



To: All SEBI Registered Portfolio Managers
From: APMI Principal Officer
Subject: **Steps to upload Monthly Reports on APMI Portal.**

Please execute the following 3 steps after login into the APMI portal with your login credentials.

1st Step: Create 'Investment Approach Masters':

- a) Click on 'Menu' option.
- b) Select 'Masters'.
- c) Select 'Create Your IA Details'.
- d) Click on 'Add'.
- e) Complete various details and click on 'Save'.

Follow the above steps to create the Investment Masters for all your Strategies.

2nd Step: For uploading the Monthly Performance Report:

- a) Click on 'Menu option'.
- b) Select 'Utilities'.
- c) Select 'Upload – IA Monthly Performance Report'.
- d) Select Month and Year.
- e) Select Service Type.
- f) Tick mark on the box provided.
- g) Click on 'Custom File Format' to download the report format.
- h) Fill various details in custom file format.
- i) Upload the Report.

3rd Step: For uploading the Monthly Turnover Report:

- a) Click on 'Menu option'.
- b) Select 'Utilities'.
- c) Select 'Upload – IA Monthly Turnover Report'.
- d) Follow steps (d) till (i) as provided in step 2 above.

Also, there are three videos provided in the 'Videos' menu option in respect to above mentioned steps which you may please refer to.

Please let us know for any further queries / clarifications.

Regards,

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