To: **APMI Members**
From: APMI Principal Officer
Subject: Key Features- **Dashboard**

Key features of the Dashboard are:

1. **AUM Movement.**
2. **Performance Chart.**
3. **IA Performance.**
4. **5 Tabs.**
    i. APMI- Current Updates
    ii. Recent Circulars
    iii. Update- Compliance Report
    iv. Raise a Query
    v. Go to the Compliance Report

I. AUM Movement:

This provides the graphical representation (line-chart depiction) of the **Growth in the AUM of your Investment Approach/s (IA).**

Steps for processing:

a) Select the Service Type as **'Discretionary IA' or 'Non-Discretionary IA'**.
b) Name of the **Investment Approach** can to be selected in the dropdown.
    - By clicking on **'Select All'** a maximum of five (5) IAs get selected.
    - An option to select & de-select an IA has been provided.
c) Click on **'Submit'** button and view the chart on your dashboard.
d) Download button has been provided next to the submit button
e) On a single click the **AUM Movement Chart of your IA/s** with your logo can be downloaded in a jpeg or pdf format.

II. Performance Chart:

This provides the graphical representation (line-chart depiction) for the **Performance of your Investment Approach/s (IA).**

Steps for processing:

a) Select the Service Type as **'Discretionary IA' or 'Non-Discretionary IA'**.
b) Name of the **Investment Approach** can to be selected from the dropdown.
    - By clicking on **'Select All'** a maximum of five **(5)** IAs get selected.
    - An option to select & de-select an IA has been provided.
c) Click on **'Submit'** button and view the chart on your dashboard.
d) Download button ⬇ has been provided next to the submit button.
e) On a single click the **Performance Chart for your IA/s** with your logo can be downloaded in a jpeg or pdf format.

III. IA Performance:

This provides the graphical representation (bar-chart depiction) of the performance of your IAs **along with the benchmark performance**.

Please note that under this option, the performance of **only one IA** gets shown at a time.

Steps for processing:

a) Select the Service Type as **'Discretionary IA' or 'Non-Discretionary IA'**.
b) Name of the **Investment Approach** can to be selected in the dropdown.
a) Select the **Month** and **Year** for which the IA Performance is to be seen.
b) Click on **'Submit'** button.
c) Download button ⬇ has been provided next to the submit button.
d) On a single click the period vise **Performance Chart for your IA** with your logo can be downloaded in a jpeg or pdf format.

IV. 5 Tabs:

At the bottom of the page, there are five **(5)** tabs:

1. APMI- Current Updates:

- This tab provides the last five **(5)** updates which have been released/uploaded by APMI.

2. Recent Circulars:

- This provides the last five **(5)** circulars released/uploaded by APMI.

3. Update- Compliance Report:

- This provides the last five **(5)** circulars which have been added under Compliance Sutra.

4. Raise a Query:

- This is the shortcut for **''Query Management''**, which appears post your login under **''Utilities''** and is a tool for APMI Members to raise their queries to APMI.
  - Under this an APMI member can raise queries under **18 different modules**- with description & attachments.
  - This unique ticket number for each query raised, helps you in tracking and getting a faster resolution.
  - Steps for raising queries under **''Query Management''** had been shared in our update email dated 4th August'23 and are also available on our website, **apmiindia.org** under **''Important > Portal Help''**.

5. Go to Compliance Report:

- This is the shortcut for your **''Compliance Report''.**
  - Compliance Report is the second step for **''Complaince Sutra''.**
  - Compliance Report will be a summary of all PMS reporting requirement to SEBI and it will have links for SEBI Circulars,

reference of related page, listing of applicability, frequency of reporting & more.

- This will be available only for APMI Members.
- We will be sharing more details on Compliance Sutra shortly.

Please Note:

- The effectiveness, responsiveness and experience of the use-cases from this **Dashboard** will be entirely dependent on the completeness of the data upload from your end.
  - For example- logo of your entity, picture of the fund manager, client breakup data and performance data are some of the **input fields** and the depiction of all these is the **output** of your dashboard.
- We urge you to complete your data upload to make your Dashboard more effective and useful.

Regards,

Association of Portfolio Managers in India
10B121, WeWork- Enam Sambhav
G-Block, Bandra Kurla Complex, Mumbai- 400051