

A Guide to our new Platform – **MOTILAL OSWAL** **E-PMS Client Onboarding**

<https://digipms.motilalosalamc.com/login>

Seamless On boarding Journey

Digitized Workflow

Paperless Verification

THINK EQUITY
THINK MOTILAL OSWAL

MOTILAL OSWAL
ASSET MANAGEMENT

BUY RIGHT
SIT TIGHT

Login

MOTILAL OSWAL ASSET MANAGEMENT BUY RIGHT SIT TIGHT

Login

Mobile Number

+91 Enter Mobile number

Mobile number is required

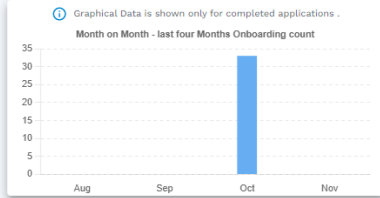
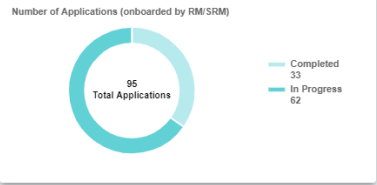
Get OTP

- Please enter your login credentials to access.
- Link : <https://digipms.motilaloswalamc.com/login>
- Login ID is your official mobile number.
- OTP will be send on your registered email ID and mobile number.

Dashboard

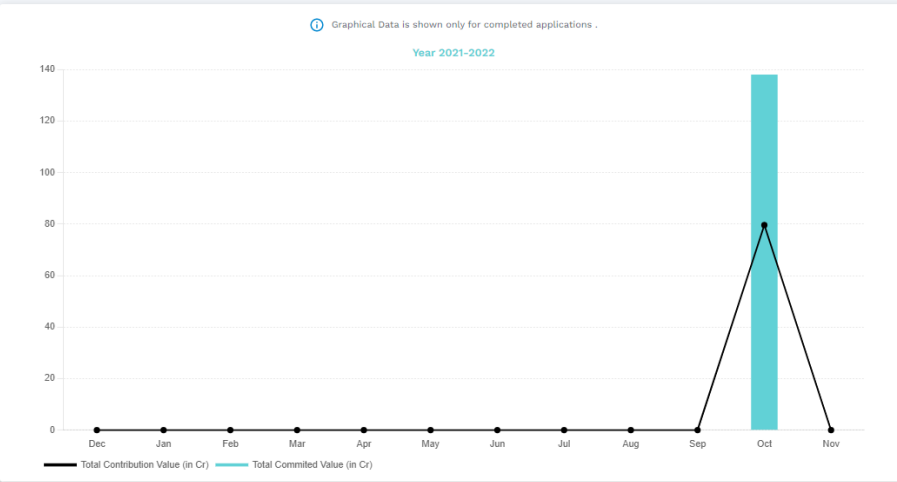
Applications

User Management



Onboarding Status
(Last four Months)

- Individual Investor: **33**
- Non-Individual Investor: **0**
- NRI Investor: **0**



Recent Applications

+ Add Applicant

Application Number	Investor Name	Mode of Holding	Investor PAN	Distributor Name	Filled By	Status	
MOUAT100219	ANZENIA ALEX DIAS	Single	ASJPD6949G	18 VENTURE PRIME PARTNERS LLP	N/A	Draft	
MOUAT100218	ANZENIA ALEX DIAS	Single	ASJPD6949G	HDFC	N/A	Approved by 1st Applicant	
MOUAT100217	ANZENIA ALEX DIAS	Single	ASJPD6949G	HDFC	N/A	Approved by 1st Applicant	
MOUAT100216	ANZENIA ALEX DIAS	Single	ASJPD6949G	HDFC	N/A	Draft	

View More

Dashboard

Applications (Onboard Investor)

MOTILAL OSWAL BUY RIGHT
ASSET MANAGEMENT SIT TIGHT

UAT

< Onboard Investor

Dashboard

Applications

User Management

PAN

Date of birth

Mobile Number

Mobile number is required

Proceed

- Click on Add New to start a new application

MOTILAL OSWAL ASSET MANAGEMENT BUY RIGHT SIT TIGHT UAT

< Investor Onboarding Application ID: MOUAT100220

Dashboard

Applications

User Management

RM/Distributor Details

Contributor Details

Contact Details

Additional KYC Details

FATCA Details

Nominee Details

Investor's Bank Details

Investment & Payment Details

Document Details

RM/Distributor Details

This section specifies whether the application is from an RM/Distributor's RM.

Direct Distributor

RM Name RM Email ID

MO RM Manali.Redekar@motilaloswal.com

Next

RM Distributor Details

- Select distributor details from drop down menu
- If RM is not created. Please go the user management tab and create RM.

Mrs. ▾ ANZENIA ALEX DIAS

Father or Spouse *

Father ▾

Father/Spouse Name *

Gender *

Female ▾

Date of Birth *

Marital Status *

Married ▾

Occupation Type *

Private Sector ▾

Provide Aadhaar *

 Yes No

Status *

Individual (Resident) ▾

Nationality of Applicant *

 Indian Others

PAN

GST Number

Enter GST Number

GST State

Enter GST State

Applicant occupation and education details

Educational Qualification *

Graduate ▾

Tax Assessee

 Yes No[+ Add Joint Holder](#)[Save For Later](#)[Save and Proceed >](#)

Contributor Details

- Contributor details are auto fetched from KRA
- Update Mothers name , Aadhar (optional), Father /Spouse, additional qualification

Contact Details

➤ Contact details are auto fetched from KRA

The screenshot displays the 'Investor Onboarding' application interface. The top navigation bar includes the 'BUY RIGHT SIT TIGHT' logo and the user 'UAT'. The application ID is 'MOUAT100220'. The left sidebar contains navigation options: Dashboard, Applications, and User Management. The main content area is titled 'Investor Onboarding' and shows a list of sections on the left: RM/Distributor Details, Contributor Details, Contact Details (selected), Additional KYC Details, FATCA Details, Nominee Details, Investor's Bank Details, Investment & Payment Details, and Document Details. The 'Contact Details' section is expanded, showing 'Contact details of First/Sole Applicant' and 'Correspondence Address of First/Sole Applicant'. The 'Contact details of First/Sole Applicant' section includes fields for E-Mail ID (JUSTIN.PEREIRA456@GMAIL.COM), Mobile (+91 7900053662), KRA Mobile Number (7900053662), Phone (Office) (Enter Phone (Office)), and Phone (Residential) (Enter Phone (Residential)). The 'Correspondence Address of First/Sole Applicant' section includes fields for Address Line 1 (E 1 38 A1 PANCHAVATI APARTMENT), Address Line 2 (SECTOR NO 8 L), Pincode (400706), City (NAVIMUMBAI), State (Maharashtra), and Country (INDIA). The 'Permanent Address of First/Sole Applicant' section is identical to the correspondence address section. At the bottom right, there are two buttons: 'Save For Later' and 'Save and Proceed'.

Investor Onboarding Application ID: MOUAT100220

Contact Details

Contact details of First/Sole Applicant

E-Mail ID * JUSTIN.PEREIRA456@GMAIL.COM

Mobile * +91 7900053662

KRA Mobile Number 7900053662

Phone (Office) Enter Phone (Office)

Phone (Residential) Enter Phone (Residential)

Correspondence Address of First/Sole Applicant

Address Line 1 * E 1 38 A1 PANCHAVATI APARTMENT

Address Line 2 SECTOR NO 8 L

Pincode * 400706

City * NAVIMUMBAI

State * Maharashtra

Country * INDIA

Permanent Address of First/Sole Applicant

Address Line 1 * E 1 38 A1 PANCHAVATI APARTMENT

Address Line 2 SECTOR NO 8 L

Pincode * 400706

City * NAVIMUMBAI

State * Maharashtra

Country * INDIA

Save For Later Save and Proceed >

Additional KYC Details

- Enter clients Income , PEP status, networth and source of funds

Gross Annual Income (in INR) *

1 TO 5 LAC

Gross Annual Income as on Date *

dd/mm/yyyy

Networth (in INR) *

Enter Net Worth (in INR)

Networth as on Date *

dd/mm/yyyy

Politically Exposed Person (PEP) Status *

Not Applicable

CKYC Number

Enter CKYC number

Source of Investment

Complete the funding source details by which the Holder(s) wish to fund this PMS investment.

Note : This section is required to be filled based on SEBI's regulation pertaining to the prevention of money laundering act, 2002.

Do you intend to invest in the stock market with own Funds/Borrowed Funds? *

Own Funds

Borrowed funds

Save For Later

Save and Proceed >

FATCA Details

➤ Update FATCA details

MOTILAL OSWAL BUY RIGHT SIT TIGHT ASSET MANAGEMENT

UAT

< Investor Onboarding Application ID: MOUAT100220

Dashboard

Applications

User Management

RM/Distributor Details

Contributor Details

Contact Details

Additional KYC Details

FATCA Details

Nominee Details

Investor's Bank Details

Investment & Payment Details

Document Details

FATCA Details

ⓘ FATCA Information is mandatory to disclose any Foreign Citizenship

FATCA Details of First/Sole Applicant

Type of Address Provided At KRA *

Tax Resident of any country other than India *


Place of Birth * Country of Birth *


Country of Nationality *


Save For Later Save and Proceed >

< Investor Onboarding

Application ID: MOUAT100220


Dashboard


Applications
v


User
Management

RM/Distributor Details

Contributor Details

Contact Details

Additional KYC Details

FATCA Details

Nominee Details

Investor's Bank Details

Investment & Payment
Details

Document Details

Nominee Details

 Contributor(s) have the option to choose upto three nominees

I/We do not wish to nominate.

[+ Add Nominee](#)

[Save For Later](#)

[Save and Proceed >](#)

Nominee Details

➤ Enter nominee information.

RM Details

Applicant(s) Details

Contact Details

Additional KYC
Details

FATCA

Nominee Details

Bank Details

Risk Profile

Strategy Details

Disclosure Of Interest

Disclosure Of
Exclusions

Related Party
Consent

Document Details

Bank Details

i The below mentioned bank details will be used for principal payouts, Distribution payouts, and Redemption payouts

Bank Account Details

Cancelled Cheque

Min Size: 2KB, Max Size: 2MB
Supports: png, jpg, jpeg

Upload

IFSC Code *

Enter IFSC Code

Bank Account Number *

Enter Bank Account Number

MICR Code

Enter MICR Code

Bank type*

Current

Savings

Bank Name

Enter Bank Name

Bank Branch

Enter Bank Branch

Bank Address

Enter Bank Address

Verify Bank Details

i The Primary investor's bank account will be verified using a penny drop validation

Save For Later

Save and Proceed >


Investor's Bank Details


➤ Upload Cancelled cheque system will auto populate the bank details in the cancelled cheque


OR

➤ Enter investor IFSC code & bank account no. system will populate the rest of the information

➤ Once you click on verify bank details system will do penny drop verification


Dashboard


Applications
▼


User
Management

RM Details

Applicant(s) Details

Contact Details

Additional KYC
Details

FATCA

Nominee Details

Bank Details

Risk Profile

Strategy Details

Disclosure Of
Interest

Disclosure Of
Exclusions

Risk Profile

To be filled by investor

1. Investment/ Trading Experience *



2. Indicative % of Total Investment Portfolio Proposed to be Invested with the Portfolio Manager *



3. Overall Investment Goals *



4. Risk Tolerance *



5. Time Period of Investment with the Portfolio Manager *



6. Investment Horizon *



Risk Profile

➤ Fill clients risk profile details

Strategy Details

- Select Strategy and fee type
- Enter investment amount

Strategy Details

India Opportunities Portfolio Strategy

Fee Type *

Fixed

Hybrid

Variable

Liquid

<input checked="" type="radio"/>	Management Fees %	Operating Expenses %	1 Year	2 Years	3 Years	> 3 Years
	2.5	0.25	2	0	0	0
<input type="radio"/>	Management Fees %	Operating Expenses %	1 Year	2 Years	3 Years	> 3 Years
	2.5	0.07	0	2	0	0

Total Investment Amount (in INR) *

5000000

Fifty Lakh Rupees Only

Save For Later

Save and Proceed >

RM Details

Applicant(s) Details

Contact Details

Additional KYC
Details

FATCA

Nominee Details

Bank Details

Risk Profile

Strategy Details

Disclosure Of Interest

Disclosure Of Interest

Complete the following section by disclosing any investments where the Applicant may have an insider view of specific companies or identifying any corporates/sectors that need to be excluded from the portfolio.

Insider Information

To be filled by investor

Interested Companies

Do you wish to disclose any investments where you may potentially be identified as an insider? *

Yes

No

Disclosure of Interest

- Update insider information companies if any

Disclosure Of Exclusions

To be filled by investor

Excluded Companies

Do you want to exclude any specific companies/ sectors / industries from your investment portfolio? *

Yes

No

Save For Later

Save and Proceed >

Disclosure of Exclusions

➤ Update companies to be excluded if any

Related Party Consent

➤ Update consent details

Limits On investment

- Consent:** Portfolio Manager **can** invest in the securities of its associates/related parties
- within the limits agreed upon at para 5 above, or as per following limits, subject to regulatory limits

The maximum allowed limits as per SEBI regulations have been provided below for each security. Investor can modify the limits in accordance with the prescribed regulations.

Note: Provide limits from 1%-15%, 1%- 25% and 1%-30% respectively

Security	Limit for investment in single associate/related party (as % of client's AUM)	Limit for investment across multiple associates/related parties (as % of client's AUM)
Equity	<input type="text" value="15"/> %	<input type="text" value="25"/> %
Debt and hybrid Securities	<input type="text" value="15"/> %	<input type="text" value="25"/> %
Equity + Debt + Hybrid Securities	<input type="text" value="15"/> %	

Contact Details

Additional KYC
Details

FATCA

Nominee Details

Bank Details

Risk Profile

Strategy Details

Disclosure Of Interest

Disclosure Of
Exclusions

Related Party

Applicant 1 Document Details

ID Proof *

Upload front *

Upload

Upload back (if applicable)

Upload

Address Proof *

Upload front *

Upload

Upload back (if applicable)

Upload

Document Number *

Enter Document Number

Expiry Date

 dd/mm/yyyy

Bank Account Proof *

Cancelled cheque



Investor Signature *

(Supports: png, jpg, jpeg)

Upload

Documents upload

➤ Upload document details

Preview Application

- **Preview the application**
- **Send to checker – application will go to checker for verification. Once checker approves, esign mail will go to investor. (Recommended)**
- **Send to investor – application will instantly go to investor for esign. After the investor esign application will go to checker for verification**

Address Proof

Aadhaar Card(Masked by User) (2)

View



Document Number

123456

Expiry Date

30 May 2023

Identity Proof

Photo PAN Card

View



Send to Checker

Send to Investor

Investor E-sign

Strategy Details

Strategy Name

**India Opportunities Portfolio
Strategy**

Total Investment Amount (in INR)

5000000
Fifty Lakh Rupees Only

Verify

Login with OTP

An OTP has been sent to your mobile
number +9199*****90

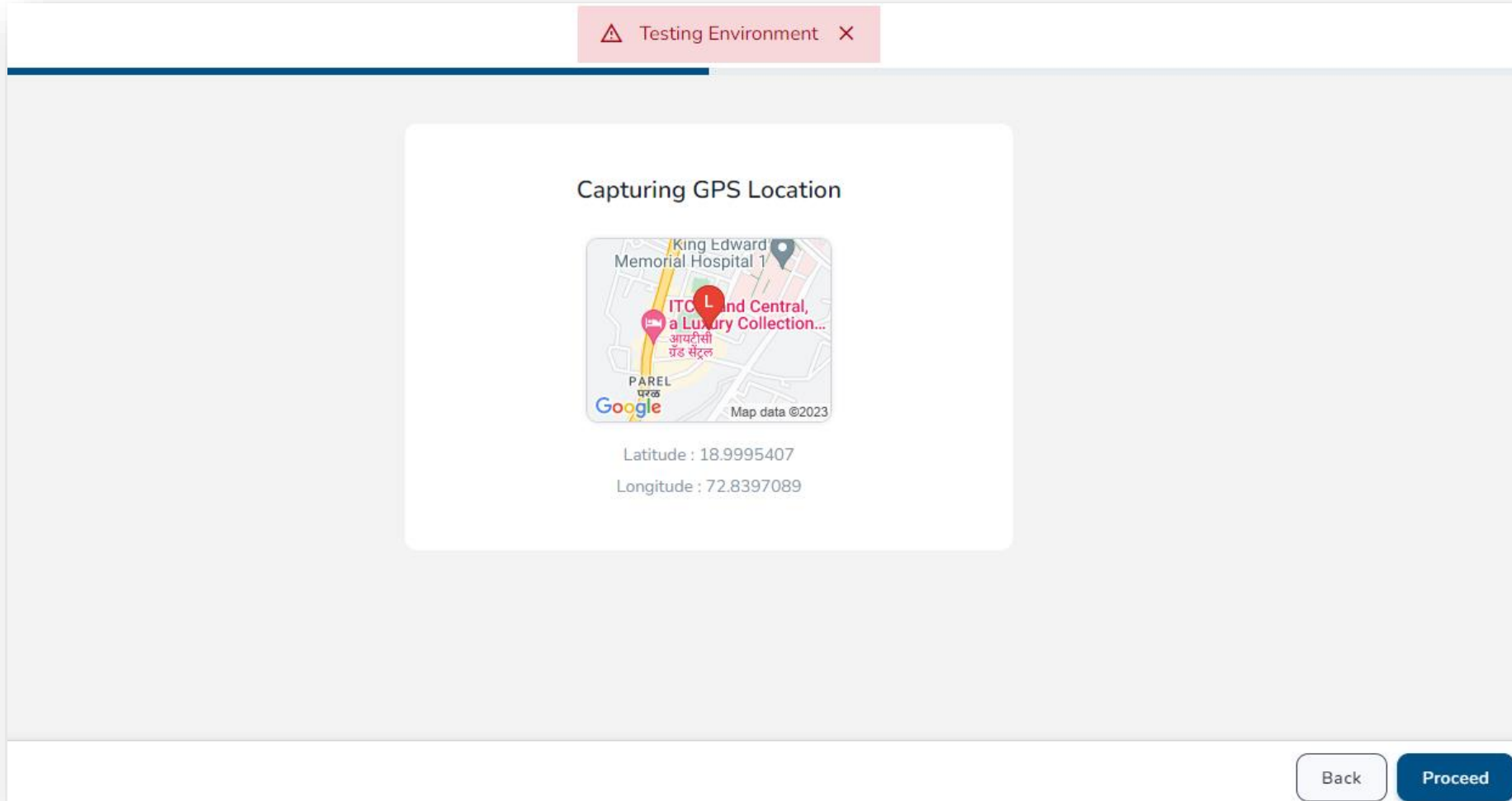
Resend OTP
in 55 seconds

Submit

- Investor will receive the e-sign link on registered email id. Distributor RM and Sales RM will be marked in CC
- Once investor clicks on the link above page will open
- Investor has to click on Verify. An OTP will be triggered to registered email and mobile.

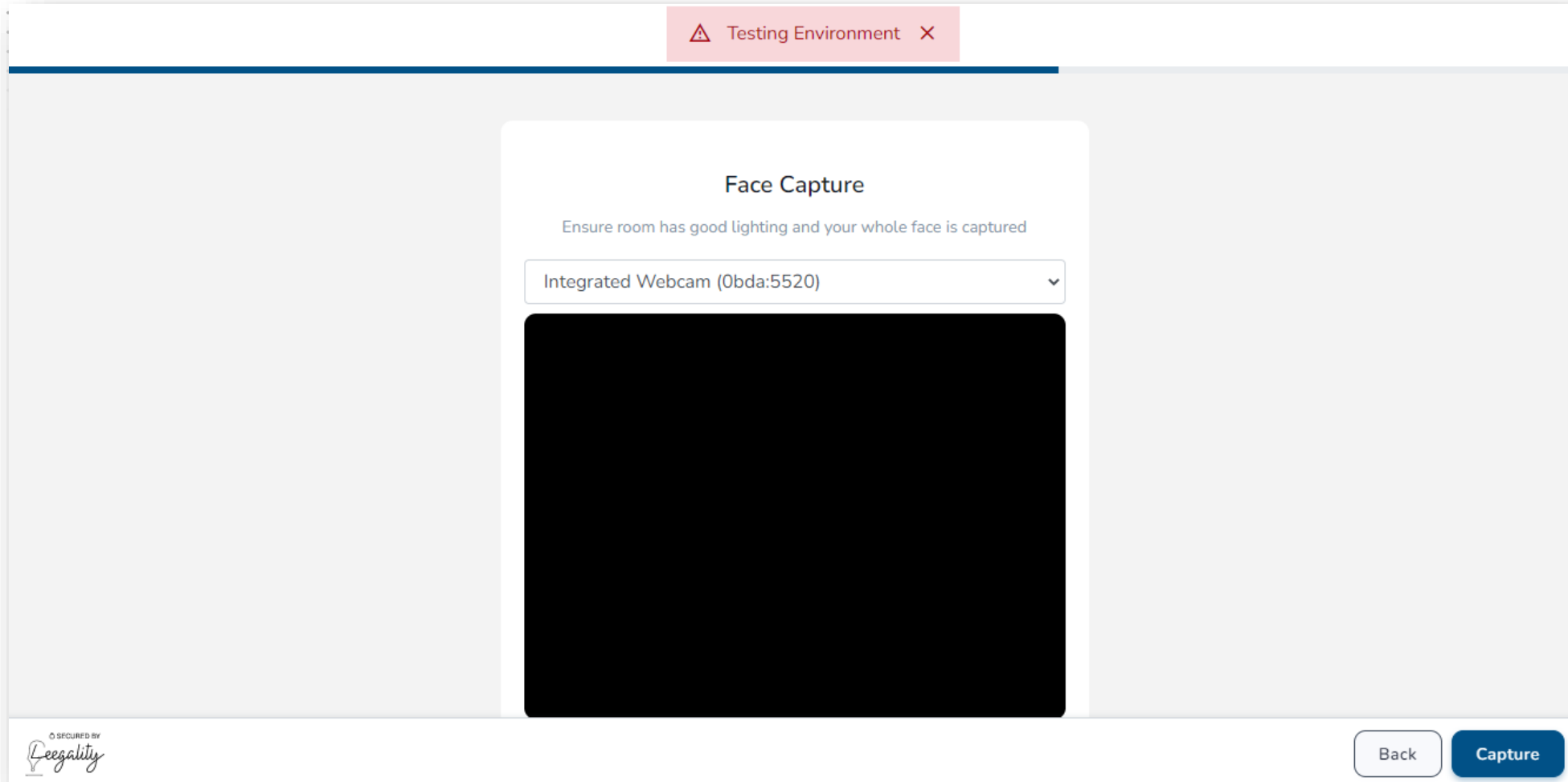
Investor E-sign

- Provide location access if prompted by system
- Click on proceed



Investor E-sign

- Provide camera access if prompted by system
- Click on capture



Investor(s) Declaration(s)

Fee Declaration

Please review the fees mapped to your PMS account. Write on a piece of paper “ I hereby understand and agree to the above fee structure and terms and conditions.”

Scan and upload the document.

Fee Declaration Document *

Min Size: 2KB, Max Size: 2MB

Supports: png, jpg, jpeg, PDF

Upload

First/Solo Applicant FATCA Declaration

I declare / I am authorized to declare that the above information and information in the submitted documents, to be true, correct, and updated, and the submitted documents are genuine and duly executed... [Read More](#)

Fee Declaration

- Investor has to write the below words on piece of paper and upload
- “I hereby understand and agree to the above fee structure and terms and conditions”

Investor E-sign

➤ Click on E-sign



UAT



First/Solo Applicant FATCA Declaration

I declare / I am authorized to declare that the above information and information in the submitted documents, to be true, correct, and updated, and the submitted documents are genuine and duly executed... [Read More](#)

Risk Profile Declaration

I hereby consent / I am authorized to consent that Motilal Oswal Asset Management Company (Intermediary) can use the information provided here to derive the Risk Tolerance score of the Applicant(s)

e-Sign

Investor E-sign


- PDF form is generated
- Click on proceed

⚠ Testing Environment ✕


Client Name: ANZENIA ALEX DIAS Physical Hits Packet No.: _____
Client Code: PMIS19923 Scan Hits Packet No.: _____

PORTFOLIO MANAGEMENT SERVICES
Account Opening Form - Individual

BUY RIGHT : SIT TIGHT
Buying quality companies and riding their growth cycle



For Branch Use:
Distributors Name : CITI PRIVATE BANK
RM Name : ANZENIA
Location : Mumbai

BUY R  © SECURED BY eegality

Proceed

Investor E-sign - Aadhar

- Select the mode of e-sign as Aadhar

How would you like to eSign your document?


Cloud DSC
Sign using your PAN or Aadhaar based SignerID Account. You will be redirected to an external website to validate your SignerID Account.

Aadhaar eSign
Sign using your Aadhaar number. You will be redirected to an external website to validate your Aadhaar number.

[Back](#) [Proceed](#)

Investor E-sign - Aadhar

- Enter Aadhar number and OTP



Protean Electronic Signature Service

ASP Name	Grey Swift Private Limited
Transaction ID	c798948c-2333-4edb-b957-a3f41932b763
Date & Time	2023-03-20T18:12:27

I hereby authorize Protean eGov Technologies Limited (Protean) to -

1. Use my Aadhaar / Virtual ID details (as applicable) for the purpose of eSigning of contracts, forms, eMandates and other onboarding documents, for/with Grey Swift Private Limited and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) for the purpose of eSigning of contracts, forms, eMandates and other onboarding documents, for/with Grey Swift Private Limited.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by Protean and the data will be stored by Protean till such time as mentioned in guidelines from UIDAI from time to time.

VID/Aadhaar:

[Click Here](#) to generate Virtual ID.
[Download Instructions](#) to generate Virtual ID in lieu of Aadhaar.

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Investor E-sign

- Document successfully signed

