

Steps for creating new folio on Website - Existing investor

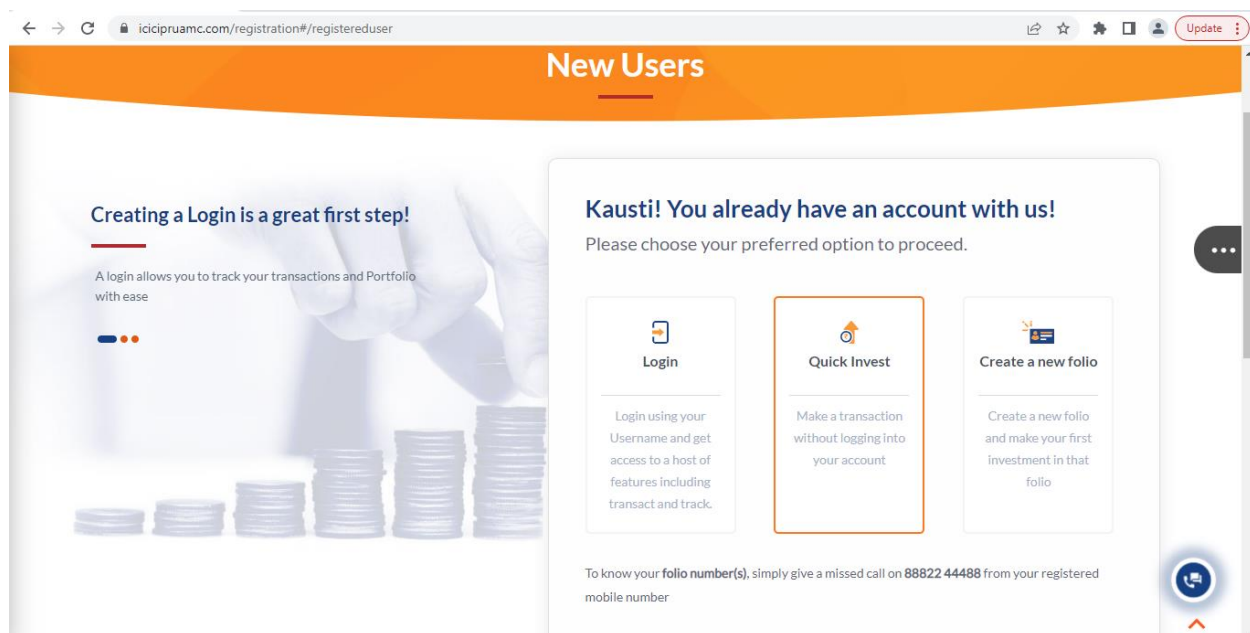
Step 1 – Select “Register Now” option - <https://www.icicpruamc.com/registration>

Step 2_– Enter your login credentials - Name, Email id and Mobile number. Declaration to be made whether the entered mobile number/email belongs to self/spouse/Dependent Children/Dependent Siblings/Guardian/PMS/Custodian. You will have to click on the Tick if the mobile/ email id is other than ‘Self’

- OTP is then sent on the entered mobile number -> Enter OTP

Step 3 – If the customer’s mobile number is already registered with ICICI Prudential AMC, then the user will get three options – Login, Quick Invest and Create a new folio. Select “Create a new folio” option to create a new folio.

- If the customer’s mobile number is not registered with ICICI Prudential AMC, then the user will not be shown the below screen. The user will need enter the OTP and select scheme purchase type from SIP or Lumpsum (After selecting scheme purchase type proceed to Step 7)



Step 4 – Enter OTP received on your registered mobile number

Step 5 – Select Scheme type from SIP or Lumpsum

Step 6A – If the selected scheme type is Lumpsum. Select the scheme to invest in

- Select Scheme Option from Growth, Reinvestment in IDCW or Payout of IDCW
- Enter investment amount

Step 6B – If selected Scheme type is SIP

- Select the scheme to invest in
- Select Scheme Option from Growth, Reinvestment in IDCW or Payout of IDCW
- Enter Investment amount, SIP Frequency, Start Date and End Date. (Note – SIP Start Date will be latest 15 days from the day of transaction) -> Save SIP details
- Choose to continue with or without SIP Top-Up
 - o If the investor chooses to opt for SIP Top-Up, then enter the following details:
 - Select Top-Up mode – Percentage or Amount
 - Select Top-Up frequency
 - Select Top-Up cap date or Select Top-Up cap amount
 - Submit -> Go to next step

Step 7 - Enter your personal details – Folio holder details, Current Residential Status and whether you are a USA/Canada citizen.

Step 8 – Enter Pan Details – PAN Is checked whether it is KYC verified or not.

- If the PAN is KYC verified, please move to next step.
- If the PAN is not KYC verified, then the investor will be redirected to complete the KYC either through Aadhar KYC or Video KYC.

Add PAN details for Secondary and Tertiary Applicant, if any. Adding details for secondary and tertiary applicant would make the folio, multiple applicant folio with either/survivor mode only.

(Please note: If the mobile number of secondary is same as primary and if declaration provided by primary is any one of the 3 i.e. Spouse / Dependent children / Dependent parents, then the user will move ahead to Step 6.

If the mobile number of secondary is same as primary and if declaration provided by primary is other than the 3 i.e. Spouse / Dependent children / Dependent parents, then the user will not be able to move ahead to Step 6)

Step 9 – If the Mobile/Email used for registration is different from the KYC registered Mobile/email details, then the PAN details are verified using OTP verification generated on KYC linked mobile number/Email mapped to your PAN.

- If the Mobile/Email used for registration is same as the KYC registered Mobile/email details, then proceed to next step.

Step 10 – Enter DOB as per your KYC Details

Step 11 - FATCA Declaration + Nominee details (if Required) are updated here

- b. If user selects as 'Yes' to fill the nominee details, the user has to enter the nominee name, PAN, mobile, Email, address etc. On entering all the nominee details, the user will move further to the Bank details screen. (Annexure 1 – details out the compulsory validations performed while filling Nominee Details)

Step 12 – Enter Bank Account Details – Account Number, IFSC Code and select account type

Step 13 – Review Folio Details and Bank Details - submit

Step 14 – New Folio is created

Step 15 – Enter RIA details if any

After this, the investor is given option to Opt for Physical Annual Report/Abridged Report. To do the same, he/she need to click on the link- 'Click here'

Step 16- User can choose "Proceed to Pay" and choose the mode of payment if multiple options given and complete the steps.

Step 17- The SIP date needs to be selected according to payment mode and register URN code in Biller section in your bank's netbanking login.

Step 18- SIP the selected scheme which will be then mapped to the newly created folio.

Annexure 1 – Nominee details validations

Column Name	Remarks
Nominee PAN.	Optional - Cannot be same as the FH / JH1 / JH2 PAN. Even then, PAN cannot be the same as of holder(s) for Nominee, only minor Guardian PAN can be the holders PAN.
Nominee Name	Mandatory field [no junk values like special characters alone, numeric characters alone, dummy values like 'NA', 'Not applicable', 'not applicable', 'N.A.', 'N A', so on will not be accepted]. Cannot be the same as FH/JH1/JH2.
Nominee Date of Birth (DOB)	Mandatory field if nominee is minor as on date of nomination. (Where not mentioned, it will be deemed that nominee is not a minor).
Nominee Relationship (with FH)	Mandatory field if the nominee details are provided.
Nominee Allocation Perc	Only numbers to be allowed (decimals, special characters not allowed) - Mandatory field. Total allocation % for all nominees should be 100%.
Guardian PAN	Optional.
Guardian Name	Mandatory if entered DOB of nominee is < 18 years on the date of nomination.
Relationship of Guardian with Minor	Mandatory if entered DOB of nominee is < 18 years on the date of nomination. It can be either Father, Mother or Legal Guardian.
Nominee Signature	Optional.