

## Guidelines for holding AMFI (Advisors) Module Test

1. Who can propose & organise AMFI test:
  - a) Registered AMCs / MFs
  - b) Nationalised / Private banks (having RBI license)
  - c) Indian Post office
  - d) Registered Insurance companies / corporations / stock exchanges
  - e) Any statutory / Government bodies / reputed organisations
2. Test Schedule: Test will be scheduled against advance request from the various AMC / distributing companies at the desired city / town. There should be a minimum of 40 candidates for the center. Wherever, the number falls below, the host organizer has to make good of the shortfall.
3. Sessions in a day: In a day maximum three sessions are permissible. Each session shall have a maximum of 60 candidates. IICM reserves the right to decide the number of sessions and number of candidates per session.
4. Test Venue: The host shall arrange for suitable venue for the test. It should be a single hall in a big college or school. It should have adequate natural light and ventilation. The hall should be large enough to accommodate the 60 candidates with adequate distance between the candidates. Each candidate should be seated on a separate bench/desk. The seating of candidates should be in serial order as per the allotted roll number. The roll numbers need to be written on the desk. The space between the two candidates should be at least one meter around on all sides. Invigilator should have adequate space to walk around. Rooms where exams are being conducted should also be properly secured to avoid trespassing. Drinking water should be made available inside the hall or candidates should be instructed to bring water bottles along with them. Candidates would not be permitted to leave the classroom during the examination time. All expenses towards venue shall be borne by the organizers.
5. Registration Form: Specified Registration Form, shall be used for registration for test. Registration formats other than the prescribed format shall not be accepted.
6. Test Fee: Rs. 750/- per candidate payable through DD drawn in favour of Indian Institute of Capital Markets and made payable at Mumbai Service Branch.
7. Accommodation/local and onward conveyance for Invigilator: The organizer shall arrange for suitable accommodation and local conveyance / onward journey at the request of the invigilator. This expenditure is borne by IICM. While the

invigilator settles the hotel bills, other bills towards local/onward conveyance should be forwarded to the AMFI Coordinator. IICM shall reimburse the expenditure to the respective party with intimation to the host organization.

8. Payment of Test Fee: The host organization has to pay a minimum fee of Rs. 30,000/- (for 40 candidates). Thereafter prorata @ Rs. 750/- per candidate. The organizer shall arrange for payment of examination fees in advance. The organizer shall pay the fees through DD drawn in favour of Indian Institute of Capital Markets payable at Mumbai Service Branch. If the payment is not through a consolidated DD, a format suggested should be used while forwarding individual drafts. It is advisable to send the soft copy of the excel sheet and take a confirmation from Amfi Coordinator for the completeness of the sheet and then forward the physical drafts. The payment should be forwarded to the following address:

The AMFI Test Co-ordinator  
Indian Institute of Capital Markets  
UTI House, Plot No.82, Sector 17, Vashi, Navi Mumbai – 400 705

9. Charges for cancellation of session / test center by the host organisation

- i. There will be a charge for cancellation of confirmed sessions / test centers.
- ii. Charges will be as under:
  - a. Rs.5,000/- for cancellation of a session, if done in less than 10 days from the scheduled date of test.
  - b. Rs.10,000/- if cancellation of center is done in less than 10 days from the scheduled date of tests.
- iii. Written confirmation by email or fax shall be obtained from the AMFI Co-ordinator for cancellation of any session / test center.
- iv. The cancellation charges would be payable by the host organisation to the Indian Institute of Capital Markets through DD/PO payable at Mumbai Service Branch. The payment should be forwarded to the following address:

The AMFI Co-ordinator  
Indian Institute of Capital Markets  
UTI House, Plot No.82, Sector 17, Vashi  
Navi Mumbai - 400 705

10. Attendance Sheet: On receipt of payment, IICM would allot the center, date, and roll number series to the organizer. The organizer shall arrange to send the names of candidates along with their respective roll numbers in MS EXCEL sheet format session-wise in advance to enable IICM to prepare an Attendance sheet. The name should match with the one written in the application form. The organizer shall

arrange to reproduce the allotted roll numbers on the candidates' application form. (format enclosed)

11. Instructions for candidates: The organizer shall ensure that the candidates are well informed about the modalities of the AMFI exam. A copy of the information handout for candidates should be handed over to them.

12. Information Sheet: The organiser shall arrange to send IICM the duly filled in prescribed information sheet in advance (at least 10 days prior to the date of test) through email / fax.

13. Conduct of Test:

- i)* Candidates should report half an hour early before commencement of exam. Late comers would not be permitted entry inside the examination hall
- ii)* Organiser shall specify roll number of candidates on each desk.
- iii)* They shall hand over duly filled in application forms of the candidates to the invigilator.
- iv)* The forms should contain two photographs (one pasted and the other attached), signatures and other details as specified. The organiser shall ensure accuracy and authenticity of the details provided by the candidates.
- v)* One designated representative of the organiser should be available at the venue throughout during the exam. However, they should wait outside the classroom / hall. No person, including organisers, shall be permitted inside the examination hall once test commences. No tea / coffee / snacks etc. will be permitted to be served during the test. The organisers shall ensure that only bonafide candidates are permitted to enter the examination hall.
- vi)* The invigilator shall announce the instructions before the commencement of exam.
- vii)* The invigilator shall exercise his/her right to debar candidate/s from writing the exam.

14. Declaration of results: IICM, based on the feedback of conduct of exam and on completion of formalities by the organizer, shall declare the results. Results will be declared only on receipt of full payment. Such result would be sent to the organizer and a copy forwarded to AMFI along with the application forms. It shall be the responsibility of the organizer to communicate the results to the individual candidates.

15. Issue of certificates: AMFI will arrange to issue certificates / ARN numbers etc. to the successful candidates. While the candidates should contact the respective organisers of the test, the organizer shall contact AMFI for this regard.

Association of Mutual Funds in India  
709, Raheja Centre  
Free Press Journal Marg  
Nariman Point  
Mumbai – 400 021  
[www.amfiindia.com](http://www.amfiindia.com)  
Tel: 022-6610 1886/87

#### 16. Declaration of Test as Null & Void

- The invigilator reserves the right of not conducting an exam in a centre if the classroom is found unsuitable for holding the exam; the candidates are seated too closely / not seated in a sequential order; arrangements not as per the stipulated guidelines etc.
- AMFI reserves the right to cancel a center / exam if it is found that the candidates indulged in mass copying / unruly behavior / improper arrangements / interference by the organizers and /or for any other reasons.
- The entire fees will be forfeited on cancellation of a center / exam and no refund thereof shall be made.

17. Undertaking from Organizers: The organizer shall express in writing that they would abide by the rules and regulations stipulated by AMFI towards organizing the test. They shall ensure that only bonafide / eligible candidates will appear for the test. The organizer shall ensure that the candidate has not been disqualified during the past one year. The organizer shall indemnify IICM / AMFI for all losses and / or any other damage that may be caused due to conducting or not conducting the test.

18. The Indian Institute of Capital Markets (IICM) has no contractual obligation or any deemed agreement with the candidate/s appearing for AMFI Test. The organizers shall bear the sole responsibility of arranging of examination according to the stipulated rules / regulations and communicating the results to the respective candidates. AMFI reserves the absolute right to cancel any scheduled test without assigning any reason thereof. The decision of the AMFI to disqualify candidate(s) and / or declare a center as NULL & VOID shall be final and binding on all constituents.

19. Course Material/Training: There is no formal training available for the candidates for preparation for the test. IICM offers no course material or training to prepare for the AMFI test. However, candidates may obtain AMFI Workbook – a self study material, prepared by AMFI for the purpose of test directly from AMFI by paying the requisite cost. The contact details are as below:

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Free Press Journal Marg  
Nariman Point  
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20. Amendment to rules & regulations: AMFI reserves the right to add, alter or amend any of the rules and regulations.

21. Jurisdiction: All disputes are subject to Mumbai jurisdiction only.

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