

Redemption Process Note

Cut off:

Redemption request will be initiated on the same day if received by 12:00 noon. (The said needs to be verified basis timestamp of the request received)

Process of redemption:

Selling will be concluded within reasonable period (ideally 2-5 working days as per the discretion of portfolio manager and based on liquidity profile of the portfolio/market volatility and pay-out for the same will be credited to your registered bank account as per TAT mentioned below.

In case of Resident account, TAT:

- Part redemption and Full redemption/switch T+5 working day

In case of Non-Resident account, TAT:

- Part redemption and Full redemption/switch T+7 working day

Redemption request

Please note that client with single holding pattern can send a redemption request either via email from their registered email id directly marking service@abakkusinvest.com id in below mentioned standard format. In case of joint holding client would need to submit the Redemption request letter filled and duly Signed by the client(all holders) through Abakkus RM/ Abakkus branch offices to enable us to process further. If joint Bank declaration was not taken, earlier, the same needs to be taken along side

Standard format for redemption via mail is

I wish to redeem my

PMS account code: _____

Client Name: _____

Folio Number: _____

Strategy Name: _____

Pan number: _____

Full or Part redemption: _____

In case of Part redemption, then amount in figures: _____

Fund or Stock Transfer: _____

Note:

*In case where the Pay-out option is not selected/written in request, it will be considered as Fund Transfer (RTGS/NEFT) by default.

*Please provide cancelled Cheque copy for redemption pay-out and Self Attested CML copy for stock transfer request. (Cheque copy to be taken only if the pay-out is done in account other than Bank registered with us, If the redemption bank account has multiple holders, Joint Bank declaration is needed)

*Partial redemption option is allowed only in fund transfer and not stock transfer.

As per SEBI guidelines we need to maintain minimum balance of Rs. 50 lacs on PAN level to keep the account active. Hence, request you to submit the redemption request accordingly.

AML checks will be done on all holders of said PMS investment and redemption will be on hold till the AML clearance is received.

In case of redemption via stock transfer:

We would need Self-attested CML of target DP account wherein all stocks to be transferred & copy of personalized cancelled cheque leaf for balanced funds to be transferred. Also, note that provided CML/cheque should not be password protected.

As per process, in case of stock transfer only Full stock transfer option is allowed. Part stock transfer is not allowed. Further, any shortfall of fees/charges if any amount shall be recovered after selling stocks to the extent of the amount of shortfall.

Effective 1st Nov 2020, as per mandate from NSDL and CDSL, the stock transfer process has changed. Whenever there is off market stock transfer request, a consent, by way of OTP, will be taken from the end client, before executing the stock transfer. On the date of execution, a link would be generated and sent by depositories i.e. NSDL or CDSL on the client's registered mobile number and E-mail id in the demat account of the client.

If off-market transaction is not confirmed through OTP by 23:59 hrs, the said request will get rejected by Depositories i.e. NSDL / CDSL on the execution date, and it will have to be re-initiated again on the following business day.

Charges and other information:

Fees line will be charged basis the fee page signed by the client at the time of account opening. GST would be applicable on charges as per regulatory guidelines

Exit load:

Calculation of Exit charges are revealed / applied only when the portfolio is redeemed. The system runs on an algorithm and is auto calculated.

If client has opted for investment via STP, each tranche of STP which client has opted is considered as a fresh investment (inflow) in client's equity account. This cumulative investment is also part of exit period and therefore as per the fee page signed and options client has opted exit period is applicable for each tranche which is invested in equity portfolio.

Management Fees and other charges:

Basis Fee Page duly signed by client, Management fees, Custody, RTA, Audit fees and other expenses if any will be charged.

Portfolio values are subject to change on a daily basis and the final value of the portfolio would be basis the prices of the stocks sold during the day wherein the selling might take between 1-3 days and settlement from exchange might take another 2-3 days depending on settlement/bank cycle

Residual balance:

Almost more than 96% of the corpus will be transferred to clients registered account basis redemption TAT and from remaining amount fees and expenses receivables will be recovered. Now post recovery of charges the residual balance and with the dividend receivable will be transferred to clients registered bank account within T+45 business days. In case of Pending Corporate Action on Client portfolio like dividend etc, the timeline would start once the said corporate action is settled. Please check timelines as per agreement/Investor charter here

Closure of Demat and Bank account at custody:

Closure forms will be shared with client along with the redemption confirmation mail and also informing client to provide the Demat closure form to simultaneously execute the Demat closure process in case of Full redemption.

Kindly note, demat and bank closure can be processed post Full redemption and/or final settlement of account.

Client will have to submit the filled and signed closure forms to **Abakkus** office to enable us to take it further with custody.

Also note, PIS and NON-PIS bank closure should be provided on separate bank closure forms.

NOTE:

Payout will be processed only when we receive the hard copies of Demat closure for Resident clients in case of Full redemption and Demat along with Bank Closure in case of Separate accounts.

Address to submit the closure form is as below.

Abakkus Asset Managers LLP

Abakkus Corporate Center, Param House, Shanti Nagar, Near Grand Hyatt,
Off Santacruz Chembur Link Road, Santacruz East,
Mumbai – 400055 Maharashtra, India

Mails to be sent to client

There will be five mails which will be sent to client as under

1. Acknowledgement receipt of your Redemption in Abakkus PMS sent on same day.
2. Redemption pay-out confirmation with statement (Fact sheet and Capital register, Capital gain loss, Transaction statement, Bank book). Email to be sent on following working day post redemption payout.
3. Monthly/Quarterly report for the month of Redemption?
4. Confirmation of payment of residual balance with Statement (Fact sheet and Bank book) and Demat closure (CML to be attached). Email to be sent on following working day post redemption payout.
5. Audit Statement will be sent within 90 days of account closure.

In case of redemption received post cutoff we need to send mail informing as we have received the redemption request post cutoff, said request will be sent for processing next working day / tomorrow.

Additional Documentation Needed if any and not collected earlier

1. Joint Bank declaration in case of Joint Holders or Initial funding was done from Joint account
2. Signature Mismatch for account holder if different from proof/original signature
3. Proof of New Bank/Cancelled cheque if pay out needed in different account
4. Proof of Self-attested CML in case of stock transfer
5. DEMAT closure forms in all cases
6. Bank/Trading closure in case of PIS/NRI cases
7. In case of non-individual clients, Board resolution should be checked to see if it contains powers of redemption and if not, revised BR/ASL needs to be taken
8. Redemption checklist to completed and signed from all makers/checkers