



**Motilal Oswal Asset Management Company Limited**  
**Registered & Corporate Office:** 10<sup>th</sup> Floor, Motilal Oswal Tower, Rahimtullah Sayani  
Road, Opposite Parel ST Depot, Prabhadevi, Mumbai - 400025  
Toll free No. +91 8108622222, +91 22 40548002  
**E-mail** – pmsquery@motilaloswal.com  
**CIN** – U67120MH2008PLC188186  
**Website:** [www.motilalowsalmf.com](http://www.motilalowsalmf.com) and [www.mostshares.com](http://www.mostshares.com)

## **NOTICE**

### **Execution of Transactions of Portfolio Management Services during the outbreak of COVID-19**

Investors are hereby requested to note that in the wake of Covid-19 pandemic outbreak, Motilal Oswal Asset Management Company Limited (MOAMC) declares that transactions received on its Email server shall be accepted till further notice. In this regard, transaction requests could be sent to [txnmps@motilaloswal.com](mailto:txnmps@motilaloswal.com) (the **Designated email ID**) only which will be dedicated for receiving transaction requests **with effect from March 25, 2020**.

In this regard, all Investors are requested to transact only through the online platforms as referred below:

#### **A. Website and Mobile App**

1. Our website <https://www.motilalowsalmf.com/investonline/loginpage.aspx?Login=PMS>  
All you need is your PAN number and mobile phone handy to receive OTP on SMS and email.
2. Our Mobile app - MOAMC that's available on android and IOS stores

#### **B. Transaction through Designated Email ID of MOAMC**

1. All transaction requests will be deemed to be valid, only where signed applications, transaction slips, forms, relevant supporting documents and payment instruments, as applicable, are received only on the Designated email ID. These documents shall only be accepted if they are in PDF/JPG/Tiff format and the size not exceeding 2MB. The AMC shall acknowledge the receipt of the valid email requests.
2. It may further be noted that top-up transactions/ Fresh investments received through [txnmps@motilaloswal.com](mailto:txnmps@motilaloswal.com), its payment shall be made only through NEFT/RTGS/Fund transfer mode. No Cheque payment will be accepted through this email mode. Fresh investments / Top-ups (through stock) should be transferred from the account in the same holding pattern along with CMR copy.
3. For Switch transactions, duly filled new switch requests can be shared on email id [txnmps@motilaloswal.com](mailto:txnmps@motilaloswal.com).

4. New SIP Registration shall not shall be accepted over the said email ID during this period.
5. Payout proceeds for redemption request shall be done only to the registered bank accounts. No fresh bank modification request will be accepted along with the redemption request.
6. For modification requests, physical copy of duly filled & signed form shall be sent. Please note, address, email & mobile modification will be considered secondary.
7. Request for change in broker, shall be considered on receipt of duly signed change of broker request. Please note, execution & confirmation TAT will be 15 working days.
8. It may be noted that Non Resident Indians (NRI) applications **will be not be processed** during this period.
9. Resident Indians (RI) and Non-Individual applications shall be processed only on complete documentation.
10. MOAMC shall not verify the identity of the person sending the email requests and shall consider the email so received from the sender as sent.
11. The physical/original documents must also be submitted by the Investor to MOAMC/Distributors once normal activities resume as informed by the Government.
12. The transaction request sent on the Designated email ID will be time-stamped only once it is received on the email server of MOAMC and it shall be considered as final and binding for determining the date of receipt of application.
13. MOAMC reserves the right to change/add the email id(s) from time to time, and the same shall be updated on its website.
14. MOAMC shall act in good faith and shall take necessary steps in connection with the email requests received regardless of the value involved and the same shall be binding on the Investor. MOAMC will be held harmless for any loss if any, suffered by the Investor for processing such transactions.
15. In case there is a variation between the documents received vide email as against the original/physical documents which will be received thereafter, MOAMC reserves the right to process the transaction as per the documents received vide email and the pecuniary loss if any, due to any such variation shall be entirely borne by the Investor and MOAMC shall under no circumstances be liable for such losses.
16. The Investor acknowledges that it is a web based service and that transmissions may not be properly received and may be inadvertently read. Investor hereby agrees that the risk of misunderstanding and errors shall be borne by the Investor and MOAMC shall not be responsible for such breach and shall not be liable for any claims, liability, loss, damage, cost or expenses arising from such misunderstanding or errors caused in transmission.
17. Investor shall indemnify MOAMC from and against all claims, liability, loss, damage, cost and expenses incurred by the AMC arising out of or relating to:
  - MOAMC acting pursuant to, in accordance with or relying upon any email requests received or AMC not processing the email requests for any reason.
  - Any unauthorised or fraudulent email request received by MOAMC.

For any assistance, investors are requested to contact +91 8108622222 or email on [pmsquery@motilaloswal.com](mailto:pmsquery@motilaloswal.com)

MOAMC may deactivate the said email ID once the situation comes under control and social distancing advisory is withdrawn by the authorities and the AMC further issues a notice cum addendum to that effect. Till further notice all other transactions accepted only through digital platforms as mentioned in the addendum.

All the other provisions of the Client Agreement shall remain unchanged.

<b>Place: Mumbai</b>	<b>For Motilal Oswal Asset Management Company Limited</b>
<b>Date: March 25, 2020</b>	Sd/- <b>Aashish P. Somaiyaa</b> <b>Managing Director &amp; Chief Executive Officer</b>

**INVESTMENT IN SECURITIES MARKET IS SUBJECT TO MARKET RISK, PLEASE DISCLOSURE DOCUMENT CAREFULLY BEFORE INVESTING.**