

PARTNER EDITION · PRE-TRANSACTION CHECKLIST

Onboarding Checklist

Everything you need set up before the first SIF transaction goes through.

PREPARED BY

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EDITION

May 2026

v2.0 · Partner-confidential

Partner-side readiness

Action	Why it matters	Common failure
ARN active with SIF eligibility on certificate	AMCs cross-verify against AMFI in real time — no flag, no transaction.	<i>Stale ARN certificate from pre-NISM XIII.</i>
NISM Series XIII certificate filed in CRM	Per-EUIN compliance trail. Required at exchange audit.	<i>Photographed certificate instead of PDF with digital signature.</i>
EUIN refreshed for every relationship-manager EUIN	Without per-EUIN affirmation, transactions reject silently at the exchange.	<i>Firm assumes ARN-level affirmation covers all EUINs — it doesn't.</i>
≥ 3 AMCs empanelled across all three categories	Enables a complete category view in client recommendation.	<i>Empanelment with one AMC only — client choice is constrained.</i>
BSE Star MF or NSE NMF II SIF module enabled	Required for routed transactions. Direct-AMC works but is operationally heavy.	<i>Forgotten until first transaction attempt fails.</i>
GST registration current (firm turnover > ₹20 L)	Statutory requirement for commission credit.	<i>Lapsed GST renewal.</i>
Commission-credit bank cheque on file with each AMC	Required for trail credit. Some AMCs hold credits until on file.	<i>Stale cheque or account in a different name.</i>

Client-side readiness

Action	Why it matters	Common failure
Folio created with the AMC (separate from existing MF folio)	The SIF folio is operationally distinct — cannot share an MF folio.	<i>Client gives an existing folio number — the transaction rejects.</i>
KYC validated and not older than 12 months	SEBI requirement. AMCs reject older KYCs at investment time.	<i>Inheritor / partner account with stale KYC.</i>
Nominee details captured	Avoids estate-transmission headaches later.	<i>Skipped for speed — surfaces years later.</i>
Bank mandate live for direct credit on redemption	Required for non-cheque settlement.	<i>Mandate registered but not active.</i>
Client-signed SIF risk disclosure on file	SEBI suitability requirement.	<i>Generic MF disclosure used; non-compliant for SIF.</i>
Suitability assessment signed off (record-of-suitability per SEBI)	SIFs require an explicit suitability record per investor.	<i>Suitability done verbally without record.</i>

What you must hand the client at investment

Seven documents — physically or digitally — must be in the client's file before the first SIF subscription:

✓ **SID · Scheme Information Document**

Current version, downloaded from the AMC.

✓ **Latest monthly factsheet**

Showing net exposure, top long positions, current performance.

✓ **Net exposure range disclosure**

e.g. “60–80% net long” — exactly as stated in the SID.

✓ **Suitability record**

The document you both sign confirming product fit.

✓ **KIM · Key Information Memorandum**

Short-form summary — pair with the SID.

✓ **TER and exit-load schedule in writing**

Both direct and regular plans, if recommending regular.

✓ **Liquidity calendar**

Exactly which days of the week redemption opens.

Marketing readiness and first-week follow-through

MARKETING COLLATERAL READINESS

- Letterhead-branded HNI Pitch Deck (replace SIFPrime cover with your branding).
- Battle Card (SIF vs PMS vs AIF) — single side of A4, printed for in-person meetings.
- Selection Framework one-pager — the 8-pointer rubric.
- Co-branded Alpha Shield scorecard link in your email signature.
- FAQ document for your existing clients explaining what you're now offering.

FIRST-WEEK MONITORING (PER INVESTMENT)

- ✓ Confirm NAV credit on T+0 / T+1 (the date the AMC sources the investment).
- ✓ Send the client a welcome note with the next NAV-publication date and redemption window calendar.
- ✓ Calendar a 30-day review call.
- ✓ Add the client to your SIF cohort for monthly performance email.
- ✓ Verify commission trail credits on the AMC distributor portal after the first cycle.

The single most-skipped item

THE ONE THING NOBODY GETS RIGHT

EUIN refresh.

AMC empanelment approves at the firm level. Without per-EUIN SIF eligibility, transactions reject silently at the exchange.

Fix this on day one for every team member.

Next steps

Three actions to take in the first 30 days of SIF activation:

01 Run the partner-side checklist for every EUIN

Every relationship manager who'll touch a SIF transaction needs each row green.

02 Issue the client-side checklist as a template

Adapt it to your firm's onboarding form so suitability is captured upfront, not retroactively.

03 Diary the first-week monitoring per investment

30-day review, monthly performance email, trail credit confirmation — bake into your CRM.

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