

Portfolio Manual Update

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

- 1) 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
- 3) 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:

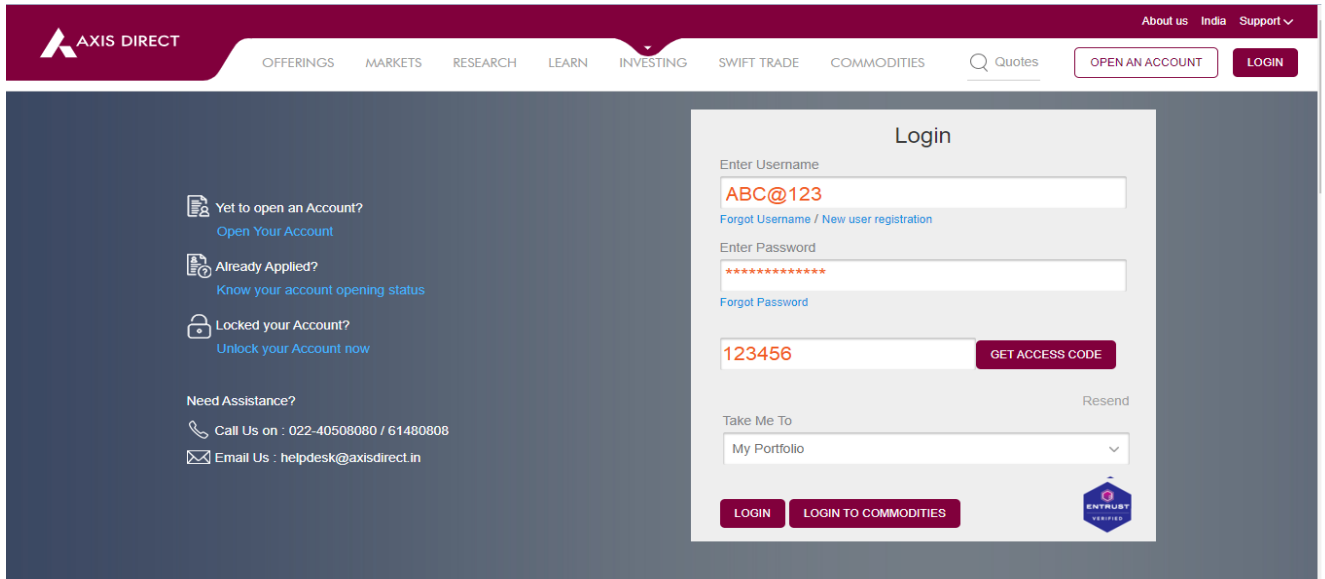
With effect from **August 1, 2023**, all Off-Market Transfer Requests (Excluding ESOP) will be automatically updated in the Portfolio considering the closing price of the transaction day as transaction price. The Portfolio details will be added on T+2 working days (T being transfer date).

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.

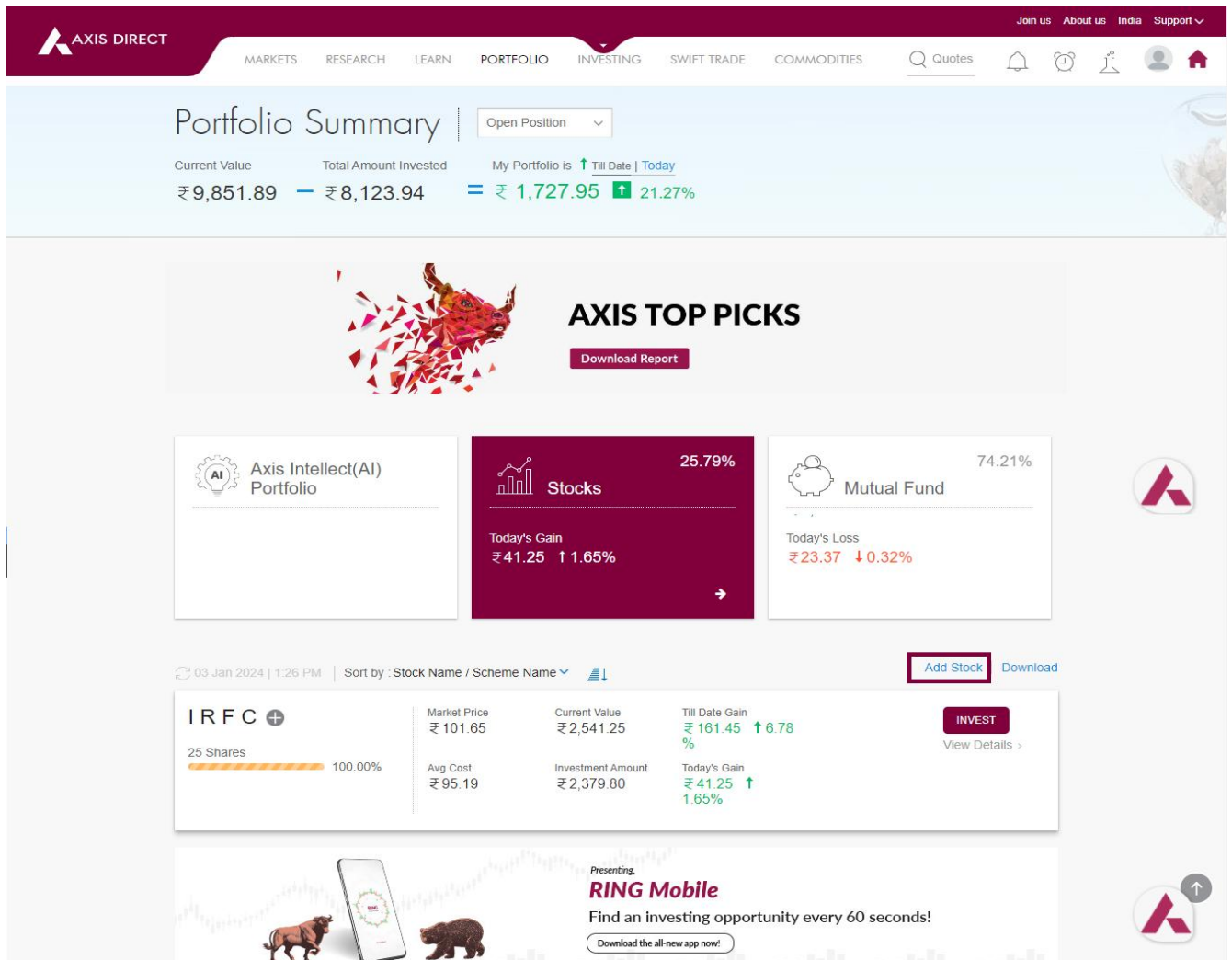
This process applies to both shares being transferred in and transferred out.

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

Step 1: [Click Here](#) to login to your account, select 'Portfolio' from the 'Take Me To' as shown in the image below:



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



Step 3: 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 ✕

Buy/Sell

Select ^

Select

Buy

Sell

TransferOut

Exchange

Select ^

Select

NSE

BSE

High: | Low:

Search Stock

TATA

Tata Coffee Ltd

Tata Investment Corporation Ltd

Tata Steel Long Products Ltd

Tata Chemicals Ltd

Tata Power Company Ltd

Add Charges ▾

SAVE

RESET

Add Stock ✕

Buy/Sell

Select ▾

Exchange

Select ▾

Search Stock

Date

< January 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Quantity

High: | Low:

SAVE

RESET

Add Stock ✕

Buy/Sell

Buy ▾

Exchange

NSE ▾

Search Stock

Tata Coffee Ltd

Date

2023-01-01

Quantity

10

Price

500.00

High: | Low:

Hide Charges ▾

Brokerage

50.00

Ser.Tax / GST

10.00

STT

10.00

Other Charges

10.00

SAVE

RESET

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

Add Stock
 Transaction added successfully. It will reflect in your Portfolio by tomorrow.

Buy/Sell

Exchange

Search Stock

Date

Quantity

Price

High: | Low:

Hide Charges ^

Brokerage

Ser.Tax / GST

STT

Other Charges

SAVE
RESET

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 +

10 Shares

39.33%

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

INVEST

View Details >

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		

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

All Transaction	Realized	Unrealized				X
01-01-2023 Manual 	Buy/Sell BUY	Transaction Price ₹ 507.00	Charges ₹ 80.00			  
	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				X
Stock Name Tata Coffee		Buy/Sell <input type="text" value="Buy"/>	Date <input type="text" value="2023-01-01"/>			
Quantity <input type="text" value="10.0000"/>						
Price <input type="text" value="507.00"/>		High: Low:				
<input type="button" value="Hide Charges ^"/>						
Brokerage <input type="text" value="50.00"/>		Ser.Tax / GST <input type="text" value="10.00"/>	STT <input type="text" value="10.00"/>			
Other Charges <input type="text" value="10.00"/>						
<input type="button" value="SAVE"/>		<input type="button" value="CANCEL"/>				

DELETE:

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

All Transaction
Realized
Unrealized
✕

01-01-2023 Manual	Buy/Sell BUY	Transaction Price ₹ 507.00	Charges ₹ 80.00
	Quantity 10	Transaction Amount ₹ 5,070.00	

Are you sure want to delete

15-05-2023 Axisdirect	Buy/Sell FINAL DIVIDEND	Transaction Price ₹ 3.00	Charges ₹ NA
	Quantity 10	Transaction Amount ₹ 30.00	

The changes will reflect the next day

All Transaction
Realized
Unrealized
✕

Transaction deleted successfully. It will reflect in your Portfolio by tomorrow.

15-05-2023 Axisdirect	Buy/Sell FINAL DIVIDEND	Transaction Price ₹ 3.00	Charges ₹ NA
	Quantity 10	Transaction Amount ₹ 30.00	

END