PORTFOLIO MANAGEMENT SERVICE

PARAS
for PMS

User Manual

PMS USERS EDITION

An interactive platform bridging SEBI and Portfolio Managers

Streamlining communication and strengthening collaboration between the regulatory authority and financial institutions.

Alert Module
Timely notification of, and response to, regulatory alerts raised by SEBI

CMM | Compliance Monitoring Module
Tracking and reporting of compliance activities

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1. Tech Stack Used

The PARAS PMS platform is built on the following technology stack.

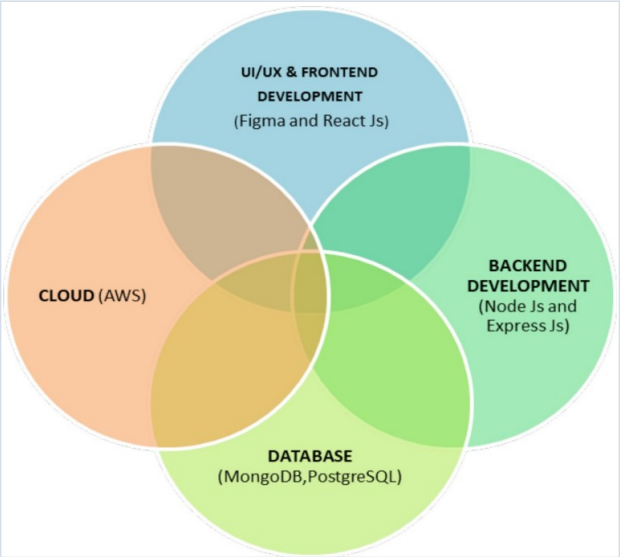


Figure 1: PARAS PMS technology stack

Layer	Technologies
UI/UX and Frontend Development	Figma, React Js
Backend Development	Node Js, Express Js
Database	MongoDB, PostgreSQL
Cloud	AWS

2. Introduction

PARAS for PMS is an interactive platform that bridges the gap between SEBI and Portfolio Managers (PMs). The Portfolio Management Services (PMS) application is designed to streamline communication and enhance collaboration between the regulatory authority and portfolio management entities. It offers two key modules:

- **Alert Module** – Enables timely notification, review, and response to regulatory alerts raised by SEBI, helping portfolio managers stay compliant with regulatory requirements.
- **CMM (Compliance Monitoring Module)** – Facilitates the efficient tracking, monitoring, and reporting of compliance activities, promoting transparency, accountability, and regulatory adherence.

The platform also offers configurable features and functionalities that can be tailored to evolving regulatory requirements and business needs, ensuring flexibility and operational efficiency.

3. Login Page

The login page is the secure access point for all users, including SEBI and PMS users, to sign in to their accounts on the portal.

Steps to follow

1. Open the **Login Page**.
2. Enter your Registered **APMI Email ID** and **Password**, then click **SIGN IN**.
3. If you have forgotten your password, click **Reset Password** to start the reset process. Enter your email address to receive instructions on how to set up a new password.

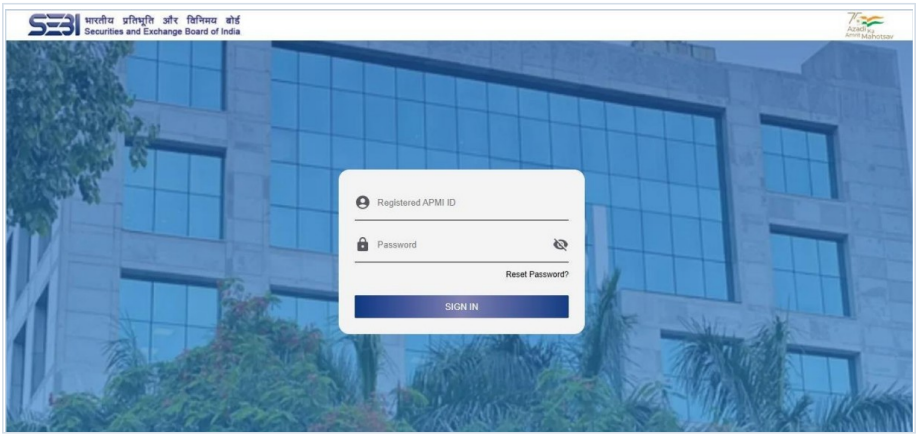


Figure 2: Login page

OTP verification

The login process includes OTP generation and verification. After you enter your credentials and click **Sign In**, a 6-digit OTP is sent to your registered email address. Enter the OTP to validate your login. If the OTP is not received within 60 seconds, it expires and you must request a new one, which adds an extra layer of security to the login.

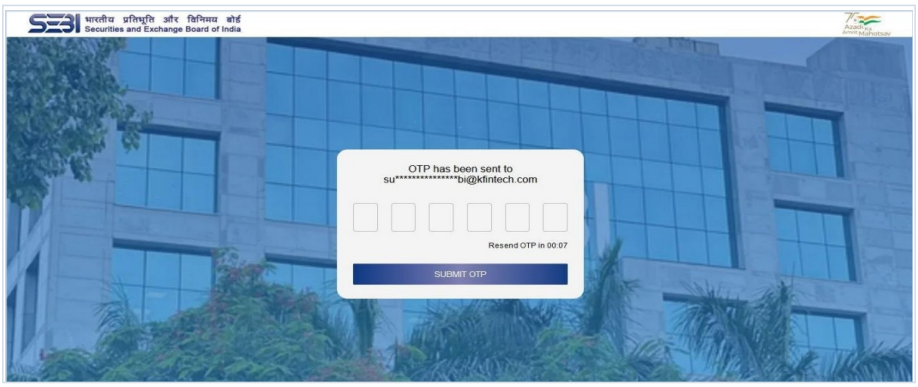


Figure 3: OTP verification screen

On successful validation, a **Verified** confirmation appears. Click **OK** to continue.

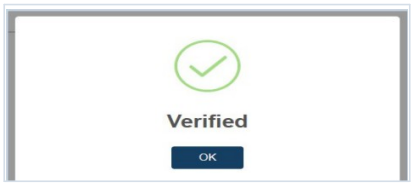


Figure 4: Verified confirmation

4. Landing Page

After successfully logging in with PMS credentials, you are directed to the landing page, which provides access to two modules:

- **Alert Module** – Allows users to view alerts raised by SEBI and take appropriate action. The module is divided into the **Submission Page** and the **Tracker Page** to facilitate effective alert management and tracking.
- **CMM (Compliance Monitoring Module)** – Enables users to upload CMM files, track their review status with SEBI, and provide comments, supporting evidence, and reports related to compliance activities.

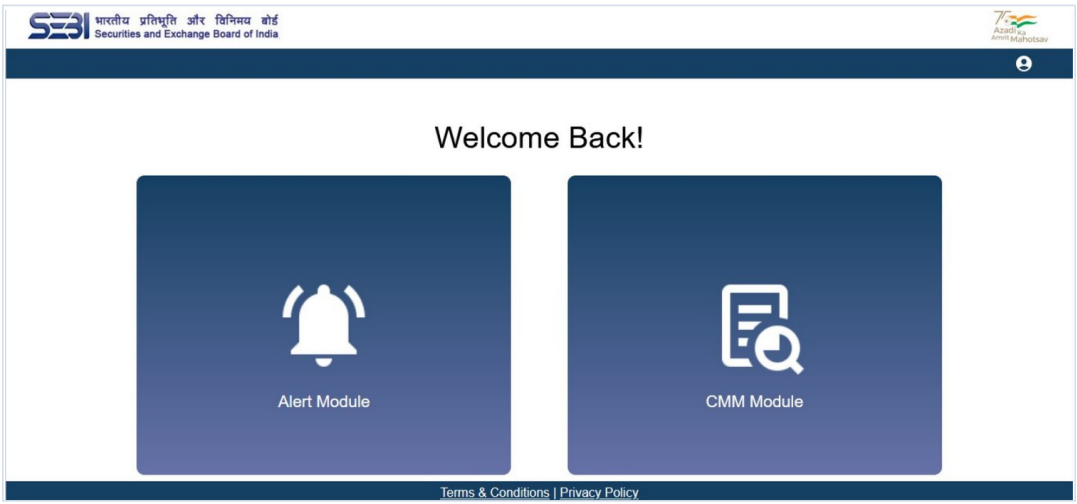


Figure 5: Landing page with the Alert Module and CMM Module

5. Alert Module

SEBI uploads alerts for the respective PMS, and an automated email notification is sent to the Principal Officer. The Principal Officer can then review and respond to each alert on the **Submission Page**, verify all responses on the **Tracker Page**, and formally submit them to the designated SEBI officer.

5.1 Submission Page

Navigate to the **Submission Page** to review the alerts issued by SEBI. For each alert you can provide detailed comments and an appropriate response. Select the **Financial Year** and **Quarter** and click **APPLY** to list the alerts.

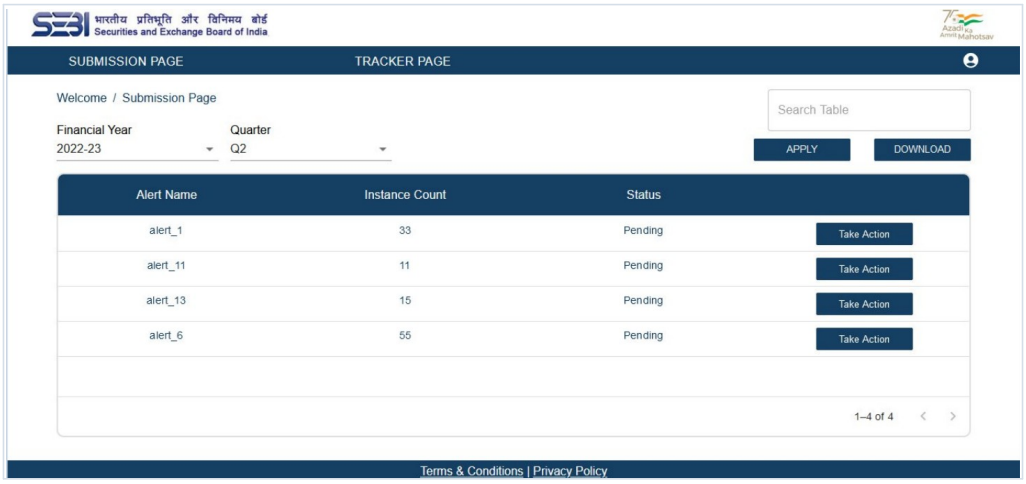


Figure 6: Submission Page

Field / Button	Description
Alert Name	The name or title of the alert.
Instance Count	The number of instances assigned by SEBI that must be updated for the alert.
Status	The status of the alert – either **Pending** or **Done**.
Take Action	Opens the alert for the PMS user to take action on it.
Download	Downloads the alerts file uploaded by SEBI.

Responding to an alert

Click **Take Action** for an alert. A form opens displaying the alert period, ticket ID, guidance type, number of instances, annexure description and other relevant information.

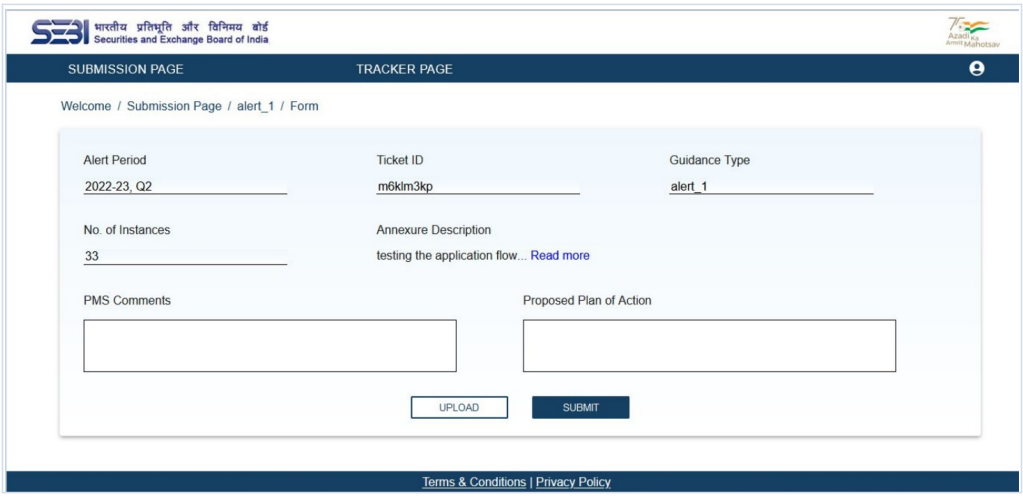


Figure 7: Alert response form

Enter the remarks under **PMS Comments**, outline a detailed **Proposed Plan of Action**, and use **UPLOAD** to attach any supporting documents. When all inputs are provided, click **SUBMIT** to finalize the response for that alert.

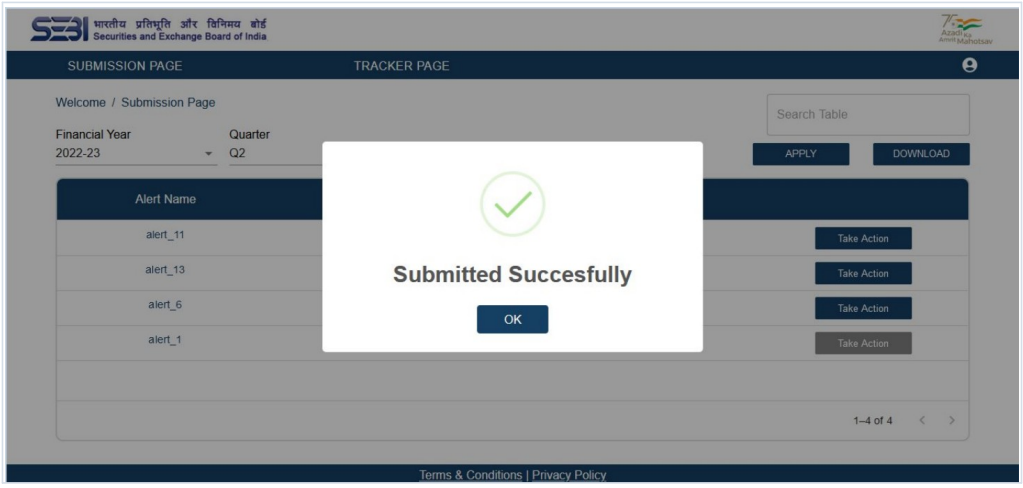


Figure 8: Submission confirmation

Once you have taken action on every alert by clicking each **Take Action** button, all alerts show the status **Done** and the **Submit** button on the Tracker Page becomes active, allowing final submission to proceed.

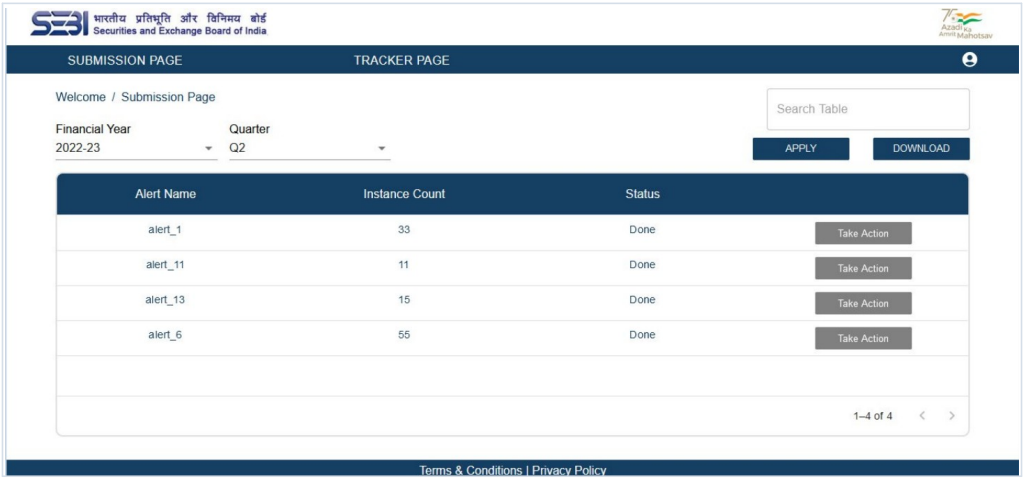


Figure 9: All alerts marked Done

5.2 Tracker Page

The **Tracker Page** serves as a centralized dashboard for monitoring alerts issued by SEBI that require action from the PMS. Alerts that have been addressed on the Submission Page are automatically displayed here for review and tracking. The page enables users to verify responses, monitor the status of each alert, and ensure that all required actions have been completed. Final submission to SEBI is permitted only after appropriate action has been taken on all listed alerts.

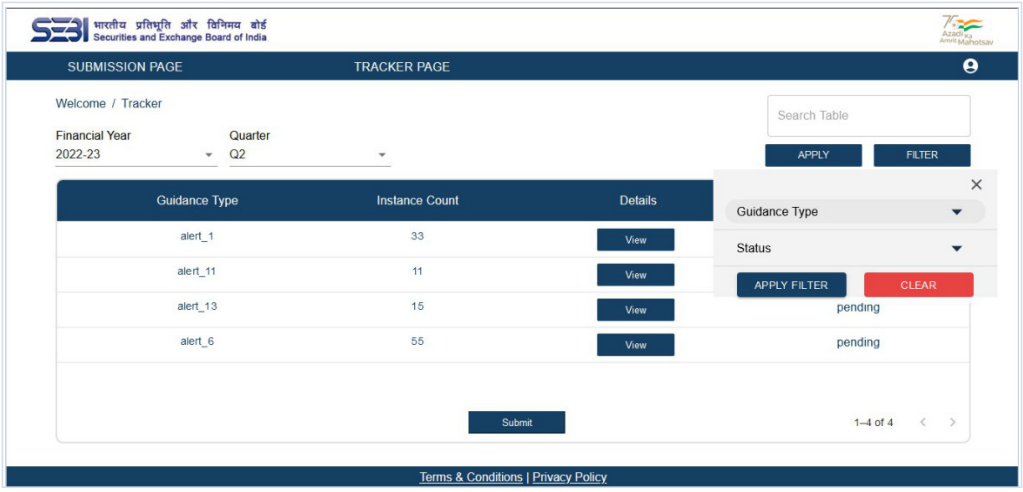


Figure 10: Tracker Page

Before final submission, the PMS user can modify or update responses as needed. Select an individual alert using **View** and click **EDIT COMMENT** to revise comments or update the attached information. Once all responses have been reviewed, verified, and completed, click **Submit** on the Tracker Page to formally submit them to SEBI.

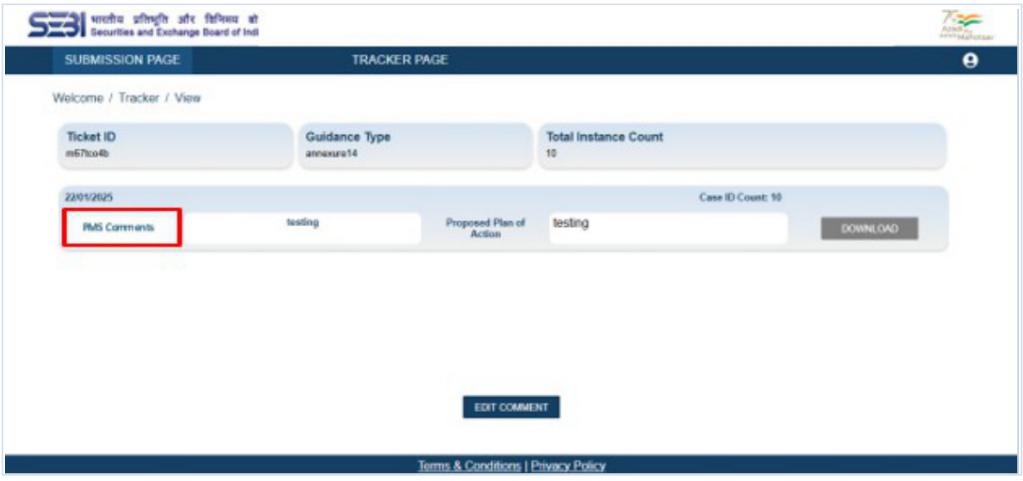


Figure 11: Reviewing and editing a response

IMPORTANT Responses, once recorded, cannot be reverted. Verify every entry carefully before you confirm the submission.

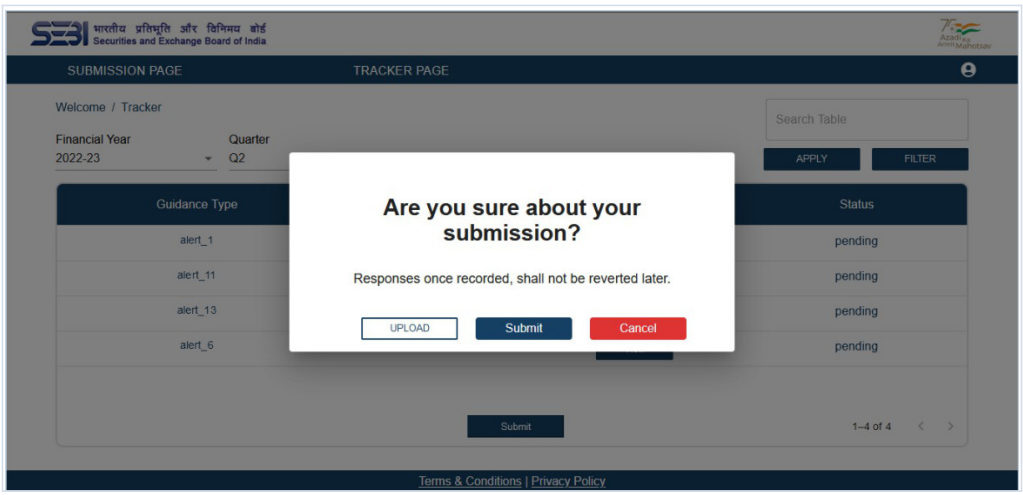


Figure 12: Submission confirmation prompt

Upon final submission, the status of the submission changes from **Pending** to **Open**. Once marked **Open**, the data becomes accessible to SEBI officers for further review and action.

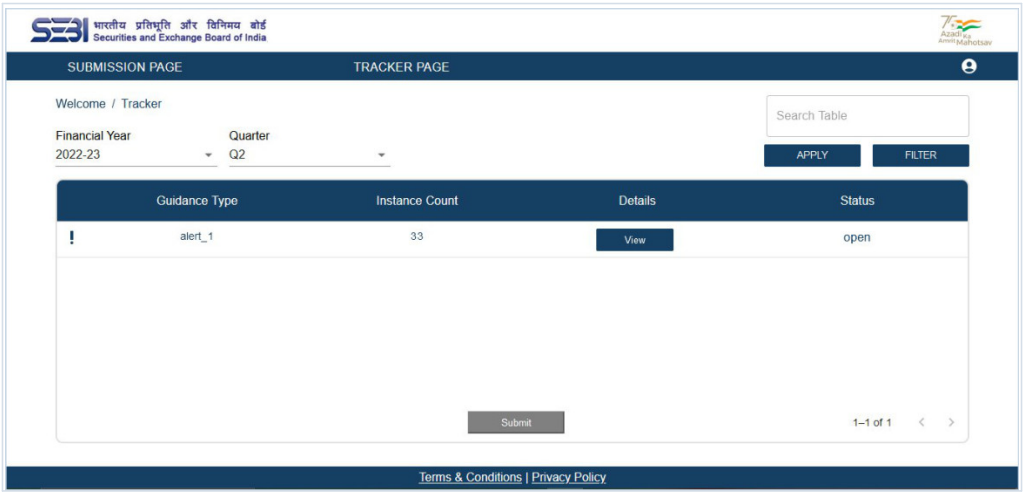


Figure 13: Tracker Page showing an Open status

Following up on SEBI clarifications

If SEBI requires additional information or clarification, the status remains **Open** and you receive an email notification that further action is needed. Alerts that need an update are marked with an exclamation mark (!) on the Tracker Page. Review SEBI's instructions in the comments section and respond by updating the relevant details and uploading any required documents.

To monitor overall progress, select the desired **Financial Year** and **Quarter** and click **APPLY**. A table with all relevant data and status updates is displayed, so you can promptly detect issues or discrepancies and ensure timely resolution.

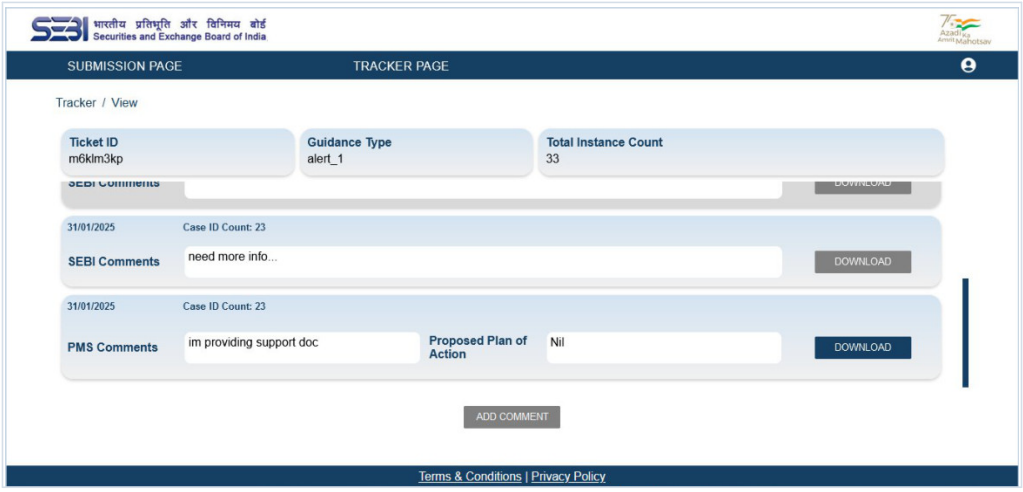


Figure 14: Comments from SEBI and PMS responses

NOTE If the PMS does not respond to the alerts within the prescribed timeframe, an automated reminder email is sent to the Principal Officer as well as the CEO of the PMS. In parallel, a formal notification is sent to SEBI, informing them of the PMS's non-compliance due to the delay in submitting the required responses and documentation within the deadline.

Chat section features

Feature	Description
PMS Comments	Displays the comments entered by the PMS for the specified alert instance.
Proposed Plan of Action	Displays the plan of action outlined by the PMS for the specified alert instance.
SEBI Comments	Displays the comments entered by SEBI for the specified alert instance.
Add Comment	Adds a new comment to the chat section for ongoing communication.
Edit Comment	Edits the last comment.
Download	Downloads the supporting documents attached while adding a comment, including documents uploaded by SEBI.

Action buttons on the Tracker Page

Button	Function
View	Opens the View Page with detailed information about the selected alert.
APPLY	Loads the records for the selected Financial Year and Quarter.
FILTER	Filters the list by Guidance Type and Status (APPLY FILTER / CLEAR).
Submit	Enabled only when action has been taken on all alerts.

5.3 Escalation TAT – Alert Module

The reminder schedule is triggered by SEBI's upload of alerts.

Reminder	When it is sent	Email type	Recipients
1st email	At the time of upload	Upload Intimation	Principal Officer email id(s)
2nd email	14th day since upload	Deadline Approaching	Principal Officer email id(s)
3rd email	21st day since upload, at 00:00 HRS	Deadline Reminder	Principal Officer email id(s)
4th email / repeat email	22nd day since upload, at 00:00 HRS	Non-Submission	Principal Officer email id(s)
Thereafter	Every 7th day thereafter	Non-Submission	Principal Officer email id(s)

6. CMM Module

The CMM (Compliance Monitoring Module) enables PMS entities to submit compliance reports to SEBI for regulatory review and verification. These reports contain pre-defined particulars prescribed by SEBI and are submitted for each Financial Year. Upon submission, SEBI reviews the report to assess compliance with the applicable regulations. The review process may involve multiple rounds of observations and responses until the report is confirmed as compliant.

There are two ways to submit a CMM report:

- **Upload File** – A simple and efficient method for uploading the completed CMM template provided by SEBI.
- **Fill Form** – Allows users to enter report details directly within the application through an online form.

Both submission methods support the compliance review process and help ensure timely and accurate reporting to SEBI.



Figure 15: CMM Module – Upload File and Fill Form options

6.1 Upload File

Use **CMM Upload** to submit your report by selecting the Financial Year and uploading the completed template.

Steps to upload a CMM file

1. Select the **Financial Year** for which the CMM report is to be uploaded.
2. Click **Download Template** to download the template file.
3. Complete the template.
4. Choose the completed file to upload; its name is displayed. Click **Submit**.

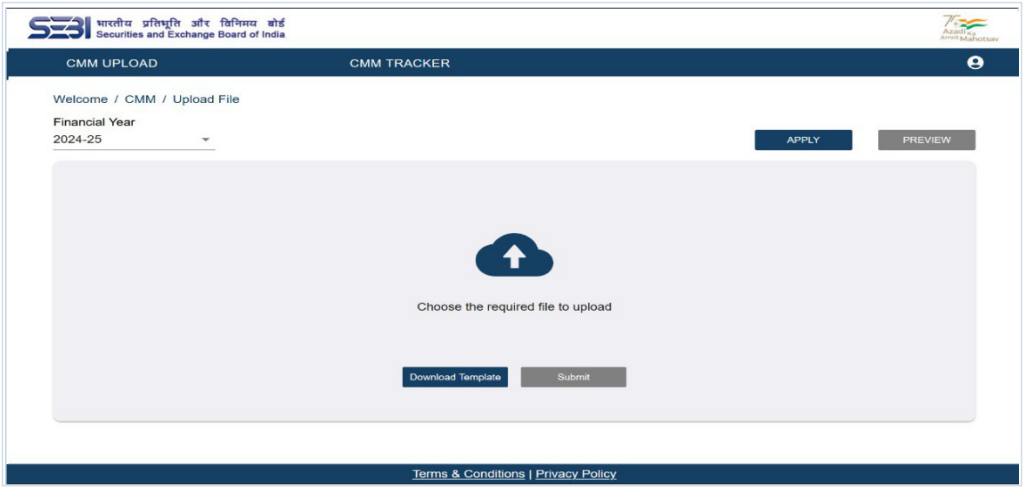


Figure 16: CMM Upload page

> **NOTE** The uploaded file must be in **.xlsx** format, and its layout must be the same as the template provided by the **Download Template** option.

Completing the template

The Excel file contains two worksheets: **Compliance Reporting Category 1** and **Compliance Reporting Category 2**.

In **Compliance Reporting Category 1**, the columns are **Particulars**, **Status** and **Remarks**. For each particular, choose an appropriate status from the drop-down:

- Compliant
- Not Compliant
- Partially Compliant
- Compliant (No Change)
- Not Applicable

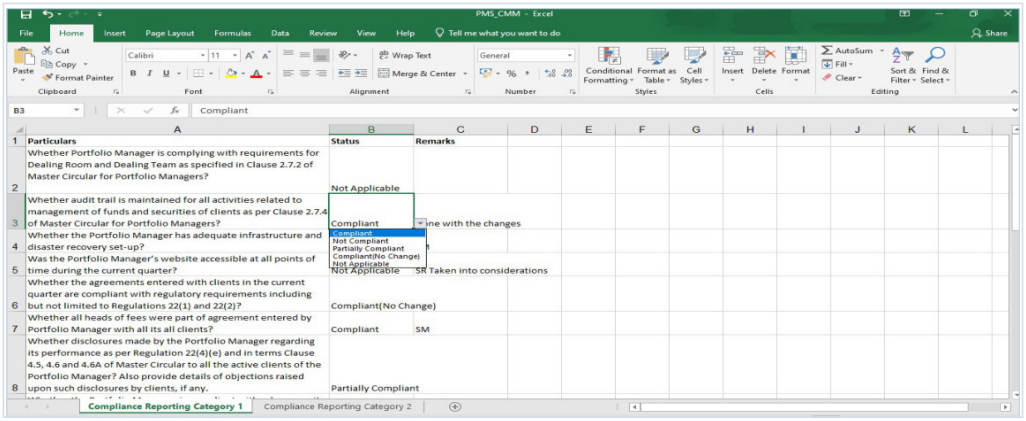


Figure 17: Template – Compliance Reporting Category 1 worksheet

The **Compliance Reporting Category 2** worksheet has the same columns. Here, select either **Yes** or **No** as the status for each item, based on the requirement.

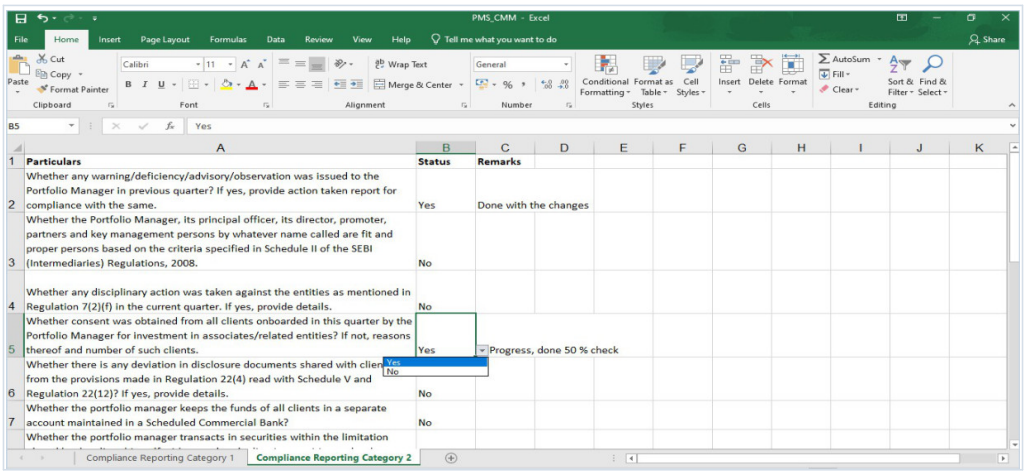


Figure 18: Template – Compliance Reporting Category 2 worksheet

> **IMPORTANT** Remarks are compulsory for **Partially Compliant** cases.

Submitting the file

After clicking **Submit**, the application redirects the user to a page displaying the contents of the uploaded file. This page allows the submitted information to be reviewed and, if required, modified. Supporting documents and evidence can also be uploaded before proceeding with the final submission.

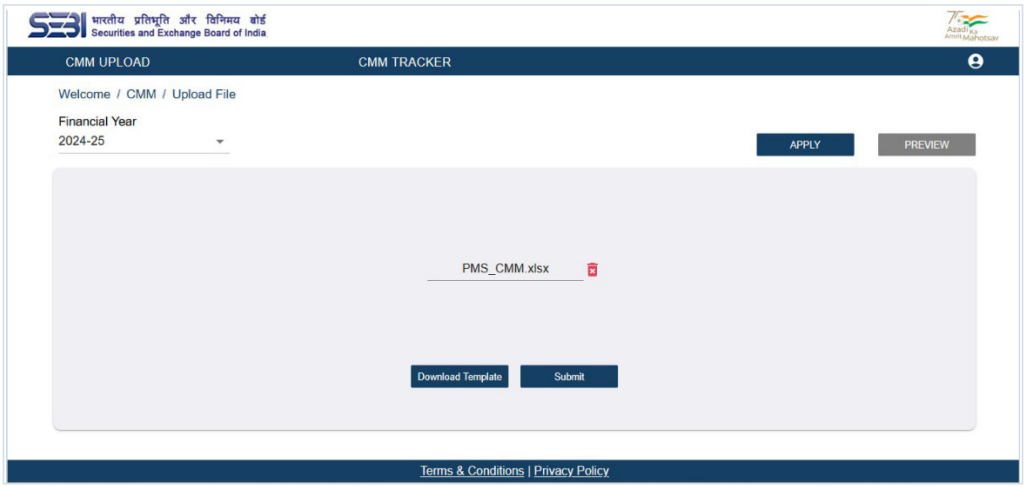


Figure 19: Selected file ready to submit

> **NOTE** If a report has already been submitted for the selected Financial Year, the system displays the message “Report already uploaded”. This validation prevents duplicate submissions and helps maintain data integrity. Previously submitted reports can be downloaded using the **Download** button for review or reference.

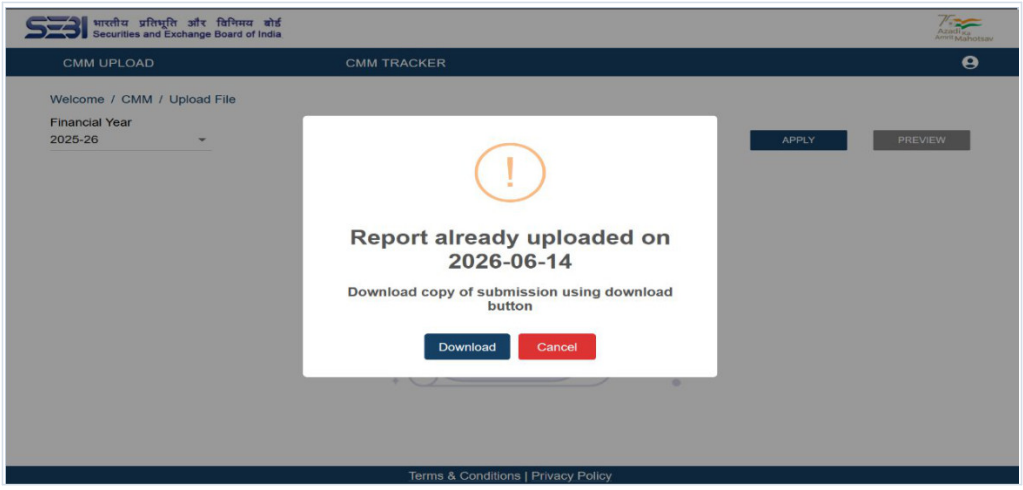


Figure 20: "Report already uploaded" message

After entering the required information, click **SAVE** to store the changes. Upon successful completion, the system displays the confirmation message "Data has been saved successfully". Click **RESET** to clear the entered data and restore the form to its initial state.

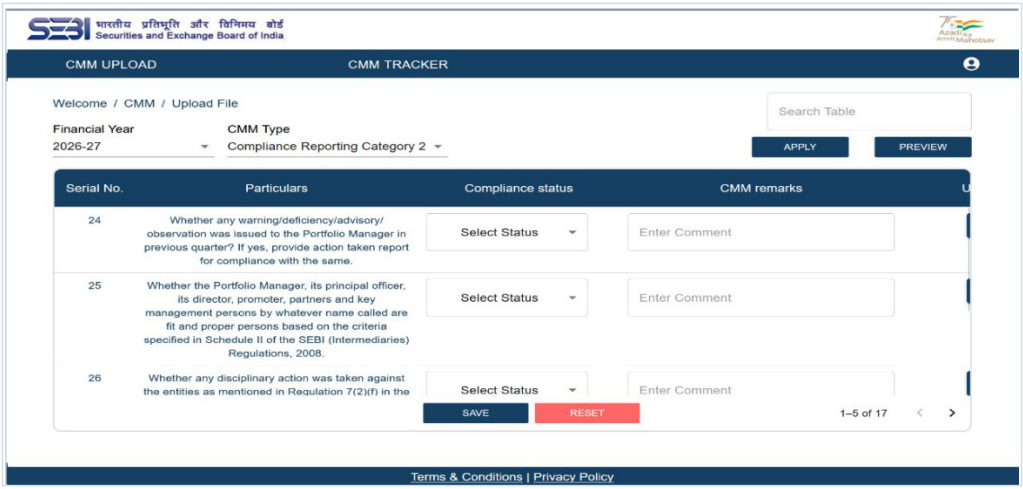


Figure 21: Reviewing and editing the uploaded data

Click **PREVIEW** to review the complete report before submission. Once the information has been verified, click **SUBMIT** to submit the report to SEBI. Additional supporting documents can be attached by clicking **UPLOAD**. Supporting documents must be uploaded in ZIP format.

> **NOTE** After the CMM file is submitted successfully, an email notification is automatically sent to the PMS Principal Officer and the respective SEBI officer, confirming that the upload is complete.

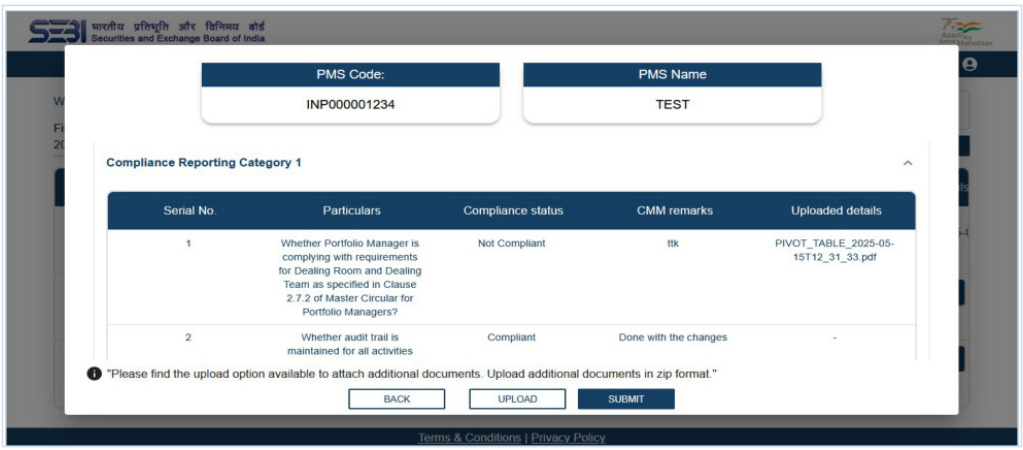


Figure 22: Report preview – Compliance Reporting Category 1

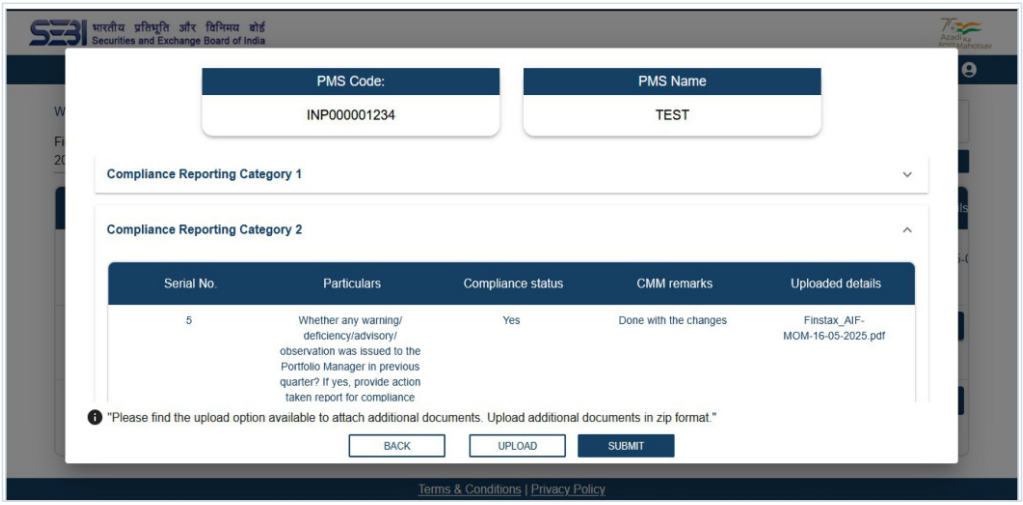


Figure 23: Report preview – Compliance Reporting Category 2

6.2 Fill Form

The **Fill Form** option provides an intuitive interface for entering CMM responses and uploading supporting documents directly within the application. All saved information and uploaded files are automatically reflected on the CMM Tracker page, ensuring accurate tracking and review of report submissions and supporting evidence.

Steps to fill the form

1. Select the **Financial Year**.
2. Select the **CMM Type** and click **APPLY**.
3. Provide the **Compliance status**, **CMM remarks** and other required fields; use **UPLOAD** against a particular to attach supporting documents.
4. Click **SAVE** to save the information entered.
5. Click **RESET** if you need to discard all changes and start fresh.
6. Click **PREVIEW** to review the complete form, then **SUBMIT**.

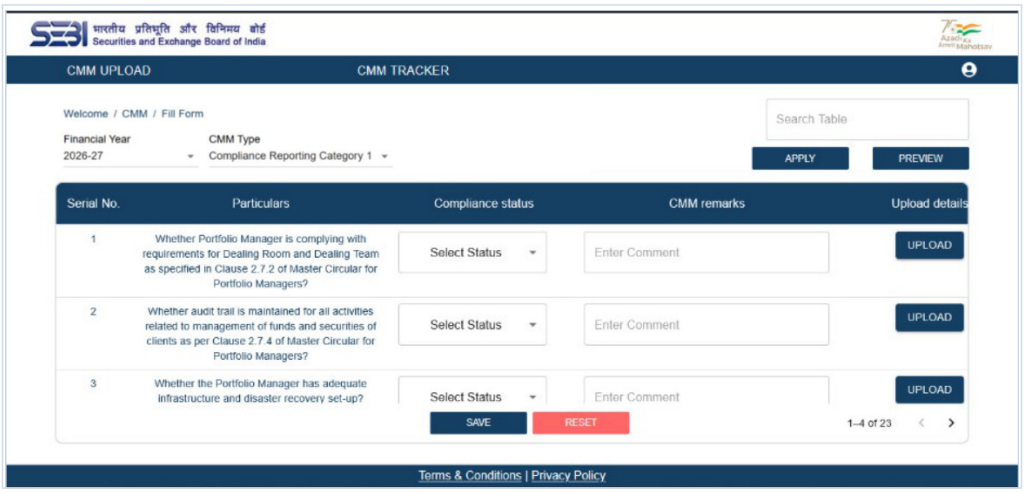


Figure 24: Fill Form page

7. CMM Tracker Page

Once a CMM report has been submitted, its progress can be monitored on the **CMM Tracker** page. SEBI may review the report and request additional information, clarifications, or supporting evidence as part of the compliance assessment process. Communication between SEBI and the PMS continues until all observations have been satisfactorily addressed and the report is deemed compliant. The CMM Tracker page provides a centralized view of the report status, actions taken by SEBI, and any ongoing correspondence or clarification requests.

Select the **Financial Year** and click **APPLY** to list the regulations and particulars with status **open**. Items that need your attention are marked with an exclamation mark (!).

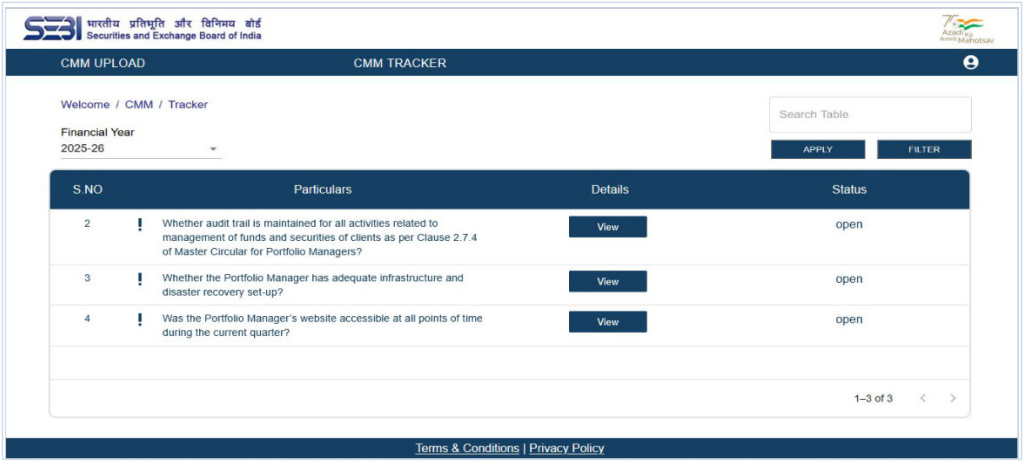


Figure 25: CMM Tracker page

> **NOTE** If the PMS does not upload the required documents within the prescribed timeframe, an automated reminder email is sent to the Principal Officer as well as the CEO of the PMS. In parallel, a formal notification is sent to SEBI, informing them of the PMS's non-compliance due to the delay.

Button	Function
APPLY	Loads the records for the selected Financial Year.
View	Opens the view page showing the particulars, compliance status, and the back-and-forth conversation between the PMS and SEBI.
FILTER	Refines the data displayed on the page.

Adding a comment

On the view page, click **Add Comment**, enter your comment, click **Upload** to attach any required files, and click **Send**.

7.1 Escalation TAT – CMM Module

The CMM deadline is the 21st day after the end of every reporting period.

Reminder	When it is sent	Email type	Recipients
1st email	14th day after the end of every reporting period	Pre-Submission Reminder	Principal Officer email id(s)
2nd email	21st day, at 00:00 HRS	Deadline Reminder	Principal Officer email id(s)
3rd email	22nd day, at 00:00 HRS	Non-Submission	Principal Officer email id(s)
4th email / repeat email	Every 7th day thereafter	Non-Submission	Principal Officer email id(s)

8. User Profile

User profile information can be accessed by clicking the profile icon located in the top-right corner of the navigation bar. The profile page displays key user details, including the user type (PMS), PMS Code, and APMI Email ID. These details serve as the primary identification information associated with the logged-in account.

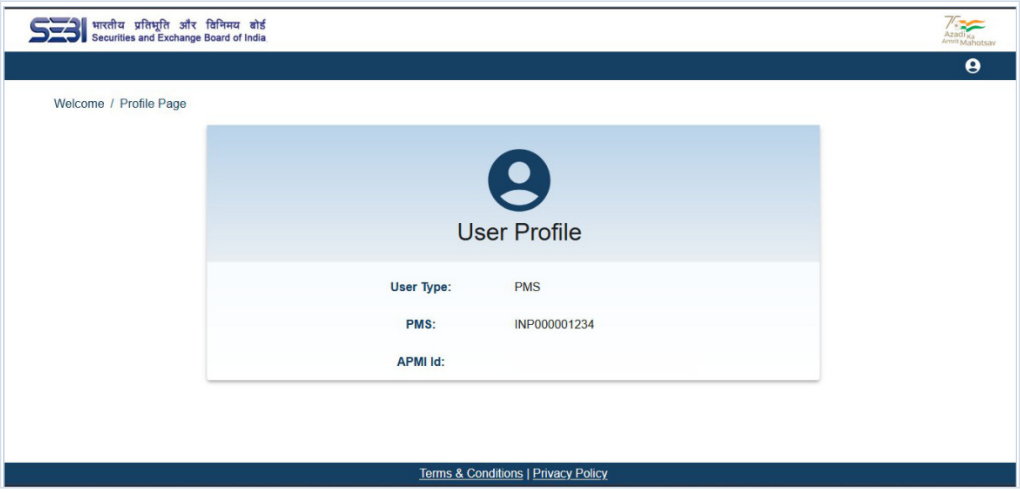


Figure 26: User Profile page

9. FAQs

1. What file formats are supported for upload?

The PMS application supports the following file formats: Excel, Word, PDF, and ZIP.

2. What should I do if I face an OTP issue?

Please clear your browser's cache and cookies, then try logging in again.

3. What should I do if I encounter a file upload error in Alert or CMM?

Please contact your organization's IT/Network team, as certain APIs may be blocked by your organization's network security policies. Request them to whitelist the required APIs to resolve the issue.

4. What should I do if I get an "Already logged in" pop-up while logging in?

This is a concurrent session message, not an error. Click **Logout** and try logging in again.