# Aditya Birla Sun Life AMC Ltd.



## **EMPANELEMENT FORM**

L.	Contact Details							
	Distributor Name:							
	Contact Person:				Recen	t Photograph		
	Contact Address:				Only fo	r Individual &		
					l l	roprietorship e Sign Across		
	City:	State:	Pin C	ode:	41-	e photo)		
	Email ID:							
	Telephone:(0):		(R):					
	Fax:		(M):					
2	Pusiness Details							
۷.		Business Details						
		PAN:Date of Birth/Incorporation date:ARN:ARN:						
	GST Number*: UID (Adhaar) Number:							
	Status:							
	No. of Branches: No. of Agents Associated/Sub -brokers:							
	No. of Employees: a) Field b) Office							
	Business expected to be mobilized for Birla PMS over next 3 years							
	С	urrent Year	2 <sup>nd</sup> Year		3 <sup>rd</sup> Year			
	No. of Clients	Amt	No. of Clients	Amt	No. of Clients	Amt		
	*Attached Annexure- I ne	eeds to be signed and su	bmitted in case GST numb	per is not obtained.				
3.	Bank Details (Please enclose a copy of a cancelled cheque of the below bank account)							
	Bank Name: Bank Branch:							
	City: Account Type: ☐ Savings ☐ Current ☐ Others:							

# Aditya Birla Sun Life AMC Ltd.



4.	Nominee Details (For Individual Only	<i>y</i> )			
	Nominee Name:	DOB	;		
	Guardian Name (In case nominee is				
	Relationship with Distributor:				
	•	case nominee is minor:			
		Specimen Sign Nominee/Guardia nominee is n	n (In case		
5.	MSME Declaration:  This is to certify that we are registed ************ (Kindly submit MSME certified)	ered under MSME (Micro Medium Small Enterpo ficate as applicable)	rises).MSME registration number		
	☐ This is to certify that we are not registered under MSME (Micro Medium Small Enterprises).				
	□ I/ We undertake that the information provided is correct and true to my knowledge. My/our application empanelment may accordingly to be considered. My/our appointment shall be subject to any guidelines, notification regulations etc. that may be fram ed or issued by Aditya Birla Sun Life Asset management Co. Ltd. SEBI or any regulatory authority.				
	Date: Place	ce: Signature of Dist	ributor:		
**************************************					
	IFA	Checklist Partnership Firm	Corporate		
	☐ PAN Card	☐ Partnership Deed & Resolution	□ MOA & AOA		
	☐ Address proof	☐ Authorised Signatory List	☐ Authorised Signatory List		
	☐ Bank Proof	☐ Address Proof of Firm	☐ Board Resolution		
	☐ Adhaar Card	☐ Bank Proof of firm	☐ Address & Bank Proof of Company		
		☐ PAN card & Adhaar card of partners	☐ PAN card & Adhaar of ASL		
			GST certificate/Declaration		

<sup>\*</sup>Self-attested copy of PAN, Address Proof, Adhaar Card and ARN Card (If Available)

## Aditya Birla Sun Life AMC Ltd.



### Annexure-I

On letter head of distributor/IFA

Date:
То,
Aditya Birla Sun life AMC Ltd
One Indiabulls Centre, Tower- I, 17th Floor,
Jupiter Mill Compound, 841, Senapati Bapat Marg,
Elphinstone Road, Mumbai- 400013.
Declaration for not having GST Registration Number
This is to declare that I/We are not liable to pay Goods & Service Tax (GST) in respect of distribution services being
provided by us as on date since I/We are of the opinion that having regard to value and nature of services and in
accordance with provisions of various enactments, rules and notifications governing GST law in India, there is no
requirement for us to pay GST or register for GST. Thus as on date, we have not obtained GST registration.
I/We also confirm that in case, we obtain such registration in future, we will intimate you in this regard in writing, giving
GST registration details in prescribed format. We understand that, once we are registered for GST, we will need to furnish
tax invoice to Aditya Birla Sun Life AMC Ltd for the value of taxable distribution services provided to AMC and AMC will
be able to release consideration for such services only on receipt of such invoice.
Authorised signatory
Sign:
Distributor/IFA Name

#### **Distribution Agreement**

\_\_\_\_\_, \_\_\_\_\_("Effective Date")

THIS AGREEMENT ("Agreement") is made at [Mumbai] on the \_\_\_\_\_day of\_\_\_\_\_

The Manager and the Distributor are together referred as "Parties".

BETWEEN		
Aditya Birla SunLife AMC Limited, a company having its registered office at One World Centre, Tower-1, 17th floor, Jupiter Mills, Senapati Bap Marg, Elphinstone Road, Mumbai - 400 013 (hereinafter referred to as the "Manager" or "ABSLAMC"), which expression shall, unless repugnant the context or meaning thereof, be deemed to include its successors and assigns) of the ONE PART;		
AND		
, a company incorporated under the provision of the Companies Act, 2013, having its head office at, (hereinafter referred to as " <b>Distributor</b> ", which expression shall include, unless repugnant to or inconsistent with the subject or context thereof, its successors in title and permitted assigns) of the SECOND PART.		

#### **WHEREAS**

- 1. This Agreement governs the relationship between the Manager and the Distributor whereby the Distributor shall from time to time (as may be permitted by applicable laws and regulations and subject to the terms of this Agreement) refer to the Manager, potential Clients(s) ("Client" means a person who enters or agrees to enter into an agreement with the Manager to subscribe to any of the services or products offered by the Manager and listed under a relevant Schedule to this Agreement ("Client Agreement")) to distribute its products and services and/or assist in initiating and establishing contact between the Manager and potential Clients and the Manager shall pay a fee to the Distributor (subject to the terms of this Agreement) for the services rendered by it. The term 'Client Agreement' shall include agreements to provide portfolio management services and contribution agreements in relation to alternative investment funds ("AlFs").
- 2. This Agreement does not give rise to any employment or agency relationship between the Manager and the Distributor.
- 3. This Agreement is non-exclusive and does not restrict the Manager or the Distributor in any way from carrying out any other marketing and/or sales development activities (including co-operation with other persons or institutions).
- 4. The Parties wish to enter into this Agreement to reflect the terms of the aforesaid collaboration. **NOW THEREFORE,** the Parties hereto agree as follows:

#### 1. Engagement

Subject to the terms and conditions contained herein, the Manager hereby engages the Distributor for the term of this Agreement to provide the services described in Clause 2 and the Schedules of this Agreement and the Distributor accepts such engagement.

#### 2. Services

- 2.1 The Distributor shall identify and refer Clients to the Manager in any permitted jurisdiction for the following services and/or products of the Manager:(a) Portfolio management services provided by the Manager, in accordance with Schedule 1 to this Agreement; and
- (b) Alternative investment funds or schemes thereof managed and/or sponsored by the Manager, in accordance with Schedule 2 to this Agreement.
- 2.2 The Distributor shall not provide any guarantee or assurance of the returns to the Clients on the investments managed by the Manager under the respective Client Agreement(s) and other related deeds and documents;
- 2.3 The Parties may, at any time during the term of this Agreement, amend this Agreement to include additional Schedules to engage the Distributor's services for additional products or services offered by the Manager.
- 2.4 The Distributor shall, without prejudice to the services specifically set forth in the Schedules, provide the following services ("Distribution Services") for each product or service of the Manager identified in the Schedules:
- (a) identify Clients in relation to the respective services or products offered by the Manager;
- (b) provide Clients with marketing materials provided by the Manager, as the Distributor may deem fit;
- (c) provide reasonable support to the Manager for marketing the investment proposal to the Clients, if required;

- (d) coordinate all documentation including getting all the KYC and supporting documents from the Clients; and
- (e) provide reasonable support to the Manager in execution of Client Agreements with accepted Clients.

#### 3. Term of Agreement

The provisions of this Agreement shall become effective on the Effective Date and shall remain in force unless terminated in accordance with the provisions of this Agreement.

#### 4. Representations, warranties, covenants and undertakings of the Distributor

- 4.1 The Distributor undertakes to refer potential Clients who (as far as the Distributor is aware) are of good standing and reputation.
- 4.2 The Distributor hereby represents, warrants, covenants and undertakes to the Manager that:
  - a) it is aware of and has complied, and will continue to comply, with all relevant statutory and regulatory provisions, including any applicable licensing requirements under the relevant jurisdictions in order to perform the services hereunder;
  - b) no action or any other steps have been taken and no legal proceedings have been started or (to the best of its knowledge and belief) threatened against the Distributor for the winding-up of the Distributor or appointment of a receiver, judicial manager, administrator, administrative receiver, compulsory manager, trustee or similar officer of the Distributor or of any or all of its assets;
  - c) it shall be solely responsible for its tax liabilities and the related reporting and other procedures and obligations; and
  - d) it shall not receive, directly or indirectly, any commission from the Client in respect of any product(s) and/or services being availed by the Client from the Manager except the Fee payable by the Manager in accordance with this Agreement.
- 4.3 The Distributor is solely responsible for ascertaining what intermediary services it may lawfully perform under the relevant statutory and regulatory provisions and undertakes at all times to observe all such applicable provisions. In particular, it must not solicit funds by unlawful or improper means nor may it offer services designed to evade regulations or duties of any kind.
- 4.4 The Distributor must act in its own name and for its own account at all times. It may not present itself in any way as acting in the Manager's name and/or for its account. In particular, it may not enter into any obligations on behalf of the Manager nor issue guarantees which are binding on the Manager. In connection herewith, the Distributor may not use premises of the Manager in the performance of its services unless it has the Manager's express prior consent.
- 4.5 The Distributor hereby undertakes, confirms and agrees to the Manager that:
- (a) the obligations and duties of the Distributor are solely referral, mechanical and administrative in nature and the Distributor is not a trustee for the Client, and neither this Agreement nor any action taken by the Distributor hereunder shall constitute the Manager and the Distributor a partnership, association, joint venture or other common enterprise;
- (b) the Distributor or its employees/agents/representatives shall not in any manner claim to be an employee, owner or shareholder, director or promoter of the Manager to the Clients;
- (c) the Distributor shall obtain such written consents as may be necessary from the prospective Clients for furnishing information to the Manager pertaining to the prospective Clients;
- (d) the Distributor shall circulate marketing material, literature or any other information/documents in connection with the product(s) and/or services rendered by the Manager ("Marketing Material") for its interactions with the Clients. The Distributor shall not circulate Marketing Material, unless such Marketing Material is pre-approved by the Manager in writing. It is hereby understood in all cases that the relationship between the Manager and the Distributor is that of principal to principal and each transaction is for the account of Client and not for the Distributor 's own account;

- (e) subject to Clause 9 (*Confidentiality*), the Distributor agrees to maintain confidentiality and secrecy of all information received by it and/or its personnel either directly or in the course of dealing with the Manager and or its employees and/or its Clients. The Distributor further undertakes to utilize such information only for the purposes of providing their Distribution Services under this Agreement and not for any other purpose which may prove detrimental to the interest of the Manager and/or its employees and/or its Clients;
- (f) the Distributor shall not (i) issue any advertisement in relation to the Manager or its affiliates or hold out on behalf of the Manager or its affiliates; and/or (ii) provide information of any kind relating to the Manager or its affiliates to the press by way of interviews, press releases or otherwise;
- (g) the Distributor shall not use the Marketing Material provided by the Manager, for providing its own product or service similar to the Manager;
- (h) the Distributor shall obtain and at all times maintain all authorisations, licences and registrations, if required under the applicable laws for the purposes of the performance of any of its duties and obligations under this Agreement;
- (i) the Distributor shall assist the Client in relation to all the documentation required for availing the services or products offered by the Manager for which the Distribution Services are engaged under this Agreement. The Distributor shall remain liable for any loss of documentation in course of transit between the Distributor and the Client or between the Distributor and the Manager;
- (j) the Distributor shall be responsible for providing required support in complying with applicable know your client (KYC) norms and prevention of anti-money laundering (AML);
- (k) the Distributor shall bring to the notice of the Manager, any regulatory action taken/initiated against the Distributor by SEBI, RBI, or any other regulatory/administrative/judicial authority;
- (l) the Distributor agrees that the Manager shall be under no obligation to enter into Client Agreement with a Client referred by the Distributor under this Agreement, and the Manager is entitled to solely decide if it desires to enter into Client Agreement with a Client referred by the Distributor;
- (m) the Distributor agrees that the Manager, has entered as of date, and will in future enter into, distribution arrangements with third parties. The Manager also receives enquiries for availing its products and services directly from potential Clients from time to time. In the event, there is any dispute as to whether a particular Client was referred by the Distributor or not, the Manager shall determine if the Distributor is entitled to receive Fees under this Agreement based on whether the Distributor been identified in the completed application documentation submitted along with the cheque, for the investment made by the said Client into the respective service or product.
- (n) the Distributor shall promptly inform the Manager of the complaints or queries received from the Clients;
- (o) neither the Manager nor any of its affiliates shall be responsible to any Client for any loss or damage which any such Client may suffer or incur, as a result of any misrepresentation, negligence or default of or, mis-selling by the Distributor or breach by the Distributor of any term or condition of this Agreement;
- (p) the Distributor shall not indulge in the act of churning Client's investments with the objective of earning higher Fees from the Manager or other third parties; and
- (q) the Distributor shall not engage in any acts or conduct that results in defamation, monetary damage, loss of good will or discontinuation of patronage by any Client of the Manager during or after the term of this Agreement.

#### 5. Representations, warranties, covenants and undertakings of the Manager -

- 5.1 The Manager hereby represents, warrants, covenants and undertakes to the Distributor that, to the best of its knowledge, It is aware of and has complied, and will continue to comply, with all relevant statutory and regulatory provisions, including any applicable licensing requirements under the relevant jurisdictions in order to offer the products and/or services hereunder to the Clients.
- 5.2 The Manager hereby undertakes, confirms and agrees to the Distributor that:

- (a) all information (including, but not limited to, all deeds and documents) supplied or made available by the Manager to the Distributor from time to time are true, correct and genuine to best of its knowledge and that the Manager is duly authorised to disclose the same to the Distributor;
- (b) the Manager shall be solely, individually and independently responsible for managing the products and services offered by it in accordance with and subject to the terms of the respective Client Agreements and applicable laws (including, but not limited to, the PMS Regulations and AIF Regulations, as defined hereinbelow) and the Distributor shall not be obliged or required to assist, monitor or advise the Manager, either directly or indirectly, in that behalf; and
- (c) the Manager shall at all times comply with various applicable laws and regulations including but not limited to the PMS Regulations and AIF Regulations and strictly adhere to the code of conduct prescribed for offerors of such products or services under applicable law (including the codes of conduct for portfolio managers and investment managers of AIFs prescribed by SEBI) from time to time.

#### 6. Relationship between the Manager and the Distributor

Nothing in this Agreement shall constitute a partnership or establish a relationship of principal and agent, employer and employee or any other relationship of a similar nature between or among the parties. The Distributor is or shall be deemed to be an independent contractor under this Agreement and shall have no authority to act for or represent the Manager in any way.

#### 7. Fees

- 7.1 The Manager undertakes to pay to the Distributor a "Fee" in respect of the Clients referred by the Distributor to the Manager as specifically set forth in the respective Schedule for such product or service, provided that (i) the Distributor was instrumental in directing and establishing contact between the potential Clients and Manager; (ii) the potential Client referred by Distributor is accepted by the Manager.
- 7.2 The Fee in respect of each type of product or service offered by the Manager shall be determined in accordance with the respective Schedule to this Agreement for such product or service.
- 7.3 The Fee shall be exclusive of any goods and services tax and shall be subject to any and all deductions or withholdings as are required by law. If any deductions or withholdings are required by law, the Manager shall pay to the Distributor the Fee less such deduction or withholding.
- 7.4 All computations and calculations of Fees shall be determined by the Manager in good faith at its sole and absolute discretion and shall be conclusive and binding upon the Distributor in all respects. In particular, the Distributor shall not be informed or be entitled to know/find out from the Manager, the Client's financial activities or the source of any Fees paid or to be paid.
- 7.5 Any claim with regard to the omission/error in calculation of Fee shall be made by the Distributor within a period of [12] months from payment of relevant Fee. Any claim made post the above period shall not be entertained by the Manager.

#### 8. Non-Exclusivity

The collaboration between the Parties is not on an exclusive basis and each Party shall be free to enter into similar arrangements with other Parties.

#### 9. Confidentiality

- 9.1 The Parties shall not (except as may be required by applicable law or regulation) disclose any information relating to the affairs of the other Party or any of its affiliates and information of its customers or delegates to any person not authorised to receive such information and will use its best endeavours to prevent any such disclosures whether by any of its officers, employees or agents or by anyone else.
- 9.2 Neither the Distributor nor the Manager shall do or commit any act, matter or thing which would or might prejudice or bring into disrepute in any manner the business or reputation of the other Party.
- 9.3 In the event of this Agreement being terminated, the provisions of this entire Clause shall survive and remain in full force and effect.
- 9.4 Notwithstanding the foregoing, the Manager's obligation in relation to the confidentiality shall fall off upon termination of this Agreement.

#### 10. Indemnity

10.1 The Distributor shall indemnify and hold harmless the Manager and/or any of its promoters, directors, shareholders, employees, officers against

any direct and indirect, losses, costs or claims, litigations which it might incur/suffer as a result of:

- a) any unauthorized, misleading, false or inaccurate information provided regarding the Clients / prospective Clients referred to the Manager by the Distributor;
- b) any regulatory action taken/initiated against the Distributor by the Securities and Exchange Board of India (hereinafter referred to as "SEBI"),
  Reserve Bank of India ("RBI"), or any other regulatory/administrative/judicial authority;
- c) conflict of interest arising from Distributor's obligation under any other agreement entered into between the Distributor and any third party;
- d) any legal proceeding by the Client alleging fraud or mis-selling or misrepresentation by the Distributor; or
- e) delay in communicating any Client complaints/queries received by the Distributor to the Manager.

#### 11. No Delegation

In performing its duties and functions under this Agreement, the Parties shall not be entitled to delegate any of its duties and functions except on terms previously approved in writing by the other Party.

#### 12. Term

- 12.1 Either Party shall have the right at any time upon giving one (1) months' notice in writing to the other to terminate this Agreement without providing any reason or to terminate this Agreement by written notice immediately in any of the following events:
  - a) if the other Party is in breach of any of the material terms, conditions, representations and warranties of this Agreement and fails to remedy the same (if capable of remedy) within thirty (30) days of being required by the other Party giving notice so to do; or
  - b) if the other Party is unable to pay its debts as they fall due or shall go into liquidation (except a voluntary liquidation for the purposes of reconstruction or amalgamation) or if a receiver is appointed over any of the assets of the other;
  - c) if the other Party fails to comply with, obtain or maintain any necessary authorizations, licenses or registrations for the performance of its duties hereunder:
  - d) if the other Party engages in fraud or other illegal or unethical activities, or in any activity which the first Party, in its reasonable judgment, believes could adversely affect the reputation of the first Party.

#### 13. Governing Law and Jurisdiction

- a. The provisions of this Agreement shall be governed by and construed in accordance with laws of India and the courts of Mumbai shall have the exclusive jurisdiction in case of any disputes under this Agreement.
- b. Any dispute, controversy or claims arising out of or relating to this Agreement or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996.
- c. The arbitral tribunal shall be composed of three arbitrators, one arbitrator to be appointed by each Party and third arbitrator appointed by the mutual consent of the arbitrators so appointed.
- d. The Seat of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made, in Mumbai.
- e. The arbitral procedure shall be conducted in English language and any award or awards shall be rendered in English. The procedural law of the arbitration shall be Indian law.
- f. The award of the [arbitrator/arbitral tribunal] shall be final and conclusive and binding upon the Parties, and the Parties shall be entitled (but not obliged) to enter judgement thereon in any one or more of the highest courts having jurisdiction.

- g. The rights and obligations of the Parties under, or pursuant to, this Clause, including the arbitration agreement in this Clause, shall be governed by and subject to Indian law.
- h. The cost of arbitration shall be borne by both the parties equally.

#### 14. General

- **14.1** Construction. This Agreement is the sole agreement between the Parties in connection with the subject matter herein and it replaces any prior or contemporaneous agreement between the Parties, whether in writing or otherwise. The preamble and appendix attached hereto are integral and inseparable parts of this Agreement. Clause headings are for guidance purposes only and shall not influence the interpretation of the provisions hereof. Amendments to this Agreement shall not be effective unless made in writing and signed by the Parties. Waivers shall only be effective if made in writing and signed by the Party making the waiver.
- **14.2** <u>Notices</u>. Notices shall be delivered to the addresses at the opening of this Agreement and any additional contact details exchanged between the Parties from time-to-time.
- **14.3** <u>Severance</u>. If a court of competent jurisdiction determines that any part hereof is invalid or unenforceable for any reason, then such part shall be removed herefrom and deemed to have not been included as of the date hereof, while the validity and enforceability of the remaining parts shall not be affected. Where possible, the removed provision shall be replaced by a new provision that as closely as possible reflects the original intention of the Parties without it also being invalid or otherwise unenforceable.
- **14.4.** <u>Publicity.</u> The Parties agrees that they shall not use the logo, trademark, copy rights of other proprietary rights of the other Party in any advertisement or publicity materials or any other written communication with any third party, without the prior written consent of the other Party.
- **14.5**Assignability. The Distributor shall not be entitled to transfer, novate and/or assign its rights and/or obligations under this Agreement without the prior written approval of the Manager. The Manager shall be free to transfer, novate and/or assign its rights and/or obligations under this Agreement without prior written approval of the Distributor by intimating the Distributor about such transfer, novation and/or assignment.

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement on the date first above mentioned by signing in the appropriate places below.

For [Aditya Birla SunLife AMC Limited]	For	
Name:	Name:	
Title: [Designation]	Title: [Designation]	

#### Schedule I

#### Portfolio Management Services

- 1. The Manager is duly authorised by the SEBI to provide portfolio management services vide registration no. [INP000000597] and provides [discretionary portfolio management services, non- discretionary portfolio management services and advisory services] (collectively, "Portfolio Management Services") to Clients under the respective Client Agreements and the SEBI (Portfolio Managers) Regulations, 2020 ("PMS Regulations").
- 2. The Manager hereby appoints the Distributor, acting through its various branches to the extent permissible as per the applicable laws, to provide the Distribution Services set forth in Clause 2 of the Agreement to the Manager in respect of the Portfolio Management Services.
- 3. The Distributor hereby undertakes, confirms and agrees to the Manager that:
  - 3.1. the Distributor shall inform each potential Client of the inherent risk of investing into the securities market. The Distributor shall provide required assistance in conducting a detailed risk profiling of each Client;
  - 3.2. the Distributor agrees to not make any representations concerning the Portfolio Management Services of the Manager except those contained in the Disclosure Document (as defined in the PMS Regulations) and printed information issued or approved in writing by the Manager as information supplemental to such documents:
  - 3.3. the Distributor hereby certifies that it shall, as well as all its employees, representatives / agents / sub-agents engaged in the distribution of the Portfolio Management Services of the Manager shall, hold relevant certifications and registrations, as prescribed under the applicable laws. Any cost relating to acquiring or maintaining such certification or registration shall be solely borne by the Distributor itself;
  - 3.4. the Distributor shall at all times comply with various applicable laws and regulations including but not limited to the PMS Regulations and strictly adhere to the code of conduct for distributors of portfolio management services prescribed by SEBI from time to time;
  - 3.5. the Distributor shall provide reasonable support to the Manager for verifying Distributor's compliance with the code of conduct for distributors prescribed by SEBI from time to time;
  - 3.6. the Distributor shall additionally provide a self-certification in respect of compliance with the code of conduct for distributors prescribed by SEBI, within 15 (fifteen) days from the end of each financial year; and

#### 4. Fees

In terms of Para 16(ii) of SEBI Circular dated Feb 13, 2020 prescribes that "Portfolio Manager shall pay fees or commission to distributors only on trail-basis. Further, any fees or commission paid shall be only from the fees received by Portfolio Managers".

5. In case of any conflict between the provisions of this Schedule and other provisions of this Agreement, the provisions of this Schedule shall prevail. However, in such an eventuality, best endeavors shall be made to achieve harmonious construction, taking into account all relevant documents and the Manager's interpretation in this regard shall be binding.

IN WITNESS WHEREOF, the Parties hereto have signed this Schedule on the date first above mentioned by signing in the appropriate places below.

For [Aditya Birla SunLife AMC Limited]	For
<del></del>	
Name:	Name:
Title: [Designation]	Title: [Designation]