

Serial No: ED

## COMMON APPLICATION FORM

(Please ✓) as per your status Resident  Non-Resident 

JM FINANCIAL MUTUAL FUND

PAN: AAATJ2314G

LEI No.: 335800YFXW7UNW4NBA67(Valid Upto 12/04/2023)

## DISTRIBUTOR INFORMATION

Name & ARN of Distributor / RIA Code	Internal Sub-Broker Code (as allotted by Distributor)	Sub-Broker ARN Code No.	Employee Unique Identification No. (EUIN)^
ARN-0032			E

## FOR OFFICE USE ONLY

In-House number as per K-BOLT	Date, Time and Number as per Time Stamping Machine

^Mandatory: Furnishing of EUIN is mandatory for all transactions (Purchase/Switch/SIP/STP) or following declaration should be signed by the investor (Please ✓ the box).

Declaration: "I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this transaction is executed without any interaction or advice by the employee/relationship manager/sales person of the above distributor/sub broker or notwithstanding the advice of in-appropriateness, if any, provided by the employee/relationship manager/sales person of the distributor/sub broker."

Signature of Sole/First Applicant/Guardian

Signature of Second Applicant

Signature of Third Applicant

"Upfront commission shall be paid directly by the investor to the AMFI registered Distributor based on the investor's assessment of various factors including the service rendered by the distributor".

INVESTMENT DETAILS (Pls Refer instruction No. 5)\*??

Scheme Name	Plan (Pls tick ✓)	Option	Sub-Option
JM	<input type="radio"/> Direct <input type="radio"/> Regular		

\*In case of any ambiguity / incomplete information, the default plan / option / sub-option will be applicable as per the scheme's Key Information Memorandum, Scheme Information Document &amp; Statement of Additional Information. ?? Investor desirous of investing directly with the AMC without availing the services of any Distributor/Broker, will have to clearly tick "Direct" under above column titled as "Plan".

## EXISTING UNIT HOLDER'S INFORMATION

(Please fill in your details mentioned below and proceed to section 4)

## TRANSACTION CHARGES (Please refer to instructions / KIM and tick any one)

(Applicable for transactions routed through a distributor who has 'opted in' for transaction charges.)

Folio No.	<input type="checkbox"/> I/We am/are a First Time Investor in Mutual Fund Industry. (Rs 150 will be deducted.) <input type="checkbox"/> I/We am/are an Existing Investor in Mutual Fund Industry. (Rs 100 will be deducted.)

## 1. FIRST APPLICANT'S DETAILS (It is mandatory to submit verified copy of PAN proof for all investments failing which application will be rejected) (Pls Refer instruction no. 8)

Name (Capital Letters)	DOB	(Mandatory in case of minor)
PAN / PEKRN***	KYC Identification Number (KIN) (For C-KYC Compliant Investors)	
LEI No. (Legal Entity Identifier) of Non-Individual Investor (Mandatory):	Valid Upto	____/____/202__
Name of Guardian (if first applicant is a minor / Contact Person for non individuals)	Guardian's Relationship With Minor <input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Court Appointed Guardian	Proof of Date of Birth <input type="radio"/> Birth Certificate <input type="radio"/> Passport <input type="radio"/> Others (Please specify)
TAX STATUS^	<input type="radio"/> Resident Individual <input type="radio"/> AOP/BOI <input type="radio"/> Bank <input type="radio"/> Company/Body Corporate <input type="radio"/> Defence Establishment <input type="radio"/> FI <input type="radio"/> FII <input type="radio"/> Government Body <input type="radio"/> HUF <input type="radio"/> PIO*	
	<input type="radio"/> On behalf of Minor <input type="checkbox"/> RI <input type="checkbox"/> NRI <input type="radio"/> PSU <input type="radio"/> Partnership Firm <input type="radio"/> Society <input type="radio"/> Sole Proprietor <input type="radio"/> Trust /Charities / NGOs <input type="radio"/> Others (if specify)	

## 2. Mode of Holding (Please tick ✓)

 Single  Joint\*  Either or Survivor/s

(\* Default, in case of ambiguity when applicant are more than one)

## Occupation of the 1st Applicant(Please tick ✓)^

 Private sector service Public Sector / Govt. service Professional Business Housewife Retired Student Agriculturist Others (pl. specify)

## 3. SECOND APPLICANT'S DETAILS

Name (Capital Letters)	DOB
PAN / PEKRN***	C-KYC Id***
Status^:	<input type="radio"/> Resident Individual <input type="radio"/> NRI

## 4. THIRD APPLICANT'S DETAILS

Name (Capital Letters)	DOB
PAN / PEKRN***	C-KYC Id***
Status^:	<input type="radio"/> Resident Individual <input type="radio"/> NRI

## 5. CONTACT DETAILS OF SOLE / FIRST APPLICANT (Please note that your local address details will be updated as per your KYC records with CKYC / KRA)

Correspondence Address	Overseas Address (Mandatory for NRI / FPI Applicants)**
City/ Town	City/ Town
State	State
Country	Country
Pin Code	Pin Code
Mobile No. ^	Tel. No. S T D C O D E
Email ID. ^	*Require Hard Copy of Annual Report Yes <input type="checkbox"/> No <input type="checkbox"/>

^ SMS and/ Email ID will be used as the default mode of communication if the mobile no. and/or Email ID is furnished. + In case, not ticked, it will be treated to have "opted out".

Gross Annual Income of 1st Applicant (Please tick ✓)	For Individuals / HUFs (Please tick ✓)^	For Non-Individuals (Companies, Trust, Partnership etc.) (Please tick ✓)^
<input type="checkbox"/> Below 1 Lac <input type="checkbox"/> 1 - 5 Lacs <input type="checkbox"/> 5 - 10 Lacs	<input type="checkbox"/> I am Politically Exposed Person	<input type="checkbox"/> Foreign Exchange / Money Changer Services
<input type="checkbox"/> 10 - 25 Lacs <input type="checkbox"/> > 25 Lacs - 1Crore <input type="checkbox"/> > 1 Crore "OR"	<input type="checkbox"/> I am related to Politically Exposed Person	<input type="checkbox"/> Gamin / Gambling / Lottery / Casino Services
Net Worth in (Mandatory for Non-Individuals) ₹ _____	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Money Lending / Pawning
as on ____ / ____ / ____ (Not older than 1 year)		<input type="checkbox"/> Not Applicable

## 6. BANK ACCOUNT DETAILS (It is mandatory to furnish bank particulars failing which application shall be rejected. Pls submit documentary proof of the bank mandate depicting the name of the 1st / sole applicant.) Investor may furnish multiple bank details through a separate stipulated form. Pls refer Instruction / KIM for further details including (i) Auto Direct Credit Facility.

Account No.:	Repeat Bank Account No.:
Name of Bank	A/c. Type (✓): <input type="checkbox"/> SB <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> FCNR
Branch Address	MICR Code
IFSC Code	

Please ensure the name in this application form and in your bank account are the same. Please update your IFSC and MICR Code in order to get payouts via electronic mode into your Bank Account.

**7. FATCA and CRS DETAILS For Individuals (Mandatory) Non Individual Investors should mandatorily fill separate FATCA/CRS details form**

# Please indicate the Country in which you are a resident for tax purpose, associated Taxpayer Identification Number and it's Identification type eg. TIN etc.

Sole/First Applicant/Guardian			Second Applicant			Third Applicant		
Country <sup>#</sup>	Tax Payer Ref. ID No <sup>@</sup>	Identification Type	Country <sup>#</sup>	Tax Payer Ref. ID No <sup>@</sup>	Identification Type	Country <sup>#</sup>	Tax Payer Ref. ID No <sup>@</sup>	Identification Type
Country of Birth			Country of Birth			Country of Birth		
Country of Nationality			Country of Nationality			Country of Nationality		

# In case the Country of Tax Residence is only India then details of Country of Birth & Nationality need not be provided. @ In case the Tax Identification Number is not available, kindly provide its functional equivalent

**8. INVESTMENT AND PAYMENT DETAILS (Pls refer Instructions/ KIM especially Third Party) For each application and for each plan/option separate cheque / DD to be submitted.**

Cheque/DD No.	Cheque/DD Amount (Rs.)	DD Charges (Rs.)	Gross Total Amount (Rs.)	Bank Account Number	Bank & Branch	Account Type <sup>@</sup> (SB/CA/NRE/NRO/FCNR)

<sup>@</sup>For NRI(s)/PIO: Source of Fund:  NRE  NRO  FCNR  Direct Remittances from abroad. Pls attach documentary evidence for the source of funds.  
 Please mention the application no. on the reverse of the Cheque / DD. The details of the bank account provided above pertain to my / our bank account in my / our name  Yes  No  
 If No, my relationship with the bank account holder is  Spouse  Child  Parent  Relative  Sibling  Friend  Others. Application form without this information is liable to be rejected.  
 Documents Attached to avoid Third Party Payment Rejection, where applicable:  Bank Certificate, for DD  Third Party Declarations

**IN CASE OF PAYMENT BY 1ST APPLICANT (Please ✓)**

I. I / We hereby declare that the above mentioned cheque/Demand Draft^^ has been issued:  
 from/by debit to my personal/my joint Bank Account with other IInd/IIIRD Applicant.  against cash (in case of demand draft) upto Rs. 50,000/-.  
 II. ^^In case of Demand Draft, Banker's certificate about the source of funds is attached.  Yes  No (In case, the answer is "No", the application will be rejected)

**9. DEMAT ACCOUNT DETAILS (Please ensure that the sequence of names as mentioned in the application form matches with that of the Demat Account held with your Depository Participant).**

Do you want units in Demat Form (Please ✓)  Yes  No (if yes, please provide the below details)<sup>55</sup>

**National Security Depository Limited (NSDL)**  **Central Depository Services (India) Limited (CDSL)**

Depository Participant's Name: \_\_\_\_\_

DP ID No. IN \_\_\_\_\_ Beneficiary Account No. \_\_\_\_\_ Target ID No. \_\_\_\_\_

<sup>55</sup> in case of any ambiguity, AMC is at its discretion to either allot units as per Demat information or in physical mode. Kindly refer Statement of Additional Information and Scheme Information Document for details.

**10. POWER OF ATTORNEY (PoA) HOLDER'S / PERMITTED THIRD PARTY'S (WHO IS ISSUING THE CHEQUE) DETAILS (Pls refer para on Third Party Payment)**

The relationship of 1st Applicant with the issuer of Third party Payment instrument is as [Please ✓]  
 Parent/Grand Parent/Relative in case of 1st Applicant being a minor  Employer (in case of deduction from salary)  Custodian on behalf of FI/Client.

Full Name of PoA / Third Party \_\_\_\_\_  
 PAN No. of PoA / Third Party \_\_\_\_\_ [Please ✓] **KYC Compliant**  Yes  No (Please attach KYC acknowledgement & Refer instruction no. 10)

**11. NOMINATION DETAILS (Pls Refer instruction / KIM for details)**

I / We \_\_\_\_\_ at present do not wish to register nominee/s against the above folio.  
 I/We \_\_\_\_\_ hereby nominate the under mentioned person(s) to receive the amount to my/our credit in the event of my/our death in proportion to the percentage(%) indicated against the Name(s) of the Nominee(s). I/We also understand that all payments and settlements made to such nominee(s) shall be a valid discharge by the AMC / Mutual Fund / Trustee.

No.	Name & Address of the Nominee /s (upto 3 Nos.)	Date of Birth (in case of Minor)	Relationship with the first holder	Share (%) (in multiple of 1%)	Age of the Nominee
1					
2					
3					

Guardian Name (in case of Minor) \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Pin \_\_\_\_\_ Signature of Nominee/Guardian (Not mandatory) \_\_\_\_\_

**12. LIST OF DOCUMENTS ATTACHED (Mandatory) (pls mention below the details of documents (other than cheque & DD) attached with the form)**

<input type="checkbox"/> Verified PAN Copy(ies)	<input type="checkbox"/> FATCA/CRS/UBO Declaration for all holders	<input type="checkbox"/> Memorandum & Articles of Association	<input type="checkbox"/> Trust Deed
<input type="checkbox"/> KYC Compliance Status Proof	<input type="checkbox"/> Resolution / Authorisation to invest	<input type="checkbox"/> Bye-Laws	<input type="checkbox"/> Power of Attorney
<input type="checkbox"/> Certificate of Incorporation	<input type="checkbox"/> List of Authorised Signatories with Specimen Signature(s)	<input type="checkbox"/> Partnership Deed	<input type="checkbox"/> Others (Pls Specify) _____

**13. DECLARATION & SIGNATURES**

Having read and understood the contents of the Scheme Information Document of the scheme for investment and subsequent amendments thereto including the section on "Prevention of Money Laundering", I/We hereby apply to the Trustee of JM Financial Mutual Fund for units of the Scheme as indicated above and agree to abide by the terms and conditions, rules and regulations of the Scheme. I/We have not received and will not receive nor will be induced by any rebate or gifts, directly or indirectly, in making this investment. I/We further declare that the amount invested by me/us in the Scheme is derived through legitimate sources and is not held or designed for the purpose of contravention of any act, rules, regulations or any statute or legislation or any other applicable laws or any notifications, directions issued by any governmental or statutory authority from time to time. It is expressly understood that we have the express authority from our constitutional documents to invest in the units of the Scheme and the AMC/Trustee/Fund would not be responsible if the investment is ultravires thereto and the investment is contrary to the relevant constitutional documents. I/we authorise this Fund to reject the application, revert the units credited, restrain me/us from making any further investment in any of the schemes of the Fund, recover/debit my/our folio(s) with the penal interest and take any appropriate action against me/us in case the cheque(s)/payment instrument is/are returned unpaid by my/our bankers for any reason whatsoever. I/we hereby further agree that the Fund can directly credit all the dividend payouts and redemption amount to my bank details given above. **"The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us".** JM Financial Services Ltd. is affiliated to JM Financial Asset Management Ltd (JM Financial AMC), which is the Investment Manager to the schemes of JM Financial Mutual Fund. It would receive commission/distribution fees from JM Financial AMC for distributing the mutual fund units of the schemes launched by JM Financial AMC. **"The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us".** **Consent for sharing Information :-** I / We hereby consent to the disclosure/sharing of my/our personal information to the Judicial /Statutory/ Regulatory Authorities for the compliance of legal obligation of JM Financial AMC/JM Financial Mutual Fund/JM Financial Trustee Co. Pvt. Ltd. I/We also consent to the sharing of the transaction feed of my/our Investment in the above Scheme of JM Financial Mutual Fund with the Registered Investment Advisor (RIA)/Distributor whose RIA/ARN Code is mentioned above. **\*\*Applicable to NRIs only :-** I / We\* confirm that I am / we\* are Non-Resident of Indian Nationality / Origin and I / we\* hereby confirm that the funds for subscription have been remitted from abroad through approved banking channels or from funds in my / our\* Non-Resident External / Ordinary Account / FCNR Account.

Signature of Sole/First Applicant/Guardian/Auth. Signatory	Signature of Second Applicant /Auth. Signatory	Signature of Third Applicant/Auth. Signatory

Date : \_\_\_\_\_ Place : \_\_\_\_\_

**Note:** In case the First Applicant is a Non Individual, please attach FATCA, CRS & UBO Self Certification Form ^\*\* The application is liable for rejection if the name does not match with PAN copy. It is mandatory for investors to be KYC compliant prior to investing in JM Financial Mutual Fund. <sup>#</sup> US and Canada Investors are not permitted to invest in our Schemes. ^ In case, not ticked, it will be considered as Not Applicable. Please attach foreign inward remittance certificate (FIRC) / account debit certificate in case of debit to NRE / NRO account or direct remittance from abroad. Please (✓)  Repatriation basis  Non-Repatriation basis.

**PART B: TO BE USED BY INVESTORS ONLY IN CASE OF SIP/STP/SWP**

**14. SIP (through NACH) STP / SWP REGISTRATION CUM MANDATE FORM**

- Regular SIP:** First Installment of Regular SIP through a Cheque/Electronic transfer and subsequent investments via National Automated Clearing House (NACH).  
 **Micro SIP:** First Installment of Regular SIP through a Cheque and subsequent investments via National Automated Clearing House (NACH).

I/We hereby apply for the following facility under Systematic Investment Facilities (Pl tick only one from each column)

Facility (Please ✓)	Name of the Scheme /s (Please Mention)	Plan (Please ✓)	Option (Pls mention)	Sub-Option (Please ✓ in case of IDCW)
<input type="checkbox"/> SIP	<b>JM</b>	<input type="radio"/> Direct <input type="radio"/> Regular		<input type="radio"/> Payout <input type="radio"/> Reinvestment
<input type="checkbox"/> STP	From - <b>JM</b>	<input type="radio"/> Direct <input type="radio"/> Regular		<input type="radio"/> Payout <input type="radio"/> Reinvestment
	TO - <b>JM</b>	<input type="radio"/> Direct <input type="radio"/> Regular		<input type="radio"/> Payout <input type="radio"/> Reinvestment
<input type="checkbox"/> SWP <input type="radio"/> FAW (Fixed Amount Withdrawal) <input type="radio"/> CAW (Capital Appreciation Withdrawal)		<input type="radio"/> Direct <input type="radio"/> Regular		<input type="radio"/> Payout <input type="radio"/> Reinvestment

Please select and tick any of the due dates from the below table against the facility being chosen by you.

Facility (Please ✓)	Daily (Please ✓)	Weekly (Please ✓)	Fortnightly (Please ✓)	Monthly** (Please ✓)	Quarterly (Please ✓)
<input type="checkbox"/> SIP	Not Available	<input type="radio"/> 1st <input type="radio"/> 8th <input type="radio"/> 15th	<input type="radio"/> 1st	<input type="radio"/> 1st <input type="radio"/> 5th	<input type="radio"/> 1st of next month & every quarter thereafter
<input type="checkbox"/> STP	Daily (Chhota STP/Combo SIP)	<input type="radio"/> 22nd of the month	<input type="radio"/> 15th of the month	<input type="radio"/> 10th <input type="radio"/> 15th	
<input type="checkbox"/> SWP	Not Available	Not Available	Not Available	<input type="radio"/> 20th <input type="radio"/> 25th of the month	

Installment Amount *	Rs.	Enrolement Period	From	To	<input type="radio"/> or Perpetual (i.e until it is cancelled)
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\*Not Applicable for SWP under CAW since capital appreciation will automatically be withdrawn as per terms & conditions of this facility.\*\* First of the month will be the default frequency if not ticked.

**15. Name of Document Attached for MICRO SIP**

1. Document Ref. No.

2. Document Ref. No.

3. Document Ref. No.

**16. DECLARATION & SIGNATURES** (Please strike out whichever is not applicable.)

**Applicable for SIP Investors only:** I/We hereby declare that the particulars given above are correct and express my/our willingness to make payments referred above through participation in NACH /Direct Debit or Standing Instruction Clearance. In case the transaction is delayed or not effected at all, for reasons of incomplete or incorrect information on my/our part or circumstances beyond the control of the AMC/its service provider, I/we would not hold the Asset Management Company or its associates/vendors responsible in any manner. I/We hereby authorize JM Financial Mutual Fund and their authorised service providers, to get my/our above bank account debited by NACH /Direct Debit/Standing Instructions towards the collection of payments on due SIP dates as opted by me/us. In the event of any changes in the bank particulars, I/we will submit a fresh mandate along with a cancellation request for the earlier mandate well in advance. I/We understand and agree to the current terms & conditions for SIP Pause facility in case I/We opt for the same anytime. I/We have read and agreed to the terms and conditions mentioned in KIM / Scheme Information Document of the scheme.

**Consent for sharing Information :-** I /We hereby consent to the disclosure/sharing of my/our personal information to the Judicial /Statutory/ Regulatory Authorities for the compliance of legal obligation of JM Financial AMC/JM Financial Mutual Fund/JM Financial Trustee Co. Pvt. Ltd. I/We also consent to the sharing of the transaction feed of my/our Investment in the above Scheme of JM Financial Mutual Fund with the Registered Investment Advisor (RIA)/Distributor whose RIA/ARN Code is mentioned above.

Signature of Sole/First Applicant/Guardian	Signature of Second Applicant	Signature of Third Applicant

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Applicable for Lumpsum Additional Purchases as well as SIP Registrations**

**DEBIT MANDATE FORM NACH**

UMRN : \_\_\_\_\_ Date \_\_\_\_\_

Tick (✓)  
 CREATE  
 MODIFY  
 CANCEL

Sponsor Bank Code : **ICIC0TREA00**

Utility Code **ICIC0026100001992**

I/We hereby authorize : **JM Financial Mutual Fund** to debit (tick ✓) **SB / CA / CC / SB-NRE / SB-NRO / Other**

Bank a/c number : \_\_\_\_\_

with Bank \_\_\_\_\_ IFSC \_\_\_\_\_ or MICR \_\_\_\_\_

an amount of Rupees \_\_\_\_\_ ₹

FREQUENCY  Mthly  Qtrly  H-Yrly  Yrly  As & when presented

Debit Type  Fixed Amount  Maximum Amount

Reference 1 \_\_\_\_\_ Folio No: Optional \_\_\_\_\_ Phone No. \_\_\_\_\_

Reference 2 \_\_\_\_\_ Appln No: Optional \_\_\_\_\_ Email ID \_\_\_\_\_ IN CAPITAL

I/We agree for the debit of mandate processing charges by the bank whom I am/we are authorizing to debit my/our account as per latest schedule of charges of the bank.

**PERIOD**

From \_\_\_\_\_  
to \_\_\_\_\_  
or  Until Cancelled

Signature of Account Holder \_\_\_\_\_ Signature of Account Holder \_\_\_\_\_ Signature of Account Holder \_\_\_\_\_

1. Name as in Bank Record 2. Name as in Bank Record 3. Name as in Bank Record

- This is to confirm that the declaration has been carefully read, understood & made by me/us. I am/We are authorizing the user entity / corporate to debit my/our account.
- I/We have understood that I am/we are authorized to cancel / amend this mandate by appropriately communicating the cancellation / amendment request to the User entity / corporate or the bank where I/We have authorized the debit.

## INSTRUCTIONS TO INVESTORS FOR FILLING UP THE APPLICATION FORM

1. Please read the Scheme Information Document containing the terms of offer, Scheme Additional Information, Key Information Memorandum and other relevant documents. Your attention is particularly drawn to the sections on "Prevention of Money Laundering" and "Mutual Fund Identification Number". All applicants are deemed to have accepted the terms upon filling the application form and tendering the payment.
2. The application form is for Resident and Non Resident Indian (NRI) investors and should be completed in English in BLOCK Letters. Please (4) in the appropriate box, wherever boxes have been provided.
3. The Signature(s) may be in English or in any of the Indian languages specified in the Eighth Schedule of the Constitution of India. Thumb impressions must be attested by a Magistrate or a Notary Public or a Special Executive Officer under his/her official seal. Applications by minor(s) should be signed by their guardians. In case of HUF, the Karta should sign on behalf of the HUF. In case of other non-individual investors, authorized signatories should sign under their official seal and designation.
4. Application form incomplete in any respect or not accompanied by the requisite documents and/or Cheque or Demand Draft (DD) for the amount payable are liable to be rejected and the money paid will be refunded without any interest thereon. An application may be accepted or rejected at the sole and absolute discretion of the Trustee, without assigning any reason whatsoever. In case of inadvertent allotment, the AMC reserves the right to revert the transaction & refund the investment without any interest.
5. Investors are requested to indicate their choice of Plans / Sub-Plans/ Options. If no indication in the relevant box is given, the investment will be deemed to be for the default option. If the mode of payment of dividend is not indicated, the choice will be deemed to be reinvestment (if available). However, in case the dividend payable to any unitholder is below Rs. 100/-, then the same will be automatically reinvested.
6. Mode of Payment:
  - The Cheque/DD should be drawn in favour of the respective scheme for example in case of JM Equity Fund cheque should be drawn in favour of "JM Equity Fund" and crossed "Account Payee Only". Third Party Payments are not acceptable and the application is liable to be rejected. For further details please refer the KIM. The Cheque/DD should be payable locally at the centre where the application is deposited. The Cheque / DD should be drawn on any Bank which is situated at and is a member / sub-member of the Bankers' Clearing House. Cheques / DDs drawn on a Bank not participating in the Clearing House will not be accepted.
  - The application form number should be mentioned on the reverse of the Cheque/DD that accompanies the application.
  - Investors residing in centres, where the JM Financial Mutual Fund does not have any collection arrangement, are authorized to make payment by DDs/RTGS/NEFT/Transfer. DD charges would be borne by the Asset Management Company (AMC) only in respect of investors having address in Locations where the AMC does not have a branch / ISC (Investor Service Center) or other collection facilities subject to DD being payable and deposited at any of the collection centers of JM Financial Mutual Fund/ Registrar & Transfer Agent / Authorised Collection Banks (during NFO) subject to the following terms and conditions:
    - Eligibility for DD charges is as under: A - The DD charges will be payable only for equity schemes during NFO and Post-NFO. B - The DD should be issued by the bank located in the place of address of the investor. C - DD charges as levied by State Bank of India would be treated as permissible DD charges. D - For individuals (For NFO and ongoing subscriptions) The permissible DD charges for individual investors are not restricted by the number of applications or the amount invested. E - For Non-individuals: - During NFO: In respect of non-individual investors, during the NFO, the DD charges will be borne by the AMC as follows: 1- Only one application is eligible for benefit of DD charges. 2- Irrespective of the amount of investment, permissible DD charges will not exceed the permissible DD charges as per SBI rates and as calculated for an investment of Rs.10 lacs or actual investment whichever is lower, subject to SBI rates. 3- In case of multiple applications during the NFO period, the DD charges will be paid only for one of the applications having the highest investment amount subject to the above limit. ii - For ongoing subscriptions: 1- Only one application per business day per Scheme/Plan/Option is eligible for benefit of DD charges. 2- Irrespective of the amount of investment, permissible DD charges will not exceed the permissible DD charges as per SBI rates and as calculated for an investment of Rs.10 lacs or actual investment whichever is lower, subject to SBI rates. 3- In case of multiple applications in the same Scheme/Plan/Option, on a particular transaction day, the DD charges will be paid only for one of the applications having the highest investment amount subject to the above limits.
  - The AMC will, in the normal course, not reimburse the DD charges. However, the AMC reserves the right to allot equivalent units upto the permissible DD charges by adding the same to the investment made by the investor, if so claimed by the investor in the application form subject to the provisions of the scheme i.e. in multiples of permissible units. In the event that the total investment including permissible DD charges is not sufficient to allot minimum number of units in the Scheme, the AMC reserves the right to refund without any interest the amount represented by the investment made excluding DD charges borne by investor. In the event of inadvertent allotment, the AMC reserves the right to revert & reprocess the transactions without DD charges or refund the investment amount without any interest. In case of DD charges being claimed, under tax saving schemes, investor may consult his/her Tax Consultant to determine the investment amount on which tax exemption can be availed. Note: Returned cheques will not be presented again for collection, and the accompanying application forms shall not be considered for allotment. In the normal course, stockinvests / outstation cheques / outstation drafts are liable to be rejected. However, if the AMC accepts valid application with outstation cheque/ demand draft not payable at par at a place where the application is received, closing NAV of the day on which outstation cheque/demand draft is credited shall be applicable.
7. For NRI Investors: Repatriable Basis: Payments by NRIs / FIs / Persons of Indian Origin (PIO) may be made by either inward remittances through normal banking channels or out of funds held in Non-Resident External Rupee Account (NRE)/ Foreign currency Non –Resident account (FCNR). In case Indian Rupee drafts are purchased abroad or from NRE/FCNR Account, an Account Debit Certificate/Foreign Inward Remittance Certificate (FIRC) from the bank issuing the draft confirming the debit shall be enclosed. Non-repatriable Basis: Payments by NRIs/ FIs/Persons of Indian Origin (PIO) may be made either by inward remittances through normal banking channels or out of funds held in NRE/FCNR/ Non-Resident Ordinary Rupee Account (NRO). In case Indian Rupee drafts are purchased abroad or from NRE/FCNR Account, an Account Debit Certificate/FIRC from the bank issuing the draft confirming the debit shall be enclosed. For Subscription made by NRE/FCNR/NRO Account cheque, the application form must be accompanied with photocopy of the cheque/FIRC/Account debit certificate from the bankers to avoid delay in payment of redemption/dividend proceeds. NRI / PIO investors residing in US or Canada are not permitted to invest. In case, any such investment is accepted inadvertently or in the absence of the residence status, same will be rejected/refunded/redeemed immediately upon detecting such error.
8. **Statutory Details:** As per SEBI Circular nos. IIMARP/ MF/CIR/07/826/98 dated April 15, 1998, and IMD/CIR/No. 6/4213/04 dated March 1, 2004, it is mandatory for applicants to mention their bank details in their applications for purchase or redemption of units. In accordance with Circular dated April 27, 2007 issued by the Securities and Exchange Board of India ("SEBI"), Permanent Account Number ("PAN") issued by the Income Tax authorities is being used as the sole identification number for all investors (existing and prospective) transacting in the securities market, including mutual funds, irrespective of the amount of transaction, with effect from July 02, 2007. With effect from January 1, 2008, it is mandatory for all existing and prospective investors (including joint holders, guardians of minors, NRIs etc.) to enclose a verified copy of PAN proof along with the application for any transaction in the schemes of JM Financial Mutual Fund. However, submission of PAN copy has been exempted for Micro SIP investors. The verification of the PAN from the original PAN card/ letter can be done by any of the following under his/her signature, rubber stamp and date
  - any ARN holder if the PAN proof is self attested by Investor
  - Bank Manager,
  - Notary,
  - Officials of JM Financial Mutual Fund/ Investor Service Centres of KFin Technologies Limited.
 Investors transacting through approved Web Portals are also required to get their PAN verified by their Web Portals.
  - In case, the investor does not conform to the above requirement of submission of verified copy of PAN or produces original PAN proof for verification or the PAN details as per furnished verified copy of PAN proof does not match with the Website of Income Tax Deptt. as prescribed by SEBI, the AMC reserves the right to reject the application before allotment and refund the investment amount, without any interest.
  - In case of inadvertent allotment, the AMC reserves the right to refund the investment amount, without any interest.
  - With effect from 1st January, 2012, all investors who wish to make an investment in a mutual fund scheme will be required to complete the KYC process through any SEBI registered KYC Registration Agency (i.e. KRA). This would also apply to new Systematic Investment Plan (SIP) registrations (including MICRO SIP) as well. For further details on PAN and KYC please refer Statement of Additional Information and KIM.
9. **Documents required:** In case of an application under Power of Attorney or by a Limited Company, Body Corporate, Registered Society, HUF, Trust or Partnership Firm, etc. the relevant Power of Attorney or the relevant resolution or authority to make the application as the case may be, or duly certified copy thereof, along with the Memorandum and Articles of Association / Bye-laws / HUF Deed / Trust Deed / Partnership Deed etc. must be lodged alongwith the application form. The copy of the KYC certificate must be lodged along with an application form.
10. **Systematic Investment / Transfer / Withdrawal Plan (SIP/STP/SWP):** Please refer the SID/KIM for details.
11. Applicants should indicate their status/category by ticking the appropriate box. Applications without a tick in the 'Status/ Category' box will be considered as investment by "Others" and applicable tax if any, will be deducted / payable.
12. Applicants should specify the mode of holding. In case of joint holders, the first named holder shall receive all the Account Statements, Income Distribution Cum Capital Withdrawal (IDCW)/ redemption/refund warrants and any other correspondence sent from time to time. In case of more than one investor, where the mode of holding is not specified, it would be treated as joint holding.
13. Duly completed application forms alongwith the payment instrument and other relevant documents must be submitted on any business day at any of the JM Financial MF Branches/ KFinTech ISCs. The addresses of JM Financial MF ISCs / KFinTech ISCs are provided in the Key Information Memorandum.
14. No receipt will be issued for the application money. The ISCs will stamp and return the acknowledgment slip in the application form, to acknowledge receipt of the application.
15. In case of investment(s) in the respective scheme through switch-in(s) from any other scheme(s) of the fund, the proceeds thereof will be credited to the scheme as per current applicable service standards and NAV's allotted as per SEBI guidelines.
16. **Mobile / E-mail Communication**  
Unitholders can obtain financial and non-financial information about their transactions eg. sale, purchase, Income Distribution Cum Capital Withdrawal declarations, etc. through "SMS Alerts." This facility is offered free of cost to all unitholders whose mobile numbers are registered with Fund / who register themselves for the facility by writing to the Registrar and Transfer Agent, mentioning their folio numbers and mobile numbers. Account Statements / Annual Reports, etc. can be sent to each Unit holder by courier / post / e-mail. In case, an investor has provided his/her e-mail ID in the application form or any subsequent communication, in any of the folio(s) belonging to him/her, the Asset Management Company ("AMC") reserves the right to use such e-mail ID as a default mode of communication to the investor including sending of account statements/CAS (Consolidated Account Statement) / Annual Report for the new and existing investments for folio(s)/ investor(s) concerned. However, the AMC or Registrar & Transfer Agent will, on receipt of specific request, endeavour to provide the physical account statement to the investor within 5 business days from the receipt of such request, in terms of SEBI circular No. IMD/ CIR/12/80083/2006 dated November 20, 2006, on a case to case basis. Unit holders who have provided the e-mail will be required to download and print the documents after receiving e-mail from the Mutual Fund. Should the Unit holder experience any difficulty in accessing the electronically delivered documents / SMS alerts, the Unit holder shall promptly advise the Mutual Fund to enable the Mutual Fund to make the delivery through alternate means. In case of non-receipt of any such intimation of difficulty within 24 hours from receiving the e-mail / SMS alert, it will be regarded as receipt of e-mail / SMS alert by the Unit holder. It is deemed that the Unit holder is aware of all security risks including possible third party interception of SMS alert / e-mail and contents of the SMS alerts / documents becoming known to third parties. The monthly / quarterly factsheets shall be displayed at the website of the Mutual Fund. The Unit holders can request for a copy of the Newsletter/Fact Sheet by post / e-mail. The AMC would arrange to dispatch these documents to the Unit holder concerned.
17. **Redemption / Income Distribution Cum Capital Withdrawal payout mechanism :**  
It is mandatory to furnish bank particulars of first applicant as per SEBI guidelines, failing which application shall be rejected. The application has to be accompanied with the documentary proof of the bank mandate depicting the name of the 1st / sole applicant. The redemption/ Income Distribution Cum Capital Withdrawal proceeds will be either paid through physical payment instrument ( eg cheque / payorder / demand draft etc. ) / the AMC will credit the investor's account if the bank mandate registered for the redemption / Income Distribution Cum Capital Withdrawal payout is in any of the following banks with which the AMC has direct credit facility: - 1 - AXIS Bank 2 - Citibank 3 - HDFC Bank 4 - ICICI Bank 5 - IDBI Bank 6 - IDFC FIRST Bank 7 - Indusind Bank 8 - Kotak Mahindra Bank 9 - RBL Bank 10. YES Bank 11 - State Bank of India 12 - The Saraswat Co-op. Bank. The AMC may also effect the credit through ECS/RTGS/NEFT (wherever possible), for those cases, where direct credit facility is not possible subject to the availability of MICR/FSC code and complete bank details, as and when for direct credit facility through ECS/RTGS/NEFT is started by the AMC as one of the default facilities.
18. **NOMINATION**  
The nomination can be made only by individuals applying for / holding units on their own behalf singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. Nomination shall not be allowed in a folio held on behalf of a minor. Nomination is mandatory for new folios/accounts opened by individuals. Even those investors who do not wish to nominate must sign separately confirming their non-intention to nominate. A minor can be nominated and in that event, the name and address of the guardian of the minor nominee shall be provided by the unitholder. Nomination can also be in favour of the Central Government, State Government, a local authority, any person designated by virtue of his office or a religious or charitable trust. The Nominee shall not be a Trust, other than a Religious or Charitable Trust, Society, Body Corporate, Partnership Firm, Karta of a Hindu Undivided Family or a Power of Attorney holder. A Non-Resident Indian can be a Nominee subject to the Exchange Control Regulations of RBI, in force, from time to time. Nomination in respect of the units stands rescinded upon the transfer of units. Transfer of units in favour of a Nominee shall be valid discharge by the Asset Management Company against the legal heir/s. The cancellation of nomination can be made only by those individuals who hold units on their own behalf singly or jointly and who made the original nomination. On cancellation of the nomination, the nomination shall stand rescinded and the Asset Management Company shall not be under any obligation to transfer the units in favour of the Nominee.  
The Multiple Nomination Facility has been provided to enable Unitholders to nominate more than one person, subject to a maximum of three, in whom the Units held by the Unitholder shall vest in the event of the demise of the Unitholder in the ratio as stipulated by investor/s. Accordingly, multiple nominees can be made per folio.  
Existing and new investors can make a fresh nomination which will supersede all existing nominations in the folio by filing a fresh nomination form. Nomination is registered / modified / changed only at folio level and not at scheme / plan / option level. The Multiple Nomination Facility has been provided as under:  
In case of multiple nominations, it is mandatory for unitholders to indicate the percentage allocation in favour of the nominees in the nomination forms/requests letter in whole numbers such that it totals to 100%, so that the AMC can execute its obligation to the claimants in the unfortunate event of demise of unitholder/s. If the percentage allocation is not mentioned or is left blank, the AMC shall apply the default option of equal distribution among all the nominees as designated by the deceased Unitholder/s. In

case of 3 nominees, where allocation is not defined, the allocation by default will be 34%,33% and 33% respectively for each nominee in the majority order.

19. The minor shall be the first and the sole holder in an account. There shall not be any joint accounts with minor as the first or joint holder. The Guardian in the folio on behalf of the minor should either be a natural guardian (i.e. father or mother) or a court appointed legal guardian. For further details and documents to be submitted, please refer the KIM.

**20. Transaction Charges**

AMC will deduct the following transaction charges if the Broker/Distributor has opted-in for such charges at Product Level as per the choice of Broker/Distributor.

**(i) First Time Mutual Fund Investor (across Mutual Funds):**

Transaction charge of Rs. 150/- for subscription of Rs. 10,000 and above will be deducted from the subscription amount and paid to the distributor/ agent of the first time investor and the balance shall be invested.

**(ii) Investor other than First Time Mutual Fund Investor:**

Transaction charge of Rs. 100/- per subscription of Rs. 10,000 and above will be deducted from the subscription amount and paid to the distributor/ agent of the investor and the balance shall be invested. Transaction charges (Rs. 150/- or Rs. 100/- as may be applicable) in case of investments through Systematic Investment Plan (SIP) shall be deducted only if the total commitment (i.e. amount per SIP installment x No. of installments) amounts to Rs. 10,000/- or more. The Transaction Charges shall be deducted in 4 installments. Investors may note that distributors have an option to opt in or opt out of charging the transaction charge.

**(iii) Transaction charges shall not be deducted for:**

- (a) Purchases /subscriptions for an amount less than Rs. 10,000/-;
- (b) Transaction other than purchases/ subscriptions relating to new inflows, such as Switch, STP, etc.
- (c) Purchases/ Subscriptions made directly with the Fund (i.e. not through any distributor/agent).
- (d) Transactions, wherein the concerned distributor has not opted-in for transaction charges.
- (e) Transactions done for units held in demat form.

It is also clarified that minimum investment criteria shall be monitored at the gross investment amount level (i.e. amount before deducting transaction charges).

**DIRECT PLAN**

The investor has the option to invest under the Direct Plan of our open-ended Schemes to avail the benefit of lower expense ratio for which Investor must clearly write the word "Direct" under the column "Plan" alongwith Scheme and Option name in the specified place.

Post NFO, the existing investors may switch their current holdings in the Existing Plan into the respective/other options of the Direct Plan of the same/ other scheme/s (subject to the applicable exit load/taxes e.g. STT etc) by submitting the switch request duly signed by the respective investor/s.

For detailed information, Investor may refer to the SID/KIM.

**In terms of Best Practice Circular no. 20/2010-11 dated February 9, 2011, following provisions are applicable w.e.f. April 1, 2011:**

1. "On Behalf of Minor" Accounts: Where the account/folio (account) is opened on behalf of a minor:
  - (a) The minor shall be the first and the sole holder in an account. There shall not be any joint accounts with minor as the first or joint holder.
  - (b) The Guardian in the folio on behalf of the minor should either be a natural guardian (i.e. father or mother) or a court appointed legal guardian. Information on the relationship/status of the guardian as father, mother or legal guardian should be provided to the AMC/ the Registrar of JM Financial Mutual Fund ("the Registrar"). If the documents mentioned in clause (c) below do not provide information evidencing the relationship of natural guardian to the minor, separate documents establishing the relationship should be provided. In case of court appointed legal guardian, supporting documentary evidence should be submitted.
  - (c) Date of birth of the minor along with photocopy of supporting documents as enumerated below shall be mandatory while opening the account on behalf of minor:
    1. Birth certificate of the minor, or
    2. School leaving certificate / Mark sheet issued by Higher Secondary Board of respective states, ICSE, CBSE etc., or
    3. Passport of the minor, or
    4. Any other suitable proof evidencing the date of birth of the minor.
2. **Minor Attaining Majority – Status Change:**
  - (a) Prior to minor attaining majority, the AMC/ Registrar will send advance notice to the registered correspondence address advising the guardian and the minor to submit an application form along with prescribed documents (as per (e) below) to change the status of the account to "major".
  - (b) The account shall be frozen for operation by the guardian on the day the minor attains the age of majority and no transactions shall be permitted till the documents for changing the status are received. However, the AMC will continue to process the existing standing instructions like SIP, STP, SWP registered prior to the minor attaining majority and send a intimation to that effect.
  - (c) In case of existing standing instructions including STP, SIP and SWP registered prior to the minor attaining majority, the AMC will send an advance notice to the registered correspondence address advising

the guardian and the minor that the existing standing instructions will continue to be processed beyond the date of the minor attaining majority till the time an instruction from the major to terminate the standing instruction is received by the mutual fund along with the below mentioned documents:

The standing instruction shall be terminated within 30 days from the date of receiving the instruction.

**(d) List of standard documents required to change the account status from minor to major:**

1. Services Request form, duly filled and containing details like name of major, folio numbers, etc.
2. New Bank mandate where account has been changed from minor to major,
3. Signature attestation of the major by a manager of a scheduled bank / Bank Certificate / Letter,
4. KYC acknowledgement of the major.

**3. Change in Guardian:** When there is a change in guardian either due to mutual consent or demise of existing guardian, following documents should be submitted to the AMC/ the Registrar prior to registering the new guardian:

- (a) Request letter from the new guardian,
- (b) No Objection Letter (NoC) or Consent Letter from existing guardian or Court Order for new guardian, in case the existing guardian is alive.
- (c) Notarized copy or attested copy of the Death Certificate of the deceased guardian, where applicable. The attestation may also be done by a special executive magistrate, AMC authorised official or manager of a scheduled bank.
- (d) The new guardian must be a natural guardian (i.e. father or mother) or a court appointed legal guardian.
  1. Information on the relationship/status of the guardian as father, mother or legal guardian should be specified in the application form.
  2. In case of natural guardian, a document evidencing the relationship if the same is not available as part of the documents submitted as per sub clause c above.
  3. In case of court appointed legal guardian, supporting documentary evidence should be submitted.

**(e) Bank attestation attesting the signature of the new guardian in a bank account of the minor where the new guardian is registered as the guardian.**

**(f) KYC of the new guardian.**

**4. Nomination facility**

- (a) Nomination should be maintained at the folio or account level and should be applicable for investments in all schemes in the folio or account.
- (b) Where a folio has joint holders, all joint holders should sign the request for nomination/cancellation of nomination, even if the mode of holding is not "joint". Nomination form cannot be signed by Power of attorney (PoA) holders.
- (c) Every new nomination for a folio/account will overwrite the existing nomination.
- (d) Nomination shall be mandatory for new folios/accounts opened by individual especially with sole holding and no new folios/accounts for individuals in single holding will be opened without nomination. Even those investors who do not wish to nominate must sign separately confirming their non-intention to nominate.
- (e) Nomination will not allowed in a folio held on behalf of a minor.

**5. Transmission:** We have set out below the list of the documents required for transmission under various situations:

- (a) Transmission to surviving unit holders in case of death of one or more unitholders:
  - i. Request Form (Form T1) from surviving unitholder(s) requesting for Deletion of Name of Deceased 2nd and/or 3rd Holder.
  - ii. Death Certificate in original or photocopy duly attested by a Notary Public or a Gazetted Officer.
  - iii. Fresh Bank Mandate Form along with cancelled cheque of the new bank account (only if there is a change in existing bank mandate)
  - iv. Fresh Nomination Form in case there is no nomination or a change in existing nomination is desired by the surviving unit holders.
  - v. KYC Acknowledgment OR KYC Form of the surviving unit holder(s), if not KYC compliant.
- (b) Transmission of Units to surviving unit holder(s) in case of death of the 1st holder
  - i. Transmission Request Form (Form T2) for Transmission of Units to the surviving unitholder/s.
  - ii. Death Certificate of the deceased unitholder(s) in original OR photocopy duly attested by a Notary Public or a Gazetted Officer.
  - iii. Copy of PAN Card of the Surviving Joint Holder(s) (if PAN is not provided already)
  - iv. Cancelled cheque of the new first unitholder, with the claimant's name pre-printed OR Recent Bank Statement/Passbook (not more than 3 months old) of the new first holder.
  - v. KYC Acknowledgment OR KYC Form of the surviving unit holder(s), if not KYC compliant.
- (c) Transmission of Units to the registered Nominee/s in case of death of Sole or All unitholders

- i. Transmission Request Form (Form T3) for Transmission of Units in favour of the Nominee(s).
- ii. Death Certificate of the deceased unitholder(s) in original OR photocopy duly attested by a Notary Public or a Gazetted Officer.
- iii. Copy of Birth Certificate, in case the Nominee is a minor.
- iv. Copy of PAN Card of the Nominee(s) / Guardian (in case the Nominee is a minor)
- v. KYC Acknowledgment OR KYC Form of the Nominee(s) / Guardian (where Nominee is a Minor)
- vi. Cancelled cheque with the Nominee's name pre-printed OR Copy of the Nominee's recent Bank Statement/Passbook (which is not more than 3 months old).
- vii. If the transmission amount is upto 2 Lakh, Nominee's signature attested by the Bank Manager. In case the Nominee is a Minor, signature of the Guardian (as per the bank account of the Minor or the joint account of the Minor with the Guardian) shall be attested. If the transmission amount is for more than Rs. 2 Lakh, as an operational risk mitigation measure, signature of the Nominee shall be attested by a Notary Public or a Judicial Magistrate First Class (JMFC) in the space provided for signature attestation in the TRF itself below the signature of the claimant.

**(d) Transmission of Units to the Claimant/s on death of Sole unitholder or All unitholders, where there is NO NOMINATION registered.**

- i. Transmission Request Form (Form T3) for Transmission of Units to the Claimant
- ii. Death Certificate of the deceased unitholder(s) in original OR photocopy duly attested by a Notary Public or a Gazette Officer.
- iii. Copy of Birth Certificate in case the Claimant is a minor.
- iv. Copy of PAN Card of the Claimant/ Guardian (in case the Claimant is a minor).
- v. KYC Acknowledgment OR KYC Form of the Claimant/ Guardian (in case the Claimant is a Minor)
- vi. Cancelled cheque with the claimant's name pre-printed OR Copy of the Claimant's recent Bank Statement/Passbook (which is not more than 3 months old).

**If the transmission amount is up to Rs. 2 Lakh -**

- a. Bank Attestation of signature of the Claimant by the Bank Manager. In case the Claimant is a Minor, the signature of the Guardian (as per the bank account of the Minor or the joint account of the Minor with the Guardian) shall be attested.
- b. Any appropriate document evidencing relationship of the claimant/s with the deceased unitholder/s.
- c. Bond of Indemnity to be furnished by Legal Heirs for Transmission of Units without production of Legal Representation. Provided that in case the legal heir(s)/claimant(s) is submitting the Succession Certificate or Probate of Will or Letter of Administration wherein the claimant is named as a beneficiary, an affidavit from such legal heir/claimant(s) alone would be sufficient; i.e., Bond of Indemnity is not required.
- d. Individual Affidavits to be given by each legal heir.
- e. NOC from other Legal Heirs, where applicable.

**If the transmission amount is more than Rs. 2 Lakh -**

- a. Signature of the Claimant duly attested by a Notary Public or a Judicial Magistrate First Class (JMFC) in the space provided for signature attestation in the TRF itself, below the signature of the claimant. In case the Claimant is a Minor, the signature of the Guardian (as per the bank account of the Minor or the joint account of the Minor with the Guardian) shall be attested.
- b. Individual Affidavits to be given each legal heir.
- c. Any one of the documents mentioned below: Notarised copy of Probated Will; OR Succession Certificate issued by a competent court; OR Letter of Administration or court decree, in case of Intestate Succession.
- (e) Change of Karta upon death of the Karta of Hindu Undivided Family (HUF) If the case of a HUF, the property of the HUF is managed by the Karta and the HUF does not come to an end in the event of death of the Karta. In such a case, the members of the HUF will need to appoint a new Karta, who needs to submit following documents for transmission:
  - i. Request Form (Form T4) for change of Karta upon demise of the registered Karta.
  - ii. Death Certificate of the deceased Karta in original OR photocopy duly attested by a Notary Public or a Gazette Officer.
  - iii. Bank's letter certifying that the signature and details of new Karta have been updated in the bank account of the HUF & attesting the Signature of the new Karta.
  - iv. KYC Acknowledgment OR KYC Form of the new Karta and the HUF, if not KYC compliant.
  - v. Indemnity Bond signed by all surviving coparceners (including new Karta).
  - vi. If the transmission amount is upto 2 Lakh, any appropriate document evidencing relationship of the new Karta and the other coparceners with the deceased Karta.
  - vii. If the transmission amount is more than 2 Lakh, any one of the documents mentioned below - Notarized copy of Settlement Deed, or Notarized copy of Deed of Partition, or

Notarized copy of Decree of the relevant competent court.

- (f). Transmission of Units to the Claimant/s upon death of the Karta of HUF, where there is no surviving co-parcener or the HUF has been dissolved/partitioned after demise of the Karta
- i. Transmission Request Form (Form T5) for Transmission of Units to the Claimant.
  - ii. Death Certificate of the deceased Karta in original OR photocopy duly attested by a Notary Public or a Gazette Officer.
  - iii. Copy of Birth Certificate in case the Claimant is a minor.
  - iv. Copy of PAN Card of the Claimant(s) / Guardian (in case the Claimant is a minor)
  - v. KYC Acknowledgment OR KYC Form of the Claimant(s) / Guardian (in case the Claimant is a Minor)
  - vi. Cancelled cheque with the claimant's name pre-printed OR Copy of the Claimant's recent Bank Statement/Passbook (which is not more than 3 months old).
  - vii. If the transmission amount is upto 2 Lakh, attestation of signature of the claimant by Bank Manager. In case the claimant is a Minor, the signature of the Guardian (as per the Minor's bank account I Minors joint account with the Guardian) shall be attested. If the transmission amount is for more than 2 Lakh, signature of the claimant shall be attested by a Notary Public or a Judicial Magistrate First Class (JMFC) in the space provided for signature attestation in the TRF itself below the signature of the claimant.
  - viii. Bond of Indemnity to be furnished by the Claimant.
  - ix. If the HUF has been dissolved/partitioned by the surviving members after demise of the Karta, the transmission of units should be effected only on the basis of any of the following documents:  
Notarized copy of Settlement Deed, OR Notarized copy of Deed of Partition, OR  
Notarized copy of Decree of the relevant competent Court.

#### **Clarifications**

- a. In case of death of the 1st holder, if there are two surviving joint holders, the surviving 2nd holders will be treated as the new primary / 1st holder.
- b. PAN card copy of the nominee /claimant/s need not be insisted separately, if the same is available in KYC data. In case of residents of Sikkim, appropriate Id. proof shall be collected in lieu of PAN card.
- c. Where the units are to be transmitted to a claimant who is a minor, various documents like KYC, PAN, Indemnity should be of the Guardian of the minor nominee / legal heir. Bank Attestation of the Signature of the Guardian of the minor shall be as per the bank account of the Minor or the joint account of the Minor with the Guardian.
- d. In case of multiple nominees/ claimants, the monetary threshold of more than 2 lakh for the purpose of obtaining the Indemnity Bond shall be determined on the basis of the aggregate value of the Units under all the folios for which the claim is being submitted, as per the latest NAV, as on the date of receipt of the claim, before dividing/ splitting the claim amongst multiple nominees or claimants/ surviving co-parceners.
- e. Also, where there are more than one nominees / legal heirs (claimants) in a folio or set of folios, the nominees / legal heirs should be encouraged / requested to submit the Transmission request together, so that all the Units held by the deceased unitholder(s) could be transmitted in one-go to for operational efficiency and convenience.
- f. If the deceased unitholder(s) held units in several folios, as 1st holder(s) in some folios and as joint holder in other(s), a single claim form may be accepted for operational ease, provided that ALL the deceased holders are common across the multiple folios (irrespective of the order of names) and the nominee(s) / claimant(s) is/are also common/same across all the folios.
- g. Once a transmission request is received, it is incumbent upon the AMC/RTA to determine if the deceased unitholder had any unit holdings under any other scheme / folio, and put a flag in the system against all other folios of the deceased unitholder, basis PAN / PEKRN with a suitable communication to the surviving unitholders / nominee/s (if any, registered against the folios) to submit the claim form with reqd. documents in respect of the remaining folios.
- h. In such cases where the deceased was the 1st holder in respect of any one of the folios/funds, units in all other holdings across all other folios/schemes, where the deceased was the 1st unitholder shall be 'Stop' marked/blocked against any further transactions basis PAN or PEKRN.
- i. The process and documentation for transmission of units where the claimant/ nominee is a mentally unsound person, shall be the same as applicable to a Minor claimant, except that the Guardian shall be a court appointed guardian. Additionally, a Medical Certificate from an appropriate registered medical practitioner may be obtained regarding the Mentally unsound person.
- j. Copies of all supporting documents submitted for settlement of the claim, such as the Death Certificate of the deceased, Birth certificate of the minor, Probate of Will, Succession Certificate, Letter of Administration shall be duly attested by a Notary Public or a Gazette Officer.
- k. If the transmission amount is for more than 2 Lakh, as an operational

risk mitigation measure, the signature of the Nominee/ Claimant shall be attested only by a Notary Public or a Judicial Magistrate First Class (JMFC) in lieu of banker's attestation. For this purpose, space has been provided for signature in the TRF itself, below the signature of the claimant.

- l. While the list of documents mentioned above should be taken in all cases, in specific cases and situations related to transmission of units that are not enumerated in section 1 to 6 above, AMCs should adopt proper due diligence and request for appropriate documents depending on the circumstances of each case and apply the general principles enumerated in sections above before transmitting the units in favour of the claimant/s.
- m. **Additional risk mitigation measures:**  
While the list of documents mentioned above shall be taken in all cases, the AMC/ the Registrar may seek additional documents if the amount involved in transmission exceeds Rs One Lakh on a case to case basis. The AMC/ the Registrar may also ask additional document depending on circumstances of each case.
- n. **AADHAAR Linking (Mandatory):**  
As per extant guidelines from Government of India, all Mutual Fund investors are required to link their PAN with Aadhar no. latest by March 31, 2022.  
**Online Facility for Linking Aadhaar:** Alternatively, investors can use online / sms facility on our RTA's website [www.kfintechmfs.com](http://www.kfintechmfs.com) to link their Aadhaar numbers.