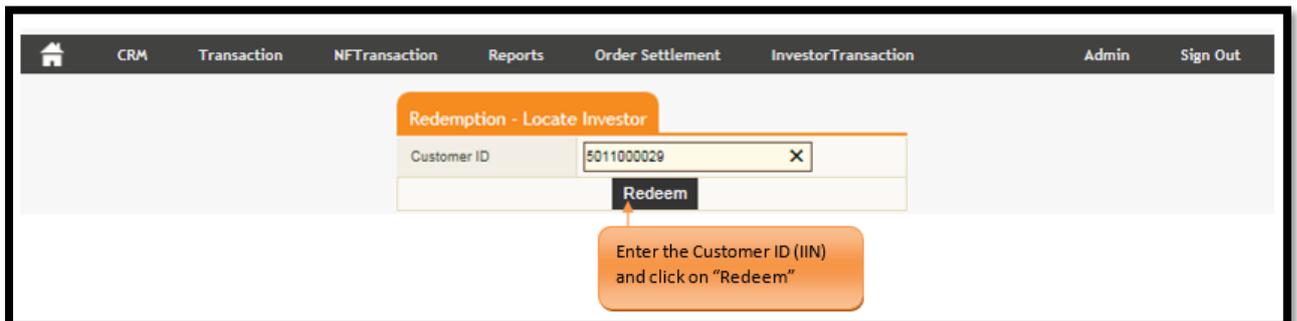
- Upon the investor making the e-payment a payment confirmation slip will be generated and sent on the registered email ID of the investor.
- The payment confirmation will be updated in the order details and only the confirmed orders updated with valid status will be submitted for further processing.

## 5. Redemption

For redeeming the Mutual Fund units, the investor can place redemption request with the VLE. VLE will be able to place redemption requests only for investments made through the CSC MFD platform.



Upon receiving the redemption request, VLE shall retrieve the investor details by giving the IIN reference in the CSC MFD portal.



The redemption transaction screen 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.

**Redemption Transaction**

**Investor Details**

Customer ID	5011000202	Investor Name	B Venugopal	Investor PAN	AAGPV0275J
Mode Of Holding	SINGLE	Joint Name1		Joint Name2	
Guardian Name	OL	Tax Status	Individual	DP ID	

DP ID Valuation Information  
 Non DP ID Valuation Information

Fund Name	Folio	Scheme	Tot Units	NAV	NAV Date	Valuation
HDFC Mutual Fund	6475098	01 / HDFC Equity Fund - Dividend	46.980	54.770	07-Jul-2014	2,573.15
HDFC Mutual Fund	7083489	01 / HDFC Equity Fund - Dividend	13.160	54.770	07-Jul-2014	720.50

Pending Transactions schemes

**Redemption Details**

MF Simplified will populate the registered investor details

Units held in the demat and Non demat mode will be separately shown  
System will populate the investment details with the current valuation

Click on the scheme in the valuation table which is to be redeemed

Select the mode in which the investor has placed the order – In person, online or over the phone

Registered Bank detail will be system-populated

**Redemption Details**

Acceptance of Trxn:  Bank Name: A P Raja Rajeshwar Mahila Coop B Account Number: 123456789

To execute Redemption Transaction, please select any of schemes from the Valuation Scheme link

Fund Name	Folio	Scheme	Limits	Tot Units	Amt Or Unit Type	All Units	Amt Or Unit	Action
HDFC Mutual Fund	6475098	01 / HDFC Equity Fund - Dividend		46.980	Units	<input type="checkbox"/>	46.980	<input type="button" value="Add"/> <input type="button" value="Reset"/>

<< Back Next >>

MFD can place the redemption order in terms of units to be redeemed or specify the amount to be redeemed  
Note – Demat units can be redeemed only in terms of units

Check on "All Units" to redeem all units

Click on "Add" to save and enter multiple redemption orders to be routed through a single transaction



Upon completing the transaction details, the redemption confirmation screen opens.

**Redemption Transaction**

**Investor Details**

Customer ID	5011000202	Investor Name	B Venugopal	Investor PAN	AAGPV0275J
Mode Of Holding	SINGLE	Joint Name1		Joint Name2	
Guardian Name	OL	Tax Status	Individual	DP ID	

**Redemption Details**

Fund Name	Folio	Scheme	Tot Units	Amt Or Unit Type	All Units	Amt Or Unit
HDFC Mutual Fund	6475098	01 / HDFC Equity Fund - Dividend	46.980	Units	Yes	46.980

Click on "Back" to make any changes to the transaction

Click on "Save" to store and print the confirmation slip

**Transaction Status**

Unique Ref.No 3571 [Transaction Slip](#) Click here to view and print the transaction slip

Trxn No	Fund	Folio	Scheme	Amount	Units
2222	HDFC Mutual Fund	6475098	HDFC Equity Fund - Dividend	0.00	46.980

Unique transaction number

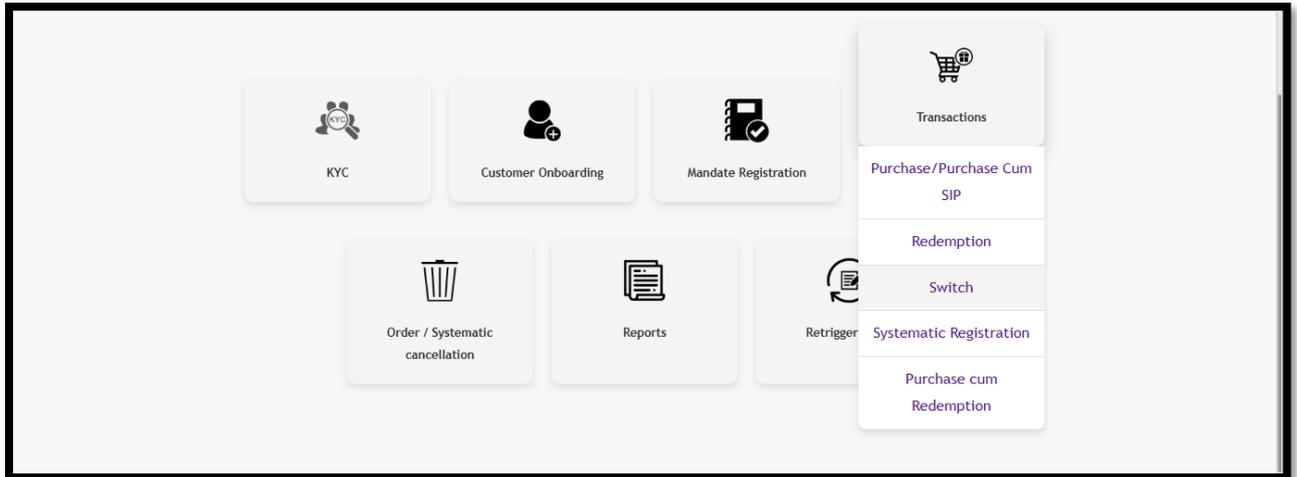
### Sample transaction slip

<p><b>MF Simplified Platform</b> Application No.2383</p> <p><b>Customer ID: 5011000202</b></p> <p>B Venugopal JH1: N/A JH2: N/A</p> <p><b>Current Address</b> A9 Ranganayaki Complex Old No7 New No 29 Chennai 600078</p> <p><b>Held:</b></p>	<p style="text-align: right;"> Makes life easier for you</p> <p><b>Redemption Request</b></p> <p><b>TIMESTAMP:</b> <b>ARN-70209</b></p> <p><b>User Code :</b> SGOPI <b>Subbroker:</b></p> <p><b>Bank Mandate Details</b> Savings Account 123456789 A P Raja Rajeshwari Mahila Coop Bank Mount Road</p>										
<p>I/We wish to redeem from the following investments.(MFS Ref. No.: 3571)</p> <table border="1"> <thead> <tr> <th>Fund Name</th> <th>Folio No.</th> <th>Scheme Name</th> <th>Amount</th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>HDFC Mutual Fund</td> <td>6475098</td> <td>HDFC Equity Fund - Dividend</td> <td>0.00</td> <td>46.980</td> </tr> </tbody> </table> <p><i>I/We confirm that I/We have read and accept the terms of the offer document of the above scheme(s). The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us.</i></p> <p>_____</p> <p>B Venugopal</p>		Fund Name	Folio No.	Scheme Name	Amount	Units	HDFC Mutual Fund	6475098	HDFC Equity Fund - Dividend	0.00	46.980
Fund Name	Folio No.	Scheme Name	Amount	Units							
HDFC Mutual Fund	6475098	HDFC Equity Fund - Dividend	0.00	46.980							
<p>This transaction request was generated by SGOPI through MF Simplified platform at 15:03:19 on 03 September 2014. The transaction request is already timestamped electronically.</p>											

User will authorize the redemption request by providing the OTP sent to the investor.

## 6. Switch

For switching units between schemes of the same mutual fund, the investor can place switch request with the VLE. The VLE will be able to place switch requests only for investments made through the CSC MFD platform.



Upon receiving the intra-mutual fund switch request, VLE shall retrieve the investor details by giving the IIN reference.



The switch transaction screen will display the current unit balance of the investor maintained.

Switch Transaction

Customer Information					
Customer ID	5011000202	Investor Name	B Venugopal	Investor PAN	AAGPV0275J
Mode Of Holding	SINGLE	Joint Name1		Joint Name2	
Guardian Name	OL	Tax Status	Individual		

DP ID Valuation Information  
 Non-DP ID Valuation Information

Fund Name	Folio	Source Scheme	Tot Units	NAV	NAV Date	Valuation
HDFC Mutual Fund	6475098	<a href="#">01 HDFC Equity Fund - Dividend</a>	46.980	54.770	07-Jul-2014	2,573.15
HDFC Mutual Fund	7083489	<a href="#">01 HDFC Equity Fund - Dividend</a>	13.160	54.770	07-Jul-2014	720.50

System will populate the investor details registered on the platform

System will populate the investment details with the current valuation. The units held in the demat and non-demat mode will be separately shown

Switch is allowed only for Non-demat holdings

**Switch Details**

Sub Broker Code:  Sub Broker ARN Code:  Acceptance of Trxn.:

EUIN Opted:  Yes  No EUIN:

To execute Switch Transaction, please select any of schemes from the Valuation Scheme link

Fund	Folio	Source Scheme	Tot Units	Scheme Category	Target Scheme	Limits	Dividend
				-- Choose Scheme Category --	-- Choose Target Scheme --	Limits	-- Choose
Fund Name	Folio	Source Scheme	Tot Units	Scheme Category	Target Scheme		
HDFC Mutual Fund	7083489	01 HDFC Equity Fund - Dividend	13.16	Open Ended Products	HDFC Top 200 Fund - Dividend Reinvest.		

<< Back Next >>

Enter the sub-broker / EUIN code if applicable

Select the mode of transaction – In person or over the phone or online

Click on the link to select the source

scheme from the valuation table

Scheme Category	Target Scheme	Limits	Dividend Option	Amt Or Unit Type	All Units	Amt Or Unit	Action
Choose Scheme Category --	-- Choose Target Scheme --	Limits	-- Choose --	-- Choose --	<input type="checkbox"/>		Add Reset
Scheme Category	Target Scheme	Reinvest	Amt/Unit Type	All Units	Amt / Unit	Action	
Open Ended Products	HDFC Top 200 Fund - Dividend Reinvest	Reinvest	Units	Yes	13.160		

MF Distributor shall select only one source scheme and one Target scheme only.

Click on edit or delete to modify the order entered

Click on Add to include multiple investments in a single transaction

<< Back Next >>

Confirmation Screen will be displayed to the User.

**Switch Transaction**

**Customer Information**

Customer ID	5011000202	Investor Name	B Venugopal	Investor PAN	AAGPV0275J
Mode Of Holding	SINGLE	Joint Name1		Joint Name2	
Guardian Name	OL	Tax Status	Individual	Sub Broker Code	
Sub Broker ARN Code		EUIN Opted	No	EUIN	
Broker Code	ARN-70209				

**Switch Details**

Fund Name	Folio	Source Scheme	Tot Units	Product Category	Target Scheme	Reinvest	Amt / Unit Type	All Units	Amt / Unit
HDFC Mutual Fund	7083489	01 HDFC Equity Fund - Dividend	13.16	Open Ended Products	HDFC Top 200 Fund - Dividend Reinvest.	Reinvest	Units	Yes	13.160

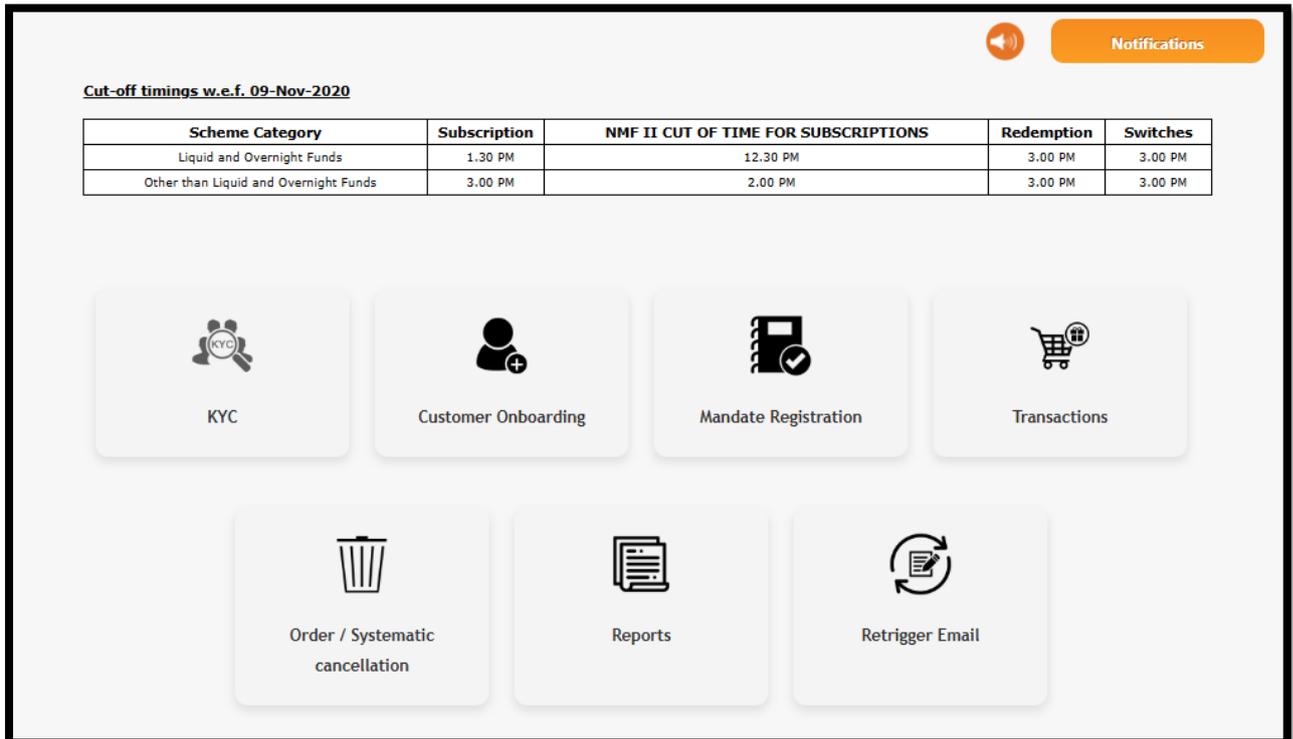
<< Back Save

Click on "Save" to store and print the confirmation slip.

User will authorize the switch request by providing the OTP sent to the investor.

## 7. Mandate Registration

VLE will facilitate the investor to register mandate by clicking on ‘Mandate Registration’. E-mandates in mutual funds streamline recurring payments like Systematic Investment Plans (SIPs) by allowing automated debits from your bank account. User has to register the mandate before opting for ‘Systematic Registration’ (SIP).



**Cut-off timings w.e.f. 09-Nov-2020**

Scheme Category	Subscription	NMF II CUT OF TIME FOR SUBSCRIPTIONS	Redemption	Switches
Liquid and Overnight Funds	1.30 PM	12.30 PM	3.00 PM	3.00 PM
Other than Liquid and Overnight Funds	3.00 PM	2.00 PM	3.00 PM	3.00 PM

Navigation options:

- KYC
- Customer Onboarding
- Mandate Registration
- Transactions
- Order / Systematic cancellation
- Reports
- Retrigger Email

VLE will select ‘New’ to register fresh Mandate Registration. If investor is already registered or wants to edit the mandate registration, User will select ‘Locate’ or ‘Edit’ option.

User will provide the Customer ID and click on ‘Go’ option.



Logged in As User 500100100013 (ARN-311503 / Nitish),  
Your last successful login was on 15-Jan-2025 04:28:51 PM  
v 1.1.0

Sign Out

ACH Mandate Registration

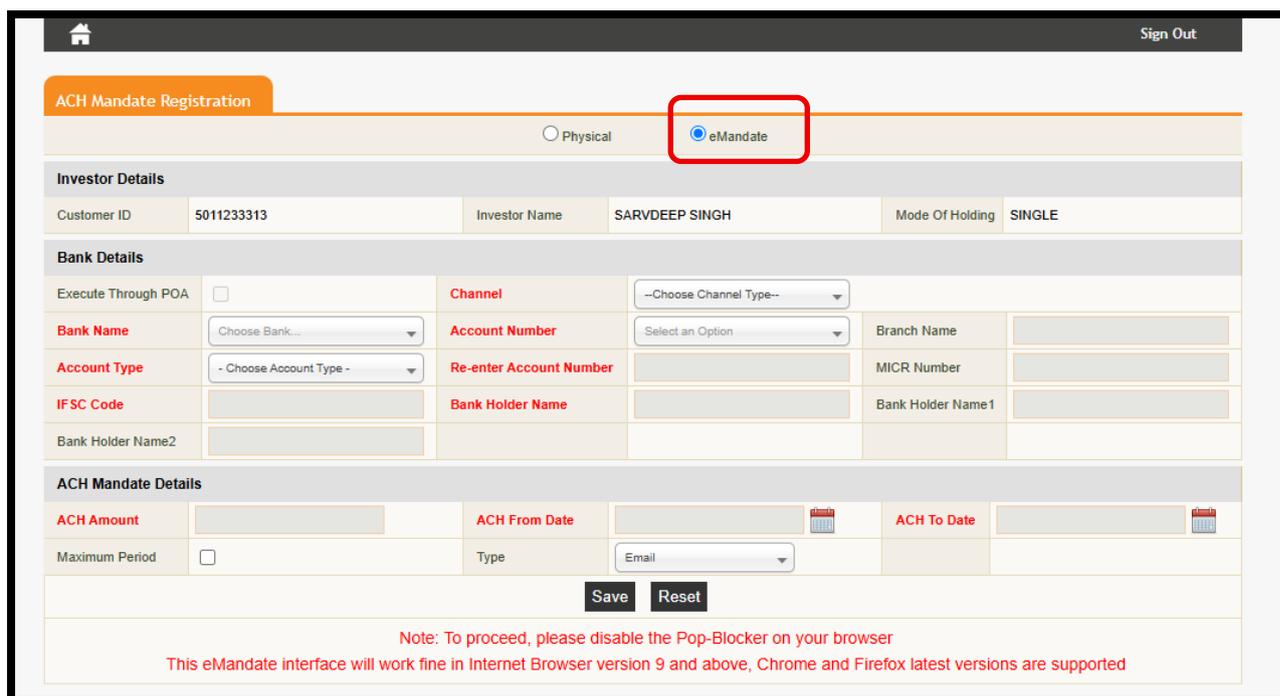
Locate
  New
  Edit

Customer ID: 5011233313

VLE will click the eMandate option to register online mandate.

VLE will select the channel as 'Aadhar / Net Banking / Debit Card' and select the Bank details. In case, User has selected the 'Aadhaar', User will validate the request through Aadhaar OTP. In case of Net banking and Debit Card, Bank credentials will be used to authenticate.

VLE will also provide the mandate details such as ACH Amount, From Date, To date and type for confirmation. VLE can select 'Maximum period' in place of 'To date' if investor wants to have maximum period. ACH amount is the maximum amount authorized by investor to his/her bank to debit the bank account. However, actual debit amount will be the amount opted at the time of submitting the Systematic Registration request.



The screenshot shows the 'ACH Mandate Registration' web interface. At the top right, there is a 'Sign Out' link. Below the title bar, there are two radio buttons: 'Physical' and 'eMandate'. The 'eMandate' option is selected and highlighted with a red rectangular box. The form is divided into several sections:

- Investor Details:** A table with fields for Customer ID (5011233313), Investor Name (SARVDEEP SINGH), and Mode Of Holding (SINGLE).
- Bank Details:** A form with fields for Execute Through POA (checkbox), Channel (dropdown), Bank Name (dropdown), Account Number (dropdown), Branch Name, Account Type (dropdown), Re-enter Account Number, MICR Number, IFSC Code, Bank Holder Name, Bank Holder Name1, and Bank Holder Name2.
- ACH Mandate Details:** A form with fields for ACH Amount, ACH From Date (calendar icon), ACH To Date (calendar icon), Maximum Period (checkbox), and Type (dropdown menu with 'Email' selected).

At the bottom of the form, there are 'Save' and 'Reset' buttons. Below the buttons, a red note states: "Note: To proceed, please disable the Pop-Blocker on your browser. This eMandate interface will work fine in Internet Browser version 9 and above, Chrome and Firefox latest versions are supported".

User will authorize the request by providing the OTP sent to the investor.

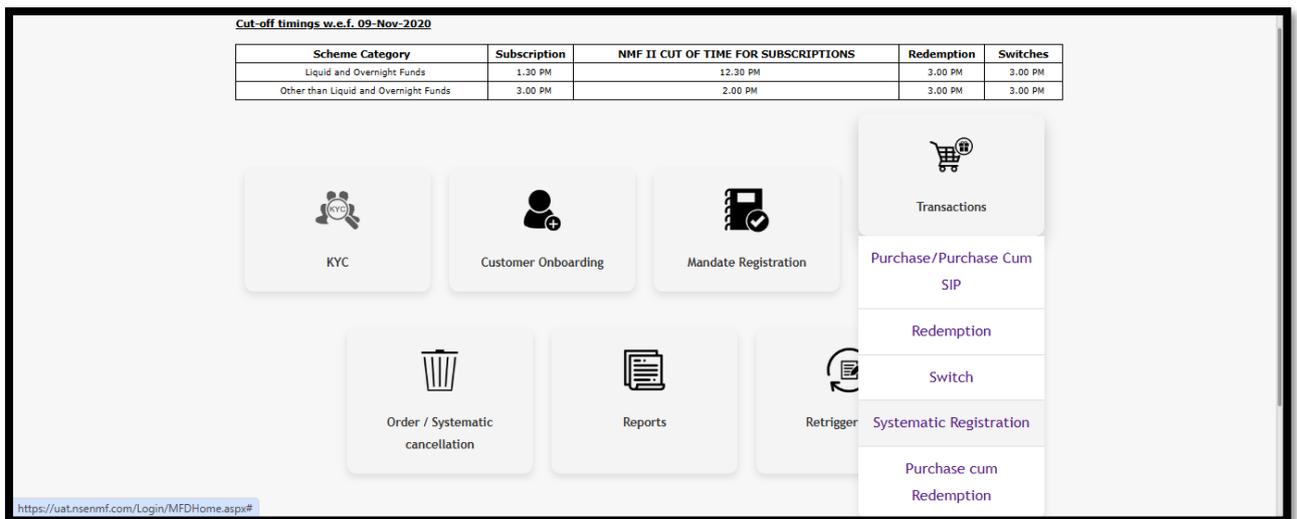
## 8. Systematic Registration

VLE will have the facility to register 'Systematic Registration' through CSC MFD portal. Systematic Registration (SIP) will help the investor to invest on regular basis and as per the frequency selected.

By doing the Systematic Registration', VLE will facilitates registration and subsequent auto-triggering of the systematic investments. User has to register the mandate before opting for 'Systematic Registration'.

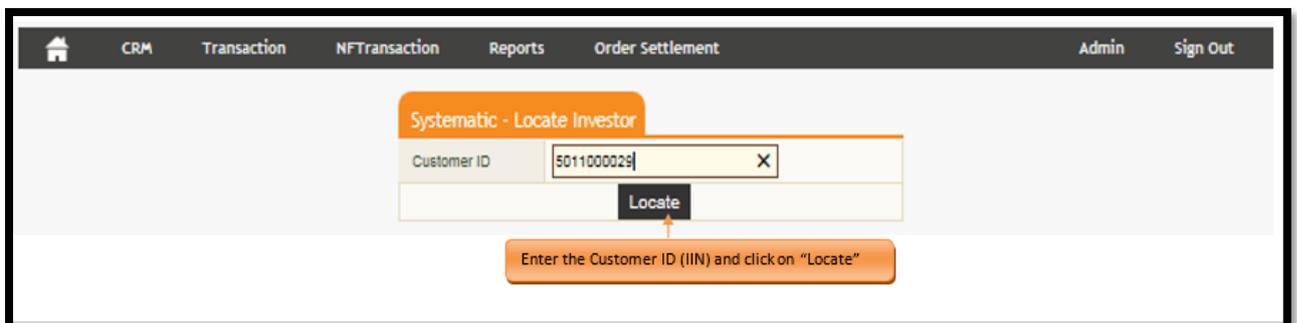
Cut-off timings w.e.f. 09-Nov-2020

Scheme Category	Subscription	NMF II CUT OF TIME FOR SUBSCRIPTIONS	Redemption	Switches
Liquid and Overnight Funds	1.30 PM	12.30 PM	3.00 PM	3.00 PM
Other than Liquid and Overnight Funds	3.00 PM	2.00 PM	3.00 PM	3.00 PM



https://uat.nsenmf.com/Login/MFDHome.aspx#

Upon receiving the SIP request and the auto debit mandate from the investor, the VLE shall retrieve the investor details by giving the IIN reference.



Systematic - Locate Investor

Customer ID: 5011000029

Locate

Enter the Customer ID (IIN) and click on "Locate"

VLE will provide the fund scheme details.

**Systematic Registration**

**Investor Details**

Customer ID	5011000029	Investor Name	Ganesh Vijay Dixit	Investor PAN	AAKPD3895J
Mode Of Holding	SINGLE	Joint Name1		Joint Name2	
Guardian Name		Tax Status	Individual	DP ID	

**Broker Details**

EUIIN Opted:  Yes  No

EUIIN:

Sub Broker ARN Code:

**Investment Details**

Systematic Type:  DP ID:  Acc. of Tom:

Demat User:

Fund	Folio	Product Category	Scheme code
- Choose Fund -	- Choose Folio -	- Choose Product Category -	- Choose Scheme Code -

Next >>

**Callouts:**

- MF Simplified will populate the investor details based on the Investor Identification No.
- Select type as SIP
- Select Demat User "Yes" if units are required in the demat mode
- Enter the Fund details for the investment
- MF Distributor will select whether the Employee Unique Identification Number (EUIIN) applicable or not while submitting the orders on the MF Simplified. EUIIN will be required to be quoted in case investor has not submitted the declaration stating that the orders are submitted directly without any EUIIN.

VLE will provide the SIP details by clicking on SIP icon. After providing the fund and SIP details, User will click on 'Add' button.

**Systematic Registration**

**Systematic Investment Plan**

From Date:  To Date:

Bank Name:

A/c Type:

Frequency:

Branch Name:

SIP Dates:

A/c Number:

Payment Mech:

MICR Number:

OK

Enter the Bank A/c details

Payment shall be through a debit mandate issued in favour of NSCCL

Click here to enter the systematic investment details

Click add to save or enter additional systematic investments in a single transaction

Next >>

**Callouts:**

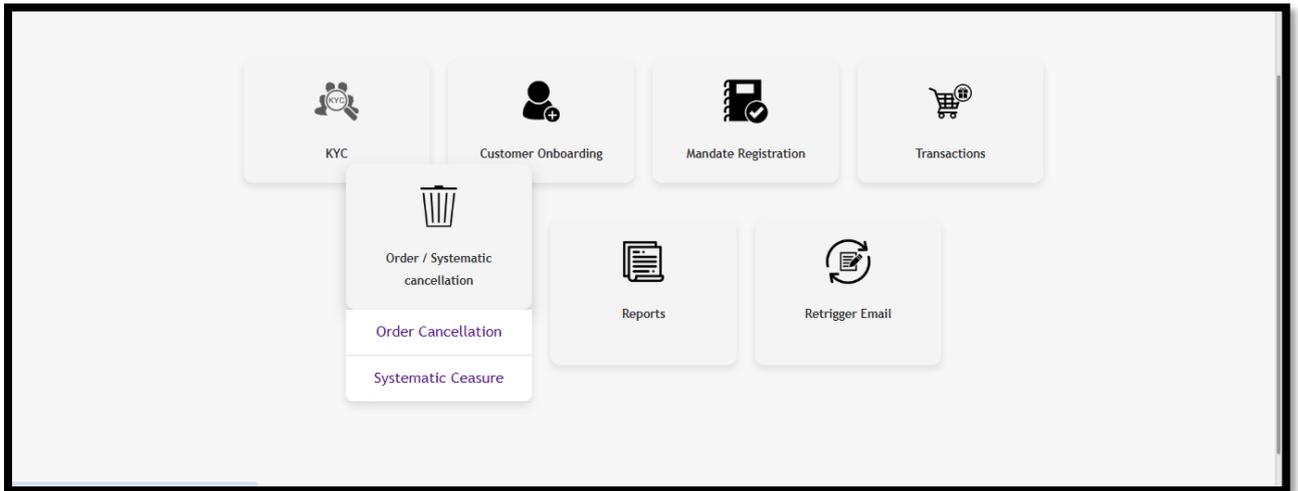
- Enter the from and to dates or the systematic investment
- Select the frequency for the systematic investment - Monthly / Quarterly / Half-yearly
- Select the dates for the systematic investment at the determined frequency
- Enter the Bank A/c details
- Click here to enter the systematic investment details
- Click add to save or enter additional systematic investments in a single transaction

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.

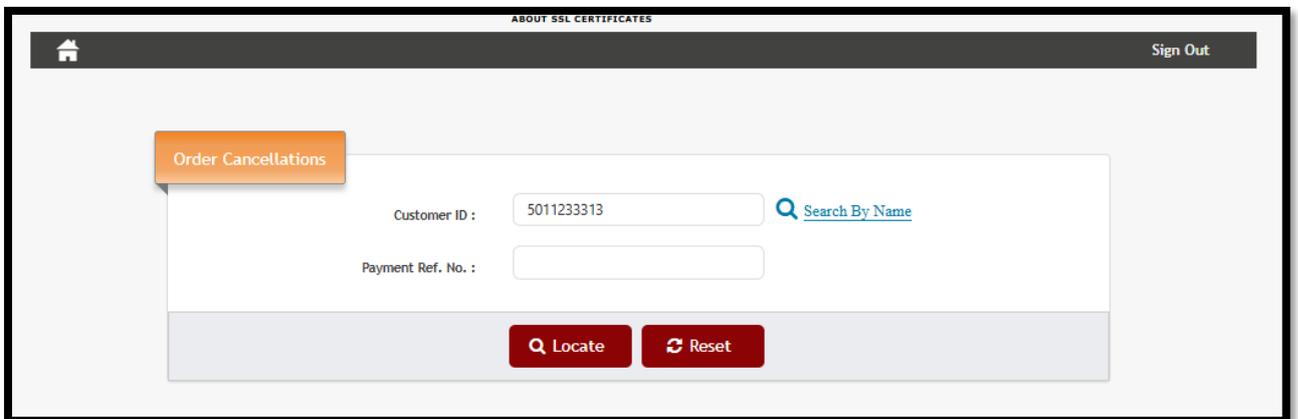
User will authorize the request by providing the OTP sent to the investor.

## 9. Order/ Systematic cancellation

VLE can do the order cancellation or systematic ceasure by visiting the below page.



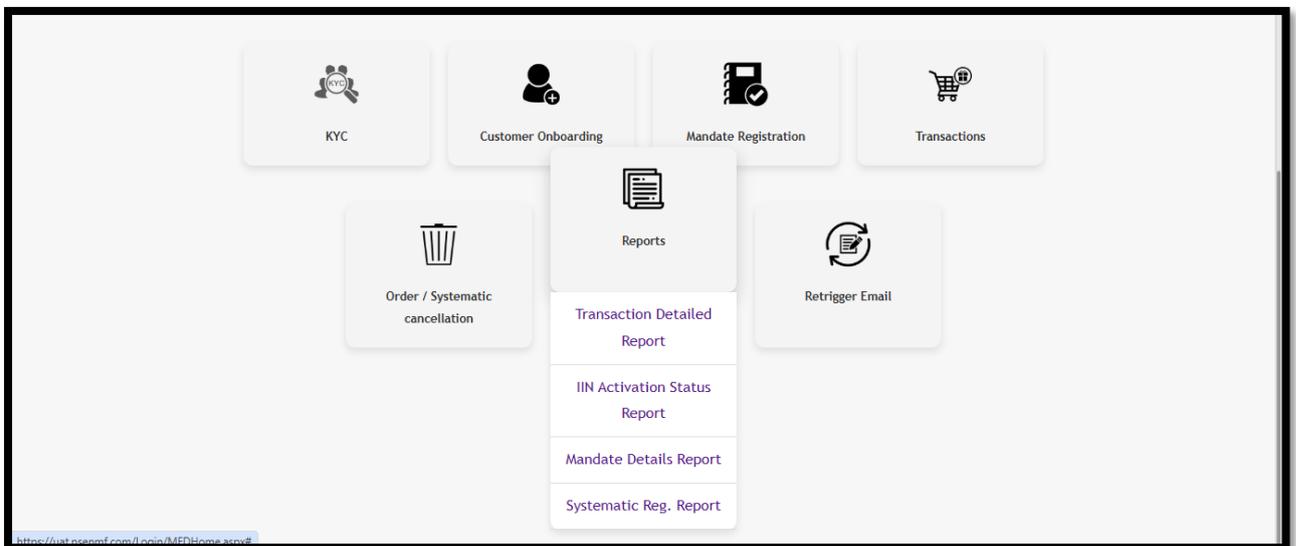
VLE will search the investor through Customer ID and Payment Reference Number to cancel the order.



## 10. Reports

VLE can download the following reports from the below screen:

- Transaction Detailed Report
- IIN Activation Status Report
- Mandate Details Report
- Systematic Registration Report



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