

Portfolio Manual Update

Please read the following statements before placing a manual update request:

- Portfolio needs to be manually updated for shares/mutual funds received through ESOPS, IPOs applied through external sources etc. if any. This can be done through the Add Stock/Scheme in Portfolio
- 2) **For NRI clients** For shares transferred from your PIS to your Non-PIS account or vice versa, please Contact us to update the details in the portfolio
- Shares allotted in the IPO applied thru AxisDirect would reflect in your portfolio on allotment. However, you will be able to sell the shares once they are listed on the respective Stock Exchange
- 4) Please note that all your fixed income (NCD/Bonds/FDs) transactions would not be reflected in the portfolio
- 5) As per The Finance Act, 2018 (Section 112A), with effect from Assessment Year 2019-20, the cost of acquisitions of a listed equity share acquired by the taxpayer before February 1, 2018, shall be deemed to be the higher of following:
 - a) The actual cost of acquisition of such asset; or
 - b) Lower of following:
 - (i) Fair market value of such shares as on January 31, 2018; or
 - (ii) Actual sales consideration accruing on its transfer.

The Fair Market Value (FMV) of listed equity shares shall mean its highest price quoted on the stock exchange (NSE/BSE) as on January 31, 2018.

Long Term Capital Gain/Loss = Sale Price - Cost of Acquisition on 31.1.2018

For Shares Transferred in/out:

With effect from **August 1, 2023**, all Off-Market Transfer Requests (Excluding ESOP) will be automatically updated in the Portfolio considering the closing price of the transaction day as transaction price. The Portfolio details will be added on T+2 working days (T being transfer date).

For example, if you transfer 20 shares of ABC Limited out on Monday, the transaction will be updated on Tuesday and will appear in the Portfolio on Wednesday morning, reflecting the closing price from the Monday transaction.

This process applies to both shares being transferred in and transferred out.

To know how to add stocks in your portfolio, please follow the process given below:



<u>Step 1</u>: <u>Click Here</u> to login to your account, select 'Portfolio' from the 'Take Me To' as shown in the image below:</u>

								About us In	dia Support 🗸
OFFERINGS	MARKETS	RESEARCH	LEARN	INVESTING	SWIFT TRADE	COMMODITIES	Q Quotes	OPEN AN ACCOUNT	LOGIN
Yet to open an Account Open Your Account Already Applied? Know your account open Cocked your Account? Unlock your Account not public to the publi	? ening status			I	Enter Username ABC@12: Forgot Username Enter Password Forgot Password 123456	Login e 3 / New user registration 1 **	GET ACCESS	CODE	
Need Assistance?	080 / 61480808 ixisdirect.in			l	Take Me To My Portfolio	DGIN TO COMMODITIES		Resend	

Step 2: The portfolio page would open up, scroll down to find the blue 'Add Stock' link as shown in the image below

MARKETS	RESEARCH L	EARN PC		-								
			ORTFOLIO	INVESTING	SWIFT TRADE	COMMODITIES	Q Quotes	Û	\bigcirc	Ĵ		A
ntfolio S ,851.89 —	Summar Total Amount Inve ₹8,123.94	y c ested t	Open Position My Portfolio i ₹ 1,727	s † <u>Till Date Ti</u> 7.95 1 2	oday 1.27%							A STA
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3 Jan 2024 1:26 Pl R F C Shares	 Sort by : Stock 100.00% 	k Name / Sch Market Price ₹ 101.65 Avg Cost ₹ 95.19	neme Name ~ 다 로 탄	rrent Value 2,541.25 vestment Amount 2,379.80 Presenting, RING Find an i	Till Date Gain ₹ 161.45 % Today's Gain ₹ 41.25 ↑ 1.65% Mobile nvesting oppoi	† 6.78 rtunity every 60 se	Add Stock Inve View D	Downl	oad			1
	Axis Inter Axis Inter Portfolic	nt Value Total Amount Inve ,851.89 → ₹8,123.94 Axis Intellect(AI) Portfolio Stares 100.00%	nt Value Total Amount Invested ,851.89 → ₹8,123.94 = Axis Intellect(AI) Portfolio Axis Intellect(AI) Portfolio Aris Sort by : Stock Name / Sct R F C Shares 100.00% Avg Cost ₹95.19	nt Value Total Amount Invested My Portfolio ,851.89 — ₹8,123.94 = ₹1,727 Axis Intellect(AI) Portfolio Axis Intellect(AI) Portfolio Stares 100.00% Market Price ₹101.65 ₹ Avg Cost in ₹95.19 ₹	nt Value Total Amount Invested My Portfolio is $1 \text{ min Date Tail } \mathbb{R}$ \mathbb{R} \mathbb{R}	nt Value Total Amount Invested My Portfolio is \uparrow Til Date Today B51.89 - ₹8,123.94 = ₹1,727.95 2 21.27% AXIS TOP PIC Download Report AXIS Intellect(AI) Portfolio Axis Intellect(AI) Portfolio Axis Intellect(AI) Portfolio Axis Intellect(AI) Portfolio Axis Intellect(AI) Portfolio	nt Value Total Amount Invested My Portfolio is $\uparrow \underline{m} = 10 \text{ day}$ $851.89 - \overline{\epsilon} 8,123.94 = \overline{\epsilon} 1,727.95 212.27\%$ AXIS TOP PICKS $\boxed{10000}$ AXIS Intellect(AI) $\boxed{10000}$ Axis Intellect(AI) $\boxed{10000}$ Axis Intellect(AI) $\boxed{100000}$ Axis Intellect(AI) $\boxed{1000000}$ Axis Intellect(AI) 1000000000000000000000000000000000000	nt Value Total Amount Invested My Portfolio Is ↑ Tin Dates [Today] 851.89 - ₹8,123.94 = ₹1,727.95 1 21.27% AXIS TOP PICKS Download Report AXIS Intellect(AI) Portfolio Axis Intellect(AI) Axis Intellect(AI) Portfolio Axis Intellect(AI) Portfolio Axis Intellect(AI) Portfolio Axis Intellect(AI) Portfolio Axis Intellect(AI) Portfolio Axis Intellect(AI) Axis Intellect(AI) Axis Intellect(AI) Axis Intellect(AI) Axis Intellect(AI) Portfolio Axis Intellect(AI) Axis	nt Value Ver Value Ver V	ntvalue Wp Portfolio \$ 1 model [Today] 351.89 - ₹ 8,123.94 = ₹ 1,727.95 21.27% Image: State of the state	ntvalue Yeardefinite * include [Today] 351.89 - ₹ 8,123.94 = ₹ 1,727.95 21.27% Image: State of the state	$\begin{array}{c} \text{Mixiale} \\ \text{Mixiale} $



<u>Step 3</u>: Fill up the transaction type Buy/Sell, Exchange, Search the stock name, Desired Date, the Quantity & Price; you can also click on 'Add Charges' to add the brokerage and other charges

Add Stock

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Buy/Sell		Exchange	Search Stock
Select	^	Select ^	ΤΑΤΑ
Select		Select	Tata Coffee Ltd
Buy		NSE	
Sell		BSE	Tata Investment Corporation Ltd
TransferOut		High: Low:	Tata Steel Long Products Ltd
Add Charges v			Tata Chemicals Ltd
ndd ondiges v			Tata Power Company Ltd
SAVE			
Add Stock			
Buy/Sell		Exchange	Search Stock
Select	\sim	Select ~	
Date		Quantity	
< January 2024 > Su Mo Tu We Th Fr Sa		High: Lour	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 At 21 22 23 24 25 26 27 28 29 30 31 5 5 5 5		riigii Low.	
SAVE	_		
Add Stock			
AUU SIUCK			
Buy/Sell		Exchange	Search Stock
Buy/Sell	~	Exchange	Search Stock Tata Coffee Ltd
Buy/Sell Buy	~	Exchange NSE ~	Search Stock Tata Coffee Ltd
Buy/Sell Buy Date	~	Exchange NSE ~	Search Stock Tata Coffee Ltd
Buy/Sell Buy Date 2023-01-01	~	Exchange NSE V Quantity 10	Search Stock Tata Coffee Ltd
Buy/Sell Buy Date 2023-01-01 Price	>	Exchange NSE ~ Quantity 10	Search Stock Tata Coffee Ltd
Buy/Sell Buy Date 2023-01-01 Price 500.00	~	Exchange NSE ✓ Quantity 10 High: Low:	Search Stock Tata Coffee Ltd
Buy/Sell Buy Date 2023-01-01 Price 500.00 Hide Charges ^	~	Exchange NSE ~ Quantity 10 High: Low:	Search Stock Tata Coffee Ltd
Buy/Sell Buy Date 2023-01-01 Price 500.00 Hide Charges ^ Brokerage	~	Exchange NSE ✓ Quantity ✓ 10 ✓ High: Low: Ser.Tax / GST ✓	Search Stock Tata Coffee Ltd
Buy/Sell Buy Date 2023-01-01 Price 500.00 Hide Charges Brokerage 50.00		Exchange NSE ~ Quantity 10 High: Low: Ser.Tax / GST 10.00	Search Stock Tata Coffee Ltd STT 10.00
Buy/Sell Buy Date 2023-01-01 Price 500.00 Hide Charges ^ Brokerage 50.00 Other Charges		Exchange NSE ~ Quantity 10 High: Low: Ser.Tax / GST 10.00	Search Stock Tata Coffee Ltd STT 10.00
Buy/Sell Buy Date 2023-01-01 Price 500.00 Hide Charges Brokerage 50.00 Other Charges 10.00		Exchange NSE ~ Quantity 10 High: Low: Ser.Tax / GST 10.00	Search Stock Tata Coffee Ltd STT 10.00

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<u>Step 4</u>: The details are not captured and the manually added stock would show up in your portfolio in one working day

Buy/Sell	Exchange		Search Stock	
Select	 ✓ Select 	~		
Date	Quantity			
Price				
	High: Low:			
de Charges A				
Brokerage	Ser.Tax / GST		STT	
Other Charges				

MODIFY & DELETE:

Repeat **Step 1** & **Step 2** and scroll down on the '**Portfolio Summary**' page to find the manually added security/s then click on the 'View details' link below '**INVEST**' tab as shown image below:

Tata Coffee	Market Price ₹ 333.45	Current Value ₹3,334.50	Till Date Loss ₹ 1,735.50 ↓ 34.23 %	INVEST
39.33%	Avg Cost ₹507.00	Investment Amount ₹5,070.00	Today's Gain ₹ 98.00 ↑ 3.03%	

A pop up showing the details of the security manually added would show up, click on the 'All Transactions' tab

All Transaction Realized	Unrealized			×
Sort by : Buy date ∽				
Open Qty 10	Market Price ₹333.45	Buy Price - ₹507.00	Loss Per Share = ₹173.55	
	Market Value ₹3,334.50	Buy Value - ₹5,070.00	Total Loss = ₹1,735.50	
	Last Traded Date 04-01-2024	Buy Date 01-01-2023		

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Now move your mouse to the top right corner of the security where it says 'Manual' below the transaction date, the Edit and Delete icons would show up

Il Transaction Realized	d Unrealized			
01-01-2023 Manual	Buy/Sell BUY	Transaction Price ₹ 507.00	Charges ₹80.00	r i
٢	Quantity 10	Transaction Amount ₹ 5,070.00		
15-05-2023 Axisdirect	Buy/Sell FINAL DIVIDEND	Transaction Price ₹ 3.00	^{Charges} ₹NA	
	Quantity 10	Transaction Amount ₹ 30.00		

MODIFY:

Click on the 'Edit' icon, a form opens up, you make the desired changes in the form and click on 'SAVE', the changes will reflect on the next day once requested.

All Transaction	Realized	Unrealized				
Stock Name			Buy/Sell		Date	
Tata Coffee			Buy	~	2023-01-01	
Quantity						
10.0000						
Price						
507.00			High: Low:			
Hide Charges /	`					
Brokerage			Ser.Tax / GST		STT	
50.00			10.00		10.00	
Other Charges						
10.00						
SAVE CA	ANCEL					

X



DELETE:

Click on the 'Delete' icon, a pop up would show up to confirm your action, click on 'OK' to proceed

All Transaction Realize	d Unrealized			
01-01-2023 Manual	Buy/Sell BUY Quantity 10	Transaction Price ₹ 507.00 Transaction Amount ₹ 5,070.00	Charges ₹80.00	Are you sure want to delete
15-05-2023 Axisdirect	Buy/Sell FINAL DIVIDEND Quantity 10	Transaction Price ₹ 3.00 Transaction Amount ₹ 30.00	^{Charges} ₹ NA	

The changes will reflect the next day

All Transaction	Realized	Unrealized			
		Transaction deleted suc	cessfully. It will reflect in you	ur Portfolio by tomorrow.	
15-05-2023 Axisdirect		^{Buy/Sell} FINAL DIVIDENI	Transaction Price D ₹ 3.00	Charges ₹ NA	
		Quantity 10	Transaction Amount ₹ 30.00		

END

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