

Oracle FLEXCUBE Direct Banking

Retail Mutual Funds User Manual
Release 12.0.2.0.0

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ORACLE®

Retail Mutual Funds User Manual
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1. Preface

1.1. Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2. Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

1.3. Access to OFSS Support

<https://flexsupp.oracle.com/>

1.4. Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual

Transaction Host Integration Matrix provides information on host integration requirements for the transactions covered in the User Manual.

Chapters post Transaction Host Integration Matrix are dedicated to individual transactions and its details, covered in the User Manual

1.5. Related Information Sources

For more information on Oracle FLEXCUBE Direct Banking Release 12.0.2.0.0, refer to the following documents:

- Oracle FLEXCUBE Direct Banking Licensing Guide
- Oracle FLEXCUBE Direct Banking Installation Manuals

2. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
★	Host Interface to be developed separately.
✓	Pre integrated Host interface available.
✗	Pre integrated Host interface not available.

Transaction Name	FLEXCUBE UBS	Third Party Host System
Fund Information	✗	★
Fund Portfolio	✗	★
Fund Activity	✗	★
Dividend Information	✗	★
Buy Fund	✗	★
Redeem Mutual Fund	✗	★
Switch between Funds	✗	★
Order Status	✗	★

3. Fund Information

This option displays the details about the mutual funds available for a particular unit holder.

To view the fund information

1. Logon to the **Internet Banking** application.
1. Navigate through the menus to **Mutual Funds > Fund Information**. The system displays the **Fund Information** screen.

Fund Information

Fund Information		23-08-2010 00:04:38 GMT -1000
AMC: <input type="text" value="AMCST"/>	Fund Name: <input type="text" value="K1 (K1)"/>	
Fund Type:	Fund Family: F2	ISIN: AS5555555555
Fund Currency: ZAR	Cut-Off Time: 23:59:00	
Starting Date: 10-01-2008	Closure Date:	
Minimum Investment Amount: 1.00	Maximum Investment Amount: 0.00	
Minimum Investment Units: 1.0000	Maximum Investment Units: 0.0000	
Incremental Investment Amount: 0.00	Incremental Investment Units: 0.0010	
Amount:		
Fund Prospectus		

Field Description

Field Name	Description
AMC	[Mandatory, Drop-Down] Select the AMC from the drop-down list.
Fund Name	[Mandatory, Drop-Down] Select the fund name from the drop-down list.
Fund Type	[Display] This field displays the fund type.
Fund Family	[Display] This field displays the fund family.
ISIN	[Display] This field displays the ISIN code of the fund.
Fund Currency	[Display] This field displays the currency of the fund.
Cut-Off Time	[Display] This field displays the cut off time of investment in the particular fund.
Starting Date	[Display] This field displays the launch date of the fund.
Closure Date	[Display] This field displays the last date of the fund.
Minimum Investment Amount	[Display] This field displays the minimum amount to be invested in the fund.
Maximum Investment Amount	[Display] This field displays the maximum amount that can be invested in the fund.
Minimum Investment Units	[Display] This field displays the minimum investment units.
Maximum Investment Units	[Display] This field displays the maximum investment units.
Incremental Investment Amount	[Display] This field displays the incremental investment amount.

Field Name	Description
Incremental Investment Units	[Display] This field displays the incremental investment units. 2. Click the Fund Prospectus button. The system displays the prospectus document of the selected fund.

4. Buy Mutual Fund

This option allows the customer to buy the mutual funds.

The fund is open for purchase if:

- The fund is in the Initial Public Offering (IPO) stage
- The fund is allowed for subscriptions in the given period.

This information is available as part of fund rules definition. An investor can select for subscription of a fund.

- One Time Single Fund Purchase
- Multiple Funds Purchase – Within Multiple Funds purchase there is a further bifurcation of the following:
 - Multiple Funds Purchase – One Time
 - Multiple Funds Purchase – Systematic Investment Plan

4.1. Buy Single Fund

To buy single fund

1. Logon to the **Internet Banking** application.
2. Navigate through the menus to **Mutual Funds > Buy Mutual Fund**. The system displays the **Buy Mutual Fund** screen.
3. Select the **Buy Single Funds** radio button. The system displays the **Buy Mutual Fund** screen with the respective option.

Buy Mutual Fund

Buy Mutual Fund						23-08-2010 00:06:43 GMT -1000																																																																													
<input type="text" value="Unit Holder: AGC45 (UH-SBA5)"/> <input checked="" type="radio"/> Buy Single Fund <input type="radio"/> Buy Multiple Funds																																																																																			
<input type="text" value="Fund AMC: AG AMC"/> AMCST <table border="1"> <thead> <tr> <th>Fund Name</th> <th>Category</th> <th>Currency</th> <th>Min. Amount</th> <th>Minimum Units</th> <th></th> </tr> </thead> <tbody> <tr> <td>K1</td> <td>F2</td> <td>ZAR</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> </tbody> </table> OMIA CAPE TOWN AMC <table border="1"> <thead> <tr> <th>Fund Name</th> <th>Category</th> <th>Currency</th> <th>Min. Amount</th> <th>Minimum Units</th> <th></th> </tr> </thead> <tbody> <tr> <td>AAUTH</td> <td>F1</td> <td>ZAR</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> <tr> <td>ABC1</td> <td>F1</td> <td>ZAR</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> <tr> <td>ABC1</td> <td>F1</td> <td>ZAR</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> <tr> <td>CHQ01</td> <td>F1</td> <td>ZAR</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> <tr> <td>DIVYA2</td> <td>F1</td> <td>ZAR</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> <tr> <td>DIVYA2</td> <td>F1</td> <td>USD</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> <tr> <td>DIVYA2</td> <td>F1</td> <td>ZAR</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> <tr> <td>DIVYA3</td> <td>F1</td> <td>ZAR</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> <tr> <td>FUNDQT</td> <td>F1</td> <td>ZAR</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> <tr> <td>GFUND1</td> <td>F1</td> <td>ZAR</td> <td>1.00</td> <td>1.0000</td> <td><input type="button" value="Place Order"/></td> </tr> </tbody> </table>						Fund Name	Category	Currency	Min. Amount	Minimum Units		K1	F2	ZAR	1.00	1.0000	<input type="button" value="Place Order"/>	Fund Name	Category	Currency	Min. Amount	Minimum Units		AAUTH	F1	ZAR	1.00	1.0000	<input type="button" value="Place Order"/>	ABC1	F1	ZAR	1.00	1.0000	<input type="button" value="Place Order"/>	ABC1	F1	ZAR	1.00	1.0000	<input type="button" value="Place Order"/>	CHQ01	F1	ZAR	1.00	1.0000	<input type="button" value="Place Order"/>	DIVYA2	F1	ZAR	1.00	1.0000	<input type="button" value="Place Order"/>	DIVYA2	F1	USD	1.00	1.0000	<input type="button" value="Place Order"/>	DIVYA2	F1	ZAR	1.00	1.0000	<input type="button" value="Place Order"/>	DIVYA3	F1	ZAR	1.00	1.0000	<input type="button" value="Place Order"/>	FUNDQT	F1	ZAR	1.00	1.0000	<input type="button" value="Place Order"/>	GFUND1	F1	ZAR	1.00	1.0000	<input type="button" value="Place Order"/>
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Field Description

Field Name	Description
Unit Holder	[Mandatory, Drop-Down] Select the unit holder from the drop-down list.
Buy Single Fund	
	Following fields are displayed if Buy Single Fund radio button is selected.
Fund AMC	[Mandatory, Drop-Down] Select the fund AMC from the drop-down list.
Fund Name	[Display] This column displays the fund name.

Field Name	Description
Category	[Display] This column displays the category of the fund.
Currency	[Display] This column displays the currency of the fund.
Min.Amount	[Display] This column displays the minimum amount to be invested in a fund.
Minimum Units	[Display] This column displays the minimum units of the mutual fund that can be purchased.

4. Click the **Place Order** button. The system displays the **Buy** screen.

Buy

Buy 23-08-2010 00:08:21 GMT -1000

Unit Holder: AGC45 (UH-SBA5) Fund AMC: OMIA CAPE TOWN AMC Fund Name: AAUTH Cut-Off Time: 15:00:00 Hrs. Minimum Investment Amount: 1.00 Minimum Investment Units: 1.000000 <input type="radio"/> Investment Amount: <input type="text"/> <input type="radio"/> Investment Units: <input type="text"/> Dividend Re-investment: <input type="checkbox"/>	
<input type="checkbox"/> Accept Terms and Conditions <input type="button" value="Back"/> <input type="button" value="Place Order"/>	

Field Description

Field Name	Description
Unit Holder	[Display] This field displays the unit holder name.
Fund AMC	[Display] This field displays the fund AMC of the mutual fund.
Fund Name	[Display] This field displays the name of the fund.
Note: Click the link to view the details of the fund.	
Cut-Off Time	[Display] This field displays the cut-off time of the investment in a mutual fund.

Field Name	Description
Minimum Investment Amount	[Display] This field displays the minimum amount that can be invested in mutual fund.
Maximum Investment Amount	[Display] This field displays the maximum amount that can be invested in a mutual fund.
Minimum Investment Units	[Display] This field displays the minimum investment units.
Maximum Investment Units	[Display] This field displays the maximum investment units.
Investment Amount	[Mandatory, Radio Button] Select the Investment Amount radio button to enter the amount to be invested in the adjacent field.
Investment Units	[Mandatory, Radio Button] Select the Investment Units radio button to enter the number of units to be invested in the adjacent field.
Dividend Re-investment	[Optional, Check Box] Select the Dividend Re-investment check box to reinvest the dividend.
Accept Terms and Conditions	[Mandatory, Check Box] Select the Accept Terms and Conditions to accept the rules set by the investment company

5. Click the **Place Order** button. The system displays the **Buy - Verify** screen.

OR

Click the **Back** button to return to the buy mutual fund screen.

Buy Mutual Fund - Verify

Buy-Verify 23-08-2010 00:09:46 GMT -1000

Transaction Details	
Unit Holder: AGC45 (UH-SBA5) Fund AMC: OMIA CAPE TOWN AMC Fund Name: AAUTH Investment Amount: 100 Dividend Re-investment : Yes	
<input type="button" value="Change"/> <input type="button" value="Confirm"/>	

6. Click the **Confirm** button. The system displays the **Buy – Confirm** screen.
 OR
 Click the **Change** button to return to the previous screen.

Buy Mutual Fund - Confirm

Buy-Confirm 23-08-2010 00:10:54 GMT -1000

Thank You	
Your Order received: 23-08-2010 15:40:54 Your Transaction No:	
Transaction Details	
Unit Holder: AGC45 (UH-SBA5) Fund AMC: OMIA CAPE TOWN AMC Fund Name: AAUTH Dividend Re-investment : NO	
<input type="button" value="place another order"/>	

7. Click the **Place Another Order**. The system displays the **Buy Mutual fund** screen.

4.2. Buy Multiple Funds

To buy multiple funds

1. Logon to the Internet Banking application.
1. Navigate through the menus to **Mutual Funds > Buy Mutual Fund**. The system displays the **Buy** screen.
2. Select the **Buy Multiple Funds** radio button. The system displays the **Buy Mutual Fund** screen with the respective option.

Buy Mutual Fund

Buy Mutual Fund 24-08-2010 17:39:01 GMT +0530

Unit Holder: 000000000263 (HRISHI1 MANEY)

Buy Single Fund Buy Multiple Funds

One Time Systematic Investment Plan

Select Investment frequency: Specify date for systematic investment:

Systematic Investment Plan is a Standing Instruction(s) which will be applied on the selected date of each month except where it falls on a weekend or public holiday, then it will be effective from the first working day thereafter.

Investment can be done in multiple funds of single AMC

select funds you would like to invest in using "Add More"
Fund AMC:

Funds	Buy Type	Amount/Units	Dividend Re-investment	Minimum Investment	Maximum Investment
K1 <input type="button" value="X"/>	<input type="button" value="Amount"/> 10	ZAR	<input type="checkbox"/>	1.00	0.00

Accept Terms and Conditions

Field Description

Field Name	Description
Unit Holder	[Mandatory, Drop-Down] Select the unit holder from the drop-down list.
Buy Multiple Funds	The following fields are displayed if the Buy Multiple Fund radio button is selected.
One Time	[Mandatory, Radio Button] Select the One Time to buy the mutual fund as a onetime purchase.
Systematic Investment Plan	[Mandatory, Radio Button] Select the Systematic Investment Plan to buy the mutual funds at regular intervals.
Fund AMC	[Mandatory, Drop-Down] Select the fund AMC from the drop-down list

Funds	[Mandatory, Drop-Down] Select the fund name from the drop-down list.
Buy Type	[Mandatory, Drop-Down] Select the buy type from the drop-down list.
Amount/Units	[Mandatory, Numeric, 10] Type the amount/units in this field.
Dividend Reinvestment	[Optional, Check Box] Select the Dividend Reinvestment check box to reinvest the dividend.
Minimum Investment	[Display] This column displays the minimum amount invested in the mutual fund.
Maximum Investment	[Display] This column displays the maximum amount invested in mutual fund.

The following fields are displayed if the **System Investment Plan** radio button is selected.

Select Investment Frequency	[Mandatory, Drop-Down] Select the investment frequency from the drop-down list.
Specify date for systematic investment	[Mandatory, Drop-Down] Select the date of investment from the drop-down list.

3. Click the **Add More** button to add more details.
4. Enter the relevant details.
5. Select the Accept Terms and Conditions checkbox.
6. Click the **Place Order** button. The system displays the **Buy - Verify** screen.

Buy - Verify

Buy-Verify 24-08-2010 17:40:42 GMT +0530

Transaction Details	
Unit Holder: 000000000263 (HRISHI1 MANEY)	
Fund AMC: AMCST	
Investment Frequency: Select	
Investment Date: Select	

Fund Name	Buy Type	Amount/Units Dividend Re-investment
K1	Amount	10 No

Change **Confirm**

7. Click the **Confirm** button to confirm the buy Mutual Fund.
 OR
 Click the **Change** button to return to the previous screen.

Buy - Confirm

Buy-Confirm 24-08-2010 17:41:12 GMT +0530

Thank You	
Your Order received: 24-08-2010 17:41:12	
Your Transaction No:	

Transaction Details	
Unit Holder: 000000000263 (HRISHI1 MANEY)	
Fund AMC: AMCST	
Investment Frequency: Select	
Investment Date: Select	

Fund Name	Buy Type	Amount/Units Dividend Re-investment
K1	Amount	10 No

place another order

8. Click the **place another order** button. The system displays the **Buy Mutual fund** screen.

5. Redeem Mutual Fund

This option allows you to redeem mutual fund holdings. You may select to redeem full/part of the investment made in mutual fund by this option. The fund should be open for redemption.

The following are the options where the funds are open for redemption:

- The fund is allowed for redemption in the given period. This information is available as part of fund prospectus.
- The fund is not in book closure.

The redemption process comprises of the following stages:

- Indicating the fund unit holder and the fund to be redeemed.
- Specifying redemption details including product, redemption type, transaction currency and payout mode.
- Verifying the details where you can confirm the information specified.

5.1. Redeem Mutual Fund - Single Fund

To redeem single mutual fund

1. Logon to the **Internet Banking** application.
2. Navigate through the menus to **Mutual Funds > Redeem Mutual Fund**. The system displays the **Redeem Mutual Fund** screen.

Redeem Mutual Fund

Redeem Mutual Fund		23-08-2010 00:22:15 GMT -1000
Unit Holder: 00000000263 (HRISHI1 MANEY)		
		View Holdings

Field Description

Field Name	Description
Unit Holder	[Mandatory, Drop-Down] Select the unit holder name from the drop-down list.
3. Click the View Holdings button. The system displays the Redeem Mutual Fund screen.	
4. Click the Redeem Single Fund radio button. The system displays the Redeem Mutual Fund screen with the related options.	

Redeem Mutual Fund-single fund

Redeem Mutual Fund		23-08-2010 00:23:05 GMT -1000			
Unit Holder: 00000000263 (HRISHI1 MANEY)					
<input checked="" type="radio"/> Redeem Single Fund	<input type="radio"/> Redeem Multiple Funds				
Fund Name	Fund Type	Units held	Amount	Fund Currency	Place Order
DIVYA2	Equity Fund	1,241,440.2900	12,414,402.90	ZAR	Place Order
DIVYA3	Equity Fund	4,772.0000	47,720.00	ZAR	Place Order
	Equity Fund	100,000.0000	1,000,000.00	ZAR	Place Order
	Equity Fund	93,224.9800	932,249.80	ZAR	Place Order
DIVYA2	Equity Fund	9,900.9900	99,009.90	USD	Place Order
DIVYA3	Equity Fund	10,249,925.2500	102,499,252.50	ZAR	Place Order

Field Description

Field Name	Description
Unit Holder	[Display] This field displays the unit holder name.

Field Name	Description
Redeem Single Fund	[Mandatory, Radio Button] Select the Redeem Single Fund to redeem one fund.
Redeem Multiple Fund	[Mandatory, Radio Button] Select the Redeem Multiple Fund to redeem multiple funds.
Column Name	Description
Fund Name	[Display] This column displays the name of the fund.
Fund Type	[Display] This column displays the fund type.
Units Held	[Display] This column displays the number of units held.
Amount	[Display] This column displays the amount invested in a mutual fund.
Fund Currency	[Display] This column displays the fund currency.

5. Click the **Place Order** button. The system displays the **Redeem Mutual Fund** screen.
 OR
 Click the **Back** button to navigate to the previous screen.

Redeem Mutual Fund

Redeem Mutual Fund		23-08-2010 00:24:24 GMT -1000
Unit Holder: 000000000263 (HRISHI1 MANEY) Fund Name: Sellable Amount: ZAR 12,414,402.90 Sellable Units: 1,241,440.2900 <input type="radio"/> Redeem Amount: <input type="text"/> <input type="radio"/> Redeem Units: <input type="text"/>		
<input type="button" value="Back"/> <input type="button" value="Place Order"/>		

Field Description

Field Name	Description
Unit Holder	[Display] This field displays the unit holder name.
Fund Name	[Display] This column displays the name of the fund.
Sellable Amount	[Display] This column displays the sellable amount.
Sellable Units	[Display] This column displays the sellable units.
Redeem Amount	[Mandatory, Radio Button, Numeric, 12] Click the Redeem Amount to redeem the mutual fund in cash. Type the amount in the adjacent field.
Redeem Units	[Mandatory, Radio Button, Numeric, 12] Click the Redeem Units to redeem the mutual fund in number of units. Type the number of units in the adjacent field.

6. Click the **Back** button to return to the previous screen.
OR
Click the **Place Order** button to redeem the mutual fund. The system displays the **Redeem Mutual Fund – Verify** screen.

Redeem Mutual Fund - Verify

Redeem Mutual Fund-Verify		23-08-2010 00:25:23 GMT -1000
Transaction Details <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Unit Holder: 00000000263 (HRISHI1 MANEY) Fund Name: Redeem Amount: 12 </div> <div style="text-align: right; border: 1px solid #ccc; padding: 2px;"> Change Confirm </div>		

7. Click the **Change** button to edit the details.
OR
Click the **Confirm** button to confirm the details. The system displays the **Redeem Mutual Fund Confirm** screen.

Redeem Mutual Fund - Confirm

 Transaction Saved Transaction submitted for Redeem Mutual Fund having reference 399957334176063 has been Auto Authorized .
Redeem Mutual Fund Confirmation
<small>23-08-2010 00:26:21 GMT -1000</small>
Thank You
Your Order received: 23-08-2010 15:56:21
Your Transaction No:
Transaction Details
Unit Holder: 00000000263 (HRISHI1 MANEY)
Fund Name:
Redeem Amount: 12
place another order

8. Click the **place another order** button. The system displays the **Redeem Mutual Fund** screen.

5.2. Redeem Mutual Fund - Multiple fund

To redeem multiple mutual fund

1. Logon to the **Internet Banking** application.
2. Navigate through the menus to **Mutual Funds > Redeem Mutual Fund**. The system displays the **Redeem Mutual Fund** screen.

Redeem Mutual Fund

Redeem Mutual Fund		23-08-2010 00:27:16 GMT -1000
Unit Holder: <input type="text" value="000000000414 (DIVYAVIKRAMMANEY)"/>		
		<input type="button" value="View Holdings"/>

Field Description

Field Name	Description
Unit Holder	[Mandatory, Drop-Down] Select the unit holder name from the drop-down list.

3. Click the **View Holdings** button. The system displays the **Redeem Mutual Fund** screen.
4. Click the **Redeem Multiple Funds** radio button. The system displays the **Redeem Mutual Fund** screen with the related options.

Redeem Mutual Fund

Redeem Mutual Fund		24-08-2010 18:01:35 GMT +0530			
Unit Holder: 000000000263 (HRISHI1 MANEY)					
<input type="radio"/> Redeem Single Fund <input checked="" type="radio"/> Redeem Multiple Funds					
Select funds using "Add More" button, that you would like to redeem					
Funds <input type="text" value="DIVYA2"/>	Redemption Type <input type="button" value="Amount"/>	Percentage Redeem <input type="text" value="2"/>	Amount/Units <input type="text" value="99,009.90"/>	Sellable Amount <input type="text" value="9,900.99"/>	Sellable Units <input type="button" value="X"/>
<input type="button" value="Add More"/>					
<input type="button" value="Back"/> <input type="button" value="Place Order"/>					

Field Description

Field Name	Description
Unit Holder	[Display] This field displays the unit holder name.
Redeem Single Fund	[Mandatory, Radio Button] Select the Redeem Single Fund to redeem one fund.
Redeem Multiple Fund	[Mandatory, Radio Button] Select the Redeem Multiple Fund to redeem multiple funds.
Column Name	Description
Funds	[Mandatory, Drop-Down] Select the fund name from the drop-down list.
Redemption Type	[Mandatory, Drop-Down] Select the redemption type from the drop-down list. The options are: <ul style="list-style-type: none"> • Amount • Units By default it displays Amount .
Percentage Redeem	[Optional, Numeric, Six] Type the amount percentage to be redeemed.
Amount/Units	[Mandatory, Numeric, 10] Type the amount/units to be redeemed.
Sellable Amount	[Display] This column displays the sellable amount.
Sellable Units	[Display] This column displays the sellable units.

5. Click the **Add more** button to add the details.
OR
Click the **Place Order** button. The system displays the **Redeem Mutual Fund - Verify** screen.
OR
Click the **Back** button to navigate to the previous screen.

Redeem Mutual Fund - Verify

Redeem Mutual Fund-Verify		24-08-2010 18:03:14 GMT +0530
Transaction Details		
Unit Holder: 00000000263 (HRISHI1 MANEY)		
Fund Name	Amount/Units	Redemption Type
DIVYA2	1980.2	Amount
DIVYA3	307497.76	Units
Change Confirm		

6. Click the **Change** button to return to the previous screen.
 OR
 Click the **Confirm** button. The system displays the confirmation screen.

Redeem Mutual Fund - Confirm

Redeem Mutual Fund Confirmation		24-08-2010 18:03:52 GMT +0530
Thank You		
Your Order received: 24-08-2010 18:03:52		
Your Transaction No:		
Transaction Details		
Unit Holder: 00000000263 (HRISHI1 MANEY)		
Fund Name	Amount/Units	Redemption Type
DIVYA2	1980.2	Amount
DIVYA3	307497.76	Units
place another order		

7. Click the **Place Another Order** button. The system displays the **Redeem Mutual Fund** screen.

6. Switch between Funds

You can switch the investment from one mutual fund to another type of mutual fund. For a switch the fund should be permitted and open for switch.

A fund is open for switch if

- Fund is allowed for switch in the given period. Current date is between switch start date and switch close date. This information is available as part of **Fund Rule** definition.
- Fund is not in book closure

6.1. Switch Mutual Funds- Single

To switch mutual fund

1. Logon to the **Internet Banking** application.
2. Navigate through the menus to **Mutual Funds > Switch Mutual Fund**. The system displays the **Modify User** screen.

Switch

Switch 23-08-2010 00:29:47 GMT -1000

Unit Holder: 00000000263 (HRISHI1 MANEY) View Holdings

Field Description

Field Name	Description
Unit Holder	[Mandatory, Drop-Down] Select the unit holder name from the drop-down list.
3. Click the View Holdings button. The system displays the Switch screen.	
4. Click the Switch single fund radio button. The system displays the switch single Mutual fund screen.	

Switch

Switch 23-08-2010 00:30:34 GMT -1000

Unit Holder: 00000000263 (HRISHI1 MANEY)

Switch Single Fund Switch Multiple Funds

Fund Name	Fund Type	Units held	Amount Fund	Currency	Place Order
	Equity Fund	ZAR	1,241,440.2900	12,414,402.90	<input type="button" value="Place Order"/>
	Equity Fund	ZAR	4,772.0000	47,720.00	<input type="button" value="Place Order"/>
	Equity Fund	ZAR	100,000.0000	1,000,000.00	<input type="button" value="Place Order"/>
	Equity Fund	ZAR	93,224.9800	932,249.80	<input type="button" value="Place Order"/>
DIVYA2	Equity Fund	USD	9,900.9900	99,009.90	<input type="button" value="Place Order"/>
DIVYA3	Equity Fund	ZAR	10,249,925.2500	102,499,252.50	<input type="button" value="Place Order"/>

Field Description

Field Name	Description
Unit Holder	[Display] This field displays the unit holder name.
Switch Single Fund	[Mandatory, Radio Button] Select the Switch Single Fund to switch one fund.
Switch Multiple Fund	[Mandatory, Radio Button] Select the Switch Multiple Fund to switch multiple funds.
Column Name	Description
Fund Name	[Display] This column displays the name of the fund.
Fund Type	[Display] This column displays the fund type.
Fund Currency	[Display] This column displays the fund currency.
Units Held	[Display] This column displays the number of units held.
Amount	[Display] This column displays the amount invested in a mutual fund.

5. Click the **Place Order** button. The system displays the **Switch** screen.

OR

Click the **Back** button to navigate to the previous screen.

Switch

24-08-2010 18:05:52 GMT +0530

Switch From	Unit Holder: 000000000263 (HRISHI1 MANEY)
	Fund Name: DIVYA2
	Maximum Amount: USD 99,009.90
	<input checked="" type="radio"/> Switch Amount: <input type="text"/>
	<input type="radio"/> Switch Units: <input type="text"/>
Switch To	Fund Name: <input type="text"/> MFUND2
	<input type="button" value="Back"/> <input type="button" value="Place Order"/>

Field Description

Field Name	Description
Switch From	
Unit Holder	[Display] This field displays the unit holder name.
Fund Name	[Display] This field displays the name of the fund.
Maximum Amount	[Display] This column displays the maximum amount to be switched.
Maximum Units	[Display] This column displays the maximum units to be switched.
Switch Amount	[Mandatory, Radio Button, Numeric, 12] Click the Switch Amount to enter the amount to be switched from one fund to another. The adjacent field is enabled only if the Switch Amount radio button is selected.
Switch Units	[Mandatory, Radio Button, Numeric, 12] Click the Switch Units to enter the units to be switched from one fund to another. The adjacent field is enabled only if the Switch Units radio button is selected.
Switch To	
Fund Name	[Mandatory, Drop-Down] Select the fund name to which the amount or unit is to be switched.
6. Click the place order button to switch to the selected mutual fund. OR Click the Back button to return to the previous screen.	

Switch- Verify

Switch-Verify		24-08-2010 18:06:53 GMT +0530
Transaction Details <div style="border: 1px solid #ccc; padding: 5px;"> Unit Holder: 000000000263 (HRISHI1 MANEY) From Fund Name: DIVYA2 To Fund Name: MFUND2 Switch Amount: 12 </div>		
		<input type="button" value="Change"/> <input type="button" value="Confirm"/>

7. Click the **Change** button to edit the details.
- OR
- Click the **Confirm** button. The system displays the **Switch Mutual Fund – Confirm** screen.

Switch- Confirm

Switch-Confirm		24-08-2010 18:07:45 GMT +0530
Thank You <div style="border: 1px solid #ccc; padding: 5px;"> Your Order received: 24-08-2010 18:07:45 Your Transaction No: </div>		
Transaction Details <div style="border: 1px solid #ccc; padding: 5px;"> Unit Holder: 000000000263 (HRISHI1 MANEY) From Fund Name: DIVYA2 To Fund Name: MFUND2 Switch Amount: 12 </div>		
		<input type="button" value="OK"/>

8. Click the **Ok** button to. The system displays the **Switch Mutual Fund** screen.

6.2. Switch Mutual Funds - Multiple

To switch mutual fund

1. Logon to the **Internet Banking** application.
2. Navigate through the menus to **Mutual Funds > Switch Mutual Fund**. The system displays the **Modify User** screen.

Switch

Switch

24-08-2010 18:14:38 GMT +0530

Unit Holder: 000000000263 (HRISHI1 MANEY)

View Holdings

Field Description

Field Name	Description
Unit Holder	[Mandatory, Drop-Down] Select the unit holder name from the drop-down list.

3. Click the **View Holdings** button. The system displays the **Switch** screen.
4. Click the **Switch Multiple fund** radio button. The system displays the **Switch** screen with the details

Switch

Switch

24-08-2010 18:15:17 GMT +0530

Unit Holder: 000000000263 (HRISHI1 MANEY)

Switch Single Fund Switch Multiple Funds

Select funds using "Add More" button, that you would like to switch

From Funds	To Fund	Switch Type	Percentage Switch	Amount/Units

Add More

Back **Place Order**

Field Description

Field Name	Description
Unit Holder	[Display] This field displays the unit holder name.
Switch Single Fund	[Mandatory, Radio Button] Select the Switch Single Fund to switch one fund.
Switch Multiple Fund	[Mandatory, Radio Button] Select the Switch Multiple Fund to switch multiple funds.
Column Name	Description
From Funds	[Mandatory, Drop-Down] Select the source fund name from the drop-down list.
To Fund	[Mandatory, Radio Button, Numeric, 12] Select the destination fund from the drop-down list. It is the fund to which the amount will be transferred.
Switch Type	[Mandatory, Drop-Down] Select the redemption type from the drop-down list. The options are: <ul style="list-style-type: none">• Amount• Units By default it displays Amount .
Percentage Switch	[Mandatory, Numeric, Six] Type the percentage of the total amount to be switched.
Amount/Units	[Mandatory, Numeric, 10] Type the value in amount/units to be switched.

5. Click the **place order** button. The system displays the **Switch** screen.

OR

Click the **Back** button to navigate to the previous screen.

Switch- Verify

Switch-Verify			24-08-2010 18:16:28 GMT +0530
Transaction Details Unit Holder: 00000000263 (HRISHI1 MANEY)			
From Funds DIVYA2	To Fund DIVYA3	Amount/Units 11	Switch Type Amount
<input type="button" value="Change"/> <input type="button" value="Confirm"/>			

- Click the **Back** button to return to the previous screen
OR
Click the **Confirm** button. The system displays the **Switch Mutual Fund – Confirm** screen

Switch- Confirm

Switch-Confirm			24-08-2010 18:17:11 GMT +0530
Thank You Your Order received: 24-08-2010 18:17:11 Your Transaction No:			
Transaction Details Unit Holder: 00000000263 (HRISHI1 MANEY)			
From Funds DIVYA2	To Fund DIVYA3	Amount/Units 11	Switch Type Amount
<input type="button" value="OK"/>			

- Click the **OK** button to. The system displays the Switch Mutual Fund screen.

7. Fund Portfolio

This option displays the details about the funds available in portfolio for a particular unit holder.

To view fund portfolio

1. Logon to the **Internet Banking** application.
2. Navigate through the menus to **Mutual Funds > Portfolio**. The system displays the **Portfolio** screen.

Portfolio

Portfolio	24-08-2010 17:29:12 GMT +0530
<input type="text" value="Unit Holder: AGC45 (UH-SBA5)"/>	
<input type="button" value="View Holdings"/>	

Field Description

Field Name	Description
Unit Holder	[Mandatory, Drop-Down] Select the unit holder name from the drop-down list.

3. Click the **View Holdings** button. The system displays the **Portfolio** screen.

4. Click the appropriate radio button to select a fund.

Portfolio

Portfolio						24-08-2010 17:30:33 GMT +0530
Unit Holder: AGTR132 (STEVE7MARKJONSON)						
View equivalent balance in <input type="button" value="AUD"/> currency:						
Fund Name	Fund Type	Fund Currency	Units held	Amount in Fund Currency	Amount in Indicative Currency	
C	Equity Fund	ZAR	1,000.0000	10,000.00		
C	Equity Fund	ZAR	1,000.0000	10,000.00		
C_FUNDQT	Equity Fund	ZAR	98.4000	984.00		
C	Equity Fund	ZAR	881.6000	8,816.00		
C	Equity Fund	ZAR	20.0000	200.00		
C	Equity Fund	ZAR	33.3250	333.25		
						<input type="button" value="Back"/> <input type="button" value="Redeem"/> <input type="button" value="Switch"/>

Field Description

Field Name	Description
Unit Holder	[Display] This field displays the unit holder name.
View equivalent balance in currency	[Mandatory, Drop-Down] Select the currency from the drop-down list.
Column Name	Description
Fund Name	[Display] This column displays the name of the fund.
Fund Type	[Display] This column displays the fund type.
Fund Currency	[Display] This column displays the fund currency.
Units Held	[Display] This column displays the number of units held.
Amount in Fund Currency	[Display] This column displays the amount invested in a mutual fund.
Amount in Indicative Currency	[Display] This column displays the fund currency.

5. Click the **Redeem** button to redeem units held under a fund. The system displays the **Redeem Mutual Fund** screen.

OR

Click the **Switch** button to switch between funds in a portfolio. The system displays the **Switch** screen

OR

Click the **Back** button to navigate to the previous screen.

8. Order Status

Customer may place several purchase orders across various AMCs. An order goes through various stages of transfer i.e. placement, processing, allotment, authorization etc. This option displays the status details of the placed order.

To view order status

1. Logon to the **Internet Banking** application.
2. Navigate through the menus to **Mutual Funds > Order Status**. The system displays the **Order Status** screen.

Order Status

Field Description

Field Name	Description
Unit Holder	[Mandatory, Drop-Down] Select the unit holder name from the drop-down list.

Field Name	Description
Specified Period	[Mandatory, Radio Button] Click the Specified Period to select the start and end date of order.
Start Date	[Conditional, Pick List] Select the start date from the pick list. This field is enabled only if the Specified Period radio button is selected.
End Date	[Conditional, Pick List] Select the end date from the pick list. This field is enabled only if the Specified Period radio button is selected.
Reference number	[Optional, radio button ,Numeric, 20] Type the reference number in this field.
Status	[Mandatory, Drop-Down] Select the order status from the drop-down list. The options are: <ul style="list-style-type: none"> • Processed • Allotted • Authorised • Unauthorized • Unprocessed • Completed

3. Enter the order details in the relevant fields.
4. Click the **Submit** button. The system displays the order status.

Order status

Order Status

Unit Holder: GSD250 (GUH04 GIRISH)

Specified Period: Start Date: 16-04-2005

Transaction Number: End Date: 20-05-2010

Status: Authorised

Transaction No.	Order Type	Status	Date	Fund Name	Reason (If not Allocated)
0220070090000312	Buy	Authorised	09-Jan-2007	GFUND5	
0320070090000302	Redeem	Authorised	09-Jan-2007	GFUND5	
0220070090000221	Buy	Authorised	08-Jan-2007	GFUND5	
0220070050000801	Buy	Authorised	05-Jan-2007	GSPFND	
0220070100000101	Buy	Authorised	05-Jan-2007	GSPFND	
0220070050000111	Buy	Authorised	05-Jan-2007	GSPFND	
0420070040000501	Switch	Authorised	04-Jan-2007	GFUND2	
0220070040000396	Buy	Authorised	04-Jan-2007	GFUND1	
0220070040000397	Buy	Authorised	04-Jan-2007	GFUND4	
0220070120000802	Buy	Authorised	04-Jan-2007	GFUND4	
0220070120000804	Buy	Authorised	04-Jan-2007	GFUND1	
0320070040000302	Redeem	Authorised	04-Jan-2007	GFUND1	
0220070020000020	Buy	Authorised	02-Jan-2007	GFUND2	
0220070020000022	Buy	Authorised	02-Jan-2007	GFUND3	
0220070020000023	Buy	Authorised	02-Jan-2007	GFUND4	
0220070020000024	Buy	Authorised	02-Jan-2007	GFUND5	
0220070020000019	Buy	Authorised	02-Jan-2007	GFUND1	
0420080090000706	Switch	Authorised	01-Jan-2007	GFUND3	
0420080090000703	Switch	Authorised	01-Jan-2007	GFUND3	No data found in FundPriceHdrtbl
0420080090000615	Switch	Authorised	01-Jan-2007	GFUND3	No data found in FundPriceHdrtbl

Field Description

Field Name	Description
Transaction No	[Display] This column displays the Transaction No. of the order.
Order Type	[Display] This column displays the type of the order.
Status	[Display] This column displays the status of the order placed.
Date	[Display] This column displays the date of placing the order.
Fund Name	[Display] This column displays the Name of the fund.
Reason if not allocated	[Display] This column displays the reason for no allocation of funds.

5. Click the **Transaction No** link. The system displays **Order Status** screen with the details of the transaction.

Order Status

Order Status		20-05-2010 23:26:31 GMT -1000										
Transaction Date: 09-01-2007 00:00:00 Transaction No.: 0220070090000312												
Transaction Details <table><tr><td>Unit Holder: GSD250 (GUH04 GIRISH)</td><td>Fund Name: GFUND5</td></tr><tr><td>Status: Authorised</td><td>Transaction Type: Buy</td></tr><tr><td>Transaction Currency: ZAR</td><td>Transaction Amount: 1,000.00</td></tr><tr><td>Transaction Units: 97.000000</td><td></td></tr><tr><td colspan="2">Reason (If not Allocated):</td></tr></table>			Unit Holder: GSD250 (GUH04 GIRISH)	Fund Name: GFUND5	Status: Authorised	Transaction Type: Buy	Transaction Currency: ZAR	Transaction Amount: 1,000.00	Transaction Units: 97.000000		Reason (If not Allocated):	
Unit Holder: GSD250 (GUH04 GIRISH)	Fund Name: GFUND5											
Status: Authorised	Transaction Type: Buy											
Transaction Currency: ZAR	Transaction Amount: 1,000.00											
Transaction Units: 97.000000												
Reason (If not Allocated):												
Payment Details <table><tr><td>Drawee Bank:</td><td>Payment Mode: Cash</td></tr><tr><td>Transfer Branch:</td><td>Transfer Account No:</td></tr><tr><td>Payment Currency: ZAR</td><td>Payment Amount: 1,000.00</td></tr></table>			Drawee Bank:	Payment Mode: Cash	Transfer Branch:	Transfer Account No:	Payment Currency: ZAR	Payment Amount: 1,000.00				
Drawee Bank:	Payment Mode: Cash											
Transfer Branch:	Transfer Account No:											
Payment Currency: ZAR	Payment Amount: 1,000.00											
View Another Order Status												

6. Click the **View Another Order status** button. The system displays the **Order Status** screen.

9. Fund Activity

This option allows you to view the transaction activity details of a particular unit holder.

To view fund activity

1. Logon to the **Internet Banking** application.
2. Navigate through the menus to **Mutual Funds > Fund Activity**. The system displays the **Fund Activity** screen.

Fund Activity

Fund Activity		23-08-2010 02:34:42 GMT -1000
<input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-bottom: 5px;" type="text" value="Select"/> <input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-bottom: 5px;" type="text" value="Current Period"/> <input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-bottom: 5px;" type="text" value="24-07-2010"/> <input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-bottom: 5px;" type="text" value="23-08-2010"/>	<input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-bottom: 5px;" type="text" value="Date"/> <input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-bottom: 5px;" type="text" value="Descending"/>	
<input style="width: 100px; height: 30px; background-color: #e60000; color: white; border: 1px solid black; border-radius: 5px; font-weight: bold;" type="button" value="Submit"/>		

Field Description

Field Name	Description
Unit Holder	[Mandatory, Drop-Down] Select the unit holder name from the drop-down list.

Field Name	Description
Search By	<p>[Mandatory, Drop-Down]</p> <p>Select the search criteria from the drop-down list.</p> <p>The options are as follow:</p> <ul style="list-style-type: none"> • Current Period • Specified Period
Start Date	<p>[Mandatory, Pick List]</p> <p>Select the start date from the pick list.</p> <p>If a search criterion is selected as current period then start date is displayed as current date minus thirty days.</p> <p>The start date should be less than the end date.</p>
End Date	<p>[Mandatory, Pick List]</p> <p>Select the end date from the pick list.</p> <p>If a search criterion is selected as current period then end date is displayed as current date.</p> <p>The end date should be greater than start date.</p>
Sort By	<p>[Mandatory, Drop-Down]</p> <p>Select the sort by from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Amount • Date
Sort Order	<p>[Mandatory, Drop-Down]</p> <p>Select the sort order from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Ascending • Descending

3. Click the **Submit** button. The system displays the fund activity details.

Fund Activity

Fund Activity

20-05-2010 23:49:20 GMT -1000

Fund Activity		20-05-2010 23:49:20 GMT -1000							
Unit Holder:	- GFUND3	Search By:	Specified Period	Start Date:	02-05-2007	End Date:	21-05-2010	Sort Order:	Descending
Sort By:	Date	Submit							
Date	Reference Number	Account number	Type	Currency	Amount	Units	Unit Price		
10-Jan-2008	0420080100000101		Switch	ZAR	1,500.00	150.0000	10.00		
09-Jan-2008	0420080090000605		Switch	ZAR	100.00	10.0000	10.00		
09-Jan-2008	0420080090000606		Switch	ZAR	100.00	0.0000	0.00		
09-Jan-2008	0420080090000610		Switch	ZAR	105.00	0.0000	0.00		
09-Jan-2008	0420080090000611		Switch	ZAR	0.00	0.0000	0.00		
09-Jan-2008	0420080090000612		Switch	ZAR	105.00	0.0000	0.00		
09-Jan-2008	0420080090000701		Switch	ZAR	-105.00	0.0000	0.00		
09-Jan-2008	0420080090000702		Switch	ZAR	105.00	10.0500	10.00		
09-Jan-2008	0420080090000708		Switch	ZAR	105.00	10.0500	10.00		
09-Jan-2008	0420080090000802		Switch	ZAR	105.00	0.0000	0.00		
09-Jan-2008	0420080090000804		Switch	ZAR	25.00	0.0000	0.00		
09-Jan-2008	0420080090000805		Switch	ZAR	55.00	0.0000	0.00		
09-Jan-2008	0420080090000806		Switch	ZAR	105.00	10.0500	10.00		
09-Jan-2008	0420080090000808		Switch	ZAR	50.00	0.0000	0.00		
09-Jan-2008	0420080090000809		Switch	ZAR	20.00	2.0000	10.00		
09-Jan-2008	0420080090000810		Switch	ZAR	20.00	2.0000	10.00		
09-Jan-2008	0420080090000811		Switch	ZAR	0.00	0.0000	0.00		
09-Jan-2008	0420080090000812		Switch	ZAR	0.00	0.0000	0.00		
09-Jan-2008	0420080090000813		Switch	ZAR	0.00	0.0000	0.00		
09-Jan-2008	0420080090000814		Switch	ZAR	50.00	0.0000	0.00		

10. Dividend Information

This option allows you to obtain information on dividend details of the funds in portfolio. The facility provides information about earnings per unit, dividend amount calculated, tax deducted and net dividend paid. Information also includes details of dividend paid out including the period for which the dividend has been paid, payment specifics and reinvestment particulars.

To view dividend details

1. Logon to the **Internet Banking** application.
2. Navigate through the menus to **Mutual Funds > Dividend Information**. The system displays the **Dividend Information** screen.

Dividend Information

Dividend Information		21-05-2010 00:19:04 GMT -1000
Unit Holder: GSD250 (GUH04 GIRISH)		
Fund AMC		Dividend Amount
OMIA Cape Town AMC		22,328.00
	Total Dividend Amount	22,328.00

Field Description

Field Name	Description
Unit Holder	[Display] This field displays the unit holder name.
Fund AMC	[Display] This field displays the fund AMC. Click the link to view the dividend details of particular fund.
Dividend Amount	[Display] This column displays the dividend amount of the mutual fund.
Total Dividend Amount	[Display] This column displays the total dividend paid.

3. Click the link below the **Fund AMC** link. The system displays the **Dividend Information** screen.

Dividend Information

Dividend Information		21-05-2010 00:19:48 GMT -1000						
Unit Holder: GSD250 (GUH04 GIRISH)				Fund AMC: OMIA Cape Town AMC				
Fund Name	Last Dividend Date	EPU	Units held	Currency	Total Dividend Amount	Net Dividend	Reinvestment Amount	
GFUNDS	05-01-2007	0	9,700	ZAR	0.00	0.00	0.00	Back
GFUNDS	01-03-2007	2	11,164	ZAR	22,328.00	22,328.00	22,328.00	

Field Description

Field Name	Description
Unit Holder	[Display] This field displays the unit holder name.
Fund AMC	[Display] This field displays the fund AMC of the mutual fund.
Column Name	Description
Fund Name	[Display] This column displays the name of the fund. Click the link to view the details of the fund.
Last Dividend Date	[Display] This column displays the last dividend date.
EPU	[Display] This column displays the earnings per unit.
Units Held	[Display] This column displays the number of units held.
Currency	[Display] This column displays the currency of the fund amount.
Total Dividend Amount	[Display] This column displays the total dividend amount paid till date.
Net Dividend	[Display] This column displays the net dividend amount paid after deductions.
Reinvestment Amount	[Display] This column displays the amount of dividend reinvested.

4. Click the link below the **Fund Name** link. The system displays the **Dividend Information Details** screen.

Dividend Information Details

Dividend Information Details					21-05-2010 00:22:13 GMT -1000
Unit Holder: GSD250 (GUH04 GIRISH)			Fund AMC: OMIA Cape Town AMC		
Fund Name: GFUNDS					
Dividend Date	Currency	Dividend Per Unit	Units held	Dividend Amount	
01-03-2007	ZAR	2.00	11,164.0000	22,328.00	
05-01-2007	ZAR	0.00	9,700.0000	0.00	
					Back

Field Description

Field Name	Description
Unit Holder	[Display] This field displays the unit holder name.
Fund AMC	[Display] This field displays the fund AMC of the mutual fund.
Fund Name	[Display] This column displays the name of the fund.
Column Name	Description
Dividend Date	[Display] This column displays the dividend paid date.
Currency	[Display] This column displays the currency of the dividend amount.
Dividend Per Unit	[Display] This column displays the dividend paid for per unit.
Units Held	[Display] This column displays the number of units held.
Dividend Amount	[Display] This column displays the amount of dividend.

5. Click the **Back** button. The system displays the **Dividend Information** screen.