



भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India

CIRCULAR

SEBI/HO/IMD/DF1/CIR/P/2021/02

January 08, 2021

To,

All Portfolio Managers

Dear Sir/ Madam,

Sub: Monthly Reporting of Portfolio Managers

1. Securities and Exchange Board of India (SEBI) had mandated certain changes to the regulatory framework for Portfolio Managers vide circular no. SEBI/HO/IMD/DF1/CIR/P/2020/26 dated February 13, 2020. In terms of para no. D(11) of the said circular, Portfolio Managers are required to submit a monthly report regarding their portfolio management activity, on SEBI Intermediaries Portal within 7 working days of the end of each month, as per a prescribed format.
2. In order to broaden the information obtained under monthly reports, certain modifications are specified in the format enclosed in **Annexure A**.
3. The provisions of this circular shall be applicable for monthly reports submitted for January 2021 onwards.
4. This circular is issued in exercise of powers conferred under Section 11(1) of the Securities and Exchange Board of India Act, 1992 read with the provisions of Regulation 43 of the SEBI (Portfolio Managers) Regulations, 2020, to protect the interests of investors in securities market and to promote the development of, and to regulate the securities market.
5. This circular is available on SEBI website at www.sebi.gov.in under the categories "Circulars" and "Info for - Portfolio Managers".

Yours faithfully,

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Annexure – A

Format for Monthly Report to SEBI

Report for the month of _____ FY _____

Type of Services Offered

Sl. No.	Type of Service Offered	Whether the service is offered
1	Discretionary Service	Yes/No
2	Non-Discretionary Service	Yes/No
3	Advisory Service	Yes/No

I. Data for Discretionary Services

A. Break-up of clients of the Portfolio Manager

Particulars	Domestic Clients			Foreign Clients			Total
	PF/ EPFO	Corporates	Non-Corporates	Non Residents	FPI	Others	
No. of unique Clients as on last day of the month							
Assets under Management (AUM) as on last day of the month							

B. Break-up of assets under management of the Portfolio Manager

Investment Approach	Assets Under Management as on last day of the month (in INR crores)											Total	
	Equity		Plain Debt		Structured Debt		Derivatives			Mutual Funds	Others		
	Listed	Unlisted	Listed	Unlisted	Listed	Unlisted	Equity	Commodity	Others				
Approach 1													
Approach 2													

Approach 'N'													
Total													

C. Funds Inflow/ Outflow

Investment Approach	Funds Inflow/Outflow in the Approach During the Month			Funds Inflow/Outflow in the Approach During the FY		
	Inflow during the month (in INR crores)	Outflow during the month (in INR crores)	Net Inflow (+ve)/ Outflow (-ve) during the month (in INR crores)	Inflow during the FY since April 01 to ____ (in INR crores)	Outflow during the FY since April 01 to ____ (in INR crores)	Net Inflow (+ve)/ Outflow (-ve) during the FY since April 01 to ____ (in INR crores)
Approach 1						
Approach 2						



Approach 'N'						
Total						

D. Transaction Data

Sl. No.	Particulars	Figures
1	Sales in the month (in INR crores)	
2	Purchases in the month (in INR crores)	
3	Portfolio Turnover Ratio = (Higher of Purchases or Sales in the month /Average AUM)	

Note: Average AUM to be computed based on daily average

E. Performance Data

Investment Approach	AUM (in INR Cr)	Returns (%)		Portfolio Turnover Ratio	
		1 month	1 year	1 month	1 year
Investment Approach 1					
Benchmark 1					
Investment Approach 2					
Benchmark 2					
Investment Approach 'N'					
Benchmark 'N'					
Total					

II. Data for Non- Discretionary Services

F. Break-up of clients of the Portfolio Manager

Particulars	Domestic Clients			Foreign Clients			Total
	PF/EPFO	Corporates	Non-Corporates	Non Residents	FPI	Others	
No. of unique Clients as on last day of the month							
Assets under Management (AUM) as on last day of the month							



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G. Break-up of assets under management of the Portfolio Manager

Assets Under Management as on last day of the month (in INR crores)											
Equity		Plain Debt		Structured Debt		Derivatives			Mutual Funds	Others	Total
Listed	Unlisted	Listed	Unlisted	Listed	Unlisted	Equity	Commodity	Others			

H. Funds Inflow/ Outflow

Funds Inflow/Outflow During the Month			Funds Inflow/Outflow During the FY		
Inflow during the month (in INR crores)	Outflow during the month (in INR crores)	Net Inflow (+ve)/ Outflow (-ve) during the month (in INR crores)	Inflow during the FY since April 01 to ____ (in INR crores)	Outflow during the FY since April 01 to ____ (in INR crores)	Net Inflow (+ve)/ Outflow (-ve) during the FY since April 01 to ____ (in INR crores)

I. Transaction Data

Sl. No.	Particulars	Figures
1	Sales in the month (in INR crores)	
2	Purchases in the month (in INR crores)	
3	Portfolio Turnover Ratio = (Higher of Purchases or Sales in the month /Average AUM)	

Note: Average AUM to be computed based on daily average

J. Performance Data

AUM (in INR Cr)	Returns (%)		Portfolio Turnover Ratio	
	1 month	1 year	1 month	1 year

III. Data for Advisory Services

K. Break-up of client base of the Portfolio Manager

Type of Client	Domestic Clients			Foreign Clients			Total
	PF/ EPFO	Corporates	Non-Corporates	Non Residents	FPI	Others	
No. of Clients as on last day of the month							
Value of the Assets for which Advisory Services are being given (Amount in INR crores)							



IV. Data on Complaints

Type of Client	Total No. of complaints			
	Pending at the beginning of the month	Received during the month	Resolved during the month	Pending at the end of the month
Domestic - PF/EPFO				
Domestic Corporates				
Domestic Non-Corporates				
Foreign – NR				
Foreign – FPI				
Foreign -Others				
Total				

Note: Data on investor complaints registered through SCORES or which are directly received by Portfolio Manager to be provided