

How to convert your MF
holdings to Online format?
(Joint Holders)

 **Login to your Trading Account**

User ID	<input type="text"/>
Password (Case Sensitive)	<input type="password"/> Forgot Password
Security Key / Access Code (Case Sensitive)	<input type="text"/> Forgot Key
	<input type="button" value="Login"/> <input type="button" value="Reset"/>
	Generate Access Code (If you are not a user of Security Key)

Login Issues

- › [Forgot Password](#) ?
- › [Forgot Security Key](#) ?
- › [Lost/Damaged Security Key](#) ?
- › [Activate Security Key](#) ?
- › [Didn't get Security Key](#) ?

Enter your User ID,
Password and
Security Key / Access
Code to log on to
your trading account.

[Not an account holder ?](#)



Trading	DP	Mutual Fund	Subscription
My Profile	My Demat Profile	Service Requests	TradeSmart
Update Profile	DP Bills		SMS
Update Passwords			Email
Financial Details			Research Reports
Change Account Type			
A/C Form			
Call&Trade			
SOR Activation			
Payout Preferences			



Click on My Account - > Mutual Fund - > Service Requests

Recommendation Buy (+)	Target Price Rs. 25	Current Price (On report dt.) Rs.17.86	Read Report
Remarks + .			

THERMAX LTD		6-16-2014
Recommendation Sell (-)	Target Price Rs. 1000	Current Price (On report dt.) Rs.900
Read Report		
Remarks + .		

Fundamental Re

Monthly Reports*

[Visit Research Centre](#)

Notice Board

As per the circular by NSE, position limits for Exchange Traded Currency Derivatives have been revised. [Know More](#)

[Prev](#) | 1 of 42 | [Next](#)



Service Requests - MutualFund

- [Add Joint holder Details](#)
- [Holding Creation](#)
- [View / Modify Default Nominee-New Folios](#)
- [Add/Modify New Nominee-Existing Folios](#)
- [View Nomination Request Status](#)
- [KYC CVL Individual Form](#)
- [KYC CVL Non - Individual Form](#)



Click on the 1st option which states "Add Joint holder Details"



Bank Name KOTAK MAHINDRA BANK LTD

Bank Account No 684865863

Holding details in linked bank account

Holders	Name	Address	Pan	Email-Id	Mobile No
1	PXF23 Cheque Name	PXF23 address_line1 PXF23 address_line2	ATLPK1104F	PXF23594088539@KOTAKSTR	560277618
2	ABC	XYZ, 100000	UATTP1515P	UAT@GMAIL.COM	1111111111
3	abcd_new system test1	new system	NEWPP1111P	new@gmail.com	9999999999

Fill in all the details and click on "Submit" at the end of the page.

Please Note :-

The request letter alongwith the required mandatory proofs should be submitted to following address for processing :
Kotak Securities Ltd - Dept: Online primary operations - 6th Floor, Bldg No. 21, Kotak Infinity, Infinity Park, Goregaon Mulund Link Road, Malad (E), Mumbai – 400 097
 This request will just register client's holding pattern details at their linked bank account in our records. It will not be used for any other purpose unless instructed by client.

SUBMIT

GENERATE PDF





Successfully updated....

Client Code PXF23
Bank Name KOTAK MAHINDRA BANK LTD
Bank Account No 684865863

Holding details in linked bank account

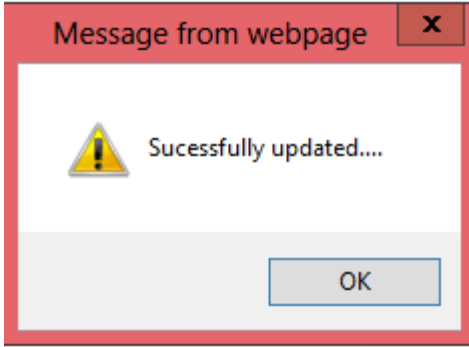
Holders	Name	Address	Pan	Email-Id
1	PXF23 Cheque Name	PXF23 address_line1 PXF23 address_line2	ATLPK1104F	PXF23594088539@KOTA
2	ABC	XYZ, 100000	UATTP1515P	UAT@GMAIL.COM
3	abcd_new system test1	new system	NEWPP1111P	new@gmail.com

Please Note :-

The request letter alongwith the required mandatory proofs should be submitted to following address for processing :
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This request will just register client's holding pattern details at their linked bank account in our records. It will not be used for any other

SUBMIT

GENERATE PDF



You will now get a message stating "Sucessfully updated". Click on "OK".

Now click on "Generate PDF"

Open

1 / 2 118%

(To be collected in case trading account is to be mapped with joint bank account)

To
Kotak Securities Ltd.
6th Floor, Kotak Infinity,
Bldg No. 21, Infinity Park,
Goregaon - Mulund Link Road,
Malad (E.), Mumbai - 400 097

Dear Sir,

This is with reference to the trading account code PXF23 opened by Mr. /Ms, PXF23 Cheque Name with

We hereby confirm that the bank account no. 684865863 with KOTAK MAHINDRA BANK LTD linked to the other holders as mentioned below.

Holders	Name of person (as updated in aforesaid Bank a/c)
1	PXF23 Cheque Name
2	ABC

Print the resulting document, sign where indicated and submit at the following address along with CVL KYC proof, PAN card & address proof.

Address:

Kotak Securities Ltd.
Online Primary Operations,
8th Floor, Building 21,
Kotak Infinity, Infinity Park,
Goregaon Mulund Link Road, Malad (E),
Mumbai 400097.





Equity	Derivatives	Mutual Fund	Primary Market
Stocks	Index F&O	Purchase	IPO
Sell From Existing	Stock F&O	Redeem/Switch	OFS
Basket Order	Currency F&O	SIP	Bonds&NCD
GTC Order	Global Indices	Transfer to Online	
Auto Invest	Basket Order		
Celebration SIP			
Bonds&ETFs			



Once you joint holder details have been registered with us, log in to your trading account and follow the following process.

Click on Place order - > Mutual Fund - > Transfer to Online

AI CHAMPDANY INDS LTD			7-17-2014
Recommendation	Target Price	Current Price (On report dt.)	Read Report
Buy (+)	Rs. 25	Rs.17.86	
Remarks + .			

THERMAX LTD			6-16-2014
Recommendation	Target Price	Current Price (On report dt.)	Read Report
Sell (-)	Rs. 1000	Rs.900	
Remarks + .			

Research

Daily	View
Monthly	View
Quarterly	View
Yearly	View

Notice Board

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[Prev](#) | 1 of 42 | [Next](#)



Transfer to Online - MutualFund

Client Code: PXF23

To transfer your existing offline mutual fund holdings to your Online Kotaksecurities.com Mutual Fund holdings [Click here](#)

To View your existing Offline to Online Transfer In Requests on kotaksecurities.com [Click here](#)



Click on the 1st option which states
“To transfer your existing offline
mutual fund holdings to your
Online Kotaksecurities.com Mutual
Fund holdings”



Transfer to Online Place Order - MutualFund

Date : 29 Sep 2014

Client Code: PXF23

Holding Pattern

First Holder : PXF23 Cheque Name

Second Holder : Inchody

Subject :Transfer of Mutual Fund holdings to Online Kotaksecurities.com holding

I/WE would like to transfer my/our following Offline/Non-Kotaksecurities.com Mutual fund holdings into my/ our Online Kotaksecurities.com

Kindly select the AMC from the AMC list :

Fill in all the details and click on "Submit" at the end of the page.

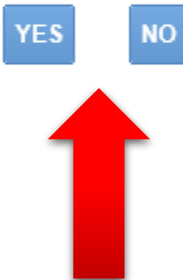
Sr No.	Scheme Name	Existing Folio_no	Existing Online Folio_no
1	<input type="text" value="Kotak Contra Scheme Growth"/>	<input type="text" value="123456"/>	<input type="text" value="1010134/88"/>
2	<input type="text" value="Select Scheme"/>		<input type="text" value="Select Folio"/>



Acknowledgment of the transferin request

The Transferin Request has been accepted and the reference no is 2152.

Do You Wish to add More Transferin Requests :



If you want to add more Transfer requests, click on “Yes” and fill in the details as before. If not, click on “No” to continue.



Transfer to Online View - MutualFund

Instructions:

Please select "PDF" check box and click on "PDF" button to generate the pre-printed PDF button. The request letter should be duly signed by all the holders. For verification please attach the copy of latest Portfolio/Account statement of the holdings to be converted and send it along with the duly signed request letter to the address mentioned in the letter. **In lieu of the requested portfolio statement your request shall be rejected.** Please note it takes minimum 10 working days to display mutual funds holdings into your online portfolio tracker. In case of exceptions it may further delay the conversion. On conversion please check your holdings details at Mutual funds portfolio tracker and also check the unit balance at Redemption / Switch place order. Please note on Rejection, the discrepancy shall be communicated to you for rectification. Once it is rectified please place a fresh request to re-initiate the conversion process.

Click to Delete	Request No	AMC Name	Request Date	Process Status	PDF
<input type="radio"/>	1921	DEUTSCHE MUTUAL FUND	03/05/2011	Hard Copy not received	<input type="radio"/>
<input type="radio"/>	2139	RELIANCE MUTUAL FUND	06/03/2014	Hard Copy not received	<input type="radio"/>
<input type="radio"/>	2119	BIRLA SUN LIFE MUTUAL FUND (RTA-Cams)	09/03/2012	Rejec	<input type="radio"/>
<input type="radio"/>	2112	AXIS Mutual Fund	10/02/2012	Pendi	<input type="radio"/>
<input type="radio"/>	2125	KOTAK MAHINDRA MUTUAL FUND	10/10/2012	Comp	<input type="radio"/>
<input type="radio"/>	2120	AXIS Mutual Fund	12/03/2012	Comp	<input type="radio"/>



Save the Request number for your reference. Select your Order Request and click on "PDF" to generate a PDF file of the request

Click on Sign to add text and place signatures on a PDF file.

Date: 29 /09 /2014

To,
Kotak Securities Ltd
Dept : Online Primary Dept.
6th Floor, Bldg No. 21, Kotak Tower ,
Kotak Infinity , Infinity Park,
Goregaon - Mulund Link Road,
Malad (E.), Mumbai - 400 097 - India

Dear Sir,

Subject: Transfer-In request of Mutual Funds holdings in DEUTSCHE MUTUAL FUND ASSET MANA
PVT LTD.

I/We request you to transfer my/our existing Mutual funds holdings held with DEUTSCHE MUTUAL FUN
procured through other than www.Kotaksecurities.com (online portal of Kotak securities ltd) into my/our o
Kotak securities ltd with below mentioned client code & Holding-id. The details of holdings are mentioned

Holding pattern details:

KS Trading Code : **PXF23**

First holder : PXF23 Cheque Name



The resulting PDF file will download. Print the document, sign where indicated and submit the duly signed document along with your statement of account at your nearest branch.

The End