

DETAILS TO BE MENTIONED IN THE FAX

I. FINANCIAL TRANSACTIONS

1. Additional Purchase

Folio Number :
Scheme name :
Scheme sub option/facility :
Amount :
Mode of Payment :
Fund Transfer Reference No :

2. Redemption

Folio No :
Scheme :
Scheme sub option/facility :
Amount :
Units :
All Units to be Redeemed : Yes/No
Registered Bank Name (Where Redemption Proceeds will be credited) :

3. Switch

Folio Number :
Source Scheme :
Scheme sub option/facility :
Target Scheme :
Scheme sub option/facility :
No. of Units OR Amount :

4. STP & SWP Registration

Registration / Cancellation (Please mention the appropriate choice)

Source/From Scheme Name with Sub Option / facility:
Target/To Scheme Name with Sub Option / facility:
STP Frequency :
STP Amount (in Rs.) :
STP Date :
Enrollment Period From:
Enrollment Period To :

5. STP & SWP Cancellation

Registration / Cancellation (Please mention the appropriate choice)

Source/From Scheme Name with Sub Option / facility:
Target/To Scheme Name with Sub Option / facility:

STP Frequency :
STP Amount (in Rs.) :
STP Date :
Enrollment Period From:
Enrollment Period To :

6. Trigger Registration

Scan copy of duly filled and signed Trigger registration form sent from registered Email Id

7. Trigger Cancellation

Scan copy of duly filled and signed trigger cancellation form sent from registered Email Id

8. SIP / ISIP cancellation

Folio Number :
Scheme Name :
Frequency :
SIP Start Date :
SIP End Date :
SIP Amount (Rs):

II. NON-FINANCIAL TRANSACTIONS

1. Change or Updation of Email Id :

- Duly filled and signed Transaction Slip / written request letter mentioning the folio number and new Email Id to be registered

2. Change or updation of Mobile / Contact no

- Duly filled and signed Transaction Slip / written request letter mentioning the folio number and new mobile no/contact details to be registered

3. Correction in name (as per KYC records / minor change)

- Duly filled and signed written request letter mentioning the folio number and correct name to be registered

4. Updation of IFSC / MICR No / Bank Address

- Duly filled and signed Transaction Slip / written request letter mentioning the folio number and IFSC / MICR No / Bank Address to be registered along with copy of cheque

5. Change of mode of Payment: Direct payment (NEFT/RTGS)/Cheque

- Duly filled and signed Transaction Slip / written request letter mentioning the folio number and the mode of payment to be registered

NOTE: Scanned copy of cheque to be given incase no IFSC code is updated in folio

6. Updation of KYC after receiving KYC acknowledgement

- Copy of written request letter mentioning the folio number and copy of KYC acknowledgement copy / Screen shot of KYC verified status from KRA website

7. Change in broker code

- Duly filled and signed written request letter from registered Email Id mentioning the folio number and new broker code to be registered

8. Updation of PAN Number

- Copy of written request letter mentioning the folio number and copy PAN

9. Change / Updation for Date of Birth

- Copy of written request letter mentioning the folio number & date of birth along with copy of DOB proof (government issued proof)

10. Updation of DOB proof / relationship proof for minor investors

- Copy of written request letter mentioning the folio number along with copy of DOB proof & relationship proof (As per AMFI guidelines)