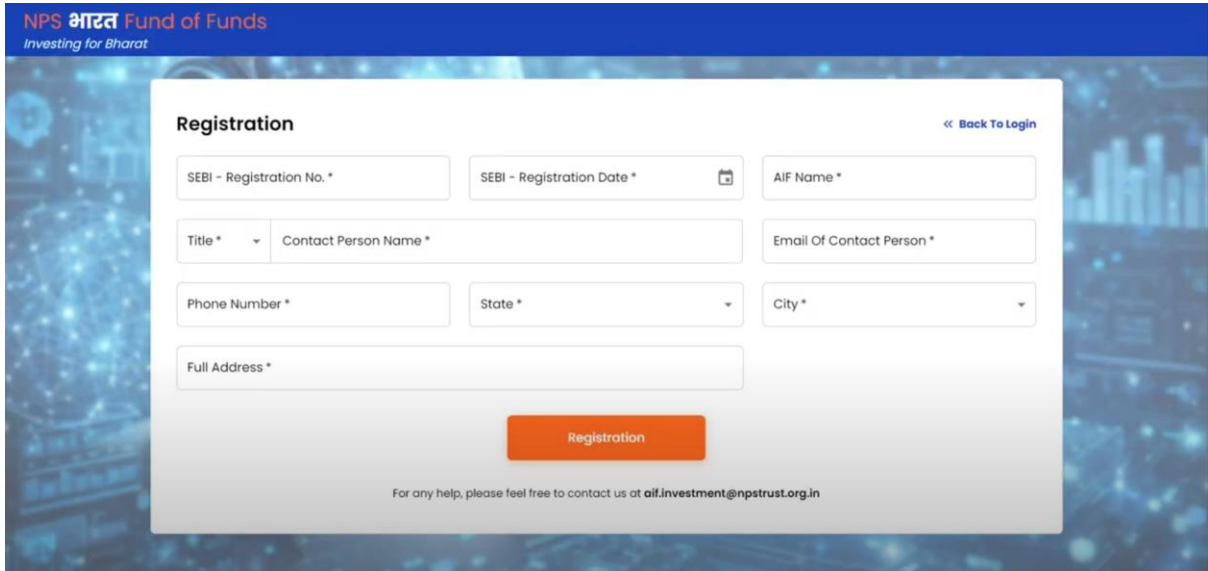


User Manual

1. **User Registration** – The user initiates the onboarding process by registering through the designated portal.



The screenshot shows the registration form for NPS Bharat Fund of Funds. The header includes the logo and tagline "Investing for Bharat". The form is titled "Registration" and has a "Back To Login" link. It contains several input fields: "SEBI - Registration No. *" (text), "SEBI - Registration Date *" (calendar icon), "AIF Name *" (text), "Title *" (dropdown), "Contact Person Name *" (text), "Email Of Contact Person *" (text), "Phone Number *" (text), "State *" (dropdown), "City *" (dropdown), and "Full Address *" (text). An orange "Registration" button is at the bottom. A footer note provides contact information: "For any help, please feel free to contact us at aif.investment@npstrust.org.in".

2. **Registration Confirmation** – Upon successful registration, the user receives an automated email acknowledging their registration and confirming that their request is under review.

Registration Confirmation

Subject: Confirmation of Successful Registration – NPS Bharat Fund of Funds

Dear [Applicant Name],

This is to confirm that your registration with NPS Bharat Fund of Funds has been successfully completed.

The details of your registration are as under:

- Registered Email ID: [Email ID]
- SEBI Registration ID: [SEBI Registration Number]

You may now log in to the portal to proceed with the application process.

In case of any queries or technical assistance, you may contact us at aif.investment@npstrust.org.in.

Yours sincerely,

Team NPS Bharat Fund of Funds

- 3. Account Approval & Password Setup** – Once the application administrator reviews and approves the user's account, an approval notification is dispatched to the user, prompting them to set a new password and activate their credentials.

Password Set:

Subject: Password Set Intimation - NPS Bharat Fund of Funds

Dear [Applicant Name],

You may set your password by clicking on the link provided below:

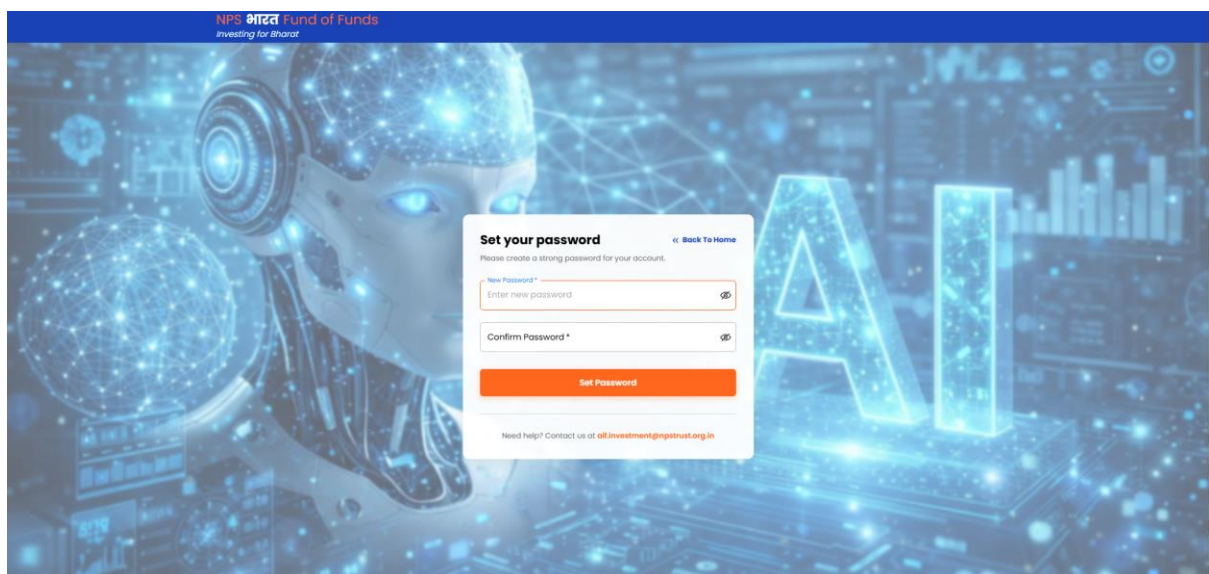
[set Password Link]

Please note that the above link shall remain valid for 10 minutes.

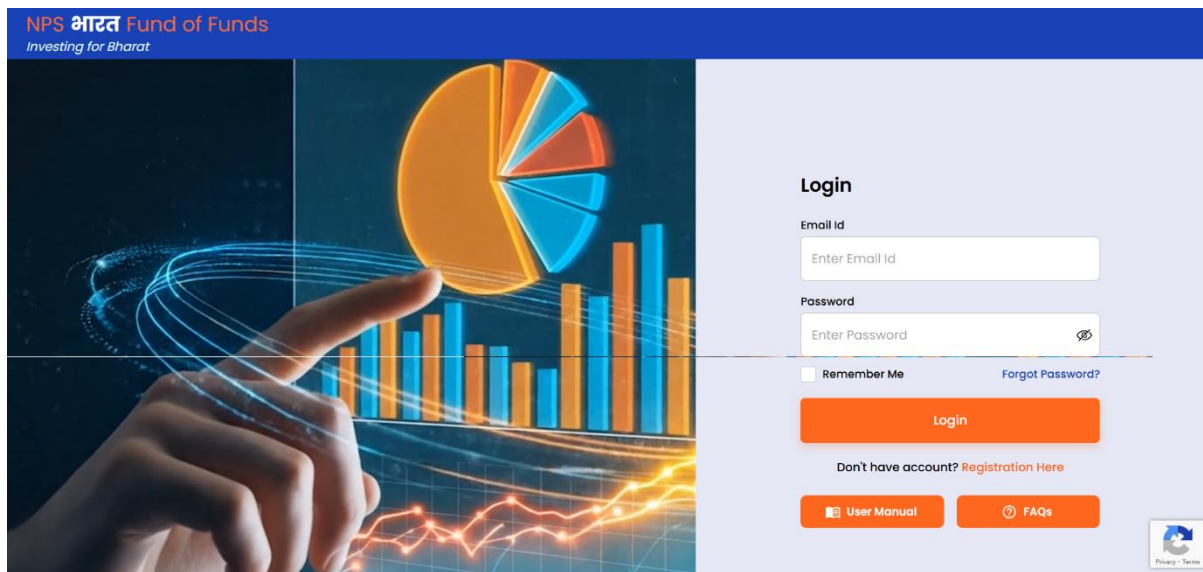
For further assistance, please contact aif.investment@npstrust.org.in.

Yours sincerely,

Team NPS Bharat Fund of Funds



4. **User Login** – The user logs into the portal using their newly established credentials.



NPS भारत Fund of Funds
Investing for Bharat

Login

Email Id

Password

☐ Remember Me [Forgot Password?](#)

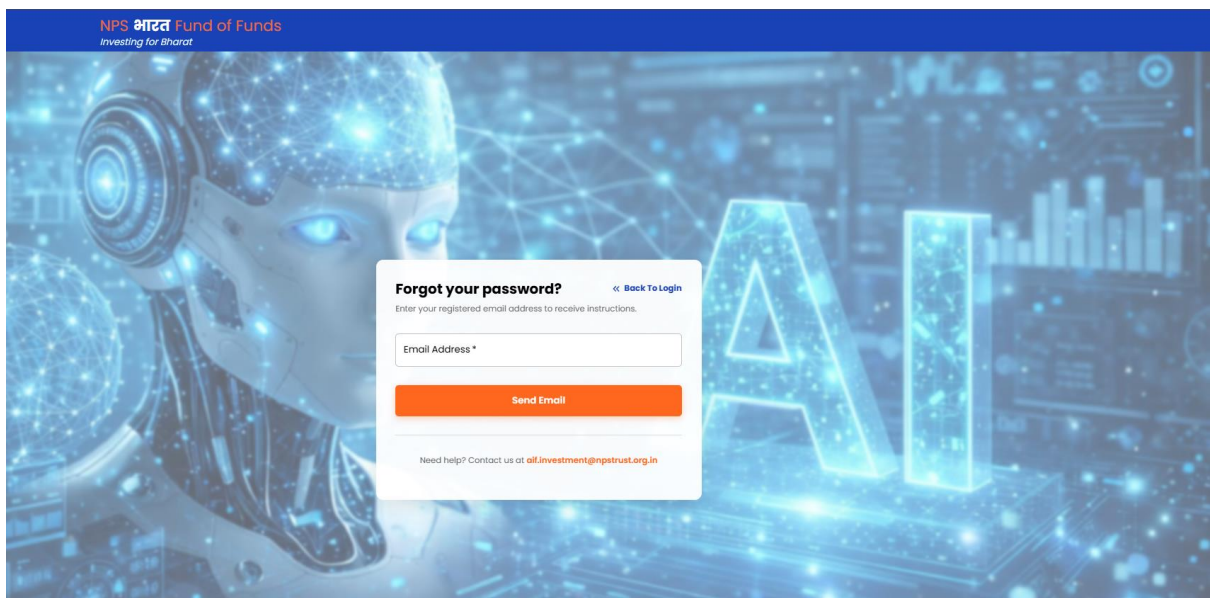
[Login](#)

Don't have account? [Registration Here](#)

[User Manual](#) [FAQs](#)

[Privacy - Terms](#)

5. **Forgot Password** – This email is sent to the user when they request a password reset if they forget it.



NPS भारत Fund of Funds
Investing for Bharat

Forgot your password?

[Back To Login](#)

Enter your registered email address to receive instructions.

Email Address *

[Send Email](#)

Need help? Contact us at aif.investment@npstrust.org.in

Forgot Password:

Subject: Forgot Password Intimation – NPS Bharat Fund of Funds

Dear [Applicant Name],

This is in reference to your request for resetting the password associated with your registered account.

You may reset your password by clicking on the link provided below:

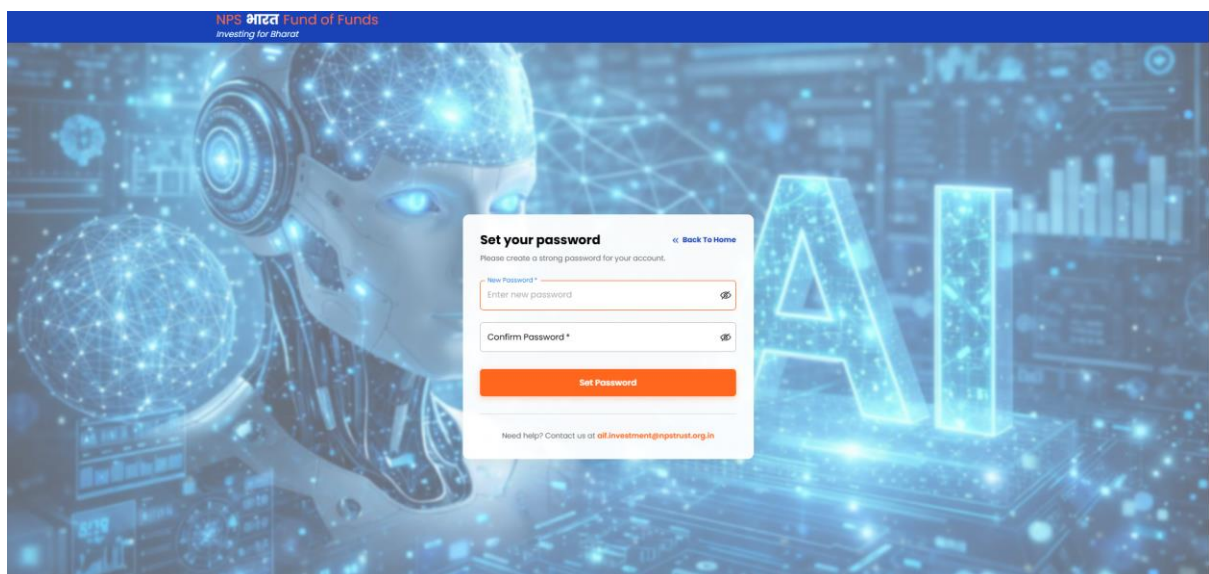
[Reset Password Link]

Please note that the above link shall remain valid for 10 minutes. In case you have not initiated this request, you may disregard this email.

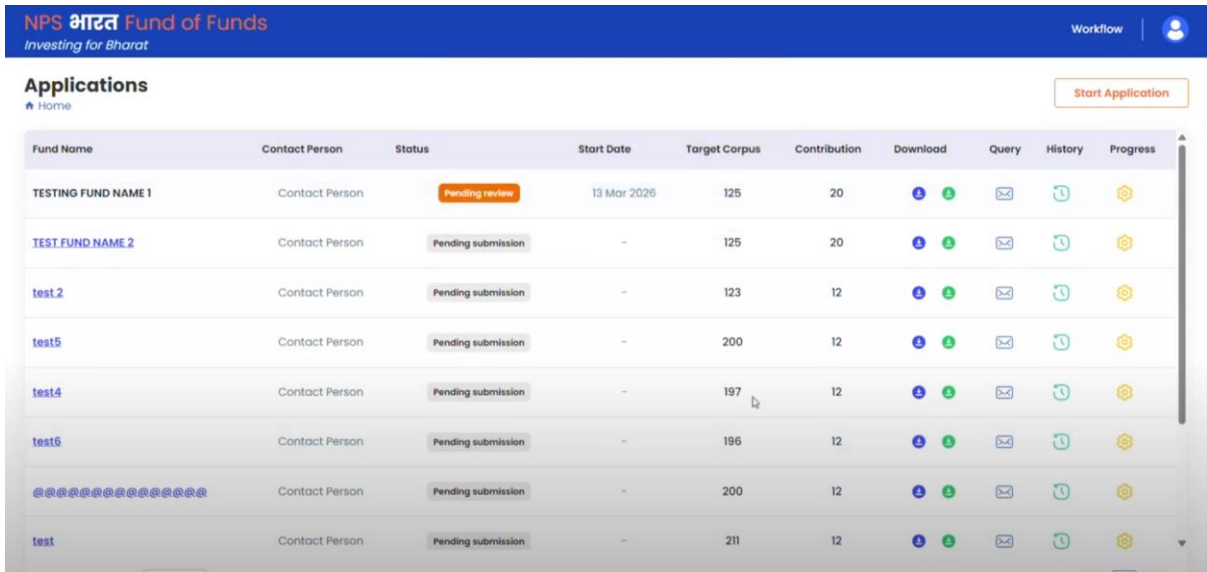
For further assistance, please contact aif.investment@npstrust.org.in.

Yours sincerely,

Team NPS Bharat Fund of Funds



6. **Dashboard Access** – Upon authentication, the user is directed to their personalized dashboard, serving as the central hub for all application activities.



The screenshot shows the 'Applications' dashboard for 'NPS भारत Fund of Funds'. The dashboard includes a header with the logo and a 'Workflow' link. Below the header, there's a 'Start Application' button. The main content is a table with columns: Fund Name, Contact Person, Status, Start Date, Target Corpus, Contribution, Download, Query, History, and Progress. The table lists several test funds, with the first one, 'TESTING FUND NAME 1', having a 'Pending review' status. The other funds have a 'Pending submission' status. The 'Download' column contains icons for downloading documents, and the 'Query' column contains an envelope icon. The 'History' column contains a clock icon, and the 'Progress' column contains a gear icon.

Fund Name	Contact Person	Status	Start Date	Target Corpus	Contribution	Download	Query	History	Progress
TESTING FUND NAME 1	Contact Person	Pending review	13 Mar 2026	125	20				
TEST FUND NAME 2	Contact Person	Pending submission	-	125	20				
test 2	Contact Person	Pending submission	-	123	12				
test5	Contact Person	Pending submission	-	200	12				
test4	Contact Person	Pending submission	-	197	12				
test6	Contact Person	Pending submission	-	196	12				
@@@@@@@@@@@@@@@@@@	Contact Person	Pending submission	-	200	12				
test	Contact Person	Pending submission	-	211	12				

7. **Application Submission** – The user proceeds to initiate their application via the *Start Application* module, which comprises the following sections:

Note: Orange – Finished section, Blue – current section

- i. **Initial Assessment** – The user completes an initial assessment to determine eligibility criteria, including whether they are a first-time fund manager (yes/no) and whether they are applying for equity-oriented fund or debt-oriented fund. If they are first time fund manager, they will have a set of 11 questions, if not they will have a set of 17 questions.

Initial Assessment Fund Information KYC, Supporting Documents & Declaration Preview

First time IM/AMC? ☒ Yes ☐ No

Type of Fund? ☒ Equity Oriented Fund ☐ Debt Oriented Fund

1. Sponsor's Commitment to the proposed Fund

☐ $\geq 10\%$ of corpus ☐ $\geq 5\%$ but less than 10% of corpus

☐ $\geq 2.50\%$ but less than 5% corpus ☐ Lower of 2.50% or 8% Cr of corpus as per SEBI Regulation

2. Age Profile of Key Management Personnel (KMP) of IM/AMC

☐ Average age is less than 45 years ☐ Average age is between 45 and 55 years

☐ Average age is between 55 and 60 years ☐ Average age is more than 60 years

3. Average Investment Experience of KMP of IM/AMC

☐ More than 20 years ☐ More than 15 years but upto 20 years

☐ More than 10 years but upto 15 years ☐ Upto 10 years

4. Average Investment experience of investment team members (other than KMP) of IM/AMC

☐ More than 10 years ☐ More than 5 years but upto 10 years

☐ More than 3 years but upto 5 years ☐ Upto 3 years

Initial Assessment Fund Information KYC, Supporting Documents & Declaration Preview

First time IM/AMC? ☐ Yes ☒ No

Type of Fund? ☒ Equity Oriented Fund ☐ Debt Oriented Fund

1. Sponsor's Commitment to the proposed Fund

☐ $\geq 10\%$ of corpus ☐ $\geq 5\%$ but less than 10% of corpus

☐ $\geq 2.50\%$ but less than 5% corpus ☐ Lower of 2.50% or 8% Cr of corpus as per SEBI Regulations

2. Age Profile of Key Management Personnel (KMP) of IM/AMC

☐ Average age is less than 45 years ☐ Average age is between 45 and 55 years

☐ Average age is between 55 and 60 years ☐ Average age is more than 60 years

3. Average Investment Experience of KMP of IM/AMC

☐ More than 20 years ☐ More than 15 years but upto 20 years

☐ More than 10 years but upto 15 years ☐ Upto 10 years

4. Average Investment experience of investment team members (other than KMP) of IM/AMC

☐ More than 10 years ☐ More than 5 years but upto 10 years

☐ More than 3 years but upto 5 years ☐ Upto 3 years

If eligible, the user may continue to fill fund information, if not they will be not able to proceed.

The screenshot shows the 'Initial Assessment' step of a form. The progress bar at the top indicates the current step. The form contains several sections: 'First time IM/AMC?' with a toggle set to 'No'; 'Type of Fund?' with radio buttons for 'Equity Oriented Fund' (selected) and 'Debt Oriented Fund'; '1. Sponsor's Commitment to the proposed Fund' with radio buttons for '>=10% of corpus' and '>=2.50% but less than 5% corpus' (selected); and '2. Age Profile of Key Management Personnel (KMP) of IM/AMC' with radio buttons for 'Average age is less than 45 years', 'Average age is between 45 and 55 years', 'Average age is between 55 and 60 years' (selected), and 'Average age is more than 60 years'. A white modal box in the center displays a success message: 'Assessment Successful. Thank you for your interest in the NPS Bharat Fund of Funds (NB-FoFs). We are happy to inform you that you have secured the minimum score to be eligible to apply for consideration under the NB-FoFs.' Below the message is an orange button labeled 'Continue to Fund Information'.

- ii. **Fund Information** – The user furnishes comprehensive details across multiple sub-sections:

The screenshot shows the 'Fund Information' step of the form. The progress bar at the top indicates the current step. The form contains a list of seven sub-sections, each with a dropdown arrow: 1. Fund Overview, 2. Investment Strategy, 3. Details Of Investment Team (At KMP Level), 4. Details of Investment Team Members (Other than KMP) – Maximum 5 Senior Members, 5. Have any investments been undertaken by the Fund? (with a toggle set to 'No'), 6. Limited Partner Advisory Committee (LPAC), Governance and Investment Committee (IC), and 7. Deal Flow/MIS.

1. Fund Overview

1 Fund Overview

Name of the Fund

Company Name

Sponsor

Investment Manager (IM)/AMC

Fund Manager Experience

AIF Category

AIF Category Type

☐ Equity Oriented AIF

☐ Debt Oriented AIF

Name Of the Trustee

Date of Approval of PPM by SEBI

Contribution Sought (₹ Crore)

Term of the Fund (Years)

Commitment Period (Years)

Preferred Return/Hurdle Rate p.a. ...

Target Gross Return of the Fund (L...

Management Fee p.a. (%)

Fund Set Up Cost (%)

Operating Expenses (%)

Carried Interest (%)

Deal Sector

Sector Description/Stage

2. Investment Strategy

2 Investment Strategy

1. What is your investment strategy and the focus investment sectors for the fund?

2. How does the investment strategy compare to the past fund strategies (if applicable) and Explain the reason for any significant change in your strategy?

3. What controls and rights do you take / plan to take with minority shares? How do you ensure / propose to ensure your ability to exit when an opportunity comes? Will the fund typically be looking at gaining control positions? If yes, do you have the skills set to manage such investments? If yes, please give details.

4. Have any investments been carried forward or rolled over from previous fund(s)? If yes, please provide the relevant details.

5. Describe the following investment considerations:

a) Gross return objective of the overall fund

b) Target investment size and percentage stake

Under the risk assessment and mitigation plan, user should download the template and upload with the exact file name, “Risk Assessment and Mitigation Plan”.

Risk Assessment and Mitigation Plan

Download Template

Upload Document

Save & Continue

Risk Assessment and Mitigation Plan

Download Template

Upload Document

Upload the file correctly. The document file name should be 'Risk Assessment and Mitigation Plan'

Save & Continue

The above error occurs if the exact file name is not given. This is applicable for all upload documents.

3. Details of the investment team (At KMP level)

3

Details Of Investment Team (At KMP Level)

^

Name	Designation	Age	Qualification	Experience in AIF Business	Area Of Expertise	Action
No Rows To Display						

Add

Save & Continue

4. Details of the investment team members (Other than KMP) – Maximum 5 seniors

4

Details of Investment Team Members (Other than KMP) – Maximum 5 Senior Members

^

Name	Designation	Age	Qualification	Experience in AIF Business	Area Of Expertise	Action
No Rows To Display						

Add

Save & Continue

5. Have any investments been undertaken by the fund – yes/no

5

Have any investments been undertaken by the Fund?

☐ No

^

Select 'Yes' to view or add investments.

Continue

5

Have any investments been undertaken by the Fund?

☒ Yes

^

Name Of Company	Amount Invested (₹ Crore)	Date Of Investment	Brief Profile	Action
No Rows To Display				

Add

Save & Continue

6. Limited Partner Advisory Committee (LPAC), Governance and Investment Committee (IC)

6 Limited Partner Advisory Committee (LPAC), Governance and Investment Committee (IC) ^

1. Is an LPAC/Advisory Board constituted? If yes, then please provide details of the same along with the Frequency of LPAC meetings.

2. How are LPAC members selected? Are large LPs automatically entitled to LPAC seats?

3. Total Number of Investment Committee members and the number of voting vs. non-voting members

4. Decisions in IC are taken through simple majority/Unanimously/Veto Rights.

5. Are any IC members independent? If yes, please provide details.

6. Can LPs participate in IC discussions? If yes, in what capacity?

Save & Continue

7. Deal Flow/MIS

7 Deal Flow/MIS ^

1. Total number of business plans / deals evaluated since Fund inception and Conversion ratio for transactions sourced to those completed.

2. Frequency of meetings to update the contributor.

3. Has any of the member(s) of the Board of Directors of Investment Manager, Trustee, Sponsor or employee(s) of the Investment Manager have been investigated by any regulatory authority during the last 5 years? If yes, please give full details of the same.

iii. KYC Supporting Documents –

1. The user downloads the prescribed KYC template, fills and uploads the filled document along with any applicable supporting materials.
2. The user then submits a formal declaration to attest to the authenticity of the information provided.
3. Under the risk assessment and mitigation plan, user should download the template and upload with the exact file name as the respective heading.

The screenshot displays a web interface for the 'KYC, Supporting Documents & Declaration' step. At the top, a progress bar shows four stages: 'Initial Assessment' (checked), 'Fund Information' (checked), 'KYC, Supporting Documents & Declaration' (active), and 'Preview' (locked). The main content area is titled '1 KYC' and contains two sections. The first section, labeled '1.', provides instructions: 'Details and KYC Form of the Board of Directors of Trustee Company, AMC, Sponsor, Advisory Board, Members of IC, Investment Management Team to be provided in the format attached in Annexure I and Annexure II. Along with the self-attested copy of POI (Proof of Identity), POA (Proof of address: permanent and correspondent), Two passport size photograph for purpose of KYC.' Below this text are two buttons: 'Download Template' and 'Upload Document'. The second section, labeled '2.', contains the instruction: 'Board resolution or the requisite documents for such authorization to submit application on behalf of the IM'. Below this is an 'Upload Document' button. A 'Save & Continue' button is located at the bottom right of the form area.

Initial Assessment Fund Information **KYC, Supporting Documents & Declaration** Preview

1 KYC

1. Details and KYC Form of the Board of Directors of Trustee Company, AMC, Sponsor, Advisory Board, Members of IC, Investment Management Team to be provided in the format attached in Annexure I and Annexure II. Along with the self-attested copy of POI (Proof of Identity), POA (Proof of address: permanent and correspondent), Two passport size photograph for purpose of KYC.

Download Template Upload Document

2. Board resolution or the requisite documents for such authorization to submit application on behalf of the IM

Upload Document

Save & Continue

2 Supporting Documents

Private Placement Memorandum

Latest Investor Presentation

IM Agreement

Trust Deed

SEBI Registration Certificate

Shareholding Pattern of Sponsor/IM

Policy of Carry

Draft Contribution Agreement

Investment and Other Policies

Sample Investment Committee Note

HR Policy

Organisation Structure

Details of Investment Committee Member of Current Fund

Download Template

Upload Document

Details of contributors of Current Fund

Download Template

Upload Document

Past Investment Track Record Of IM/AMC

Download Template

Upload Document

Save & Continue

Initial Assessment

Fund Information

KYC, Supporting Documents & Declaration

Preview

1 KYC

2 Supporting Documents

3 Declaration

I / We (Partner/Directors) hereby declare that:

A. The information given above and the statements and other papers enclosed are to the best of our knowledge and belief, true and correct in all particulars.

B. There are no arrears of statutory dues and no government enquiries / proceedings / prosecution / legal action are pending/initiated against the Fund / Sponsor / AMC / Trustee Company / promoters / directors / partners except as indicated in the application.

C. I / We also confirm that I / none of the Sponsors / promoters or directors or partners have at any time declared themselves as insolvent.

D. I / We have no objection if NPS Trust furnishes the information submitted by me/us to other banks / Fis / CIBIL / RBI / any other agency as may be deemed fit in connection with consideration of my/our application for capital commitment to the proposed venture capital fund.

E. I / We have no objection if NPS Trust and/or its representatives making necessary enquiries/verification (including in CIBIL or any other credit information agencies database) while considering my/our application for capital contribution. I / We undertake to furnish all other information that may be required by NPS Trust in connection with my/our application for capital commitment.

☐ I Accept and Agree to the above Declaration

- iv. **Preview & Finalization** – The user reviews the compiled application, with options to download the application for review, upload the duly signed application, and download supplementary documents as a consolidated ZIP archive, if required.

Home / Preview

Initial Assessment Fund Information KYC, Supporting Documents & Declaration Preview

Application Document Preview

preview 1 / 7 90% + [Icons]

Date of Approval of PPM by SEBI	2026-03-12T18:30:00.000Z
Contribution Sought (Rs. Crore)	12.0
Term of the Fund (Months)	23
Commitment Period (Months)	45
Preferred Return/Hurdle Rate p.a. (%)	8
Target Return in the Fund (IRR in %)	100.0
Management Fee(%)	13
Fund Set Up Cost (Rs. Crore)	100.0
Other Expenses (%)	100.0
Carried Interest (%)	10
Justification For Hurdle and Carried Interest Rate	Test8
Deal Sector	Fast Moving Consumer Goods
Deal Sub Sector	Test8

Submission Steps:

STEP 1

Download Application

Download Application Download All As Zip

STEP 2

Upload the signed Application

Upload

Any Comments/Feedback

Leave a comment

Submit Application

Back to Declaration

Application Submission for Review – Upon completion, the user formally submits the application, which is then routed to the application administrator for evaluation and approval.

Submission confirmation mail:

Final Submission Confirmation

Subject: Confirmation of Final Submission – Reference ID [XXXX]

Dear [Applicant Name],

This is to confirm that your application (Reference ID: [XXXX]) has been successfully submitted on the portal.

The same shall be taken up for review, and our team shall contact you, if required, in due course.

We thank you for your interest in NPS Bharat Fund of Funds.

Yours sincerely,

Team NPS Bharat Fund of Funds

Approval mail from admin: Initially Approved/Not Approved

Application Status – Initially Approved

Subject: Intimation of Initial Approval – Reference ID [XXXX]

Dear [Applicant Name],

With reference to your application (Reference ID: [XXXX]) submitted under NPS Bharat – Fund of Funds, we are pleased to inform you that the same has been initially approved.

You are requested to log in to the portal and complete the detailed application form to enable further processing.

[Login Link]

Kindly ensure that all requisite information and documents are submitted accurately.

For assistance, please contact aif.investment@npstrust.org.in.

Yours sincerely,

Team NPS Bharat Fund of Funds

Application Status – Not Approved

Subject: Update on Application Status – Reference ID [XXXX]

With reference to your application (Reference ID: [XXXX]) submitted under NPS Bharat Fund of Funds, this is to inform you that the same has not been approved at this stage, upon review.

Dear [Applicant Name],

You may contact us at aif.investment@npstrust.org.in for any clarification, if required.

We appreciate your interest in NPS Bharat and thank you for your understanding.

Yours sincerely,

Team NPS Bharat Fund of Funds