

Dear Business Partners,

To enhance onboarding experience for our channel partners & clients. Marcellus has taken an initiative to extend support on Prefilling of all New Clients for PMS & Requisite Demat + others form by Marcellus Onboarding Team. Through this initiative we expect to solve complexities involve in PMS documentations due to multiple set of accounts to be opened for single client with different entities.

Key benefits of this Process are listed down:

- ✓ Enable KRA check and identify need for IPV/OSV upfront and filter AML Validation.
- ✓ Improve TAT of account opening and enable clients to invest sooner.
- ✓ Eliminate Re-iteration of seeking information and ratification from client to solve observations.
- ✓ Service & Operations efficiency at both Marcellus and Business Partner end.

Process Steps for the Marcellus Form Support:

- ☑ Download the Client Information Form [CIF] for Resident Client, NRI & Non individual through links shared below:
 - NRI (Non-US): <https://marcellus.in/new-cif-for-nri-clients-ver-2-0/>
 - US-NRI Partner: <https://marcellus.in/new-cif-for-nri-US-partner-clients-ver-2-0/>
 - US-Resident Foreign Nationals Partner: <https://marcellus.in/new-cif-for-fnr-US-partner-clients-ver-2-0/>
- ☑ Fill in complete client (s) details in CIF and refer to supporting KYC documents to be shared along with CIF.
- ☑ Ensure to share CLEAR scan copies of supporting documents & confirm dispatch address details.
- ☑ Email CIF and Supporting KYC documents to clientsupport@marcellus.in for validation.
- ☑ Respective SRM will validate the complete information in CIF and supporting KYC documents.
- ☑ If Validation is complete, team will carry of necessary KRA AML checks and prepare the Prefilled form based on the CIF & KYC documents.
- ☑ In case of need for IPV & OSV respective SRM will reach back to Partners.
- ☑ Prefilled forms will be couriered to the requested address with T+1 days of the complete validation date.

Important Notes:

- All information in CIF is mandatory and will be used in filling of complete form.
- Incomplete CIF, or missing info. or unclear documents will be rejected by SRM at the time of validation process and will not be processed for form preparations.
- Request clients to share clear images of the proof scan copies requested and in the readable format, unclear copies will not be accepted.
- All CIF submitted before 12:00 pm will be considered for validation on same day and dispatch by next working day.
- All CIF Received after 12.00 PM will be considered for dispatch on T+2 working day.
- Ensure to mention the “**Dispatchment Address**” in the CIF.

In case of any further queries & clarification, you may reach out to your respective Service Relationship Manager for assistance.

Regards

Team Marcellus.