



Manual

Highlighting the list of documents required for processing of applications of

Portfolio Managers through SI Portal for registration from SEBI

1. This manual is not a legal document.
2. This manual is meant only for the purpose of guiding the applicants seeking registration from SEBI through SI Portal.
3. The applicants are expected to provide all the required documents in the desired formats only.
4. The list of documents here is indicative in nature and the applicants are advised to provide any additional documents, if required by dealing officers, while processing of the applications.
5. The Manual includes the sample formats of declarations, sought by SEBI. While the sample formats have been prepared as per SEBI's requirements, it does not, in any way, prevent the applicants, to add any additional details in it. The declarations have to be on the letter head of the company.
6. Whenever the applicants find that there is no section for uploading particular document, the applicant(s) can upload the said documents at the last page of the application, where additional fields for file uploading are provided.
7. The following documents may not be sent in original to SEBI
 - (i) PAN Card
 - (ii) Aadhaar Card
 - (iii) Passport
 - (iv) Rent Agreement
 - (v) Bank Statement/Passbook
 - (vi) Other documents not relevant to SEBI in original



The documents sought by SEBI are as per the requirement of the applicants and the applicants approach SEBI through SI Portal for the following:

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1. Registration as Portfolio Manager

 Registration as LLPs/Companies/Body Corporates- *Please Specify*

Sr. no	Particulars	Documents Sought	Purpose of the document /In terms of Form- A/ SEBI PMS Regulations, 2020	Documents Provided (Please mention “Already provided”, in case, the documents have already been provided with registration application)
1	Whether the applicant has submitted physical copy of Form A with SEBI.	Physical copy of Form- A	Compliance with Schedule I of SEBI (Portfolio Managers) Regulations 2020	
2	Identity Proof of the LLPs/Companies/Body Corporate	PAN card of the Applicant	ID Proof Compliance with (1.2) of Form A	
3	Address Proof of the LLPs/Companies/Body Corporate a. Registered Office b. Correspondence c. Principal place of Business	(i) Registered rent agreement or, (ii) Utility bills or, (iii) Bank account statements in the name of the firm (having the same address as that of the Applicant)	To verify whether the address is the same as that of the document submitted as address proof. Compliance with (1.3), (1.4), & (1.5) of Form A	
4	Identity Proof of a. Directors/Partners, b. Key Management Personnel (KMP) c. Promoters d. Compliance Officer, e. Principal Officer,	PAN cards of the Individual	ID Proof Compliance with a. Directors/Partners- (2.5) of Form –A b. KMP- (2.6) of Form- A c. Promoters- (2.7) of Form-A d. Compliance Officer- (2.8) of Form-A e. Principal Officer- (2.9) of Form-A	
5	Address Proof of a. Directors/Partners, b. Key Management Personnel (KMP), c. Promoters,	(i) Aadhaar card or, (ii) Passport or, (iii) Bank account statements	To verify the address of associated persons and representatives is the same as that of the document submitted as address proof	



	d. Compliance Officer, e. Principal Officer		Compliance with: a. Directors/Partners- (2.5) of Form –A b. KMP- (2.6) of Form-A c. Promoters- (2.7) of Form-A d. Compliance Officer- (2.8) of Form-A e. Principal Officer- (2.9) of Form-A	
6	Educational Qualifications a. Principle Officer b. Directors/Partners c. Key management Personnel d. Compliance Officer	(i) Details of the relevant qualification (ii) Copy of relevant completion certifications	a. Principal Officer: compliance with Regulation 7 (2) (d) (i) & (2.9) of Form-A b. Directors/Partners: (2.5) of Form-A c. KMP: (2.6) of Form-A d. Compliance Officer: compliance with Regulation 7 (2) (c) & (2.8) of Form-A	
7	Experience details of a. Principle Officer b. Directors/ Partners c. Key Management Personnel d. Compliance Officer	(i) Experience certificates duly authorised by the employers on their respective letter heads (ii) Details of the relevant experience	a. Principal Officer: Compliance with Regulation 7 (2) (d) (ii) & (2.9) of Form-A b. Directors/ Partners: (2.5) of Form-A c. KMP: (2.6) of Form-A d. Compliance Officer: Compliance of Regulation 7 (2) (c) & (2.8) of Form-A	
8	NISM Certification details of the Principle Officer	NISM-Series-XXI-B: Portfolio Managers Certificate	Compliance with Regulation 7 (2) (d) (iii) & (2.9) of Form-A	



9	Incorporation details along with Memorandum of Association /Article of Association/LLP agreement	For companies- Incorporation details along with MOA/AOA For LLPs- incorporation certificate and LLP agreement	In terms of compliance with Regulation 7 (2) (a) of SEBI PMS Regulations, 2020	
10	Net-worth Proof	Net worth or net tangible certificate duly certified by a Chartered Accountant CA (not more than 3 months old at the time of filing of application to SEBI and the membership number of the CA must be included in the certificate	Compliance with Regulation 7 (g) & 5.2 of Form -A	
11	Business Information 1	Details of type of activities carried on/proposed to be carried on	Compliance with Regulation 7 (1) & (7.1) of Form - A	
12	Business Information 2	Details of facilities for making decision on Portfolio Investments	Compliance with (7.2) of Form - A	
13	Business Information 3	Details of risk profiling procedure to be followed by the portfolio manager	Compliance with (7.3) of Form - A	
14	Business Information 4	Details of grievance redressal and dispute resolution mechanism to be followed by the Portfolio manager	Compliance with Schedule IV (18) & (7.4) of Form - A	
15	Business Information 5	List of approved share brokers through whom orders shall be placed, involved for Portfolio management activities and state whether any of them were suspended/had defaulted with any Stock Exchange authority	Compliance with (7.5) of Form - A	
16	Business Information 6	Describe Accounting system followed / to be followed for Portfolio Management Services	Compliance with (7.6) of Form - A	



17	Business Information 7	Details of various research and database facilities provided	Compliance with (7.7) of Form - A	
18	Business Information 8	Details of Activities proposed to be outsourced	Compliance with (7.8) of Form - A	
19	Additional Information 1	Copy of Draft Agreement with Client to be provided to SEBI	Compliance with Schedule IV & (9.1) of Form - A	
20	Additional Information 2	Copy of Draft Disclosure Document to be provided to SEBI	Compliance with Schedule V (1) & (9.2) of Form - A	
21	Custodian Details	(i) Name (ii) Address (iii) SEBI Registration No. (iv) Date of Appointment	Compliance with Regulation 19 (8) & (9.3) of Form - A	
22	Declaration 1	Banker's Report- Submission of Banker's Report from two Banks (compulsory)	Compliance with (5.8) of Form - A	
23	Declaration 2	Details of registration with other regulatory bodies	Compliance with (9.4) of Form - A	
24	Declaration 3	Infrastructure details like adequate office space, equipment and the manpower to effectively discharge the activities of a portfolio manager	Compliance with Regulation 7 (2) (b) & (3.0) of Form-A	
25	Declaration 4	FIT and Proper Person: SEBI (Intermediaries) Regulations, 2008 (Refer Annexure 1) In case SEBI has taken any action against the Entity/ Associate entity/ Directors/ Partners/ Key Management Personnel (KMP)/ Promoters/ Compliance Officer/ Principal Officer in the past 5 years from date of applying (If Yes, Provide the status)	Compliance with Regulation 8 & (10.2) of Form - A	



26	Declaration 5	Compliance with Regulation 7 (2) signed by at least two Directors or designated partners (Refer Annexure 2)	Compliance with (10.1) of Form - A	
27	Declaration 6	Compliance with clause 12(b) of Schedule III of the Regulation. (Refer Annexure 3)	Compliance with (10.3) of Form - A	
28	Declaration 7	Compliance with SEBI circular on fees and charges (Refer Annexure 4)	Compliance with Regulation 11 (c) & (10.4) of Form - A	
29	Declaration 8	Type and frequency of reports sent/ proposed to be sent to clients	Compliance with Schedule IV (3) & (10.5) of Form - A	
30	Declaration 9	Time taken for transfer of securities into client accounts	Compliance with Schedule III (9) & (10.6) of Form - A	
31	Declaration 10	Submission of periodic reports and Disclosure Documents to SEBI (Refer Annexure 5)	Compliance with regulation 22 (2) & (10.7) of Form - A	
32	Declaration 11	Compliance with clause (e) of sub-regulation (1) of Regulation 27- regarding maintenance of records for Investment rationale (Refer Annexure 6)	Compliance with regulation 27 (1) & (10.8) of Form - A	
33	Declaration 12	Availability of Disclosure documents on website of Portfolio manager	Compliance with regulation 22 (10) & (10.9) of Form - A	
34	Other Information 1	Whether the member is facing any charges/ disciplinary action or if in past any such action was taken by the stock exchange	Compliance with (6.4) (d) of Form - A	
35	Other Information 2	Indictment of involvement in any economic offences in the last 3 years	Compliance with (6.2) of Form - A	

2. Registration under Co-investment category
Registration as LLPs/Companies/Body Corporates (Please Specify)

Sr. no	Particulars	Documents Sought	Purpose of the document /In terms of Form- A/ SEBI PMS Regulations, 2020	Documents Provided (Please mention “Already provided”, in case, the documents have already been provided with registration application)
1	Whether the applicant has submitted physical copy of Form A with SEBI.	Physical copy of Form- A	Compliance with Schedule I of SEBI (Portfolio Managers) Regulations 2020	
2	Identity Proof of the LLPs/Companies/Body Corporate	PAN card of the Applicant	ID Proof Compliance with (1.2) of Form A	
3	Address Proof of the LLPs/Companies/Body Corporate a. Registered Office b. Correspondence c. Principal place of Business	(i) Registered rent agreement or, (ii) Utility bills or, (iii) Bank account statements in the name of the firm (having the same address as that of the Applicant)	To verify whether the address is the same as that of the document submitted as address proof. Compliance with (1.3), (1.4), & (1.5) of Form A	
4	Identity Proof of a. Directors/Partner, b. Key Management Personnel (KMP) c. Promoters d. Compliance Officer, e. Principal Officer,	PAN cards of the Individual	ID Proof Compliance with a. Directors/Partners- (2.5) of Form –A b. KMP- (2.6) of Form-A c. Promoters- (2.7) of Form-A d. Compliance Officer- (2.8) of Form-A e. Principal Officer-(2.9) of Form-A	
5	Address Proof of a. Directors/Partners, b. Key Management Personnel (KMP), c. Promoters, d. Compliance Officer,	(i) Aadhaar card or, (ii) Passport or, (iii) Bank account statements	To verify the address of associated persons and representatives is the same as that of the document submitted as address proof	



	e. Principal Officer		Compliance with: a. Directors/Partners- (2.5) of Form –A b. KMP- (2.6) of Form-A c. Promoters- (2.7) of Form-A d. Compliance Officer- (2.8) of Form-A e. Principal Officer- (2.9) of Form-A	
6	Educational Qualifications a. Principle Officer b. Directors/Partners c. Key management Personnel d. Compliance Officer	(i) Details of the relevant qualification (ii) Copy of relevant completion certifications	a. Principal Officer: compliance with Regulation 7 (2) (d) (i) & (2.9) of Form-A b. Directors/Partners: (2.5) of Form-A c. KMP: (2.6) of Form-A d. Compliance Officer: compliance with Regulation 7 (2) (c) & (2.8) of Form-A	
7	Experience details of a. Principle Officer b. Directors/ Partners c. Key Management Personnel d. Compliance Officer	(i) Experience certificates duly authorised by the employers on their respective letter heads (ii) Details of the relevant experience	a. Principal Officer: Compliance with Regulation 7 (2) (d) (ii) & (2.9) of Form-A b. Directors/Partners: (2.5) of Form-A c. KMP: (2.6) of Form-A d. Compliance Officer: Compliance of Regulation 7 (2) (c) & (2.8) of Form-A	



8	NISM Certification details of the Principle Officer	NISM-Series-XXI-B: Portfolio Managers Certificate	Compliance with Regulation 7 (2) (d) (iii) & (2.9) of Form-A	
9	Incorporation details along with Memorandum of Association /Article of Association	For companies- Incorporation details along with MOA/AOA For LLPs- incorporation certificate and LLP agreement	In terms of compliance with Regulation 7 (2) (a) of SEBI PMS Regulations, 2020	
10	Business Information 1	Details of type of activities carried on/proposed to be carried on	Compliance with Regulation 7 (1) & (7.1) of Form - A	
11	Business Information 2	Details of facilities for making decision on Portfolio Investments	Compliance with (7.2) of Form - A	
12	Business Information 3	Details of risk profiling procedure to be followed by the portfolio manager	Compliance with (7.3) of Form - A	
13	Business Information 4	Details of grievance redressal and dispute resolution mechanism to be followed by the Portfolio manager	Compliance with Schedule IV (18) & (7.4) of Form - A	
14	Business Information 5	List of approved share brokers through whom orders shall be placed, involved for Portfolio management activities and state whether any of them were suspended/had defaulted with any Stock Exchange authority	Compliance with (7.5) of Form - A	
15	Business Information 6	Describe Accounting system followed / to be followed for Portfolio Management Services	Compliance with (7.6) of Form - A	

16	Business Information 7	Details of various research and database facilities provided.	Compliance with (7.7) of Form - A	
17	Business Information 8	Details of Activities proposed to be outsourced	Compliance with (7.8) of Form - A	
18	Additional Information 1	Copy of Draft Agreement with Client to be provided to SEBI	Compliance with Schedule IV & (9.1) of Form - A	
19	Additional Information 2	Copy of Draft Disclosure Document to be provided to SEBI	Compliance with Schedule V of PMS regulation & (9.2) of Form - A	
20	Declaration 1	Banker's Report- Submission of Banker's Report from two Banks (Compulsory)	Compliance with (5.8) of Form - A	
21	Declaration 2	Details of registration with other regulatory bodies	Compliance with (9.4) of Form - A	
22	Declaration 3	Infrastructure details like adequate office space, equipment and the manpower to effectively discharge the activities of a portfolio manager	Compliance with Regulation 7 (2) (b) & (3.0) of Form-A	
23	Declaration 4	FIT and Proper Person: SEBI (Intermediaries) Regulations, 2008 (Refer Annexure 1) In case SEBI has taken any action against the Entity/ Associate entity/ Directors/ Partners/ Key Management Personnel (KMP)/ Promoters/ Compliance Officer/ Principal Officer in the past 5 years from date of applying	Compliance with Regulation 8 & (10.2) of Form - A	



		(If Yes, Provide the status)		
24	Declaration 5	Compliance with Regulation 7 (2) signed by at least two Directors or designated partners (Refer Annexure 2)		
25	Declaration 6	Details stating that the applicant is a Manager of Category I or Category II Alternative Investment Fund(s).	Compliance with Regulation 2 (f) & (10.10) of Form- A	
26	Declaration 7	Compliance with clause 12(b) of Schedule III of the Regulation. (Refer Annexure 3)	Compliance with (10.3) of Form - A	
27	Declaration 8 – <i>Applicable in case the applicant is applying for offering co-investment services only</i>	Compliance with SEBI circular on fees and charges (Refer Annexure 4)	Compliance with Regulation 11 (c) & (10.4) of Form - A	
28	Declaration 9	Type and frequency of reports sent/ proposed to be sent to clients	Compliance with Schedule IV (3) & (10.5) of Form - A	
29	Declaration 10	Time taken for transfer of securities into client accounts	Compliance with Schedule III (9) & (10.6) of Form - A	
30	Declaration 11	Submission of periodic reports and Disclosure Documents to SEBI (Refer Annexure 5)	Compliance with regulation 22 (2) & (10.7) of Form - A	
31	Declaration 12	Compliance with clause (e) of sub-regulation (1) of Regulation 27- regarding maintenance of records for Investment rationale (Refer Annexure 6)	Compliance with regulation 27 (1) & (10.8) of Form - A	



32	Declaration 13	In case, the Applicant designates any one member of the Key Investment Team of the manager, who fulfils either of the criteria, viz, Experience or professional qualification as principal officer, an undertaking to this effect to be provided	Regulation 4(g) of the SEBI (Alternative Investment Funds) Regulations, 2012	
33	Other Information 1	Whether the member is facing any charges/ disciplinary action or if in past any such action was taken by the stock exchange	Compliance with (6.4) (d) of Form - A	
34	Other Information 2	Indictment of involvement in any economic offences in the last 3 years	Compliance with (6.2) of Form - A	

3. Change in Registered Office Address

Original physical SEBI registration certificate to be sent to SEBI pursuant to filing of application for change in SI Portal along with below documents

Sr_no	Particulars	Documents sought	Purpose of the document sought	Documents Provided (Please mention “Already provided”, in case, the documents have already been provided with application)
1	Address Proof	a. Original registration certificate b. A copy of form INC 22 submitted to ROC intimating change in address c. Copy of MCA database showing new address (having the changed/new address as of the applicant)	To verify whether the address is the same as that of the document submitted as address proof.	
2	Board Resolution	A copy of the Board resolution mentioning the change in address		
3	Declaration 1	Declaration that the applicant had inform their clients about the change in registered address. (Refer Annexure 7)	To ensure that the information is intimated to the clients of PMS	

4. Change of Name of SEBI registered PMS

Original physical SEBI registration certificate to be sent to SEBI pursuant to filing of application for change in SI Portal along with below documents:

Sr. no	Particulars	Documents sought	Purpose of the document sought	Documents Provided (Please mention "Already provided", in case, the documents have already been provided with application)
1	Name Change Proof	a. Copy of the certificate of incorporation consequent upon change of name issued by the Registrar of Companies (if applicant is a company/ body corporate/LLP) b. Original certificate of Registration	To verify the change in name	
2	Form No. INC 24 (ROC)	A copy of Form No. INC 24 filed with ROC for change in name		
3	Company/LLP master data	A copy of Company/LLP master data from MCA reflecting new name		
4	Board Resolution- in case of LLPs / Companies/Body Corporates	A copy of the Board resolution mentioning the change in name		
5	Declaration 1	Declaration that the applicant had informed their clients about the change in name (Refer Annexure 8)	To ensure that the information is intimated to the clients of PMS	

5. Change in shareholding pattern

- i. A copy of the Board resolution duly passed by the board of the applicant as the case may be.
- ii. Pre and post shareholding pattern pursuant to transfer of equity shares.

(A) Shareholding pattern of

SN	Name of the shareholder	Present shareholding		Post transfer shareholding		No. of share transfer
		No. of shares	%	No. of shares	%	
	Total					

(B) Transfer details, if applicable

SN	Name of the transferor	Name of the transferee	No. of shares
		Total	

(Refer Annexure 11)

6. Prior approval

- i. A copy of the Board resolution duly passed by the board of the applicant as the case may be.
- ii. Pre and post shareholding pattern pursuant to transfer of equity shares.
- iii. Declaration of FIT and Proper Person as per SEBI (Intermediaries) Regulations, 2008
(Refer Annexure 1)

The pre and post shareholding pattern is as under:

(A) Shareholding pattern of

SN	Name of the shareholder	Present shareholding		Post transfer shareholding		No. of share transfer
		No. of shares	%	No. of shares	%	
	Total					

(Refer Annexure 11)

7. A) NOC for setting up a Wholly Owned Subsidiary(WOS)/ Overseas Direct Investment(ODI)/ to enter into Joint venture/ acquiring stake in existing company/ capital infusion in WOS setup in IFSC

Sr. no	Particulars	Documents sought	Documents Provided (Please mention “Already provided”, in case, the documents have already been provided with application)
1	SEBI Registration	Scanned copy of the SEBI registration as PMS	
2	Net-Worth Certificate	Latest net worth certificate duly certified by a Chartered Accountant.	
3	Audited Financial Report	Last 3 years Audited Financial Report	
4	Details of any regulatory action(s) of SEBI	Details of action may be provided in respect of action taken	
5	Details of any regulatory action(s) of any financial regulator/ Government	Any regulatory action that prohibits overseas direct investment of the intermediary or prohibit engaging in any business activity overseas or in India	
6	Stock exchanges approval- in case of stock broker/sub-broker	copy of the permission letter, in case the parent intermediary is a stock broker/sub-broker	
7	Write-up 1	A detailed note on the proposed activities to be carried out by the subsidiary, especially areas related to the securities market.	
8	Write-up 2	A detailed note on the target clients of the proposed subsidiary.	
9	Details of registrations of the intermediary with SEBI in all capacity	<ul style="list-style-type: none"> • Name • Type of Intermediary • Registration Number • Date of Registration • Validity of Registration 	



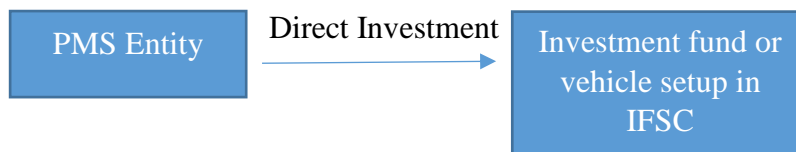
10	Details of Foreign Entity	<ul style="list-style-type: none">• Name of the foreign entity• Country of Incorporation• Legal form/structure• Contact details (Address, Phone Number, Email-ID)• Overseas regulatory authority which regulates the foreign entity• Details of Business/ Financial activities of the foreign entity• Any other relevant details pertaining to the foreign entity	
11	Details of registration of the foreign entity with overseas regulatory authorities	Authority that is signatory to the IOSCO multilateral MOU or have a bilateral MOU with India	
12	Details of Shareholding/voting rights/control of the intermediary in foreign entity	Preferable Details	
13	Amount of proposed ODI in the Foreign entity	Amount (in Crores and in USD Millions) and Reason(s) for making ODI	
14	Total Overseas Investment of the intermediary in the foreign entity as on the date of making application	Including Overseas Direct Investment, Overseas Portfolio Investment, Financial Commitment, etc.	
15	Total Overseas Investment of the Intermediary across ALL foreign entities on the date of making application	Across all foreign entities (including Overseas Direct Investment, Overseas Portfolio Investment, Financial Commitment, etc.)	

16	Details of Confirmation/ approval obtained from RBI for making ODI	Copy of the approval (If the same is not applicable / not required, the intermediary to provide rationale quoting provisions of the relevant Rules, Regulations, Circulars, etc. issued by RBI or Government of India.)	
17	Details (and copy)of the approvals received from the respective overseas regulator(s) pertaining to the foreign entity	<ul style="list-style-type: none"> a) The foreign entity can undertake financial services activities / capital market related activities in the overseas jurisdiction. b) The overseas regulator does not have any objection to the proposed ODI by the intermediary in the foreign entity. 	
18	Declaration 1	<ul style="list-style-type: none"> a) Declaration with respect to current and continued fulfilment of capital adequacy norms (Refer Annexure 9) b) Declaration with respect to being fit and proper person as per schedule II of SEBI (Intermediaries) Regulations, 2008 (Refer Annexure 1) c) There shall be arms-length relationship between the activities of the intermediary and the foreign entity. Such relationship should be maintained in terms of key personal, infrastructure, segregation of books and records, independent regulatory control and supervisory mechanism etc. (Refer Annexure 10) 	

19	Declaration 2	<p>SEBI shall be kept informed of any adverse developments arising out of:</p> <ul style="list-style-type: none"> a) Regulatory action taken against the foreign entity for its activities abroad by the overseas Regulator b) Any event which may have an impact on the solvency of the foreign entity. 	
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B) Overseas Portfolio Investment (OPI)

In terms of Foreign Exchange Management (Overseas Investment) Rules, 2022 (OI Rules), any PMS entity desirous of investment in an investment fund or vehicle set up in an IFSC will be considered as OPI and the same will not require any approval/ NOC (No Objection Certificate) from SEBI. Such investment will be in accordance with Schedule V of the OI Rules. An illustration is shown below:



7. Update Details:

Applicant can apply in SI portal for update details for the following activities

- i. Change in Principal Officer/KMPs/Directors

(Provide the documents according to the changes made)

S.No	Particulars	Documents Sought	Purpose of the Document/in terms of Form-A/ SEBI PMS Regulations, 2020	Documents Provided(Please mention “already provided” in case the documents have already been provided with registration application)
1	Identity Proof of a. Directors/Partners, b. Key Management Personnel (KMP) c. Promoters d. Compliance Officer, e. Principal Officer,	PAN cards of the Individual	ID Proof Compliance with a. Directors/Partners- (2.5) of Form –A b. KMP- (2.6) of Form-A c. Promoters- (2.7) of Form-A d. Compliance Officer-(2.8) of Form-A e. Principal Officer-(2.9) of Form-A	
2	Address Proof of a. Directors/Partners, b. Key Management Personnel (KMP), c. Promoters, d. Compliance Officer, e. Principal Officer	(i) Aadhaar card or, (ii) Passport or, (iii) Bank account statements	To verify the address of associated persons and representatives is the same as that of the document submitted as address proof Compliance with: a. Directors/Partners- (2.5) of Form –A b. KMP- (2.6) of Form-A c. Promoters- (2.7) of Form-A d. Compliance Officer-(2.8) of Form-A e. Principal Officer-(2.9) of Form-A	

3	<p>Educational Qualifications</p> <p>a. Principle Officer</p> <p>b. Directors/Partners</p> <p>c. Key management Personnel</p> <p>d. Compliance Officer</p>	<p>(i) Details of the relevant qualification</p> <p>(ii) Copy of relevant completion certifications</p>	<p>a. Principal Officer: compliance with Regulation 7 (2) (d) (i) & (2.9) of Form-A</p> <p>b. Directors/Partners: (2.5) of Form-A</p> <p>c. KMP: (2.6) of Form-A</p> <p>d. Compliance Officer: compliance with Regulation 7 (2) (c) & (2.8) of Form-A</p>	
4	<p>Experience details of</p> <p>a. Principle Officer</p> <p>b. Directors/ Partners</p> <p>c. Key Management Personnel</p> <p>d. Compliance Officer</p>	<p>(i) Experience certificates duly authorised by the employers on their respective letter heads</p> <p>(ii)Details of the relevant experience</p>	<p>a. Principal Officer: Compliance with Regulation 7 (2) (d) (ii) & (2.9) of Form-A</p> <p>b. Directors/ Partners: (2.5) of Form-A</p> <p>c. KMP: (2.6) of Form-A</p> <p>d. Compliance Officer: Compliance of Regulation 7 (2) (c) & (2.8) of Form-A</p>	
5	<p>NISM certification details of the Principal Officer</p>	<p>NISM-Series-XXI-B: Portfolio Managers Certificate</p>	<p>Compliance with Regulation 7(2) (d)(iii) & (2.9) of Form-A</p>	
6	<p>Declaration 1</p>	<p>FIT and Proper Person: SEBI (Intermediaries) Regulations, 2008 (Refer Annexure 1)</p> <p>In case SEBI has taken any action against the Entity/ Associate entity/ Directors/ Partners/ Key Management Personnel (KMP)/ Promoters/ Compliance Officer/ Principal Officer in the past 5 years from date of applying</p> <p>(If Yes, Provide the status)</p>	<p>Compliance with Regulation 8 & (10.2) of Form - A</p>	

7	Declaration 2	Compliance with Regulation 7 (2) signed by at least two Directors or designated partners (Refer Annexure 2)	Compliance with (10.1) of Form - A	
8	Declaration 3	Any Disciplinary actions has been taken by the Board against a person directly or indirectly connected with the applicant.	Compliance with Regulation 7 (2) (f)	

- ii. Change in Contact Details Number, Email, Change in Address (Excluding Registered office address), etc.

(There is no requirement of submitting documents to SEBI in respect of the above activities. It is mere intimation which is taken on record by SEBI.)

- iii. Act as an Eligible Fund Manager

S.No	Particulars	Documents Sought	Purpose of the Document/in terms of Form-A/ SEBI PMS Regulations, 2020	Documents Provided(Please mention “already provided” in case the documents have already been provided with registration application)
1	Declaration 1	Declaration to act as an eligible fund Manager (Refer Annexure 13)	Schedule VI of SEBI (Portfolio Managers) Regulations, 2020	

8. Surrender of Registration

Original physical SEBI registration certificate to be sent to SEBI pursuant to filing of Surrender Application in SI Portal along with below documents:

Sr. no	Particulars	Documents sought	Documents Provided (Please mention “ <i>Already provided</i> ”, in case, the documents have already been provided with application)
1	Registration Certificate	The Original certificate of registration	
2	List of Activities	List of all activities that are being carried out including those activities that do not relate to the securities market.	
3	Details of Directors	(i) Name (ii) DIN (iii) Pan Card	
4	Details of registration with SEBI	Details of registered with SEBI as any other intermediary.	
5	Enforcement Action	Details of Enquiry/ Adjudication/ Prosecution / or any other action initiated or pending against the company with respect to its activities as a SEBI registered entity.	
6	Undertaking 1	An undertaking that its current Portfolio manager’s mandate have either been completed or duly terminated and that the entity will continue to be responsible for any liability, which may arise out of the mandate.	



7	Declaration 1	Declaration with respect to pending complaints against the applicant.	
8	Declaration 2	Declaration with respect to liability for all liabilities and obligations before the surrender of certificate. (Refer Annexure 12)	
9	Board resolution	A copy of the Board resolution for surrender of certificate of registration as portfolio manager	
10	Custodian account statement	Copy of latest custodian account statement showing Nil investment	
11	Compliance Certificate	Certificate from a chartered accountant in practice with respect to compliance with provisions of SEBI (Portfolio Managers) Regulations, 2020	
12	Public notice (Issuance of Public Notice in 2 Newspapers - National and Local.)	Newspaper cut out of a public notice issued in a widely circulated newspaper stating that you are going to surrender your SEBI registration certificate as a PMS with registration number _____	



9. Renewal of registration certificate

Original physical SEBI registration certificate along with a cover letter to be sent to SEBI pursuant to filing of Renewal Application and pursuant to payment of fees through SI Portal.

Sr. no	Particulars	Documents sought
1	Payment Details	(i) Renewal Fee Details (ii) GST Details

(Note: Updated as on 17th April, 2023)



Annexure 1

Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Dear sir/madam,

Sub: Declaration for Fit and Proper Person as specified in SEBI (Intermediaries) Regulations, 2008

We hereby declare that we, _____(Applicant), our representatives, the key management persons, the Directors, Principal officers, Compliance Officers, are fit and proper persons based on criteria as specified in Schedule II of the Securities and Exchange Board of India(Intermediaries) Regulations, 2008; viz;

- a) integrity, honesty, ethical behaviour, reputation, fairness and character of the person;
- (b)the person not incurring any of the following disqualifications:
 - (i)criminal complaint or information under section 154 of the Code of Criminal Procedure, 1973 (2of 1974) has been filed against such person by the Board and which is pending;
 - (ii)charge sheet has been filed against such person by any enforcement agency in matters concerning economic offences and is pending;
 - (iii)an order of restraint, prohibition or debarment has been passed against such person by the Board or any other regulatory authority or enforcement agency in any matter concerning securities laws or financial markets and such order is in force;
 - (iv)recovery proceedings have been initiated by the Board against such person and are pending;
 - (v)an order of conviction has been passed against such person by a court for any offence involving moral turpitude;
 - (vi)any winding up proceedings have been initiated or an order for winding up has been passed against such person;
 - (vii)such person has been declared insolvent and not discharged;
 - (viii)such person has been found to be of unsound mind by a court of competent jurisdiction and the finding is in force;
 - (ix)such person has been categorized as a wilful defaulter;



(x) such person has been declared a fugitive economic offender; or (xi) any other disqualification as may be specified by the Board from time to time

Thanking You

Yours faithfully,

With regards,



Annexure 2

Date:

To,

Securities and Exchange Board of India

Investment Management Department

SEBI Bhawan, Plot No.: C4-A, “G- Block”

Bandra Kurla Complex,

Mumbai- 400 051

Dear Sir/Madam,

Sub: Declaration of compliance with Regulation 7(2) of SEBI (Portfolio Managers) Regulations, 2020

We, _____(Applicant) hereby declare and undertake that we have complied with the regulation 7(2) of the SEBI (Portfolio Managers), Regulations 2020 at all times.

For _____(applicant)

With Regards,



Annexure 3

Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Dear sir/madam,

Sub: Declaration of compliance with clause 12(b) of Schedule III to SEBI (Portfolio Managers Regulations, 2020)

We, _____(Applicant) hereby declare that the applicant shall at all times comply with the provisions of Clause 12(b) of Schedule III to SEBI (Portfolio Managers Regulations, 2020)

For _____(Applicant)

Thanking You

Yours faithfully,

With regards,

Annexure 4



Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Dear sir/madam,

Sub: Declaration of compliance with SEBI circular on fees and Charges

We, _____(Applicant) hereby declare that the applicant shall at all times comply with the circulars issued by SEBI with respect to fees and charges.

Thanking You

Yours faithfully,

For _____(Applicant)

With regards,



Annexure 5

Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Dear sir/madam,

Sub: Declaration of Submission of periodic reports and Disclosure Documents to SEBI

We, _____(Applicant) hereby declare that the applicant has compiled with respect to submission of periodic reports and Disclosure Documents to SEBI as specified in SEBI (Portfolio Managers) Regulations, 2020 or as specified in any circular issued by SEBI.

Thanking You

Yours faithfully,

For _____(Applicant)

With regards,



Annexure 6

Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Dear sir/Madam,

Sub: Declaration under clause (e) of sub-regulation (1) of Regulation 27- regarding maintenance of records for Investment rationale

We, _____(Applicant) hereby declare that the applicant shall at all times comply with the provisions of clause (e) of sub-regulation (1) of Regulation 27 of the SEBI (Portfolio Managers) Regulations, 2020 with respect to maintenance of records for Investment rationale.

Thanking You

Yours faithfully,

For _____(Applicant)

With regards,



Annexure 7

Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Respected Sir/Madam,

Sub: Declaration about change of address

Ref.: Application No. _____

SEBI Reg. No. _____

With reference to application no. _____ on the SEBI portal, we hereby declare that we had informed all the active clients about change of address.

Thanking you,

With regards,



Annexure 8

Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Respected Sir/Madam,

Sub: Declaration about change in Name

Ref.: Application No. _____

SEBI Reg. No. _____

With reference to application no. _____ on the SEBI portal, we hereby declare that we had informed all the active clients about change of name.

Thanking you,

With regards,



Annexure 9

Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Dear Sir/Madam,

Sub: Declaration with respect to current and continued fulfilment of capital adequacy norms.

We, directors/partners and the principle officer, on behalf of the applicant _____, declare that we currently fulfil and would continue to fulfil all the prudential norms relating to capital adequacy as prescribe under the relevant regulations of SEBI even when the subsidiary is established. Further, net worth of our parent entity registered with SEBI, shall be available separately/exclusively i.e. for the subsidiary additional capital will be available on the books of the parent intermediary.

With regards,



Annexure 10

Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Dear Sir/Madam,

Sub: Declaration with respect to maintaining arm's length relation between the parent and the subsidiary.

We, the directors/partners and the principle officer, on behalf of the applicant _____, declare that the subsidiary will be operated as an independent entity, at arm's length with the existing operation of the applicant with clear Chinese walls between the functioning of the two companies.

With regards,



Annexure 11

Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Dear Sir/Madam,

Sub: Pre and post shareholding pattern for our application for change in control/change in shareholding pattern without change in control.

Please find the pre and post change in shareholding pattern for our application for change in control/change in shareholding pattern without change in control in the following table:

S.No.	Current Shareholding			Proposed Shareholding		
	Shareholder	No. of shares	% holding	Shareholder	No. of shares	% holding
1.	_____			_____		
2.	_____			_____		
3.	_____			_____		

With regards,



Annexure 12

Date:

To
Securities and Exchange board of India
Investment Management Department
SEBI Bhavan, Plot No. C-4A
G- Block, Bandra Kurla Complex
Mumbai- 400051

Dear Sir/Madam,

Sub: Declaration with respect to liability for all liabilities and obligations before the surrender of certificate.

I, the applicant/We, the directors/partners and the principle officer, on behalf of the applicant _____, declare that I/we shall continue to be liable for all liabilities and obligations including monetary penalties, if any or violations if any of the provisions of the SEBI Act and the SEBI (Portfolio Managers) Regulations, 2020 that have taken place before my/the applicant's surrender of certificate of registration.

With regards,



Annexure 13

Declaration for Eligible Fund Managers

Existing Portfolio Manager which intends to act as an eligible fund manager (EFM) must provide the below mentioned declaration.

We hereby declare that we are a SEBI registered portfolio manager with Registration Number We intend to provide our services to eligible investment funds. In this regard, we declare that:

- a) We are compliant with subsection 4(a) of section 9A of Income-tax Act, 1961 (We are not an employee of the eligible investment fund or a connected person of the fund);
- b) We are compliant with subsection 4(c) of section 9A of Income-tax Act, 1961 (We are acting in the ordinary course of our business as a portfolio manager);
- c) We are compliant with subsection 4(d) of section 9A of Income-tax Act, 1961 (We along with our connected persons shall not be entitled, directly or indirectly, to more than twenty per cent of the profits accruing or arising to the eligible investment fund from the transactions carried out by the fund through us); and
- d) We shall comply with any other requirements as may be specified by the Government and/or any regulatory body from time to time.

For and on behalf of

(Name of Applicant)

Director 1/ Designated Partner 1

Director 2/ Designated Partner 2

Name in Block Letters

Place:

Date:

Name in Block Letters

Place:

Date: