

## Channel Partner Process

In order to hand hold and assist in the on boarding process, we have a dedicated channel partner team who would be glad to assist on the coordinates mentioned below:

### Channel Partner Contact details

Name	Contact	Email id
Mr. Chaitanya Challa	040-33215663	<a href="mailto:sdtieups@karvy.com">sdtieups@karvy.com</a>
Ms. Kanchana	040-33215664	
Mr. Dinesh Panyam	040-33215645	<a href="mailto:dinesh.panyam@karvy.com">dinesh.panyam@karvy.com</a>

For distributors wishing to avail channel partner facility, we have following two options to offer -

1. Upload .DBF (data base file) through our website [www.karymfs.com](http://www.karymfs.com) - Manual process
2. STP – Server Transfer Protocol - a completely automated data exchange process

Manual process (Option 1) is the default mode and would come in handy, in case of any unforeseen hindrances in utilizing option 2.

Option 2 may be utilized by the channel partner after they are fully conversant with the manual process

Specification document for STP can be shared with the distributor upon successfully on boarding as channel partner.

We have covered the step wise on boarding process below, followed by list of documents required for on boarding and key screenshots during the processing towards the end of this document.

The general process flow may be broadly divided into following four key steps-

- 1) **Agreement with AMCs**
- 2) **Generation of Test Feed by Channel Partner**
- 3) **Testing the Feed by Karvy team**
- 4) **Activation of Channel Partner Services(on successful completion of Testing)**

### Step 1: Agreement with AMCs

Distributor enters into an agreement with AMC of Karvy serviced funds

### Step 2: Generate Test Feed – Channel Partner

Distributor develops software (As per requirement) and provides the sample test feed output in mutual agreed format to Karvy.

- The format for transaction reporting can be shared on request.
- Channel Partner will send feed file for testing in .DBF format only.
- The test feed should be sent to [sdtieups@karvy.com](mailto:sdtieups@karvy.com)

**Step 3: Testing the Feed – Karvy Team**

Karvy Tests the sample feed in all parameters and confirms the results to Channel Partner

- Upon successful completion of testing, Karvy would request CP to seek AMC approval on the same chain email.
- Upon receiving the confirmation from AMC, Karvy will provide access to the channel partner link.

**Step 4: Activation of Karvy MFS Live Services**

Karvy to activate the LIVE Karvymfs services and channel partner processing

- Once the link is provided you can start uploading transactions fund wise (.DBF file only)

**Following on boarding documents are required to be uploaded by the Channel Partners**

Individuals	Non individuals	HUF
Account Opening Form	Account Opening Form	Account Opening Form
KRA acknowledgement	KRA acknowledgement	KRA acknowledgement of HUF
PAN	PAN - Corporate PAN	HUF PAN
POA if applicable	POA if applicable	PAN - KARTA
Joint holder's KRA acknowledgement - If Joint holders exist	MOA - Memorandum of Articles	KRA acknowledgement of KARTA
Cancelled Cheque Copy	BSL - Board Resolution	POA if applicable
FATCA Details	ASL - Authorized Signatory List	Cancelled Cheque Copy
CKYC – acknowledgement copy / application form	Partnership deed - if applicable	FATCA Details
	Cancelled Cheque Copy	
	FATCA Details	

## Process Flow

**Step #1** – Distributor login to Karvymfs portal and click on Channel Partner module

KARVY  
computershare

Last login time: 7/20/2017 1:38:27 PM  
ARN Code :  
[Logout](#)

Subscription Reports Mail Back Reports Service Console Chart Busters User Management  
Channel Partners Fundsight

Welcome | ! Your Dashboard

Communication Center

**Step # 2** – Select the Transaction Upload option from the below menu in order to upload the transaction feeds in .dbf format

Distributor Services

Home >> >>

Transactions / Annexures	Images Upload	Reports
Transaction Upload	Investor Doc Image Upload	NAV
Annexure Upload	Transaction Doc Image Upload	Confirmation File
<a href="#">More &gt;&gt;</a>	<a href="#">More &gt;&gt;</a>	<a href="#">More &gt;&gt;</a>
	Log Details	
	Upload History	

**Step # 3** – Once distributors clicks on the Transaction upload menu, the following screen appears to them for uploading the transactions fund wise.

### Distributor Services

Home >> Transaction & Annexure Upload >> Transactions Porting

Transactions / Annexures

Transaction Upload

Transaction Upload - 141

EUIN Upload

Special Products Upload

SIP Status Update

Annexure Upload

Trxn Upload Query

EMail Master

NCT Upload

FATCA Upload

Select Fund Select One

File Type Select One

File Name Choose file No file chosen

Upload

NOTE: Kindly update the KYC flag in the transaction file as "E" for the Aadhaar e-KYC PAN. However, for normal KYC the flag should be "Y".

File size should not exceed more than 4 MB.

To know status or detailed rejection reasons for an User Transaction Number, please [click here](#)

Fund	Karvy FileName	Log FileName	Total	Success	Rejection	Invalid	Others	Entry Date	Feed
JM	105N2007171337499823.dbf	105N2007171337499823.xls	7	7	0	0	0	7/20/2017 1:37:53 PM	83
LIC NOMURA	102N2007171337393724.dbf	102N2007171337393724.xls	2	2	0	0	0	7/20/2017 1:37:41 PM	83
AXIS	128N2007171337254029.dbf	128N2007171337254029.xls	2	2	0	0	0	7/20/2017 1:37:28 PM	83
RELIANCE	RMFN2007171337115428.dbf	RMFN2007171337115428.xls	5	5	0	0	0	7/20/2017 1:37:15 PM	83
RELIANCE	RMFS2007171336191500.dbf	RMFS2007171336191500.xls	5	0	0	5	0	7/20/2017 1:36:21 PM	83
JM	105S2007171336030714.dbf	105S2007171336030714.xls	2	2	0	0	0	7/20/2017 1:36:05 PM	83

**Step # 4** – Once the transactions are uploaded by the Channel Partner, the following dashboard appears to them with status of success / failure count. The Dashboard contain the link which provides the log details of the transactions.

### Distributor Services

Home >> Transaction & Annexure Upload >> Transactions Porting

Transactions / Annexures

Transaction Upload

Transaction Upload - 141

EUIN Upload

Special Products Upload

SIP Status Update

Annexure Upload

Trxn Upload Query

EMail Master

NCT Upload

FATCA Upload

Select Fund Select One

File Type  Normal  SIP

File Name Choose file No file chosen

Upload

NOTE: Kindly update the KYC flag in the transaction file as "E" for the Aadhaar e-KYC PAN. However, for normal KYC the flag should be "Y".

File size should not exceed more than 4 MB.

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LIC NOMURA	102N2007171337393724.dbf	102N2007171337393724.xls	2	2	0	0	0	7/20/2017 1:37:41 PM	
AXIS	128N2007171337254029.dbf	128N2007171337254029.xls	2	2	0	0	0	7/20/2017 1:37:28 PM	
RELIANCE	RMFN2007171337115428.dbf	RMFN2007171337115428.xls	5	5	0	0	0	7/20/2017 1:37:15 PM	
RELIANCE	RMFS2007171336191500.dbf	RMFS2007171336191500.xls	5	0	0	5	0	7/20/2017 1:36:21 PM	
JM	105S2007171336030714.dbf	105S2007171336030714.xls	2	2	0	0	0	7/20/2017 1:36:05 PM	

**Step # 5** – Once the transactions are successfully uploaded by the channel Partner, the transactions get processed at Unit level & on T+1 the reverse confirmation feed will get generated in the CP module with the status of transaction as Processed / Rejected.

## Distributor Services

Home >> Reports >> Confirmation Feed File

- Transactions / Annexures
- Images Upload
- Log Details
- Reports
  - NAV
  - Confirmation File**
  - NCT Reverse Feed
  - Redemption Funding
  - Dividend Funding
  - Refund Statement
  - Rejection File

Feed Type  
From Date  
Fund

Select One  
AXIS MUTUAL FUND  
BARODA PIONEER MUTUAL FUND  
BOI AXA MUTUAL FUND  
CANARA ROBECO MUTUAL FUND  
DEUTSCHE MUTUAL FUND  
EDELWEISS MUTUAL FUND  
GOLDMAN SACHS MUTUAL FUND  
IDBI MUTUAL FUND  
INDIABULLS MUTUAL FUND  
INVESCO MUTUAL FUND  
JM FINANCIAL MUTUAL FUND  
LIC MUTUAL FUND  
MIRAE ASSET MUTUAL FUND  
MORGAN STANLEY MUTUAL FUND  
MOTILAL OSWAL MUTUAL FUND  
PRAMERICA MUTUAL FUND  
PRINCIPAL MUTUAL FUND  
RELIANCE MUTUAL FUND  
TATA MUTUAL FUND  
Select One

2017

**Submit**

# Distributor Services

Home >> Reports >> Confirmation Feed File

Transactions / Annexures

Images Upload

Log Details

Reports

NAV

Confirmation File

NCT Reverse Feed

Redemption Funding

Dividend Funding

Refund Statement

Rejection File

Reco File(Active Folios)

Feed Type

Confirmation File

From Date

19/07/2017

To Date

20/07/2017

Fund

AXIS MUTUAL FUND

Submit

Confirmation File

128CON2007171354228467.dbf

Rejection File

128REJ2007171354230499.dbf