

Anand Rathi Advisors Limited

10th Floor, A Wing, Express Zone, Western Express Highway,
Goregaon (East), Mumbai - 400 063. India



ALL-IN-ONE PMS Service Request Form

Please read the Instructions / Terms & Conditions mentioned overleaf carefully before filling the form
Please print the form on both sides of the paper so that the Instructions/Terms & Conditions are printed overleaf

PMS Client Code	Client Code	Date	D	D	/	M	M	/	Y	Y	Y	Y
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Sole/Primary Holder	Sole / Primary Holder Name
Second Holder	Second Holder Name
Third Holder	Third Holder Name

<input type="checkbox"/> Check-In	<input type="checkbox"/> Top-Up	<input type="checkbox"/> Security Check-Out	<input type="checkbox"/> Partial	<input type="checkbox"/> Bank Change	<input type="checkbox"/> Email Change
<input type="checkbox"/> Termination	<input type="checkbox"/> Switch	<input type="checkbox"/> Redemption*	<input type="checkbox"/> Full	<input type="checkbox"/> Demat Change	<input type="checkbox"/> Address Change

I/We hereby request you to consider the securities listed herein / amount for the above mentioned purpose with regard to the Discretionary / Non-Discretionary Portfolio Management Services being availed by me/us.

Sr.No	Scrip Code/Folio	ISIN	Scrip / Security / Portfolio Name (Source/Target)	Quantity / Amount (Rs.)

Please attach a cancel cheque copy of the account into which the redemption proceeds have to be paid out
Please attach annexure in the above format if the above space is insufficient to list all the securities to be checked-in/out/redeemed.

Depository Account Details:

I/We request you to replace my/our existing demat account mapped with the above PMS Account.

I/We request you to transfer securities held in my/our Portfolio on my/our behalf in the demat account given below and deposit/transfer the balance amount (if any) into the registered/given Bank Account.

NSDL Bene A/c	I	N	NSDL Beneficiary Account Number	CDSL Bene A/c	CDSL Beneficiary Account Number
DP Name	Specify DP Name				

Please attach a copy of the Client Master / DP Account Statement of the above mentioned Demat Account for validation.

Bank Account Details: (Please leave it blank if you do not wish to change your Bank Account)

I/We request you to replace my/our existing Bank Account mapped with the above PMS Account.

I/We request you to deposit/transfer the redemption proceeds from my/our portfolio in the bank account given below.

A/c Type	<input type="checkbox"/> Savings, <input type="checkbox"/> Current, <input type="checkbox"/> NRE, <input type="checkbox"/> NRO, <input type="checkbox"/> Others _____	A/c No											
Bank Name	Bank Name												
Branch	Branch Name	IFSC	IFSC	MICR	MICR								

Please attach a proof containing the Account Holder(s) name(s) printed on it. Else, the account will not be considered for updation.

Address/Email: (Please leave it blank if you do not wish to change your Address/Email)

I/We request you to replace my/our existing Address/Email registered in the above PMS Account.

Address	Specify Address line 1 and line 2													
	Specify Address line 3 and line 4													
City	Specify City				Pincode							State	Specify State	
Email														

Please attach a valid address proof not older than one month.

Declaration & Signatures:

I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and I/We undertake to inform you any changes therein immediately. In case any of the information is found to be false or untrue or misleading or misrepresentative, I/We am/are aware that I/We may be held liable for it.

I/We hereby declare and confirm that the cash/stock transferred from my/our bank/demat account is towards the bank/depository account opened, maintained and operated by the Portfolio Manager pursuant to the Portfolio Investment Management Agreement executed by me/us

I/ We understand that the Portfolio Manager will liquidate the portfolio in my best interest and hence will redeem my stocks in favorable market conditions and at the best possible available price.

I/We understand that except in case of full redemption, the terms and conditions of the Portfolio Investment Management Agreement will continue to remain in force. Further, I/We understand that in case of partial redemption, the assets shall be redeemed within 30 days of the receipt of this redemption request by Anand Rathi Advisors Limited.

I/We authorize you to deduct the amounts towards the costs and expenses incurred and undertake to pay all dues payable by me/us to you in respect of the services rendered by you to me/us and complete all such formalities as may be required by you for the termination of the PMS Agreement.

I/We agree that the clauses of the Portfolio Investment Management Agreement with regard to termination of the said agreement shall be binding on me/us.

Sole/Primary Holder	Second Holder	Third Holder

Location	Location	RM Name	RM Name
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INSTRUCTIONS / TERMS & CONDITIONS

1	Please fill the form in ENGLISH and in BLOCK letters only	
2	Please mention the PMS Client Code and the Holder(s) / Applicant(s) Names as per the PMS Agreement	
3	Please tick against the appropriate request for which the form is being submitted	
4	Please use separate forms for separate requests. Please do not combine multiple requests in a single form	
5	Please note to mention the following details in the Table provided to mention the Scrip / Security / Portfolio Name:	
	a	Security Check-in Scrip Code / Folio, ISIN, Scrip / Security / Portfolio Name, Quantity
	b	Termination In case of Termination, the Client needs to tick either Security Check-Out or Redemption (Full or Partial). (The PMS Account will be closed and action initiated as per client request)
	c	Top-Up Portfolio Name, Amount
	d	Partial Switch Portfolio Name, Amount
	e	Full Switch Portfolio Name (Entire investments will be Switched from the Source to Target Portfolio)
	f	Partial Security Check-Out Scrip Code / Folio, ISIN, Scrip / Security / Portfolio Name, Quantity
	g	Full Security Check-Out All fields are optional (Entire investments will be moved out of the PMS Client Code)
	h	Partial Redemption Portfolio Name, Amount
	i	Full Redemption All fields are optional (Entire investments will be redeemed out of the PMS Client Code)
	j	Change Requests All fields are optional (Entire investments will be redeemed out of the PMS Client Code)
6	The Demat Holding Statement / Statement of Accounts received from the RTA (as may be applicable) have to be submitted at the time of Security Check-in	
7	In case of Termination / Full Security Check-Out / Full Redemption, there is no need to mention the Details of the Scrips / Securities / Portfolio Name	
8	The Amount can be specified only in case of Top-Up / Partial Redemptions / Switch of Portfolio from One Scheme to Another in case of Discretionary Portfolios. For all other cases, the Quantity of the Securities have to be specified	
9	In case of Switch of Portfolio, please mention "From " + Source Portfolio Name followed by "To "+ Target Portfolio Name under the Portfolio Column	
10	The Demat Account Details (Beneficiary Account Number & DP Name) should be provided in case of the following requests:	
	a	Security Check-in
	b	Security Check-Out (Partial or Full)
	c	New Demat Account Registration
11	Appropriate Proof document has to be submitted for the Demat Account mentioned	
12	The Bank Account Details should be provided in case of the following requests:	
	a	Redemption (Partial or Full)
	b	New Bank Account Registration
13	Appropriate Proof document has to be submitted for the Bank Account mentioned which contains the names of the Holders printed on it	
14	Appropriate Proof document has to be submitted for the Address requested to be updated and the same should not be older than a month	
15	All the Holders (as per the PMS Agreement) have to sign the form. The form is liable to be rejected, in case of mismatch / missing of signature(s) of any Holder(s)	
16	Please ensure to mention the respective RM's Name at the end of the form	
17	The duly filled form should be sent to the PMS Team at Times Tower, Mumbai along with the required / necessary annexures for action by the PMS Team	