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User Manual

RMF for PVD Account Opening & Transactions

via @ccess Mobile application

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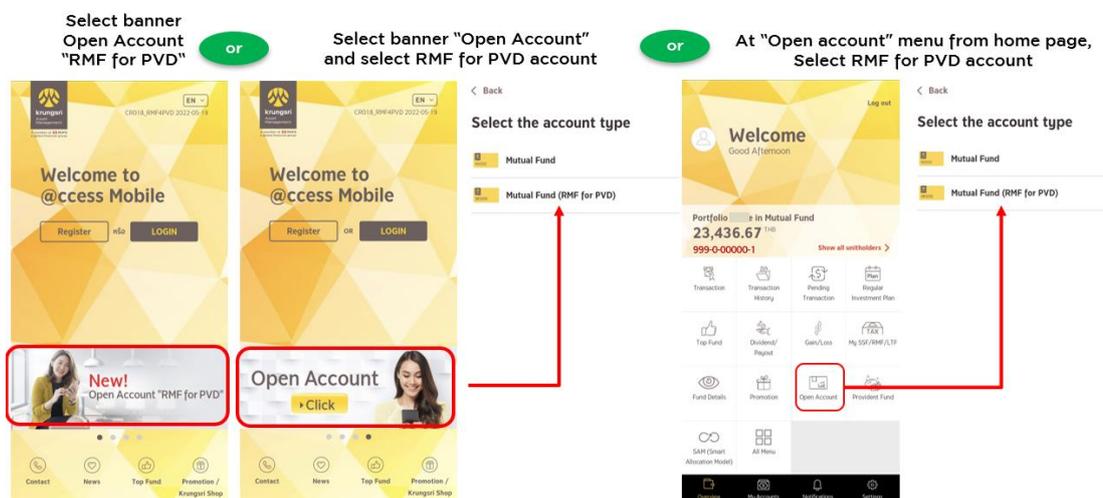
## Transaction processes

### 1. Opening a mutual fund account of “RMF for PVD”

#### 1.1 Access the account opening process.

- New customers who have never had a mutual fund or provident fund account with Krungsri Asset Management: From banners, select “Open Account RMF for PVD” or “Open Account”, then select the type of account, “Mutual Fund (RMF for PVD)”.
- Customers who have had a mutual fund or provident fund account with Krungsri Asset Management: Please long-in to the system, then select the menu “Open Account” on the home page and then select the type of account, “Mutual Fund (RMF for PVD)”

#### Example of screens for accessing the process of RMF for PVD Account Opening



1.2 Proceed to open an account step by step. You can study the procedure for opening an account online at <https://www.krungsriasset.com/EN/Fund-Transaction/Online-Fund-Account-Opening.aspx>

1.3 After completing the account opening process, the system will notify you of the result of account opening and the unitholder account number. (If you have never had a user account and password, the system will take you to the process of account settings before proceeding further). The system will then display the status of the transaction for your acknowledgement before accessing the process for specifying the details of the fund transfer.

## Example of screens after successfully opening an account

1. After completing the account opening process, the system will notify you of the result of account opening.



### Account opening successful

06 Jun 2022 17:15:25

Account name **Jaikeo Ramruay**  
Unitholder number **999-0-00000-1**

2. If you are new customer, the system will require a setting of username & password (if you already have username, please proceed further to step 3).



### Set User Detail and PIN

Please set up your user detail and 6 digits PIN using for log in and confirm transaction



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3. The system will then display the status of transaction steps

### RMF for PVD transaction steps

1. Open the fund account
2. Provide the details of the fund to transfer
3. Contact HR or originating fund house to complete the transferring process

#### Remark:

1. The transfer must be handled and completed within 1 year, otherwise the company reserves the right to close the account.
2. This process cannot be applied to transfer RMF units from other fund houses.

NEXT

## 2. Specifying fund transfer details

2.1 Acknowledge the conditions of transactions.

2.2 Specify the name fund house that manages your PVD.

- If your PVD is managed by Krungsri Asset Management, please indicate your current membership status: (1) retaining balance in the Fund; or (2) processing resignation; in order to enable the system to proceed further.

2.3 Provide your PVD information comprising name of PVD, the Company name, and member ID number. You can search for such information from the periodical PVD statements that the employer sent to you.

- If your PVD is managed by Krungsri Asset Management and you have already provided the Company with your Citizen ID Number, the system will automatically prefill the information. If you have more than one PVD accounts with the Company, the system will display the list of all PVD funds for you to select for further processing.
- If your PVD is managed by Krungsri Asset Management but the system cannot find the information from your Citizen ID Number, you need to fill in the information as per the details in No. 2.3.

2.4 Select the name of RMF fund to transfer in. You can select only one fund.

2.5 The system will display the information of selected fund for your review. If you wish to transfer your PVD money to such fund, please select the "Choose this fund" button.

2.6 Select to acknowledge the related risks (if any). Then select "Agree".

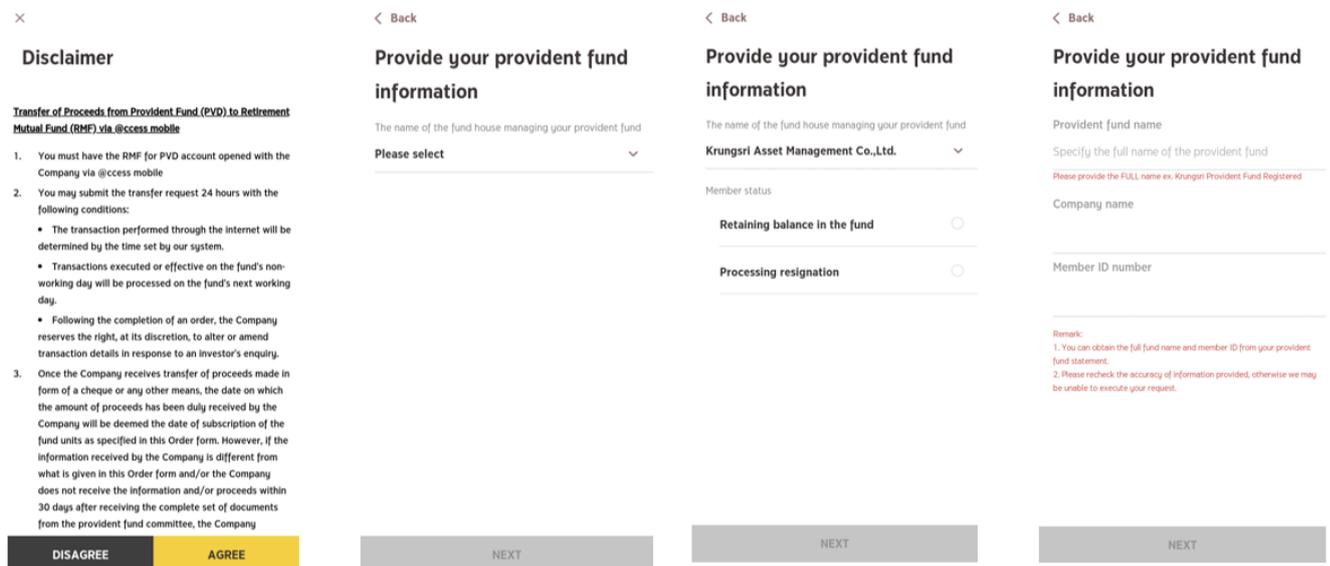
2.7 Confirm the transaction.

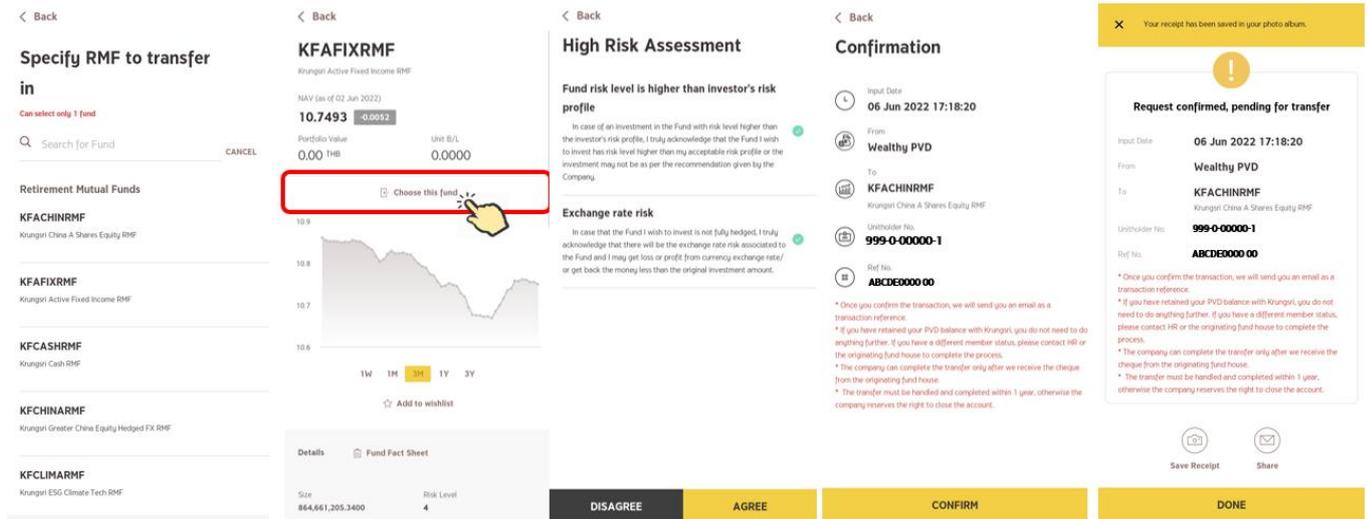
2.8 The system notifies the confirmation of transaction and will e-mail the transaction slip to you via the e-mail address provided in the process of account opening for use as evidence in making transactions with the Personnel Department or the Source Asset Management Company.

**Remarks:**

- If you have retained your PVD balance fund with Krungsri Asset Management, the Company will proceed to transfer the fund within 5 business days. You are not required to take any additional action.
- If you have other status of membership, e.g., processing resignation or your PVD is managed by any asset management company other than Krungsri Asset Management, please contact the originating fund house or your PVD fund committee in order to use the evidence of status to accomplish the process of fund transfer, otherwise the Company cannot proceed with the investment for you.
- The fund transfer must be handled and completed within one year, otherwise the Company reserves the right to close the account.
- These procedures for account opening and transaction making are not applicable to transfer of RMF units between asset management companies.

**Example of screens in the process for specifying the details of fund transfer**





### 3. Preliminary verification of transaction status

3.1 Select the menu "Transaction".

3.2 Select the unitholder account number making the transaction. (In case of having only one unitholder account number, this step will be overridden.)

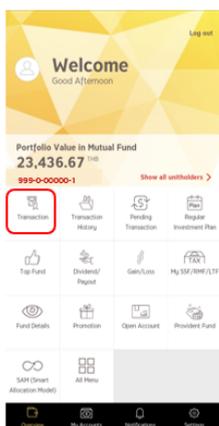
3.3 The system will display the information according to the investment status as follows:

3.3.1 If the fund transfer is completed: The system will display the current investment portfolio.

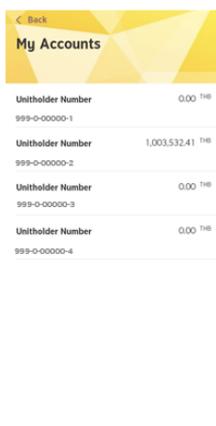
3.3.2 If the transfer is pending for execution: The system will display the message "Request confirmed, pending for transfer". Please contact the originating fund house or HR department to proceed with the transfer and issue a cheque to the Company to complete the transferring process.

3.3.3 If you have yet to specify the details of the transfer: The system will take you to the process for specifying the details of the transfer as per no. 2.

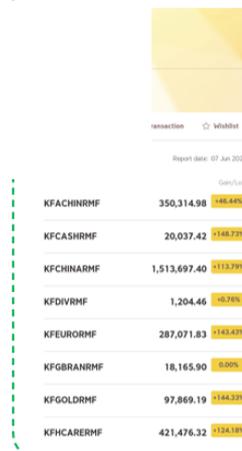
1. Select the menu "Transaction"



2. Select the unitholder number making the transaction. (If having only one account number, this step will be overridden.)



3.1 If the fund transfer is completed, the system will show investment portfolio:



3.2 If the transfer is pending for execution:



3.3 If you have yet to specify details of transfer:

