KTRACK

MF SERVICES ON THE MOVE

User Manual for Investors

Version 1.3

29/06/2015

KARVY Computershare

KTRACK
MF SERVICES ON THE MOVE

Contents

KARVY computershare

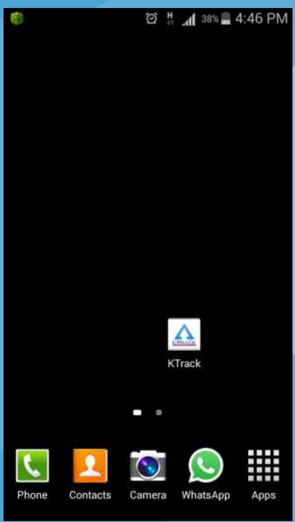
Introduction

KCPL wanted to give their investors and distributors an additional service by providing a Mobile application. KTrack is a Mobile App which is a one stop shop where all the services are facilitated in a single touch. This document provides a blueprint summary of KTrack Mobile App.

Benefits

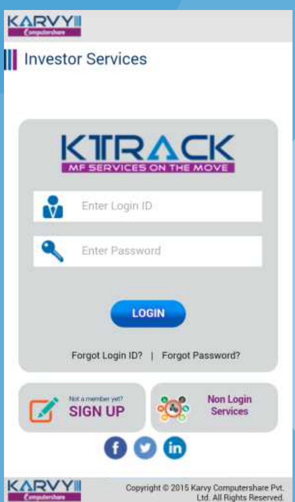
There are many ways in which KTrack can help both investors and distributors.

- Easy access
- Any time access
- One-touch access
- Increase access
- Transacting capabilities on the go



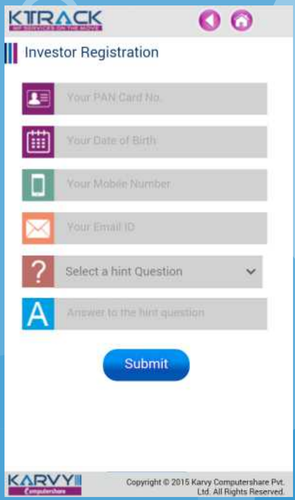
Getting Started

Any user needs a smart phone device with internet access in order to download and install this application. As of now this is available on Google Play Store for free download. After installing KTrack the App icon will appear on the screen, which is ready for use.



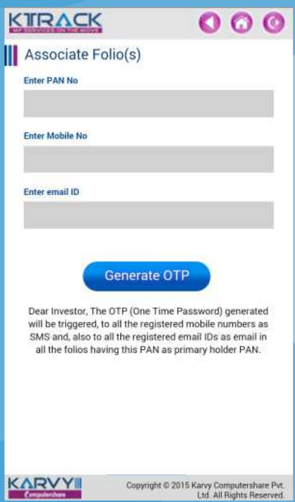
Steps to Use the app:

- Click on the icon to launch the app.
- On the Login Page you will see the “Sign Up” button.
- User needs complete to registration first in order to use the app.
- Press the “Sign Up” button, which will take you to the registration page.
- User needs to input all the required details for registration.



Investor Registration

After providing all required information for registration, user needs to Press "Submit" Button. He / She needs to enter the Login ID and Password of choice and "Submit". Confirmation message is sent to his / her registered email ID number.

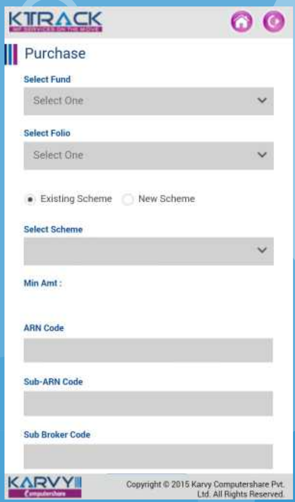


Associate Folio - User needs to -

- Input his / her valid and registered PAN
- Enter mobile number
- Enter his registered email ID
- Click on "Generate OTP"
- Receive OTP on registered mobile
- Enter OTP to associate the folio
- Associate any number of folios using this feature

Transact Now

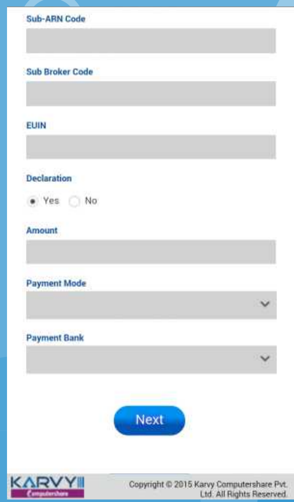
Investors may choose the options of additional purchase, redemption or switch to transact.

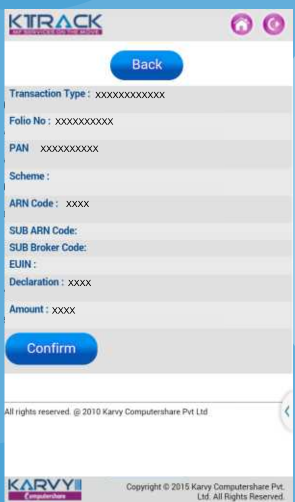


Purchase

An investor may choose the AMC, folio and scheme to transact. He / She may choose to invest in an existing scheme or a new one.

He / she also has to select the broker details, EUIN and declaration in case he / she goes for regular schemes Amount, mode of payment and the bank name needs to be specified before he clicks on Next.





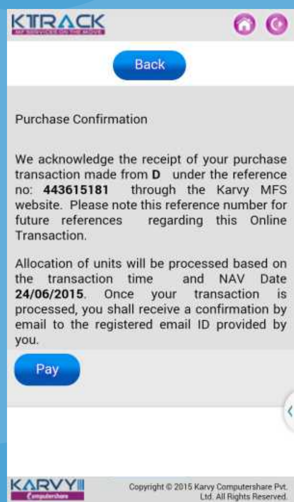
Confirmation - Purchase

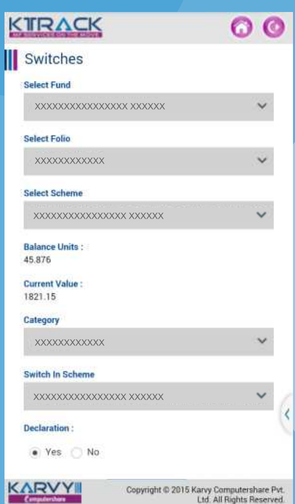
The confirmation page allows the investor to recheck the specifics of the transaction, before he proceeds. Else he / she may go back to the previous page to edit.

On pressing on Confirm, he / she would be taken to the Purchase Confirmation page, where he / she has to click on Pay.

He / She is redirected to the Payment Gateway page, where he / her needs to make the payment.

Confirmation mail is sent to the investor on his registered mail id.



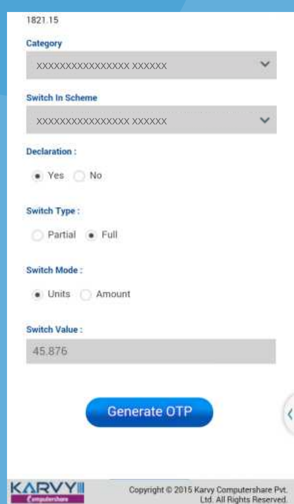


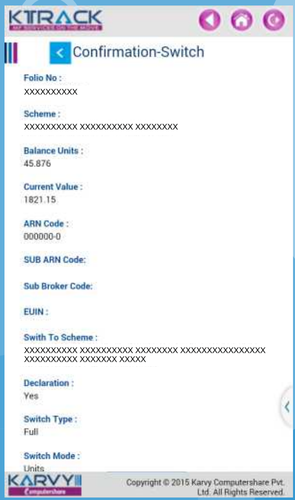
Switch

Investor has to select the category of mutual fund and select the scheme where he has to switch.

He / She has to select the EUIN declaration and define the switch type and mode, before entering the amount or units, where the switch is not full.

Once he clicks on Generate OTP, one time password gets generated on his registered mobile no.

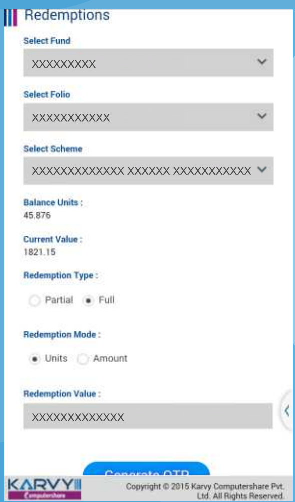




Confirmation - Switch

This page gives the transaction details as entered by the investor. The OTP needs to be entered and the investor needs to confirm to get the transaction processed. Else he / She may choose to cancel the transaction.

Confirmation mail is sent to the investor on his / her registered mail id.

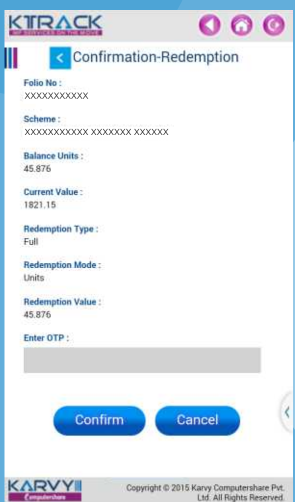


Redemption

Investor has to select the AMC , folio and the scheme from which he / she has to redeem.

He / She has to define the redemption type and mode. In case the redemption is not full, he / she has to enter the amount or units to redeem.

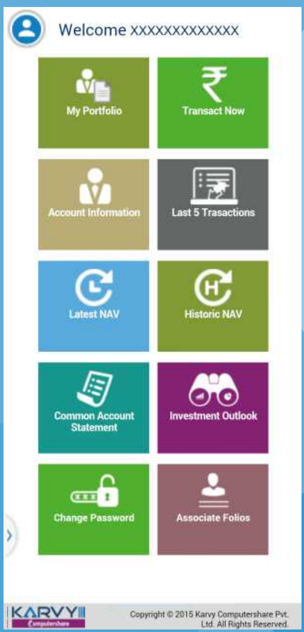
Once he / She clicks on Generate OTP, one time password gets generated on his / her registered mobile no.



Confirmation - Redemption

This page gives the transaction details as entered by the investor. The OTP needs to be entered and the investor needs to confirm to get the transaction processed. Else he / she may choose to cancel the transaction.

Confirmation mail is sent to the investor on his / her registered mail id

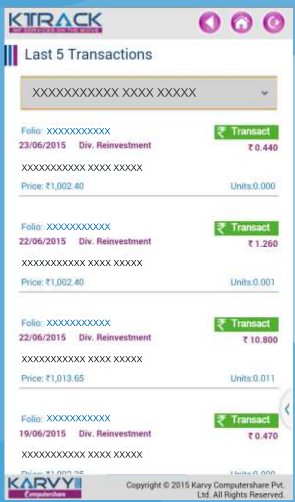


Account Access

Once the User ID and Password are authenticated. User will be routed to the Home Page to access user's account where a set of predefined menu controls are available.

Types of controls in Account:

- Last 5 Transactions
- Latest NAV
- Historical NAV
- My Investments
- Account Statements
- Consolidated Account Statements
- MF Investment Outlook
- PIN Generation
- Associate Folio
- Change Password



Last 5 Transactions

Upon selecting "Last 5 Transactions" menu, last 5 transactions done within that folio are listed.

System by default will list last 5 transactions across all funds.

User can select the desired fund name from the list of available funds in which user has investments.

Post selecting the desired fund name, system will list last 5 transactions done in that particular fund.

User at any point of time can go back to Main menu, Home Page or Exit the application with the available icons on the header of the App.

Latest NAV

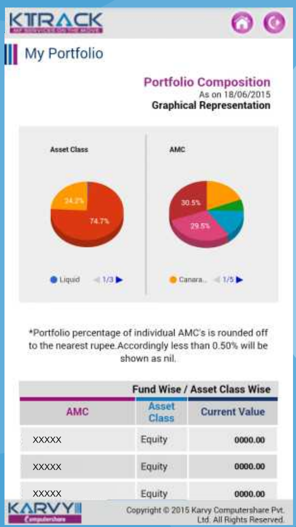
This feature provides user the latest NAV of a selected fund.

User needs to select the fund name and the system will directly display the latest NAV.

Get Historic NAV

- This feature provides user the historical NAV of a selected fund.
- User to select the fund name.
- User to select the date.
- System will directly display the historical NAV of the selected fund.

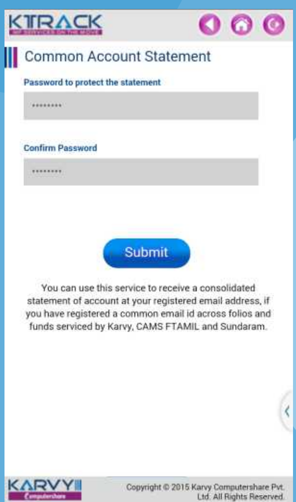
NOTE: System will display a maximum of 7 days of NAV from the selected date.



My Portfolio

- This feature helps with the list of all investments across all funds.
- User need to press on "My Investments"

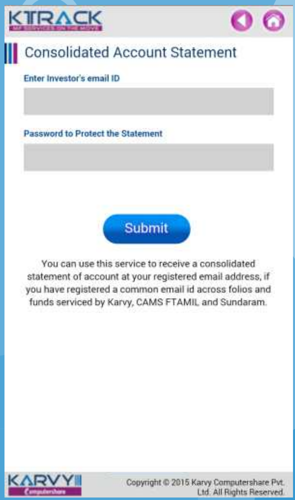
NOTE: Only registered folios will be listed.



Common Account Statement

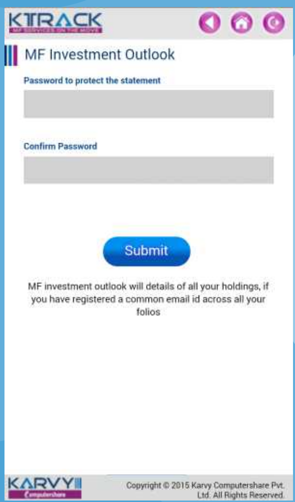
This feature triggers Account Statement of a selected folio from a selected fund.

- User to enter a password to protect the Statement
- User to re-enter the password to confirm
- User to press "Submit" button
- Upon submitting an Account Statement is generated and is sent to the registered mail Id with password protection



Consolidated Account Statement

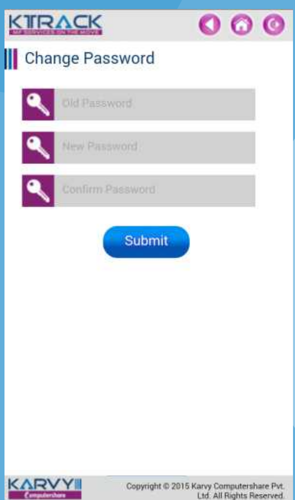
- This feature triggers a Consolidate account statement for the investments across funds serviced by KARVY, CAMS AND FTAMIL.
- User to input password to protect the statement.
- User to press "Submit" button
- Upon submitting an Consolidated Account Statement is generated and is sent to the registered mail Id with password protection.



MF Investment Outlook

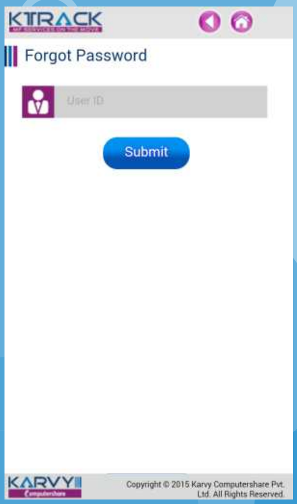
MF Investment Outlook offers many features like.

- Portfolio composition
- Transactions for a period
- Missing information
- Loads and fees
- Folios consolidated
- Transaction slips
- Non-Financial transactions
- User to input password to protect the statement
- User to re-enter the password to confirm
- User to press "Submit" button
- Upon submitting a password protected Consolidated Account Statement is generated and emailed to the registered email id



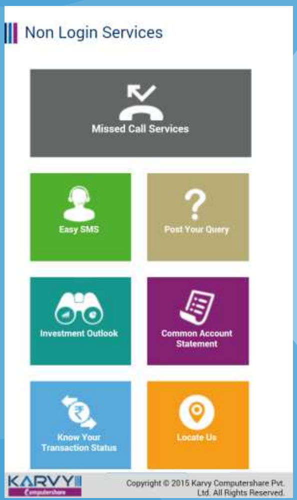
Change Password

- This feature helps user to change the existing password
- User initially need to input current password
- User to input the New password to change
- User to re-enter the new password to confirm the same
- Click on "Submit" button which will change the existing password to the set new password



Forgot Password

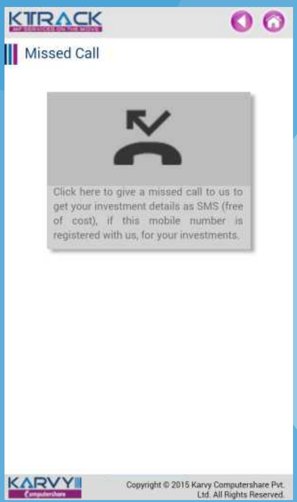
- You have to Enter your User ID and Submit
- Password will be sent to your registered e-mail ID



Non Login Services

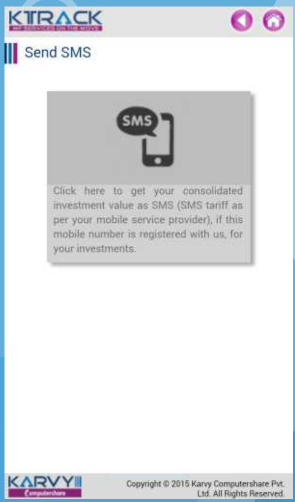
This enables you to use the following features without login.

- Missed Call Services
- Easy SMS
- Post your Query
- Investment Outlook
- Common Account Statement
- Know Your Transaction Status
- Locate Us



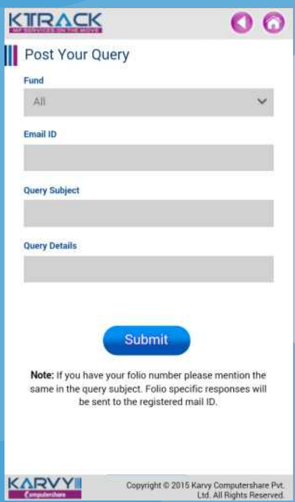
Missed Call

Give a missed call to 0912993399 or SMS BAL to 0912993399.



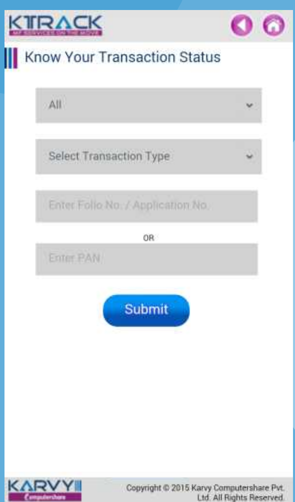
Send SMS

SMS BAL first letter of the fund name (for example to get the balance value in AMC name SMS BAL a to 09212993399.



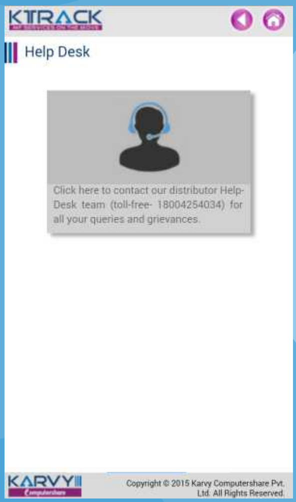
Post Your Query

For any queries or complaints that you have related to any of the Mutual Funds serviced by us, please fill in the details below and we will revert back at the earliest with a resolution.



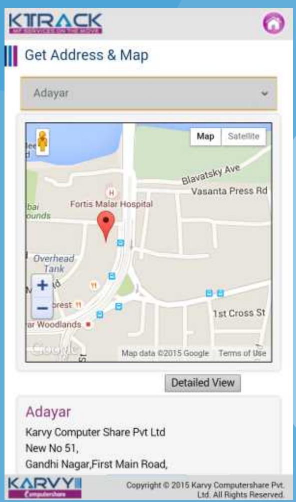
Know Your Transaction Status

The option Know Your transaction helps you to know the status any of your individual transaction carried out under any of the Karvy serviced Mutual Funds. It Provides data up to 120 days. For security reasons we will be providing the transaction date and Price applied and the status of the transaction. If you wish to down load the transaction level report please use the option provided under Investor Transaction Report in our website which will be triggered to your registered mail ID.



Help Desk

For any queries or complaints that you have related to any of the Mutual Funds serviced by us, Please contact at Toll-free number.



Get Address and Map

This feature recognizes your current location after you choose the city and helps you to locate the nearest branch.

KARVY COMPUTERSHARE PVT LTD
Karvy Selenium Tower B | Plot number 31 & 32 | Financial District
Nanakramguda | Serilingampally Mandal | Hyderabad - 500032 | India
www.karvycomputershare.com