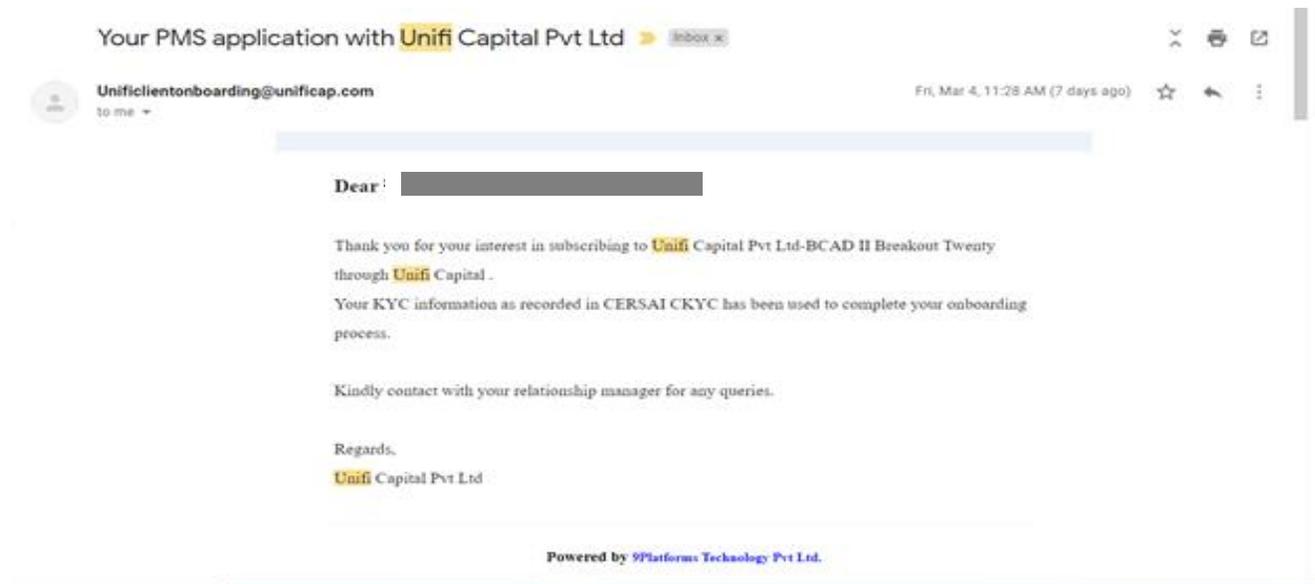


## Unifi Client Process Manual- For Digital Onboarding

Unifi RM will initiate the digital onboarding through the platform.

### 1. Initiating digital onboarding by Unifi

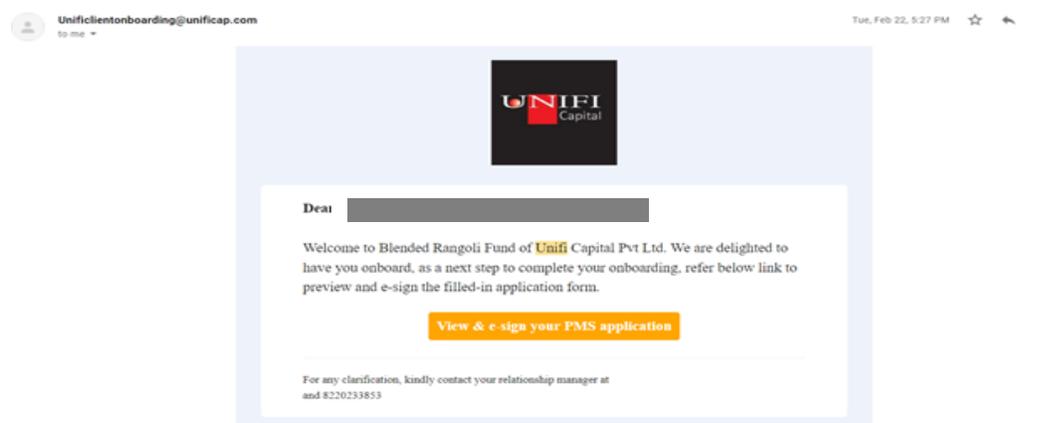
When we have initiated onboarding, we fetch the client data from CKYC (a database of investors). An email intimation will be sent to the registered mail ID of the client.



No Action needs to be done by the client for this mail.

### 2. Receipt of Consent Email from Unifi

Post initiation of onboarding by Unifi, a mail seeking customer consent will be sent from Unifi.



On receipt of this mail, the following action has to be done by the client.

- a. Click the “View & Sign your PMS application” in the mail. This will redirect to the consent page as given below

Transaction Details

ABC Unifi Capital Pvt Ltd	Strategy Matched Portfolio Fund	Investment amount ₹,500,000 FIFTY LAKH
Distributor Unifi Capital Direct		

Your Picture

Click to Capture Photograph

Do's & Don'ts

Specimen Signature

WET SIGNATURE

Fee Schedule

Fee Name	Rate %	Frequency
Transaction Fee	N/A	0
Performance Fee	N/A	0
Fund Management Fee	Unifi Equitrade PMS Fee	0.5

Definition used in Fee Schedule

If you have understood the fee calculations, please write "I have understood the fee clause and computation of fee charged by Portfolio Manager for the Discretionary Portfolio Investment Management Services" in below textbox

I/We understand that the details furnished in this form (like PAN, Date of birth etc.) would be utilized by Unifi Capital Pvt Ltd and - so fetch my / our KYC details from central database like CVM, IIR and CRVC database. We hereby provide our consent for fetching of such information. I/We confirm that the information and data as available on my IIR, registries is true, correct, valid and updated and Unifi Capital Pvt Ltd and - can rely on this information for opening a PMS and Demat account.

Yes, above information is correct

No, above information is incorrect & requires update

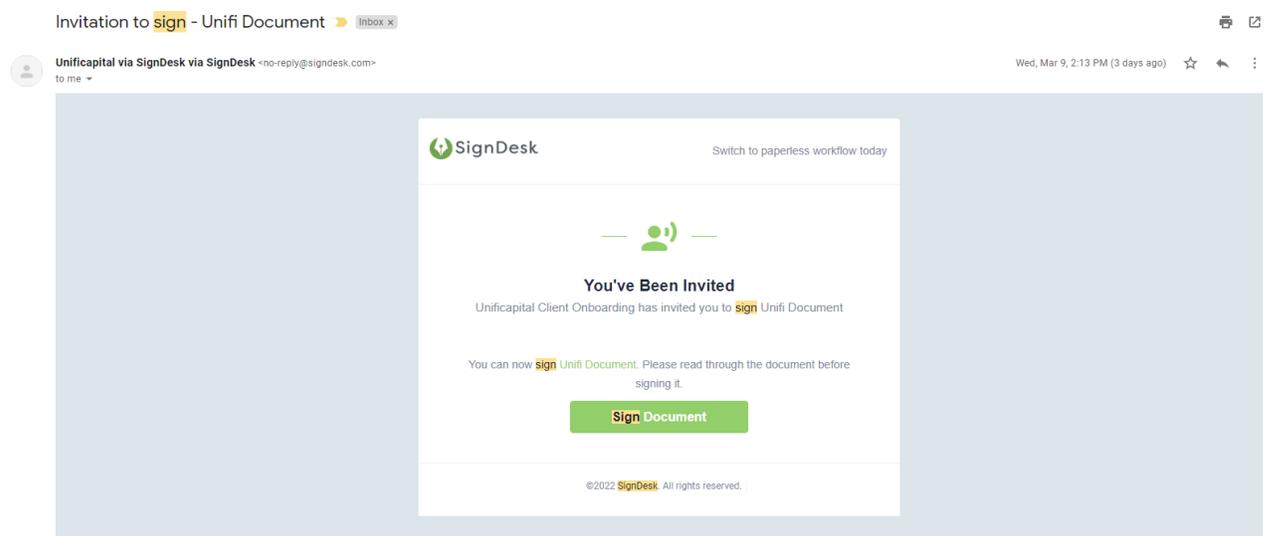
- a. The client ensures the basic details available on the consent page are correct and then captures a photo (there is a do's & don't's section on the page for how the photo has to be taken).
- b. The client ensures the details of fees opted by the client are correct.
- c. The client should type the consent for fees in the box without a spelling or extra space mistake. (Consent for fees given under the Fee schedule. It starts with "I have...").
- d. Then, the client will get the "Matching" popup above the declaration.
- e. Opt for the declaration and click the "yes above information is correct."
- f. An OTP is generated and sent to the client's registered mobile.
- g. Enter the OTP and click on "OK" for completing the consent process.

### 3. E-Sign of Documents

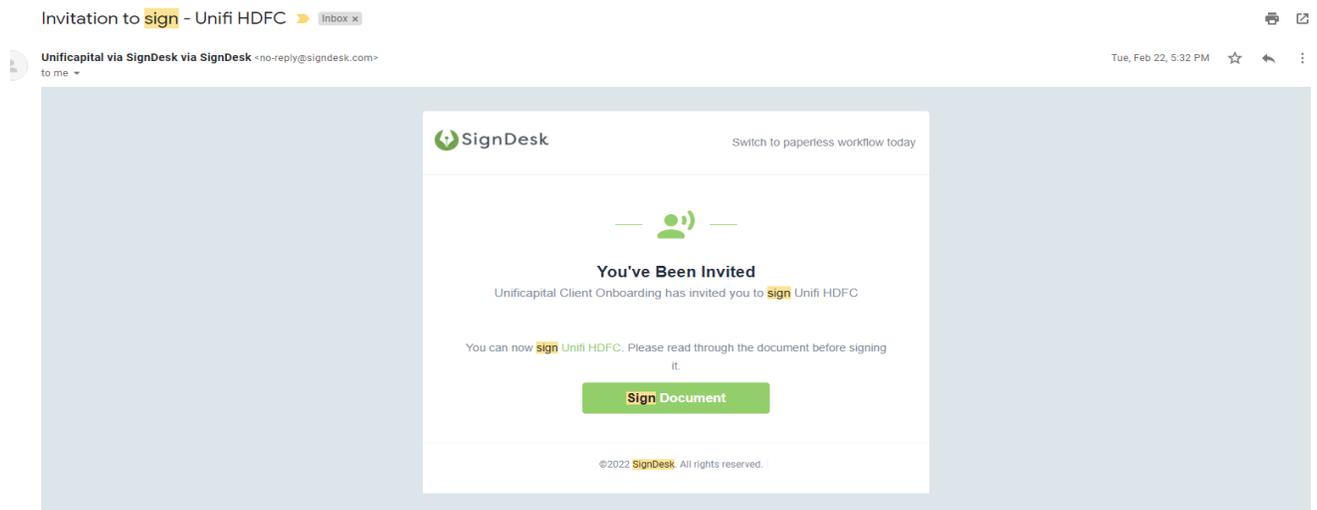
Within 5-10 mins of the consent process, the client will receive two invitations to sign from the Sign Desk to validate the client e signature as given below. One is for opening a Unifi PMS Account and the other is for opening HDFC Bank Custody Demat account. Sign Desk is the partner for e-stamping and e-signature for digital onboarding. If there is a delay in receiving these emails, the client will reach out to their RM.

*Email for e-signature*

#### 3i. For Unifi PMS Account

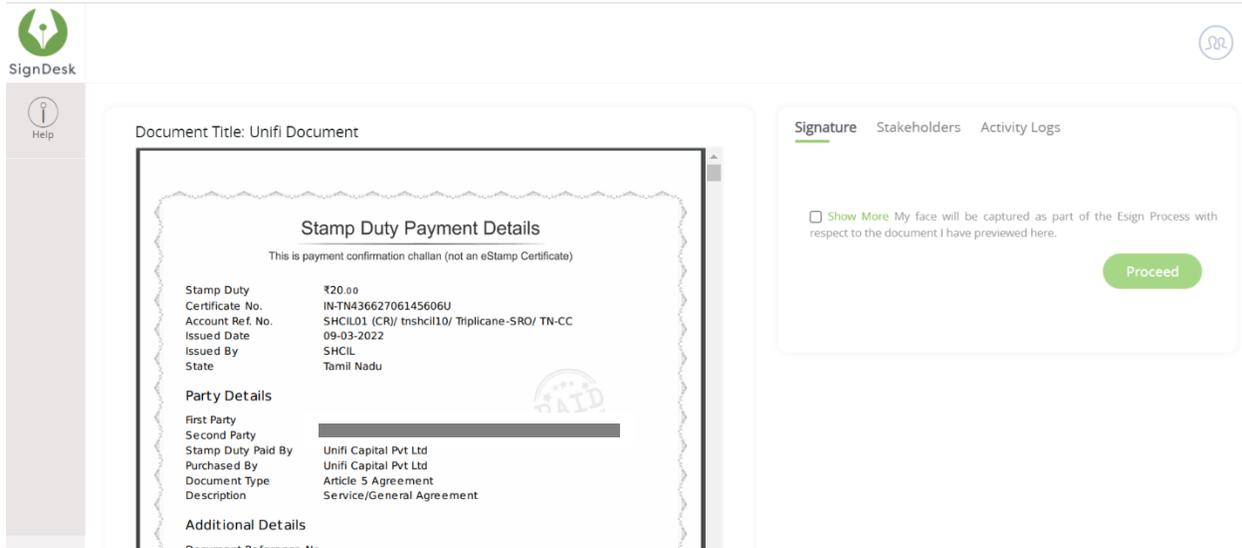


#### 3ii. For HDFC Custody Demat Account



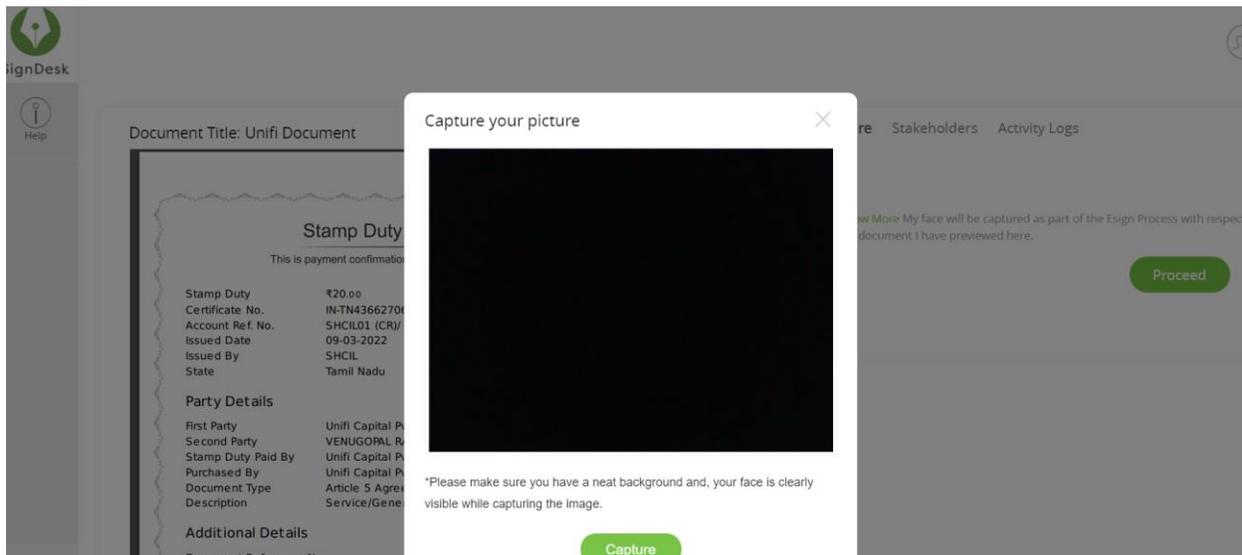
**3iii. For both emails,**

Click the “**Sign Document**”, This will redirect to the sign desk platform for validating the signature through Aadhaar OTP.

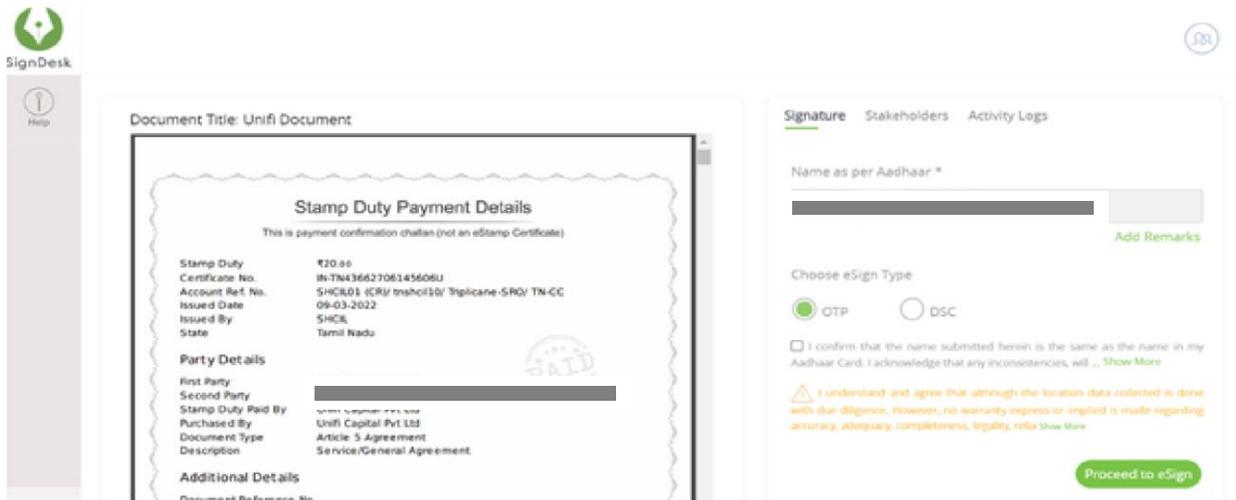


The following steps have to be followed for validating the e signature through Aadhaar.

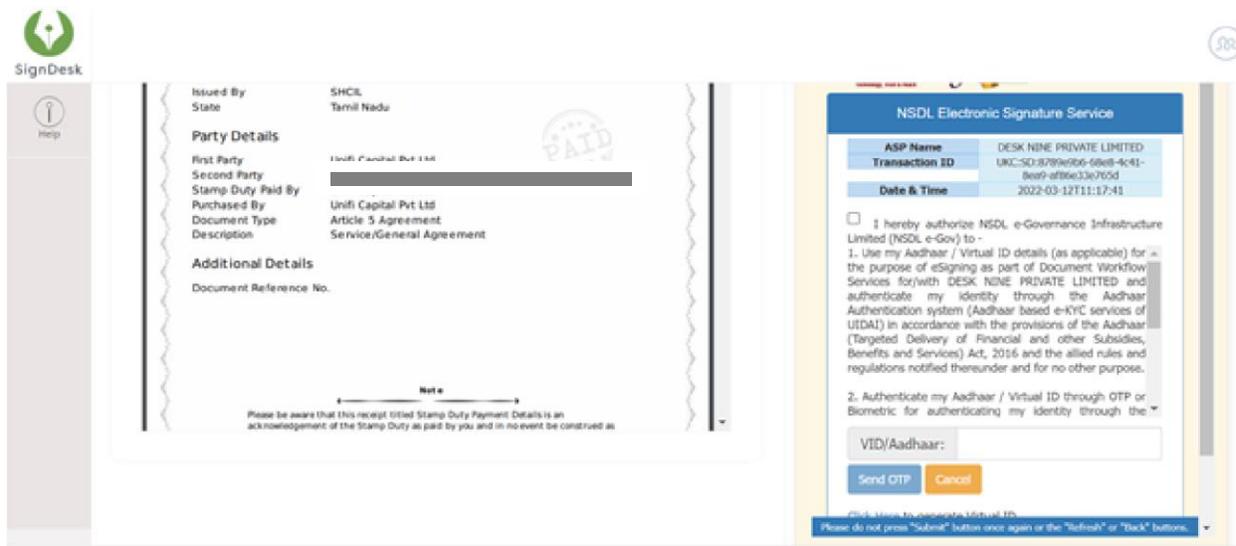
- Opt the “show more” and click the “**Proceed**”. This will redirect to capture your picture as given below



- Click on “**Capture**” and save the photo. This will redirect to the Aadhaar e signature validating page in the sign desk platform



- c. Please opt for OTP and declaration, then click on **“Proceed to eSign”** This will redirect to Aadhar NSDL Electronic signature service.



- d. Opt for the declaration, enter the Aadhaar number, click on **“Send OTP”** and send OTP. (The below page will appear)



Issued By: SHCIL  
State: Tamil Nadu

**Party Details**

First Party: Unifi Capital Pvt Ltd  
Second Party: [Redacted]  
Stamp Duty Paid By: [Redacted]  
Purchased By: Unifi Capital Pvt Ltd  
Document Type: Article 5 Agreement  
Description: Service/General Agreement

**Additional Details**

Document Reference No.:

**Note**

Please be aware that this receipt titled Stamp Duty Payment Details is an acknowledgement of the Stamp Duty as paid by you and in no event be construed as

**NSDL Electronic Signature Service**

<b>ASP Name</b>	DESK NINE PRIVATE LIMITED
<b>Transaction ID</b>	UKC:SD:8789e9b6-68e8-4c41-8ea9-af86e33e765d
<b>Date &amp; Time</b>	2022-03-12T11:17:41

I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -

1. Use my Aadhaar / Virtual ID details (as applicable) for the purpose of eSigning as part of Document Workflow Services for/with DESK NINE PRIVATE LIMITED and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the

Enter OTP:

Please do not press "Submit" button once again or the "Refresh" or "Back" buttons.

e. Then enter the OTP and click on “Verify OTP”. This will redirect to the document signed as given below

Document Title: Unifi Document

**Stamp Duty Payment Details**

This is payment confirmation challan (not an eStamp Certificate)

Stamp Duty	₹20.00
Certificate No.	IN-TN43662706145606U
Account Ref. No.	SHCIL01 (CR)/ tnschil10/ Triplicane-SRO/ TN-CC
Issued Date	09-03-2022
Issued By	SHCIL
State	Tamil Nadu

**Party Details**

First Party: Unifi Capital Pvt Ltd  
Second Party: [Redacted]  
Stamp Duty Paid By: [Redacted]  
Purchased By: Unifi Capital Pvt Ltd  
Document Type: Article 5 Agreement  
Description: Service/General Agreement

**Additional Details**

Document Reference No.:

**Signature** Stakeholders Activity Logs

**Document Signed**

The signature has been completed successfully

Please check the preview of the document to view your signature.

Signers shall be able to download the document only after all the signers have signed it.

**Repeat the same process for HDFC e-sign also. After completing this process, you will receive a confirmation mail from the sign-desk for the completion of the e-signature.**

If any clarifications are required at any stage, please call your RM.