	Frequently Asked Question	
	General Instruction	
1	Each value must be case specific as per drop down list provided by Sebi. Else it will give error	
2	Where PM has multiple Custodian/FA or they may be having PMS with FA and managing Advisory himself. PM will have to collate and submit to SEBI	
	Report wise Queries	
1	**Report Name**	**PM_Pool_Acc_Master**
	Query	**Answer**
A	In case of Migration from ABC CUSTODIAN TO XYZ CUSTODIAN in the year 2022. Since the master data will be updated with latest XYZ custodian in WS system, then while fetching Offsite data on 2023 it will show that holding is under XYZ custodian. However in reality it was under previous custodian. Kindly advice.	Custodian/FA will only have the latest information. PM will have to provide the data for the relevant period.
2	**Report Name**	**Client_Master**
	Query	**Answer**
A	In case First Name, middle name and last name are not seperately maintained, can it be updated in first name column?	Yes
B	Client Primary Mobile Number	It has to start with "+" or "0". Please do not use 00 or ++ in start of phone number
3	**Report Name**	**Client_Cap_Transactions**
	Query	**Answer**
A	Can Exit load be shown as a separate line item if charged on a date other than the redemption date?	Exit load should be updated in the same date/line as of redemption transaction. It should not be shown as a separate line item.
4	**Report Name**	**Client_Expense_Master**
	Query	**Answer**
A	Should Client expense always equal to PM expense?	PM expense can be more than Client expense. All expense in Client should be shown in PM expense.
B	Where should exit load be shown?	Exit load can be tagged to Management fees since there is no separate head for it
C	Where should expenses be shown for which specific expense head is not provided in the drop down?	Any other expense which is not part of specific head in the drop down can be tagged under Other misc head
5	**Report Name**	**PM_Level_Expense**
	Query	**Answer**
A	Should expense be captured on accrual date or payment date?	Accrual date
B	Which date should be captured as Expense date in the report?	Expense date to be same as Accural date
C	Where should expenses be shown for which specific expense head is not provided in the drop down?	Any other expense which is not part of specific head in the drop down can be tagged under Other misc head
D	For STT (if it is shown as an expense) and Bank charges if PAN is not available, what should we update?	Dummy PAN no. ABCDE1234F can be updated for these two expense heads
E	Which expenses should be reported in this report?	All expenses as per dropdown (Nature of service Column) if incurred should be shown . All Client level expense should be shown in PM level expense except Management, Performance and Exit load. If specific heads are not there in the dropdown, then it should be shown under others Any expense which PM wish to show apart from above can be put in "Others" eg: Salary, bills, etc
F	If partial FA fees is charged to End client and partial FA fees is borne by PM. How do we report this?	The FA fees being charged to clients has to be reported in Client expense, and the entire fees borne by the PM in this head should be shown under "Fund Accounting" head in the PM expense.
G	In case there is no specific frequency, then can we report it under others?	Yes
6	**Report Name**	**Client_Holding_Master**
	Query	**Answer**
A	There is no Rating agency for Gsec/Tbill and unrated securties.	We can select any of the Rating Agency given in the drop down