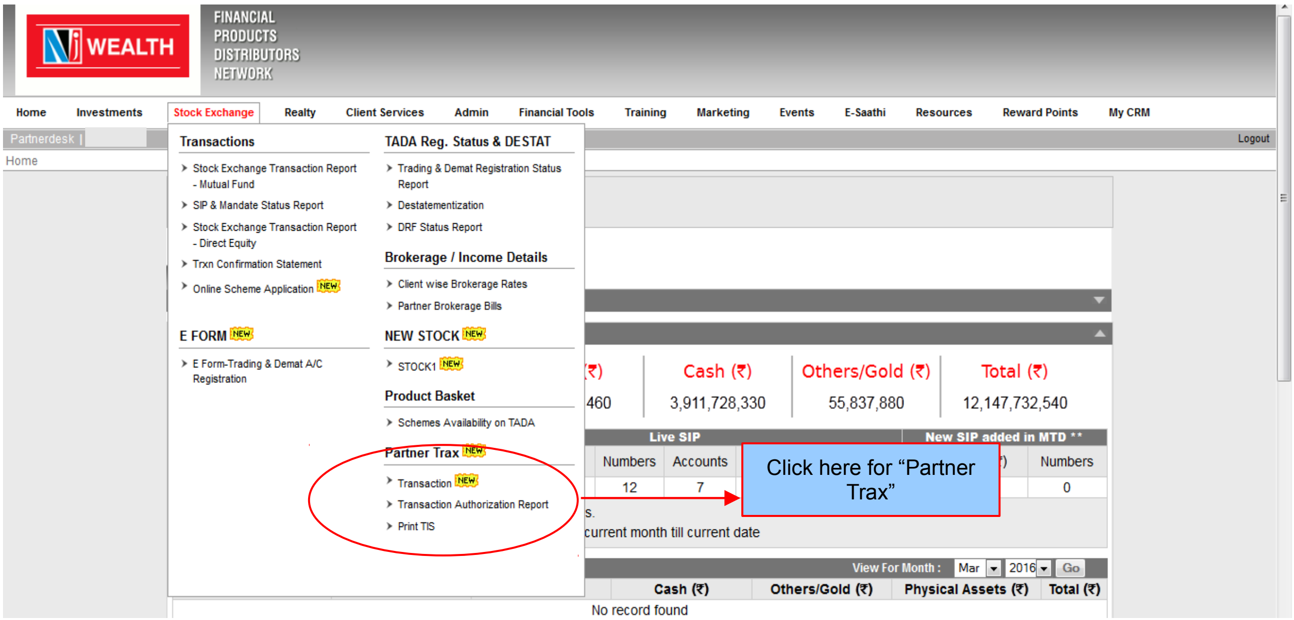
Help file for Partner initiated transaction

To use Partner Trax Module, please go to below given path :

Partner Desk >> *Stock Exchange* >> *Partner Trax*

Here there are 3 options given for Partner Trax :-

1. Transactions : From here all types of transactions can be initiated for active NJ E-Wealth Account clients only.
2. Transaction Authorization Report : All the generated transactions can be viewed from this report including cancel & rejected.
3. Print TIS : TIS for all types of transaction which are initiated from Partner Trax can be downloaded/print from here.

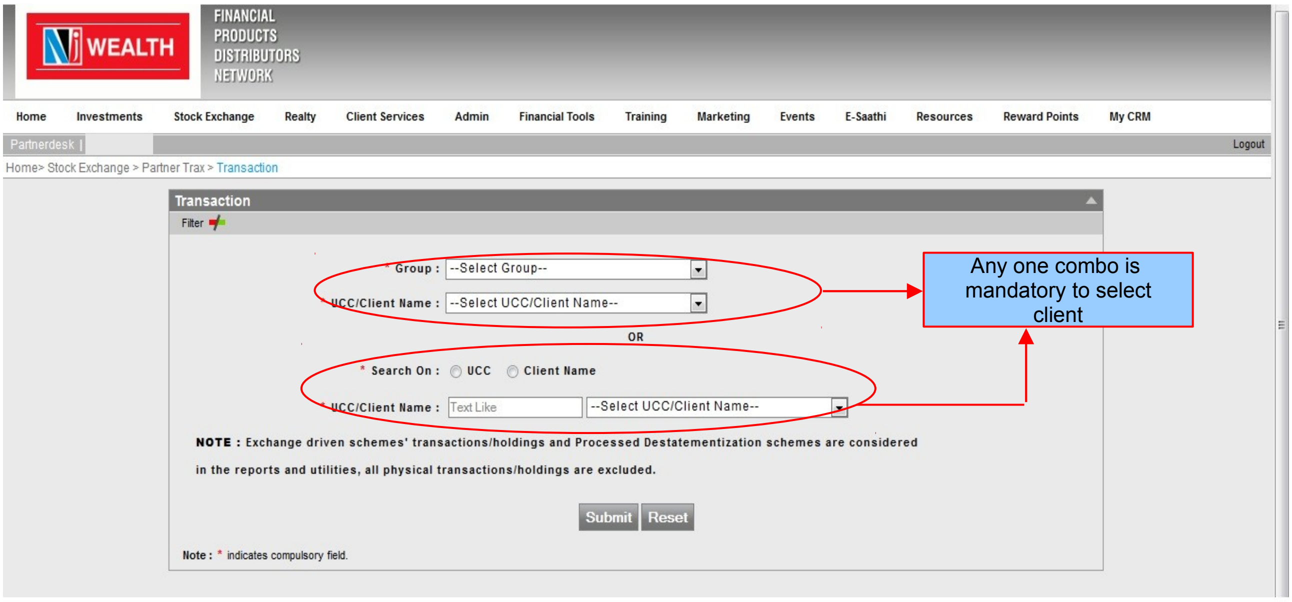


To initiate transaction for your NJ E-Wealth clients click on below path :

Partner Desk >> *Stock Exchange* >> *Partner Trax* >> *Transaction*

Here select “Group Name + UCC/Client Name” OR enter either UCC or Client Name by selection of radio. Once client is selected, click on “Submit” to proceed further to initiate transaction(s) for selected client.

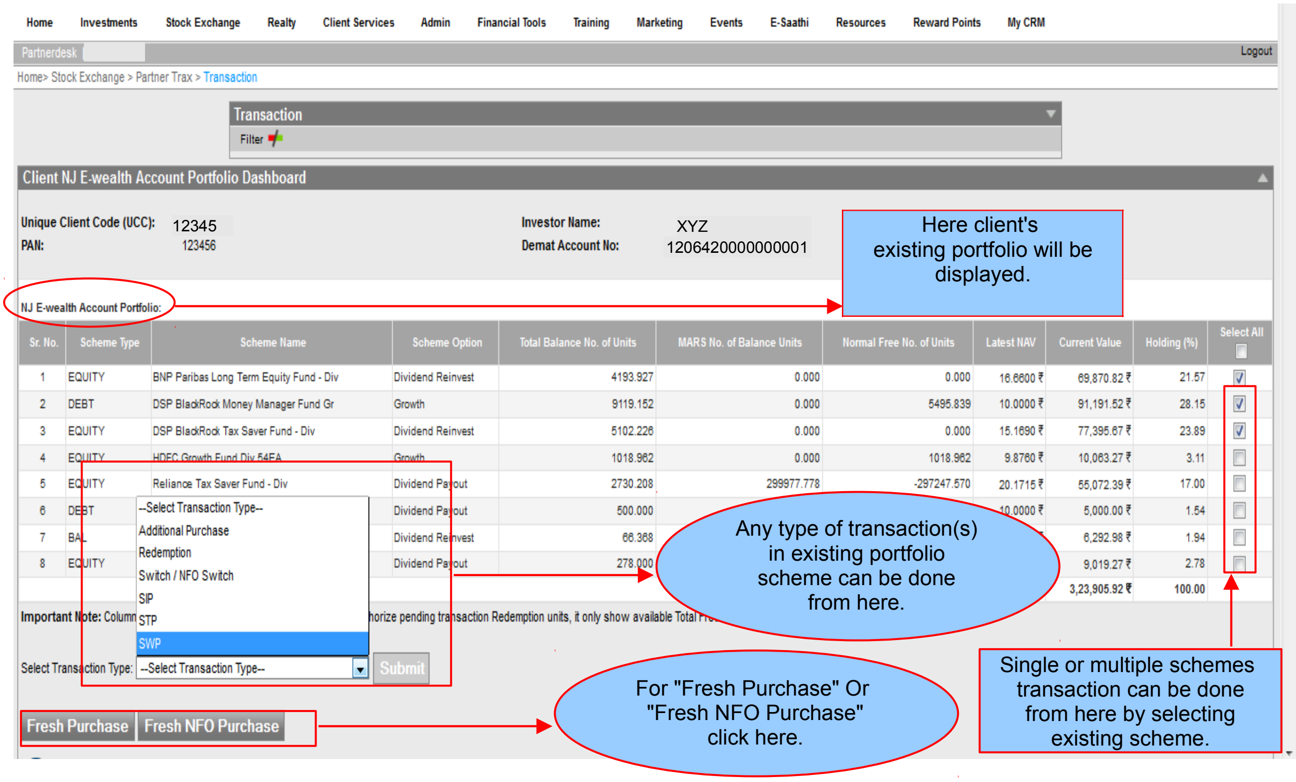
Note : System will not allow to initiate any type of transaction, if client has not submitted FATCA details for all holders of demat account.



Dashboard view :

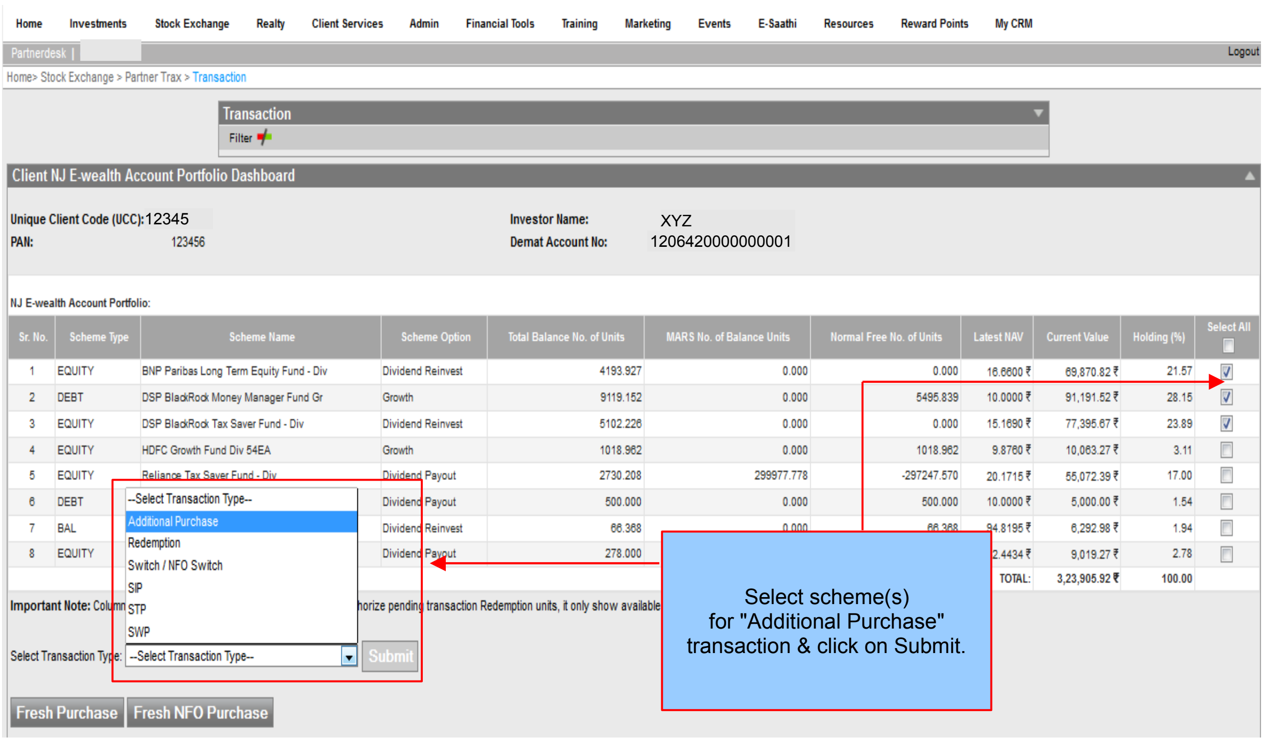
As per selection of client, system will generate below dashboard, where following will be viewed to partner:

- Clients existing portfolio of NJ E Wealth Account.
- Existing Live SIP / STP / SWP.
- Recently partner initiated transactions which are not yet authorized by client.



Transaction initiation module >> Additional Purchase >>

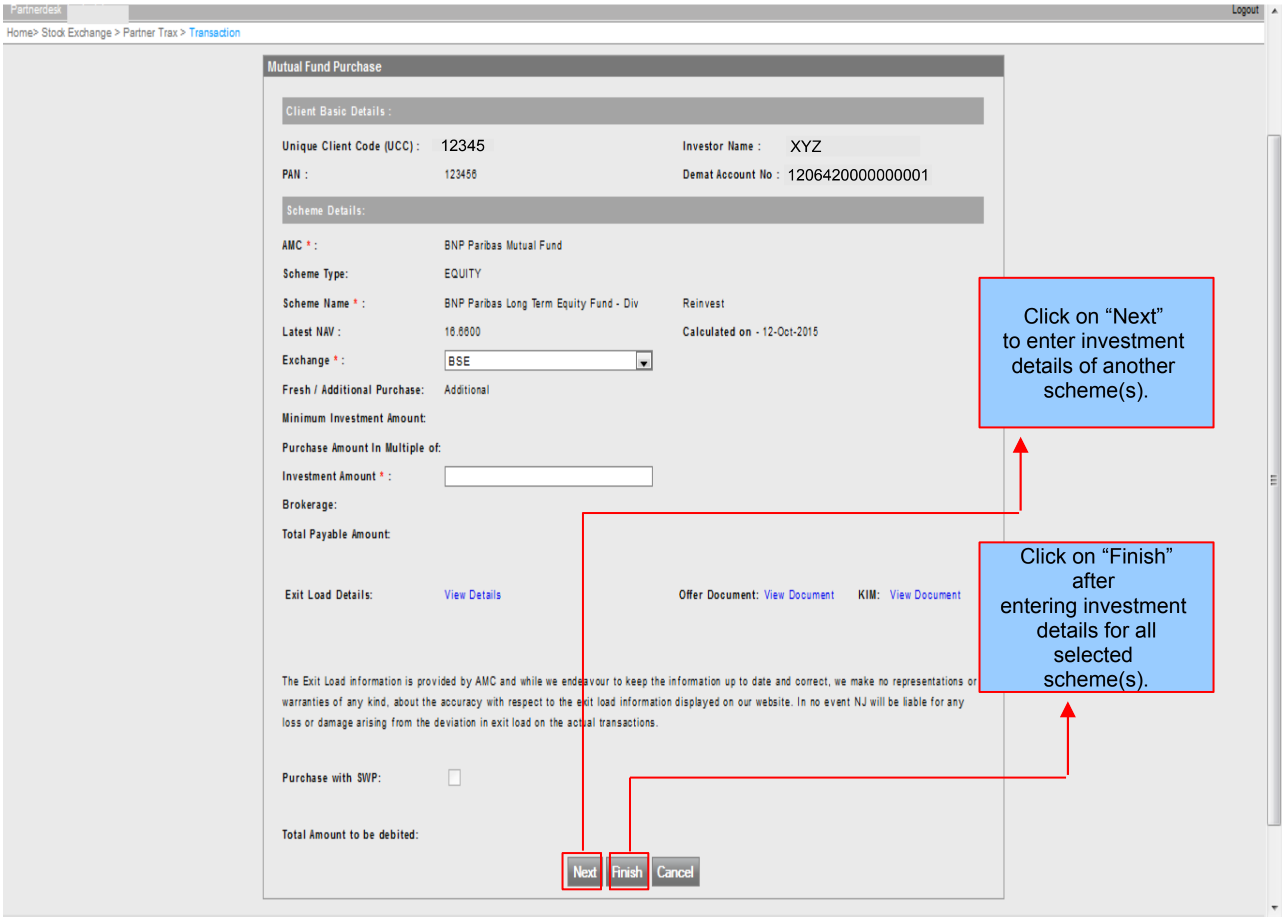
To initiate “Additional Purchase” transaction for existing scheme(s), select check box of those scheme & select “Additional Purchase” & click on “Submit”.



Sr. No.	Scheme Type	Scheme Name	Scheme Option	Total Balance No. of Units	MARS No. of Balance Units	Normal Free No. of Units	Latest NAV	Current Value	Holding (%)	Select All
1	EQUITY	BNP Paribas Long Term Equity Fund - Div	Dividend Reinvest	4193.927	0.000	0.000	16.6600 ₹	69,870.82 ₹	21.57	☑
2	DEBT	DSP BlackRock Money Manager Fund Gr	Growth	9119.152	0.000	5495.839	10.0000 ₹	91,191.52 ₹	28.15	☑
3	EQUITY	DSP BlackRock Tax Saver Fund - Div	Dividend Reinvest	5102.226	0.000	0.000	15.1690 ₹	77,395.67 ₹	23.89	☑
4	EQUITY	HDFC Growth Fund Div 54EA	Growth	1018.962	0.000	1018.962	9.8760 ₹	10,063.27 ₹	3.11	☐
5	EQUITY	Reliance Tax Saver Fund - Div	Dividend Payout	2730.208	299977.778	-297247.570	20.1715 ₹	55,072.39 ₹	17.00	☐
6	DEBT		Dividend Payout	500.000	0.000	500.000	10.0000 ₹	5,000.00 ₹	1.54	☐
7	BAL		Dividend Reinvest	66.368	0.000	66.368	94.8195 ₹	6,292.98 ₹	1.94	☐
8	EQUITY		Dividend Payout	278.000			32.4434 ₹	9,019.27 ₹	2.78	☐
							TOTAL:	3,23,905.92 ₹	100.00	

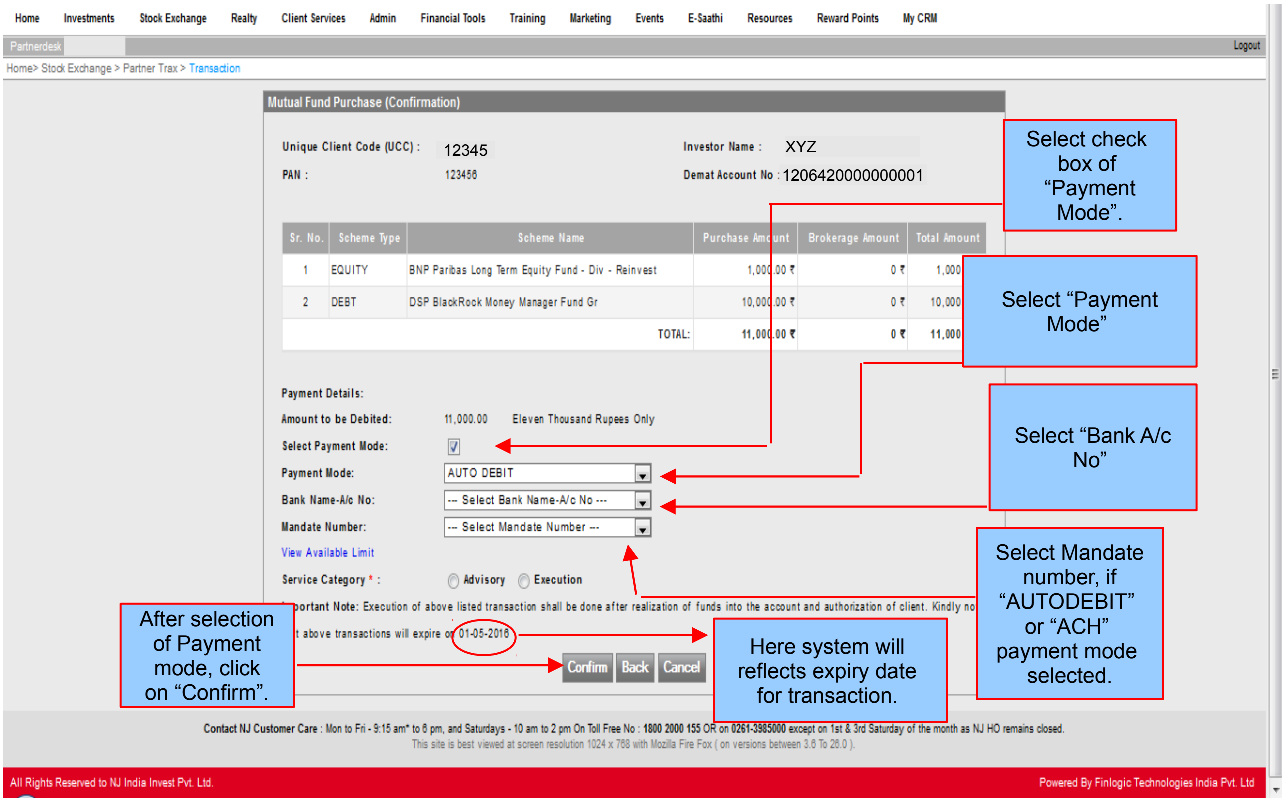
Transaction initiation module >> Additional Purchase >> Page 1

After clicking on “Submit”, below page will be appeared.



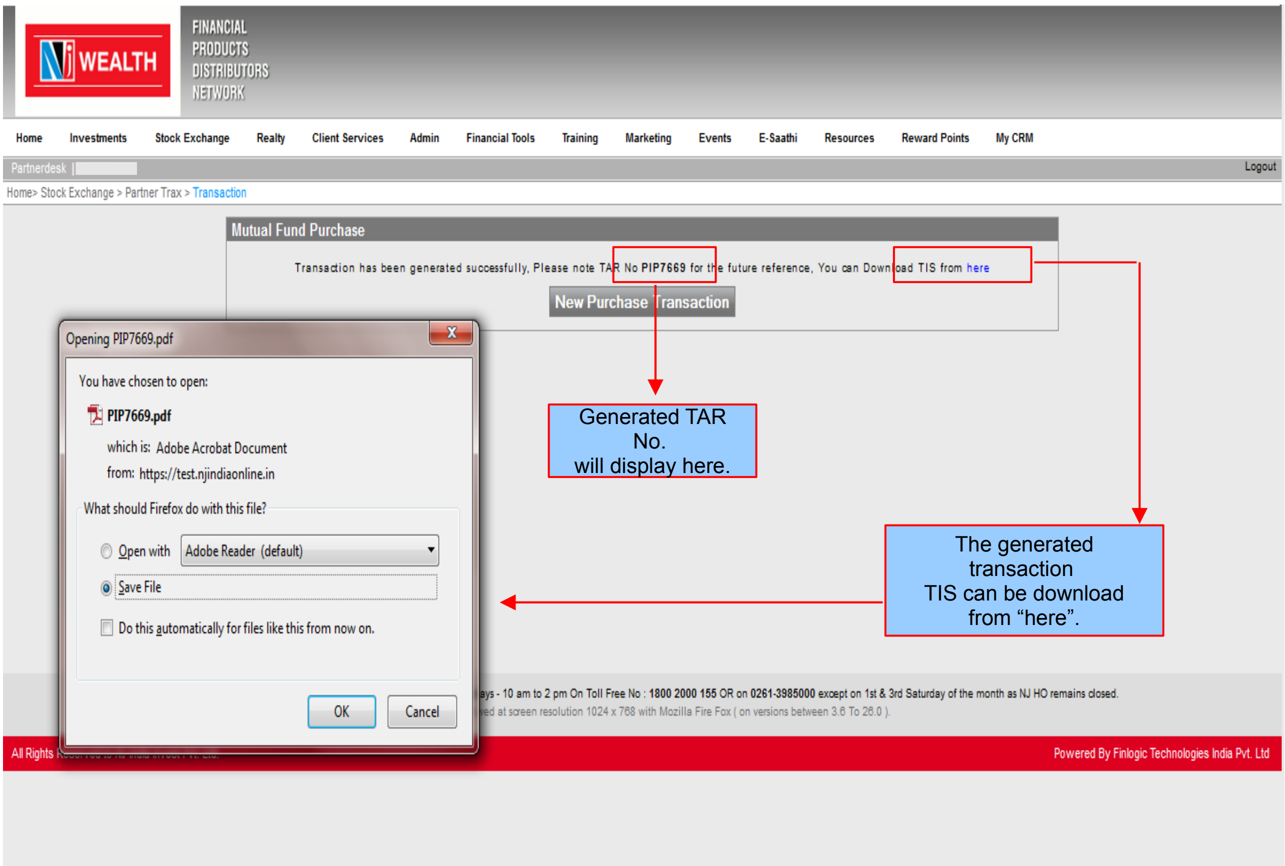
Transaction initiation module >> Additional Purchase >> Page 2

After clicking on "Finish", below page will be appeared.



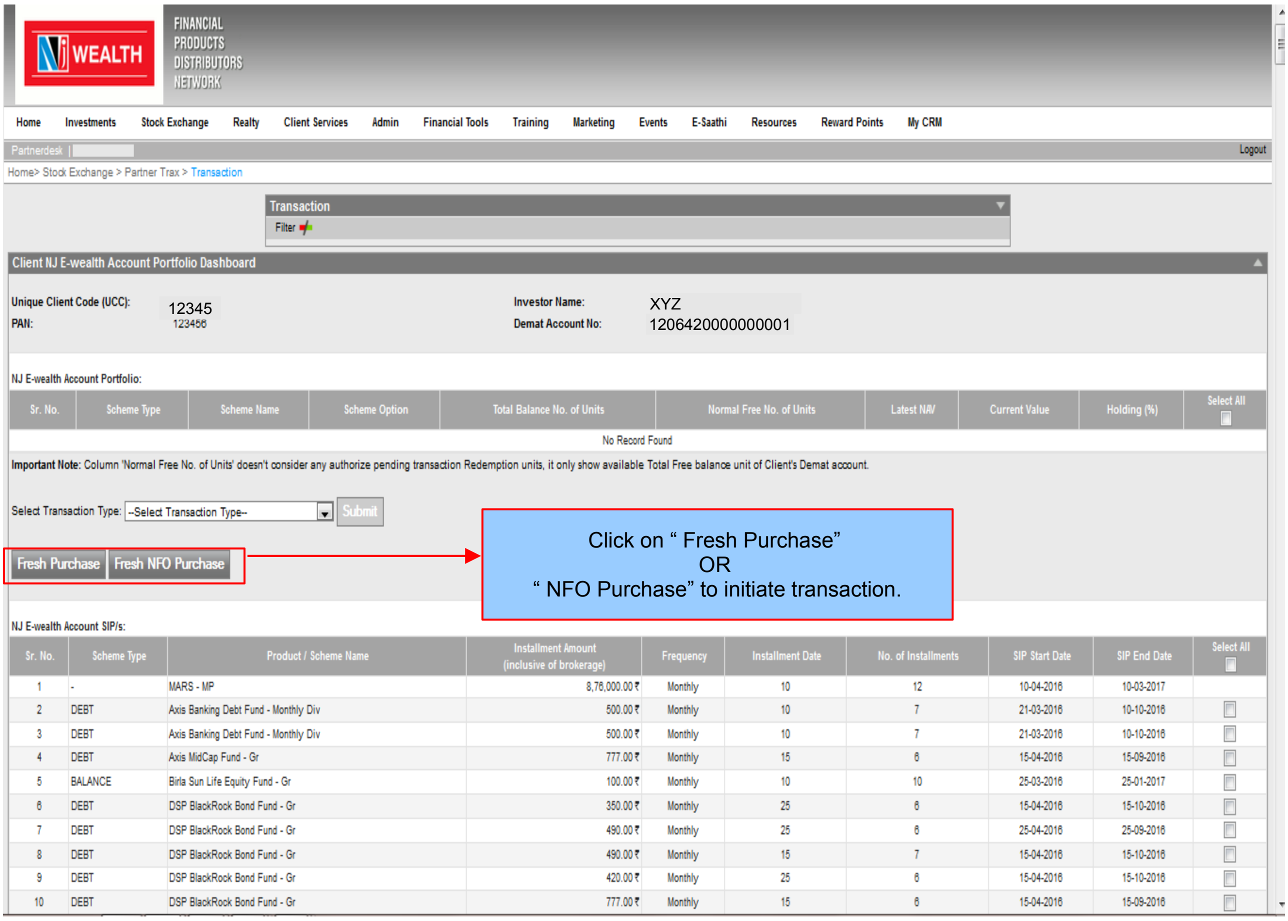
Transaction initiation module >> Additional Purchase >> Page 3

After clicking on “Confirm”, below page will be appeared.



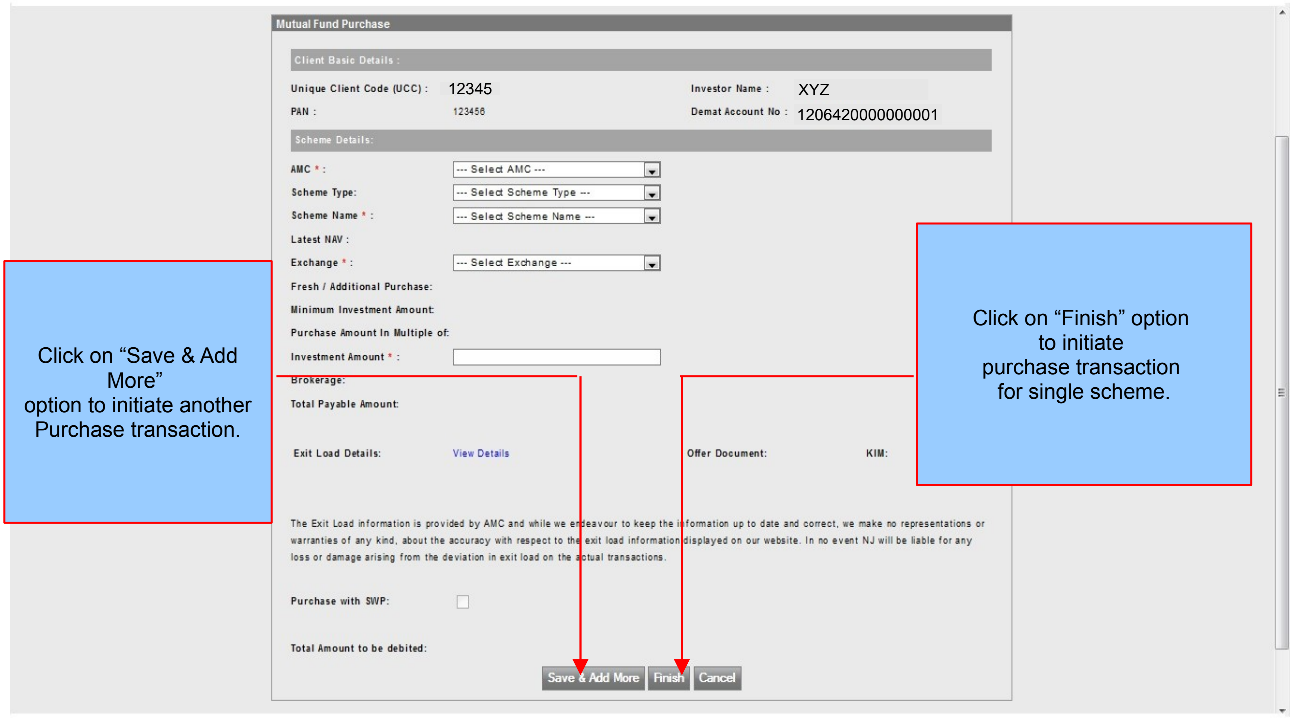
Transaction initiation module >> Fresh / NFO Purchase

To initiate “Fresh Purchase / NFO Purchase” transaction, click on “Fresh Purchase” OR “Fresh NFO Purchase”.



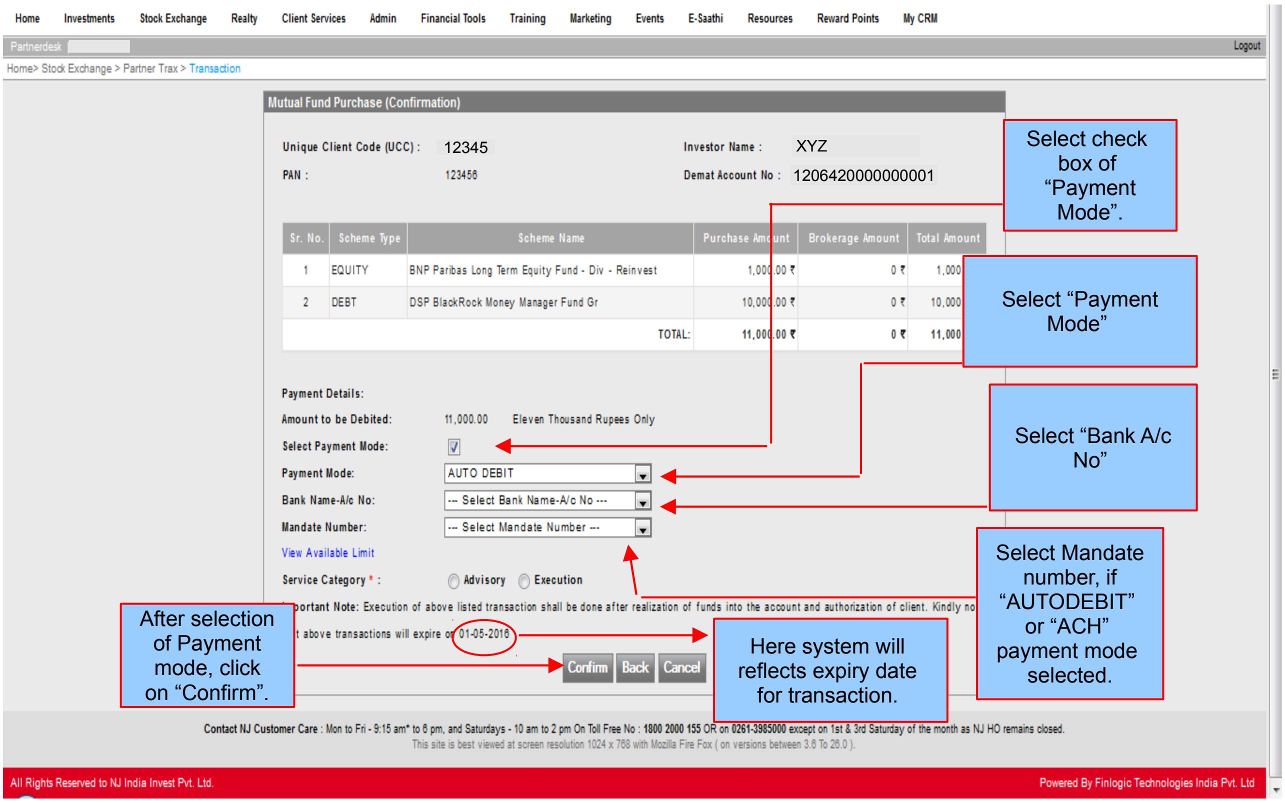
Transaction initiation module >> Fresh / NFO Purchase >> Page 1

After clicking on " Fresh Purchase" OR " Fresh NFO Purchase", below page will be appeared.



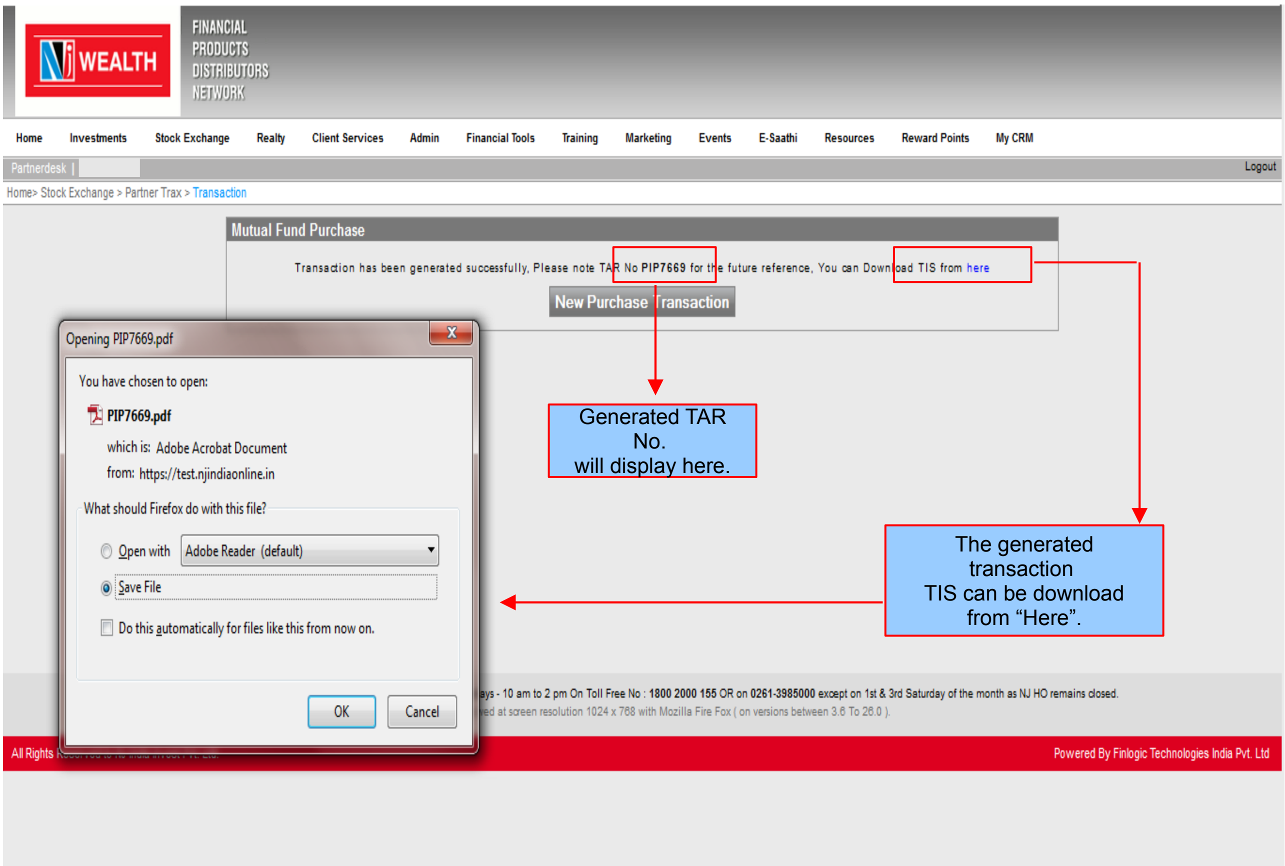
Transaction initiation module >> Fresh / NFO Purchase >> Page 2

After clicking on "Finish", below page will be appeared.



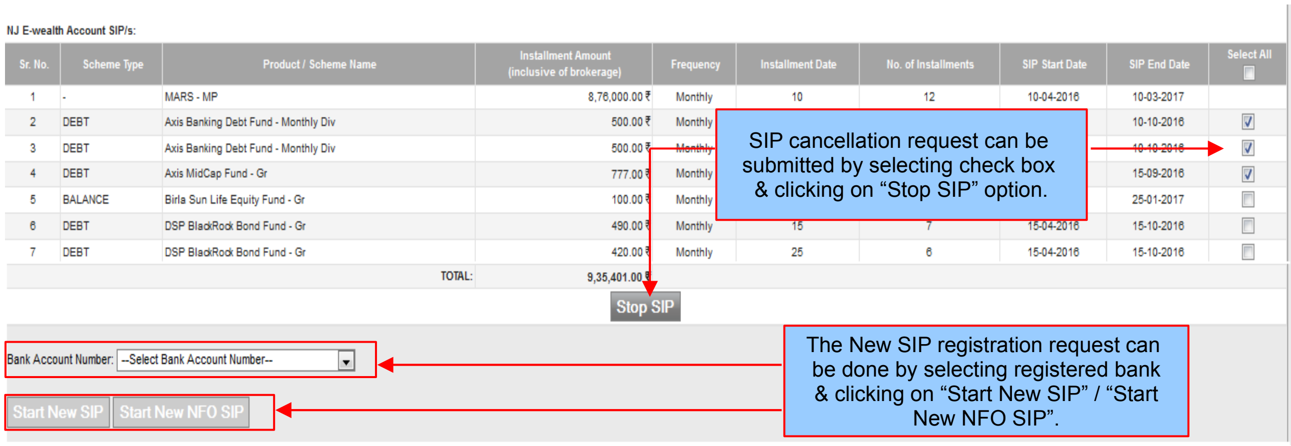
Transaction initiation module >> Fresh / NFO Purchase >> Page 3

After clicking on “Confirm” option, below page will be appeared.



Dashboard view – Live SIP:

To initiate Stop request for any Live SIPs, select check box & click on “Stop SIP”.

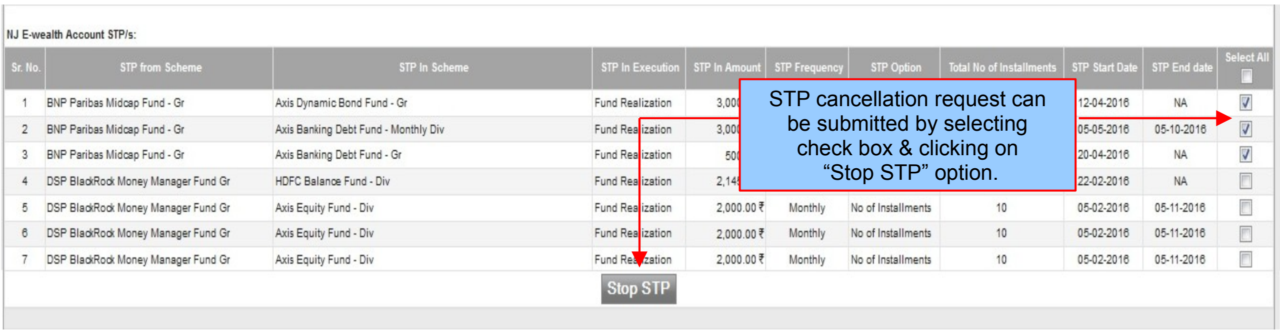


NJ E-wealth Account SIP/s:

Sr. No.	Scheme Type	Product / Scheme Name	Installment Amount (inclusive of brokerage)	Frequency	Installment Date	No. of Installments	SIP Start Date	SIP End Date	Select All
1	-	MARS - MP	8,76,000.00 ₹	Monthly	10	12	10-04-2016	10-03-2017	
2	DEBT	Axis Banking Debt Fund - Monthly Div	500.00 ₹	Monthly				10-10-2016	☑
3	DEBT	Axis Banking Debt Fund - Monthly Div	500.00 ₹	Monthly				10-10-2016	☑
4	DEBT	Axis MidCap Fund - Gr	777.00 ₹	Monthly				15-09-2016	☑
5	BALANCE	Birla Sun Life Equity Fund - Gr	100.00 ₹	Monthly				25-01-2017	☐
6	DEBT	DSP BlackRock Bond Fund - Gr	490.00 ₹	Monthly	15	7	15-04-2016	15-10-2016	☐
7	DEBT	DSP BlackRock Bond Fund - Gr	420.00 ₹	Monthly	25	6	15-04-2016	15-10-2016	☐
		TOTAL:	9,35,401.00 ₹						

Dashboard view – Live STP:

To initiate Stop request for any Live STPs, select check box & click on “Stop STP”.

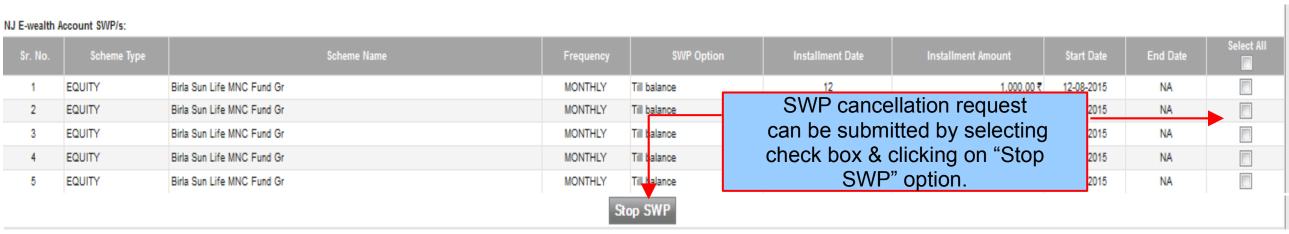


NJ E-wealth Account STP/s:

Sr. No.	STP from Scheme	STP In Scheme	STP In Execution	STP In Amount	STP Frequency	STP Option	Total No of Installments	STP Start Date	STP End date	Select All ☐
1	BNP Paribas Midcap Fund - Gr	Axis Dynamic Bond Fund - Gr	Fund Realization	3,000				12-04-2016	NA	☑
2	BNP Paribas Midcap Fund - Gr	Axis Banking Debt Fund - Monthly Div	Fund Realization	3,000				05-05-2016	05-10-2016	☑
3	BNP Paribas Midcap Fund - Gr	Axis Banking Debt Fund - Gr	Fund Realization	500				20-04-2016	NA	☑
4	DSP BlackRock Money Manager Fund Gr	HDFC Balance Fund - Div	Fund Realization	2,145				22-02-2016	NA	☐
5	DSP BlackRock Money Manager Fund Gr	Axis Equity Fund - Div	Fund Realization	2,000.00 ₹	Monthly	No of Installments	10	05-02-2016	05-11-2016	☐
6	DSP BlackRock Money Manager Fund Gr	Axis Equity Fund - Div	Fund Realization	2,000.00 ₹	Monthly	No of Installments	10	05-02-2016	05-11-2016	☐
7	DSP BlackRock Money Manager Fund Gr	Axis Equity Fund - Div	Fund Realization	2,000.00 ₹	Monthly	No of Installments	10	05-02-2016	05-11-2016	☐

Dashboard view – Live SWP:

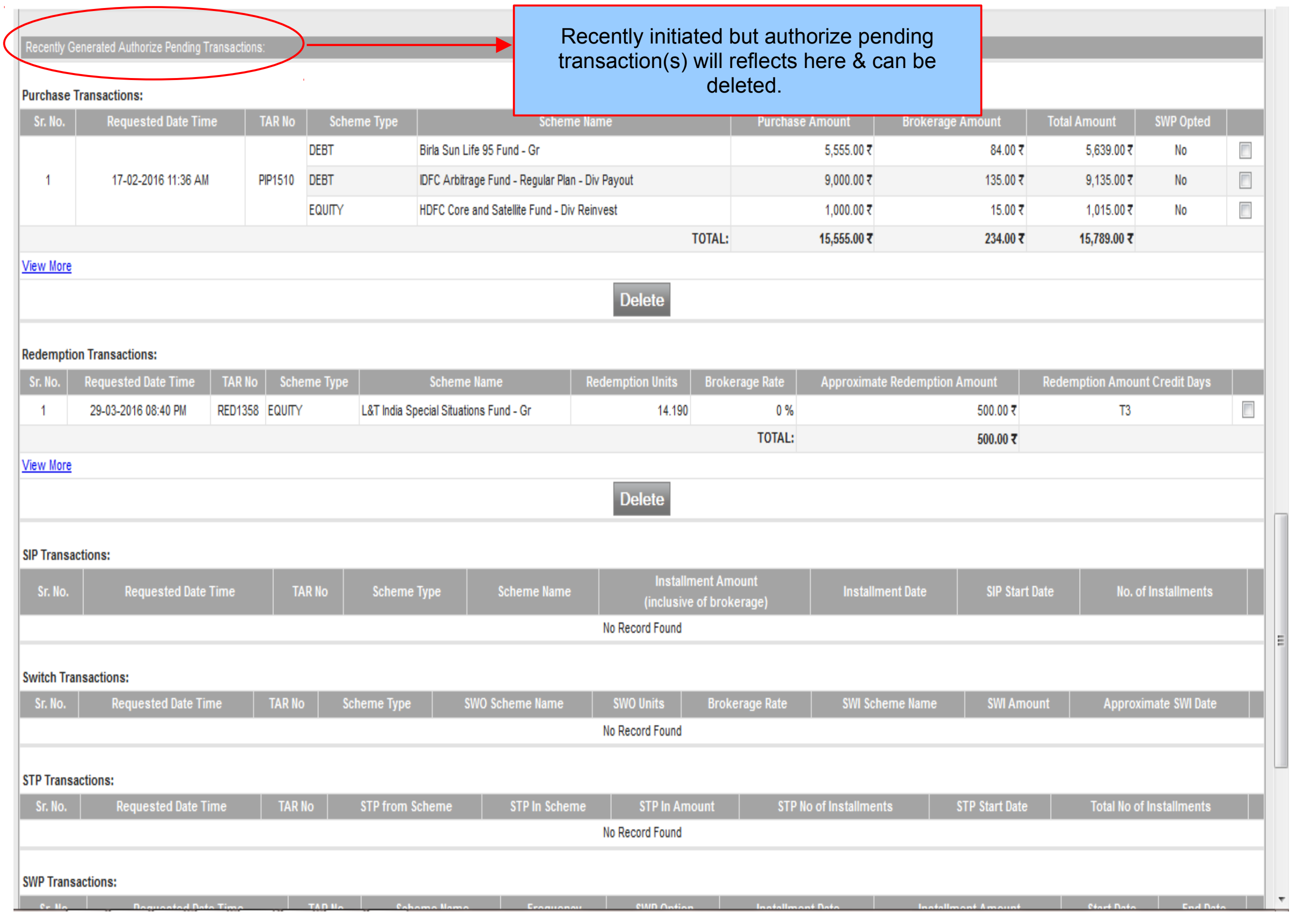
To initiate Stop request for any Live SWPs, select check box & click on “Stop SWP”.



Dashboard view – Recently Generated Authorize Pending Transactions:

Those transactions which are generated through Partner Trax Module but the same are not yet “Authorized” by client will be displayed here. The generated transaction can be deleted here. After successful deletion of transactions, status will be changed to “cancelled”.

Note : The transaction(s) can be deleted only for those transaction(s) which are in status = “Authorization Pending”. System will NOT allow to modify any details in transaction. Partner has to delete the existing transaction & enter New Transactions. SIP/SWP/STP stop request will not be displayed here, hence cannot be deleted.



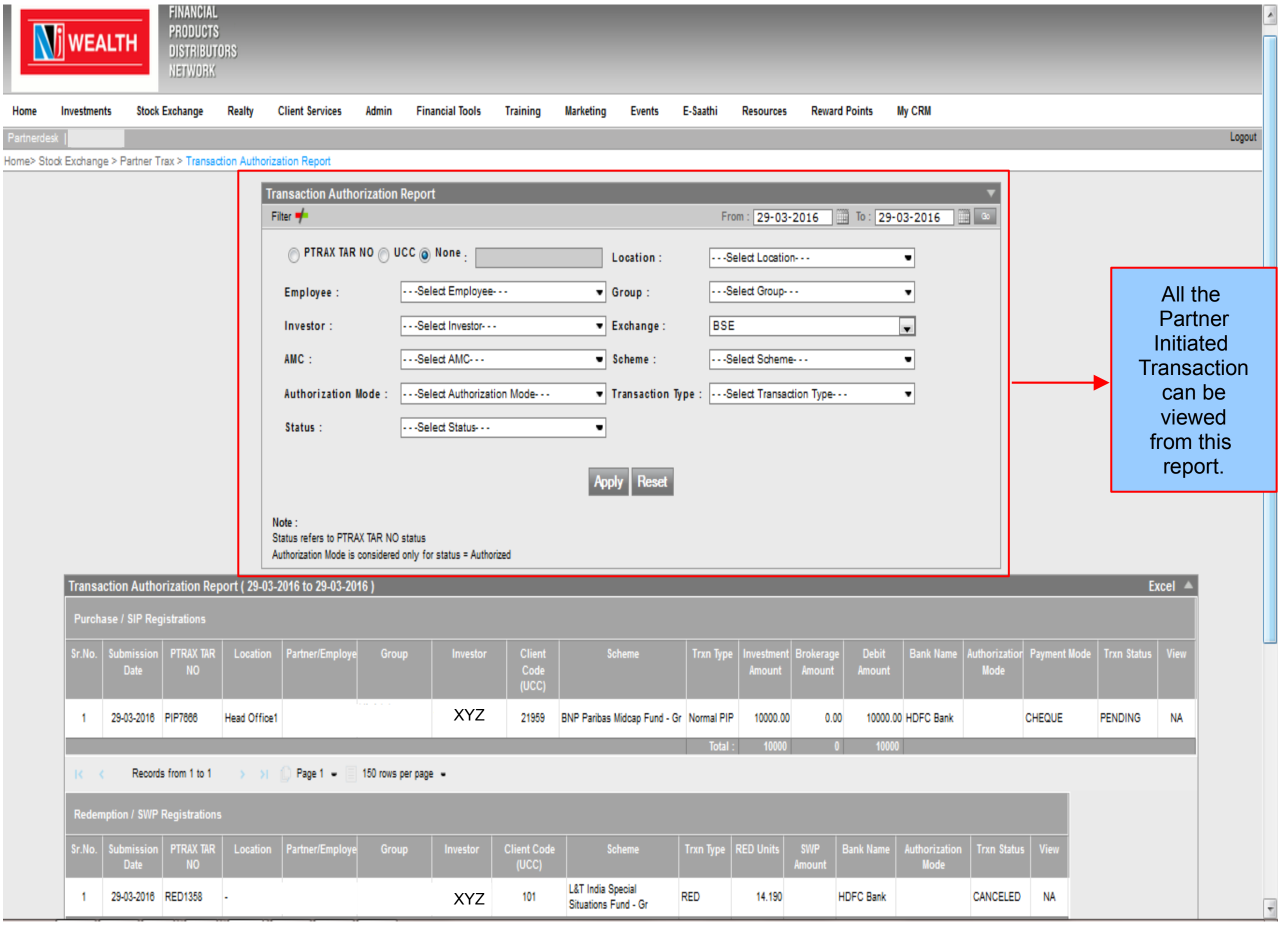
Transaction Authorization Report :

Partner Desk >> *Stock Exchange* >> *Partner Trax* >> *Transaction Authorization Report*

The transactions which are initiated from Partner Trax will available in this report including Cancelled & Rejected. The report can be generated by entering " Partner Trax No. - PTAX TAR No." or "UCC" or " Client Name".

Note: SIP/SWP/STP Stop request can not be viewed from transaction authorization report. The same will be made available shortly.

Cancelled = Transactions which are deleted by partner or not authorized by client within 30 days from date of generation.
Rejected = Transactions which are rejected by the client.

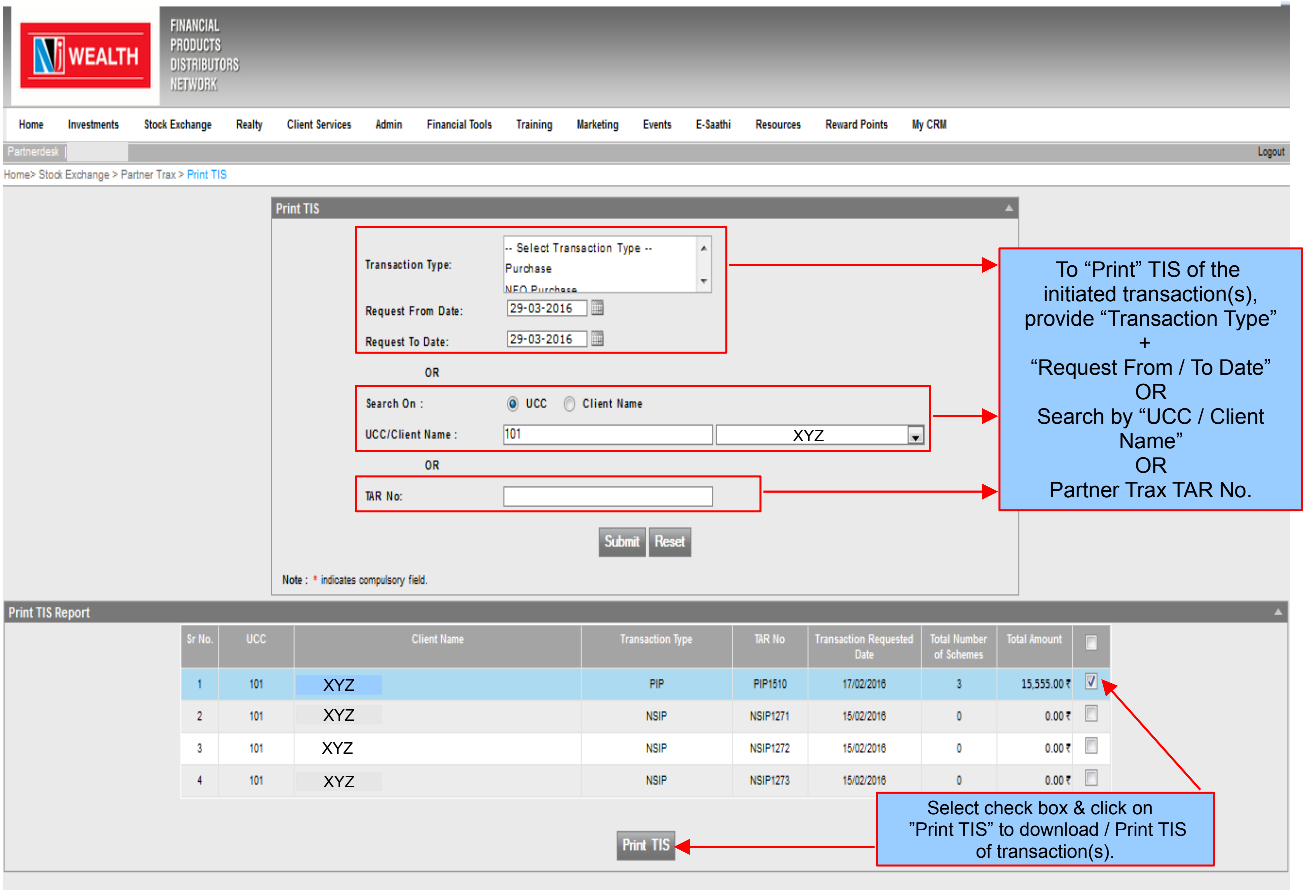


TIS Print Utility :

To “Print” Partner Trax Transaction(s) of your NJ E-Wealth clients click on below path :

Partner Desk >> *Stock Exchange* >> *Partner Trax* >> *Print TIS*

The generated transaction(s) TIS can be “Download / Print” from “ Print TIS” module. The TIS can be download by selecting “Transaction Type – default all + Request From / To date” OR “Search by “Entering UCC / Client Name” OR by entering “ Partner Trax Number”. TIS can be printed only for those transactions which are Pending for authorization.



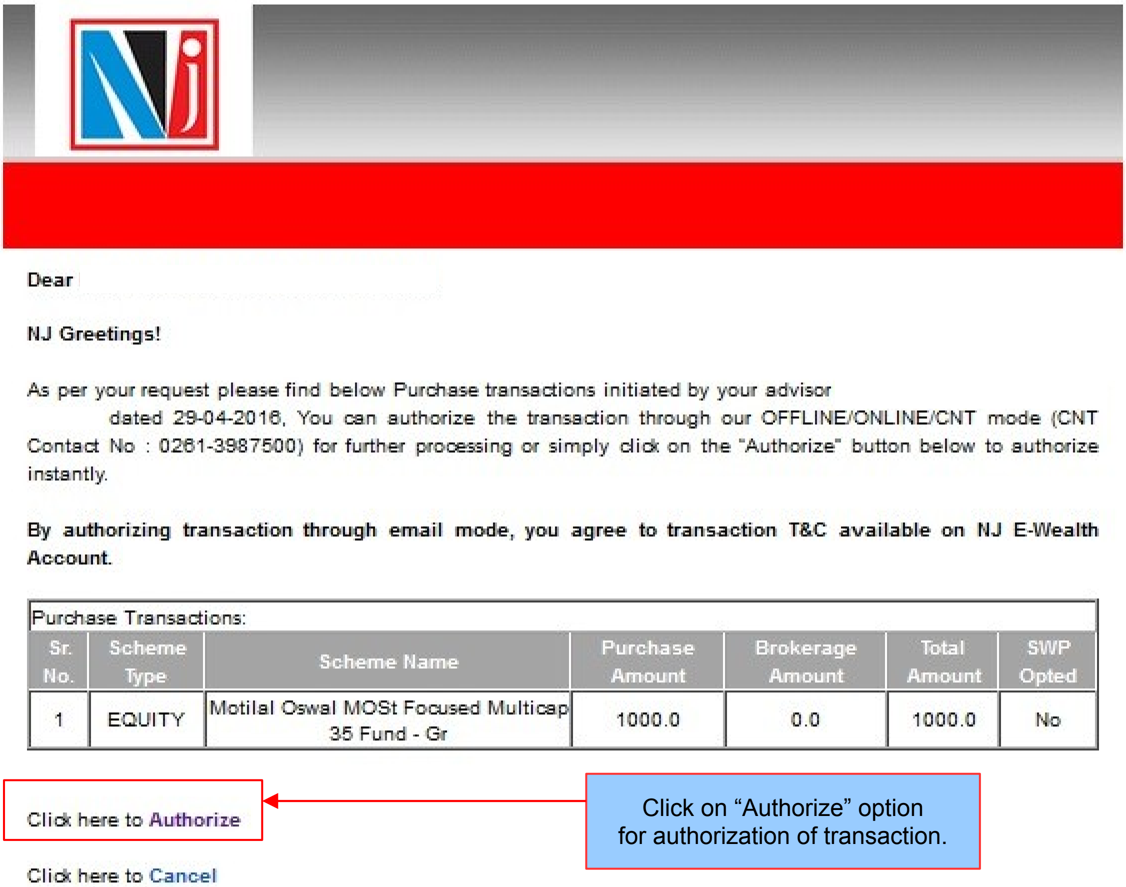
Transaction Authorization by client (modes & process):

Client can authorize the transaction initiated by partner from any of the following modes:

1. Email
2. SMS
3. Online
4. CNT
5. Offline (TIS)

Email authorization:

Step 1: Once partner initiate the transaction, an email is sent to client registered email id for authorization, with transaction details. Link of "Authorize" is provided in email for instant authorizing the transaction.


Dear

NJ Greetings!

As per your request please find below Purchase transactions initiated by your advisor dated 29-04-2016, You can authorize the transaction through our OFFLINE/ONLINE/CNT mode (CNT Contact No : 0261-3987500) for further processing or simply click on the "Authorize" button below to authorize instantly.

By authorizing transaction through email mode, you agree to transaction T&C available on NJ E-Wealth Account.

Purchase Transactions:

Sr. No.	Scheme Type	Scheme Name	Purchase Amount	Brokerage Amount	Total Amount	SWP Opted
1	EQUITY	Motilal Oswal MOSt Focused Multicap 35 Fund - Gr	1000.0	0.0	1000.0	No

Click here to Authorize

Click here to Cancel

Step 2: On clicking "Authorize" an OTP is sent to client registered email id & mobile number.


Generate & Verify OTP (Authorize)

Client Name :
Transaction Type : PIP
TAR No : PIP1093
Transaction Amount : 1000.00

We have successfully sent the One Time Password (OTP) to your Registered Mobile Number and registered email address.

One Time Password (OTP) :

Submit

Click on "Resend OTP" in case you have not received.

Resend OTP

This page will automatically expires after 299 seconds.

Step 3: Client enters the OTP on the screen, selects the payment mode (for PIP) & authorizes the transaction.
For Net-banking payment mode, system will direct client to the netbanking page of respective client bank.


Transaction Confirmation (PIP)

UCC :
Client Name :
Demat Account No :
Partner Name :
TAR No : PIP1093

Payment

Payment Amount : 1000.00
* Payment Mode : AUTO DEBIT

* Bank Name-A/c No : HDFC Bank-X0537
* Mandate No : M15274-31/12/99-20000
Mandate Available Limit : 20000.00 View Available Balance
* Service Category : Execution

BSE Purchase Transaction Cut-off Table

Payment mode	For same day NAV (Value >= Rs. 2 Lakh)	For same day NAV (Value < Rs. 2 Lakh)	Liquid previous day NAV (any amount)
Auto debit	01:30 PM	02:00 PM	12:30 PM
Net-banking (HDFC,ICICI, Axis)	01:30 PM	02:00 PM	12:30 PM
Net-banking other than (HDFC,ICICI, Axis)	NA*	02:00 PM	NA*
Debit Card	NA*	02:00 PM	NA*
NEFT/RTGS	01:30 PM	02:00 PM	12:30 PM
ACH	NA**	NA**	NA**

* Transactions shall be processed on T+1 business day (T= Transaction submission date)
** Transactions shall be processed on T+2 business day (T= Transaction submission date)
Note: All the transactions will be processed only after Fund realization in NJ bank account.

I accept the Terms and Conditions.

Confirm

SMS authorization:

Once partner initiate the transaction, two sms will be sent to client on registered mobile number.

First sms contains the transaction details & second sms contains authorization content which needs to be forwarded to dedicated number (*9213333365*) by client to authorize the transaction.

Content of 2nd SMS which is to be forwarded by client to authorize the transaction is as below:

NJEWA<SPACE>Y<SPACE>TARNO

Above message to be forwarded to 9213333365

A confirmation sms will be sent to client on successfully authorization.

Important Note:

1. *SMS to be sent from client registered mobile number only, system will not accept authorization request if sent from an unregistered mobile number.*
2. *Purchase transaction with payment mode Netbanking, NEFT/RTGS, Cheque & Debit Card or cannot be authorized by client through sms.*
3. *If the transaction type is the same client just has to authorize only once. For example if 5 SIP are initiated by partner then client will get only 1 TAR no for authorization. But in case, partner has initiated one purchase and one SIP transaction, he will get 2 TAR and will be required to authorize both separately.*

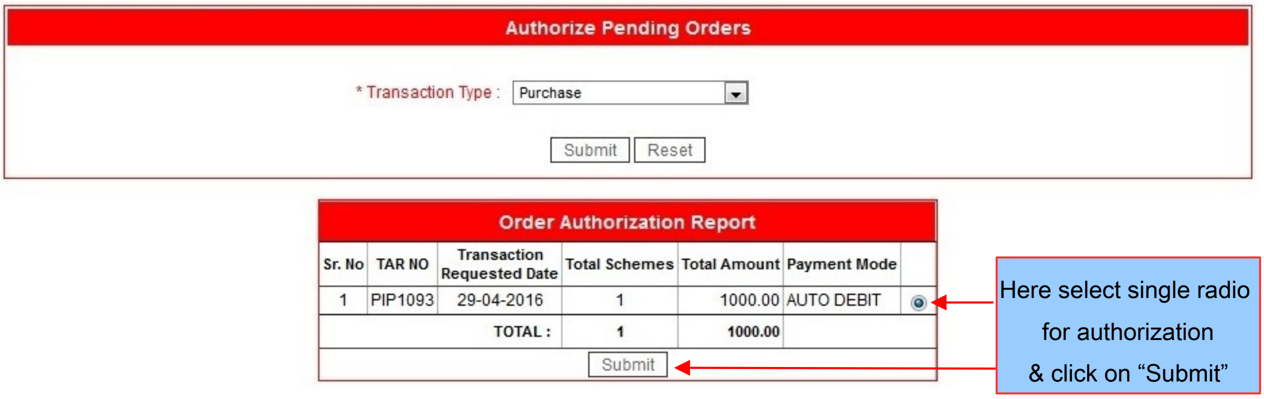
All other transaction types (SIP / RED / SWITCH / STP / SWP) can be authorized through sms.

Online authorization:

Authorization from online can be done from NJ E- Wealth Account, go to *Mutual Fund>>Utility>>Authorize Transaction.*

Page 1 : Here select the transaction type for authorization. (Multiple Transaction Type selection is not allowed)

Page 2 : Here select the radio type for authorization & click on "Submit". (Multiple Transaction authorization is not allowed)



Page 3 : Final confirmation page.

Purchase Transactions

Sr. No	Transaction Requested Date	Scheme Type	Scheme Name	Investment Amount	Brokerage (%)	Brokerage Amount	Total
1	29-04-2016	EQUITY	Motilal Oswal MOSt Focused Multicap 35 Fund - Gr	1000.00	0.0	0.00	1000.00
			Total :	1000.00		0.00	1000.00

Payment

Payment Amount : 1000.00

* Payment Mode : AUTO DEBIT

---Select Payment Mode---
AUTO DEBIT
NEFT/RTGS
Net Banking

* Bank Name-A/c No : HDFC Bank-X0537

* Mandate No : M15274-31/12/99-200

Mandate Available Limit : 20000.00 View Available Balance

* Service Category : Execution

BSE Purchase Transaction Cut-off Table

Payment mode	For same day NAV (Value >= Rs. 2 Lakh)	For same day NAV (Value < Rs. 2 Lakh)	Liquid previous day NAV (any amount)
Auto debit	01:30 PM	02:00 PM	12:30 PM
Net-banking (HDFC,ICICI, Axis)	01:30 PM	02:00 PM	12:30 PM
Net-banking other than (HDFC,ICICI, Axis)	NA*	02:00 PM	NA*
Debit Card	NA*	02:00 PM	NA*
NEFT/RTGS	01:30 PM	02:00 PM	12:30 PM
ACH	NA**	NA**	NA**

* Transactions shall be processed on T+1 business day (T= Transaction submission date)
** Transactions shall be processed on T+2 business day (T= Transaction submission date)
Note: All the transactions will be processed only after Fund realization in NJ bank account.

☐ I accept the Terms and Conditions.

Confirm | Reject | Cancel

Call & Transact authorization:

Step 1: Client can call on NJ Call & Transact number i.e. *0261 3987500,* enter UCC & TPIN & select Mutual Fund option.

Step 2: Provide Transaction Ref no. to the receiver for authorization of transaction.

Offline (TIS) authorization:

Step 1: Submit the duly signed TIS along with the cheque (required only if payment mode is cheque) at NJ branch

Step 2: CRO at NJ branch will enter the TAR no. in system, verify the details in system & TIS & authorize the transaction.