

by BNP PARIBAS

Mutual funds - Operations

Process flow for registration and issuance of EUIN card, EUIN renewal and EUIN mapping

I) Process flow for registration and issuance of EUIN Card

The employee who wish to get their EUIN registered and card issued from AMFI must have passed NISM Series V - A - Mutual Fund Distributors Certification Examination conducted by NISM.

The employee can visit the website of AMFI <u>www.amfinidia.com</u> and click on Distributor Corner tab. The following are the screen shots of the said web pages.





Click on the Online Registration and Renewal tab on the above screen. A new screen will be displayed as shown in the screenshot below.

AMFI × +				0	_	٥	2	×
\leftrightarrow \rightarrow \mathbf{C} $\mathbf{\hat{e}}$ web.camsonline.com/AMFI/login.aspx				☆	0	* (:
Association of Mutual Funds in India								^
	Register	Login						
	Whether Registering	a for ARN or EUIN ?						
	ARN	EUIN						
								ľ
@2020, Computer Age Management Services Limited		This site is best viewed with Internet	Explorer Version 9 and above with a screen resolution of 1024 x 768.					
E Q Search for anything	o e = =		へ 幅 戻 切り	EN EN	G 7	:51 PM	5	
				IM	1 27	/05/2021	0	Ð

Click on the Registration tab and then click on the EUIN option. Enter your PAN in the input field displayed and click on "Continue".

Investment Plans Best Mutual F	× 🚱 AMFI	× +	~ - 🗆 X
\leftarrow \rightarrow C $($ web.camsonline.com/AMFI/EUIN_Issuar	nce.aspx		ig 🕁 🛊 😩 i
🛄 Apps 🕥 MF Admin 🖓 Web-Admin 🕥 New Tab 👔	franklin mf login 😵 Kfintech login 🛹 cams log	jin 🔗 Fundsnet-CAMS 🥻 HRMS - SHAREKHAN 🚸 KRYSTAL DMS Pre 🚷 CAMS Old Website	» 🔳 Reading list
Association of Mutual Funds in India			
EUIN Detail			
	PAN*		
		Continue	
Type here to search	o 🗄 📻 📓 💩 🧿	🔯 🖆 📉	₩ (10)

The validity date of NISM certification and the NISM Certificate Number of the employee will be displayed on the next screen. In case the validity of the NISM certification is less than 6 months do not place the request online. In such cases, please renew your certification validity first and then proceed with online EUIN registration request.

For the cases where certificate is valid for more than 6 months, fill in all the mandatory details asked for and key in the ARN-20669 of Sharekhan Limited and click on the link provided "Fetch Employers details" link given on the screen. The screen will display the Organisation name as "Sharekhan Limited" on the screen. Fill in and complete the branch details where you are mapped to. Click on "Continue" button will display another page wherein the employee needs to upload his/her passport size photograph. Post-upload a click on "SAVE" button will submit the request to AMFI and a message as displayed in the screen shot below will be displayed on the screen.



→ C we								1	r #	
ADDS 57 MF Admi.	eb.camsonline.com/	AMFI/EUIN_Issuance.aspx		A taulifa attaula . A Watata baria	and the contract Call	The second second second				
MET	in 🔋 web-Admin	📷 Mutuai Fund Syste 👻	y nsenid HRM 🕤 New lab	👔 franklin mir login 🕑 ktintech login 🦟	cams login 🕑 Fundshet-CAMS	,HW HRMS - SHAREKHAN	V KRYSTAL DMS Pre			
Associat Mutual	tion of Funds in India									
	EUIN Detail	EUIN Other Detail	EUIN Image Detail							
			EUIN Photo*	Lipload Photo O Take Phot	to					
					_					
				Chases File						
				Allowed Format (.jpeg,.jpg,.png,.br	np)					
				Maximum File Size Should Be 4 ME	3					
O Type here	to search	0	📄 🤌 🖨	🧿 🔟 🔯			x ^e 🔨 🕅)) <i>P</i>	11:25 07/13/20	; 021
Investment Plans Be	est Mutual Fi 🗙 📔 🔜	Investment Plans Best Mutu	alf: x 🗞 AMFI	X 🐼 AMFI	× +			0	-	
investment Plans Be → C* (est Mutual Fi 🗙 🛃 eb.camsonline.com/ n 👰 Web-Admin	Investment Plans Best Mutu AMFI/EUIN_Issuance.aspx Mutual Fund Syste. 4	al F. X 💿 AMFI hSenid HRM 🕥 New Tab	X 💽 AMFI	× + cams login 🕑 Fundsnet-CAMS	iko HRMS - SHAREKHAN	KRYSTAL DMS Pre	О	- *	
nvestment Plans Be → C (est Mutual F x 🗰 eb.camsonline.com// m 😚 Web-Admin	Investment Plans Best Mutu AMFI/EUIN_Issuance.aspx Mutual Fund Syste 💡	al F. X 💿 AMFI hSenid HRM 💿 New Tab	× 🐼 AMFI	X + cams login 😵 Fundsnet-CAMS	j ilo HRMS - SHAREKHAN	KRYSTAL DMS Pre	⊙	- *	
nvestment Plans Be	est Mutual F x 🕅 🏧 eb.camsonline.com/, m 🚆 Web-Admin tion of Funds in India	Investment Plans Best Mutu AMFI/EUIN_Issuance.aspx Mutual Fund Syste 💡	al F x 💿 AMFI hsenid HRM 🕥 New Tab	x 🐼 AMFI	X + cams login 🔮 Fundsnet-CAMS	<mark>;H∎</mark> HRMS - SHAREKHAN	KRYSTAL DMS Pre	○	- *	
nvestment Plans Be → C	est Mutual F × @ eb.camsonline.com/, in % Web-Admin tion of Funds in India	Investment Plans Best Mutua AMFI/EUIN_Issuance.aspx Mutual Fund Syste Q	al F x 🧿 AMFI ASenid HRM 🎯 New Tab	X 🧿 AMEI	× + cams login	<mark>∭a</mark> HRMS - SHAREKHAN	KRYSTAL DMS Pre	ਿ ਮੈ	- *	
nvestment Plans Be → C	est Mutual F × 🐼 eb.camsonline.com/ n 🛞 Web-Admin tion of Funds in India	Investment Plans Best Mutu AMFI/EUIN_Issuance.aspx Mutual Fund Syste <i>Q</i> EUIN Other Detail	al F. X S AMFI hSenid HRM S New Tab	x 🐼 AMFI	X + cams login 😵 Fundsnet-CAMS	<mark>]₩</mark> • HRMS - SHAREKHAN	KRYSTAL DMS Pre	ਿ ਮੈ	- *	
westment Plans Be → C	est Mutual F x 🔯 eb.camsonline.com/ eb.camsonline.com/ Meb-Admin tion of Funds in India	Investment Plans Best Multu AMFI/EUIN_Issuance.aspx Mutual Fund Syste EUIN Other Detail	al F x @ AMFI hSenid HRM @ New Tab EUIN Image Detail EUIN Photo*	× S AMFI	× + cams login ♥ Fundsnet-CAMS	Ju HRMS - SHAREKHAN	KRVSTAL DMS Pre	ਿ ਮੰ	- *	
nvestment Plans Be	est Mutual F x A eb.camsonline.com/ in % Web-Admin tion of Funds in India	Investment Plans Best Mutu AMFI/EUIN_Issuance.aspx Mutual Fund Syste	alF x @ AMR hSenid HRM @ New Tab EUIN Image Detail EUIN Photo*	x 🐼 AMEI	× + cams login	Ha HRMS - SHAREKHAN	◆ KRYSTAL DMS Pre	ि र्भ	*	
nvestment Plans Be ightarrow C' ightarrow we prove O' MF Admin Mutual	est Mutual F × eb.camsonline.com/ n % Web-Admin tion of Funds in India EUIN Detail	Investment Plans Best Mutu AMFI/EUIN _Issuance.aspx Mutual Fund Syste @ EUIN Other Detail	alF × AMFI NSenid HRM New Tab EUIN Image Detail EUIN Photo*	x 🐼 AMEI	x + cams login I Fundsnet-CAMS	<mark>]₩</mark> ∎ HRMS - SHAREKHAN	KRYSTAL DMS Pre	● 1	- *	
nvestment Plans Be $ ightarrow C extbf{ e wir pps MF Admin Mutual$	est Mutual F x 🐼 eb.camsonline.com/ m 💀 Web-Admin tion of Funds in India	Investment Plans Best Mutu AMFI/EUIN_Issuance.aspx Mutual Fund Syste	al F. X 💿 AMFI hSenid HRM 💿 New Tab EUIN Image Detail EUIN Photo*	X AMFI	× + cams login	He HRMS - SHAREKHAN	♦ KRYSTAL DMS Pre V V V V Search Photo	• र्भ tos	*	
nvestment Plans Be \rightarrow C a wi pps \bigotimes MF Admin MIT Associat Mutual	est Mutual F x 🔯 eb.camsonline.com/ in 🖗 Web-Admin tion of Funds in India	Investment Plans Best Mutu AMFI/EUIN_Issuance.aspx Mutual Fund Syste	alf x ③ AMFI hSenid HRM ④ New Tab EUIN Image Detail EUIN Photo*	x AMFI	× + cams login Fundsnet-CAMS	He HRMS - SHAREKHAN	KRYSTAL DMS Pre KRYSTAL DMS Pre Search Pho	• न्ने tos	- *	
Investment Plans Be	est Mutual F × eb.camsonline.com/ n % Web-Admin tion of Funds in India EUIN Detail	Investment Plans Best Mutu AMFI/EUIN Issuance.aspx Mutual Fund Syste	alF × AMFI New Tab New Tab EUIN Image Detail EUIN Photo*	x AMFI f rankin mf login f rankin mf login f Upload Photo Take Phot	x + cams login ♥ Fundsnet-CAMS to ♥ Open ♥ Open ♥ Open ♥ Open ♥ Open ♥ msohtmiclip1 * ↑ ■ Fend JASD *	He HRMS - SHAREKHAN	★ KRYSTAL DMS Pre ✓ [0] Search Phot	● ☆ stos	*	
Investment Plans Be → C	est Mutual F X 🐼 eb.camsonline.com/. n 🖗 Web-Admin tion of Funds in India	Investment Plans Best Mutu AMFI/EUIN_Issuance.aspx	alf: x AMR Nsend HRM New Tab UIN Image Detail EUIN Photo*	x AMFI franklin mf login franklin fra	x + cams login ♥ Fundsnet-CAMS to to to to to to to to to to	Hoto,applicant	KRYSTAL DMS Pre	o \$ tos ₩	* 7	ت د م
Investment Plans Bł \rightarrow C a w MF Admin MIT Associat Mutual	est Mutual F x 🔯 eb.camsonline.com/ m 🖗 Web-Admin tion of Funds in India	Investment Plans Best Mutu AMFI/EUIN_Issuance.aspx Mutual Fund Syste	Alf x AMR In Genid HRM Now Tab EUIN Image Detail EUIN Photo*	x AME f ranklin mf login Kintech login f ranklin mf login Kintech login @ Upload Photo Take Photo @ Upload Photo Take Photo Choose File Allowed Format (.jpeg.,jpg.,png.,br Maximum File Size Should Be 4 Me	× + cams login ♥ Fundsnet-CAMS © Open ← → ← ↑ → This F Organize * New folder ■ monthmiclipt # ↑ WebEx # WebEx # WebEx # WebEx # WebEx # File name:	He HRMS - SHAREKHAN AC → Desktop → Photos Photo_applicant Photo_applicant	KRYSTAL DMS Pre KRYSTAL DMS Pre Search Phot Search Phot Image File Image File	• दे tos ा	*	· · ·
Investment Plans B \rightarrow C $$ we wpps $$ MF Admin Mutual Associat Mutual	est Mutual F × eb.camsonline.com/ n % Web-Admin tion of Funds in India EUIN Detail	Investment Plans Best Mutu AMFI/EUIN Issuance.aspx Mutual Fund Syste @	alf: x AMH hsend HRM New Tab	x AMEI	x + cams login ♥ Fundsnet-CAMS to Organize Vew folder Temp LMSD# WebEx # WebEx # WebEx # WebEx # Tem LMSD# File name:	PC > Desktop > Photos Prioto_applicant	KRYSTAL DMS Pre KRYSTAL DMS Pre Search Phone Image File Open	tos	× *	ت ج بر بر بر بر
nvestment Plans Be	est Mutual F X 🔯 eb.camsonline.com/. in 🖗 Web-Admin tion of Funds in India	Investment Plans Best Mutu AMFI/EUIN Issuance.aspx Mutual Fund Syste	alf: x AMFI NSenid HRM New Tab EUIN Image Detail EUIN Photo*	x ♦ AMEI () franklin mf login () Kfintech login () () () () () () () () () () () () ()	x + cams login ♥ Fundsnet-CAMS to ♥ Open ← → → ↑ → This f ♥ Organize * New folder ■ Temp1_MFSD.* ■ WebEx # ■ WebEx # ■ WebEx # ■ WebEx # ■ File name:	Image: An intervention of the interventinterventinterevention of the intervention of the interv	KRYSTAL DMS Pre KRYSTAL DMS Pre V O Search Phot Open	tos	× Canc	ت ع د دوا
nvestment Plans Be \rightarrow C	est Mutual F x 🐼 eb.camsonline.com/, m 🖗 Web-Admin tion of Funds in India	Investment Plans Best Mutu AMFI/EUIN Issuance.aspx	alf x AMR hSenid HRM New Tab EUIN Image Detail EUIN Photo*	x AMFI	x + cams login ♥ Fundsnet-CAMS ♥ Open ← → ← ↑ → Thisf Ørganize * New folder ■ msohtmiclipt * ■ webzx * Webzx *	He HRMS - SHAREKHAN	KRYSTAL DMS Pre KRYSTAL DMS Pre Search Phot Open	ि भी tos ह	× Canc	C C
nvestment Plans Be	est Mutual F x 🔯 eb.camsonline.com/ m 🖗 Web-Admin tion of Funds in India	Investment Plans Best Mutu AMFI/EUIN_Issuance.aspx Mutual Fund Syste @	alf: x AMR Kenid HRM Kenid HRM	X AME Image: Strate in and login X Image: Str	x + cams login ♥ Fundsnet-CAMS © Open ← → → ↑ → This F Organize * New folder I moshtmiclipt # Temp J.MFDD # Webs: # Webs: # Webs: # Hall AUM File name:	He HRMS - SHAREKHAN	KRYSTAL DMS Pre KRYSTAL DMS Pre Search Phot mage File Open	• भे tos • • •	 Canc 	

Investment Plans	Best Mutual Ft 🗙 🔝	Investment Plans Best Mu	tual FL 🗙 🚱 AMFI	×	AMFI	×	+		(- (σ	×
← → C 🔒	web.camsonline.com/	/AMFI/EUIN_Issuance.asp	x							☆	* 2	:
👖 Apps 🔇 MF Ad	fmin 🙀 Web-Admin	Mutual Fund Syste	🔇 hSenid HRM 🔇 New Tab	franklin mf login	🕄 Kfintech login 🛛 🛹	cams login 🧯	Fundsnet-CAMS	HA HRMS - SHAREKHAN	📀 KRYSTAL DMS Pre			39
Assoc Mutu	riation of al Funds in India											
	EUIN Detail	EUIN Other Detail	EUIN Image Detail									
			EUIN Photo*	Upload	l Photo 🔿 Take Pho	oto						
				()							
				\sim	1							
					×							
				/								
				ReUpload	Save							
⊕ Type her ■	re to search	Q 🔲	📄 🤌 🏮	🦻 🕅 🔯					x ^e ^ ¥ ۵۷)	I I 07/1	1:45 13/2021	7

Inves	tment Plans	Best Mutual Fi 🗙 🧯	AMFI	× +								0	-	σ	×
$\leftarrow \ \rightarrow$	C 🔒	web.camsonline.com	n/AMFI/EUIN_Issuance.a	ispx								Q	☆	* =	:
Apps	S MF Adr	min 🙀 Web-Admin	Mutual Fund Syste	S hSenid HRM	🚱 New Tab	franklin mf login	S Kfintech login	ams login	S Fundsnet-CAMS	He HRMS - SHAREKHAN	💠 KRYSTAL DMS	Pre			39
	Association of Mutual Fund	af Is in India													
		EUIN Detail													
				PAN*			Continue								
					AN	/F1		×							
						Your request has been rem and payment. Please co-o request approved. Once th be sent to your registered	warded to your employer rdinate with your employer eregistration is complete email and mobile.	or approvat r to get your , details will							
												constally C	ompleted y	our EUIN	
-00021, Camputer		erebes Limbed								This saw is been	reg	istration pro	cess.		-
± C) Type her	re to search	Q	D 📄 🤅		🛯 📝 🎻	9				x ^q ^	🛛 🗘 🕅	₽ 11 07/1	5:05 3/2021	

An e-mail stating that "We have received your application for EUIN registration on ------. as below also will be received to the e-mail address entered by the applicant/employee in the first screen. This has been submitted for approval and payment with your employer..........."

Once the above e-mail is received from CAMS – AMFI unit, the employee needs to forward a scanned image of his/her NISM certificate and a copy of the passport size photograph to <u>Euin registration@sharekhan.com</u> quoting his/her **Employee Code** for further action at Head Office.

II) Process flow for renewal of EUIN card

AMFI issues EUIN cards with a validity of three years in line with the NISM certification the employees have. Hence, employees need to renew their NISM certification (NISM Series V –A - Mutual Fund Distributors Certification Examination) before applying for renewal of their EUIN. Once the NISM certification is renewed for three years, employees can visit the AMFI website for placing their renewal request online.

The employee can visit the website of AMFI <u>www.amfinidia.com</u> and click on Distributor Corner tab. The following are the screenshots of the said web pages.





Click on the "Online Registration and "Renewal" tab on the above screen. A new screen will be displayed as shown in the screen shot below.



Click on the Login tab and then click on the EUIN option. Enter your EUIN and password in the input fields displayed to proceed further. You may also use the forgot password option to get the password reset. The password will be delivered to the registered e-mail address in the AMFI records. In case you are still not able to reset the password due to any error please send a mail to <u>EUIN registration@sharekhan.com</u> forwarding a screenshot of the error displayed. In case you have used the e-mail address of the previous employer which is not accessible now, please send a duly signed request letter addressed to AMFI – CAMS – Unit for changing the e-mail address in AMFI records quoting your PAN, EUIN and Name.

🔛 Investment Plans Best Mutual Fi x 🗞 AMFI x +	~ - ¤ ×
← → C 🔒 web.camsonline.com/AMFI/login.aspx	🖻 🎓 🛔 👗 🗄
🛗 Apps 🗞 MF Admin 🦉 Web-Admin 🔇 New Tab 🔒 tranklin mf login 🔗 Klintech login 🤌 cams login 🐼 Fundsnet-CAMS 🥻 HRMS - SHAREKHAN 🚸 KRYSTAL DMS Pre 🗞 CAMS Old Website	» 📳 Reading list
Association of Mutual Funds in India	Î
Register Login Celin Login Arin Curin Line Enter Password Institution Captohn Institution Captohn Institution Sign In Sign In Ford Password Institution	
62020, Computer Age Management Services Limited This site is best viewed with Internet Explorer Version 9 and above with a screen resolution of 1024 x 768.	
📲 🔎 Type here to search O Hi 📷 🖼 🧑 💩 🛜 🕅 🥥 28°C	Sunny ^ 네) d [#] 12:59 다 01/06/2022 다

On successful login the following screen will be displayed. Please click on the "Proceed for renew my EUIN" button. If the validity of the NISM certification is less than 6 months do not proceed with the renewal request. In such cases please renew the validity of the NISM certification by attending a fresh examination or CPE conducted by the NISM. Once the certification is made valid for 3 years please follow the online renewal process.

Investment Plans Best 🗙	AMFI	× 🕲 AMFI	× +	
\leftrightarrow \rightarrow C \triangle web.c	amsonline.com/AMFI/E	UIN/EUINRenewal.aspx	07 Q ☆	* E
Apps				» 🔝 Reading list
			Sneeden : 13	+OCT-2021 03:46:47 PM
Prof	ile Summary			
	Your EUIN	: 243		
	Your Employer	: ARN-20669/Sharekhan Limited		
	Email	: joby@sharekhan.com		
	Mobile	: +919		
	Address	: Sharekhan Ltd 10Th Floor Beta Building,Lodha I Think Techno Campus Off Jvlr Opp,Kanjurmarg Rly Station Kanjurmarg Augustation Mumbai - 400042.		
	NISM Detail			
	Exam Date	: 16-APR-2019		
	Valid till Date	: 15-APR-2022		
	Your Validit	ty Expired on 29-OCT-2018		

-



On successful completion of the online renewal request, further authorisation and payment processes will be carried out at Sharekhan Head Office. Since, the validity of your NISM certification is not displayed to the Head Office in the authorisation module, you have to send a scanned image of your NISM certificate for records to the e-mail address <u>EUIN registration@sharekhan.com</u> quoting your employee code.

Process to be followed for change of mapping of EUIN

Online mapping facility is not yet implemented by AMFI for change in mapping of EUIN with a distributor. Hence, in this case a physical request letter needs to be filled in and signed by the employee. Please find below the request letter to be filled in for change of mapping of EUIN where the NISM certification is having a validity of more than 6 months. (Employees having NISM certification with a validity of less than 6 months need to complete the renewal of their certification first and then to follow the mapping and renewal application, as per the processes given below separately).

The following self-attested documents also need to be submitted with the aforesaid application.

- 1. Copy of Relieving letter from the previous-employer
- 2. Copy of Appointment letter / Offer letter from Sharekhan Limited (new employer)
- 3. Application for change in mapping of EUIN (format given below)



- 4. Request letter from the EUIN holder for cancellation of existing EUIN and issuance of new EUIN under new employer having ARN-20669.
- 5. Copy of PAN card
- 6. Copy of Address Proof
- 7. Copy of NISM Certificate

Process to be followed for Renewal of EUIN and change of mapping of EUIN

Online renewal and change in mapping facility is not yet implemented by AMFI and is hence happening through submission of physical application filled in and signed by the employee. Please find below the documents to be submitted for renewal of EUIN and change of mapping of EUIN. Employees whose EUIN validity is expired OR employees having NISM certification with a validity less than 6 months need to complete the renewal of their certification first and then follow the mapping and renewal application as per the processes given below.

- 1. Copy of Relieving letter from the previous employer
- 2. Copy of Appointment letter / Offer letter from Sharekhan Limited (new employer)
- 3. Request letter for Renewal of EUIN and Change of mapping (formats given below)



- 4. Letter issued by the New Employer for mapping of EUIN to the ARN of the New Employer
- 5. Copy of NISM certificate
- 6. Copy of PAN card
- 7. Copy of Address Proof

For private circulation only