JM FINANCIAL MUTUAL FUND



COMMON APPLICATION FORM (please ✓) as per your status Resident Non-Resident Serial No: ED **FOR OFFICE USE ONLY** DISTRIBUTOR INFORMATION Internal Sub-Broker Code **Employee Unique Identification No.** In-House number as per Date, Time and Number as per Time Name & ARN of Distributor / RIA Code (EUIN)^ (as alloted by Distributor) Stamping Machine K-BOLT 146822 ^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 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 (PIs Refer instruction No. 5)*??** Scheme Name Plan **Option** Sub-Option JM *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 & Statement of Additional Information. ?? Investor desirous of investing directly with the AMC without availing the services of any Distributor/Broker, will have to clearly write "Direct" under above column titled as "Plan". 1. TRANSACTION CHARGES (PLEASE REFER INSTRUCTIONS / KIM AND TICK ANY ONE) Applicable for transactions routed through a distributor who has 'opted in' for transaction charges. I/We am/are a **First Time Investor** in Mutual Fund Industry. (Rs 150 will be deducted.) I/We am/are an **Existing Investor** in Mutual Fund Industry. (Rs 100 will be deducted.) 2. EXISTING UNIT HOLDER'S INFORMATION (Please fill in your details mentioned below and proceed to section 4) Folio No. **KYC Identification Number (KIN)** (For C-KYC Compliant Investors) 3. APPLICANT INFORMATION (It is mandatory to submit verified copy of PAN proof for all investments failing which application will be rejected) (Pls Refer instruction no. 8) (To be filled in block letters. Use one box for one alphabet, leaving one box blank between name and surname) Date of Birth (Mandatory) Full Name of Sole/1st Applicant/Minor/Non-individual: (As per Aadhar card) (Pls submit documentary proof in case of minor) Full Name of Guardian (in case of Minor) / Contact Person (in case of non-individual investors) / Karta (in case of HUF) / Partner (in case of Partnership Firm): Relationship with Minor [Pl. 🗸] Pls submit documentary proof Mother Father Legal Guardian Address (DO NOT REPEAT NAME) in full of Applicant/Parent OR Guardian of Minor. Indian address in case 1st Applicant is NRI/FII/PIO (Post Box No. alone is not sufficient) Location/City Dist. Pin/Zip Code & Country STD Code Tel. State Email-ID^s *Require Hard Copy of Annual Report Yes SMS and/Email ID will be used as the default mode of communication if the mobile no. and/or Email ID is furnished. Date of Birth (Mandatory) Mobile No. 5 **Full Name of Second Applicant** (As per Aadhar card) **Full Name of Third Applicant** (As per Aadhar card) Permanent Account Number (PAN)/ KYC ref. no. /PEKRAN (Mandatory) Aadhaar No. (12 digits) (Pls attach proof of enrollment) Pls refer Instructions / KIM **PAN Card** Pls refer to Instruction/KIM for further details. (Not Mandatory) 1st Applicant Guardian (in case 1st applicant is minor) 2nd Applicant 3rd Applicant Mode of Holding $PI.(\checkmark)$ 4a. Status of Sole/1st appicant 4b. Occupation Details (please tick ✓) 1. Single Public Sector / Govt. 1. Agriculturist 1. Resident Individual (RI) 7. Banks 13. Partnership Firm service loint* Business 2. On behalf of minor RI NRI 8. Body Corporate Listed Unlisted 14. Proprietorship Firm Retired Either or Survivor/s 3. Housewife 3. NRI 15. Society 9. Company Student * Default, in case of ambiguity when 4. Professional Others (pl. specify) 4. PIO & 10. Financial Institution 16. Trust applicants are more than one) 5. Private sector . HUF service 11. Flls 17. Others[&] (pl.specify) 6. AOP/BOI 12. Government Body 4e. For Non-Individuals (Companies, Trust, 4c. Gross Annual Income (Please tick ✓) 4d. For Individuals / HUFs (Please tick ✓)^ Partnership etc.) (Please tick ✓)^ I am Politically Exposed Person Foreign Exchange / Money Changer Services 5 - 10 Lacs Below 1 Lac 1 - 5 Lacs I am related to Politically Exposed Person Gamin / Gambling / Lottery / Casino Services 10 - 25 Lacs > 25 Lacs - 1Crore > 1 Crore "OR" Not Applicable Money Lending / Pawning Net Worth in (Mandatory for Non-Individuals) ₹ Not Applicable as on / / / (Not older than 1 year)

^{*} US and Canada Investors are not permitted to invest in our Schemes. ^ In case, not ticked, it will be considered as Not Applicable. + In case, not ticked, it will be treated to have "opted out".

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- 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

- 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.
- 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.
- 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: i - 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

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

annlicable

- For NRI Investors: Repatriable Basis: Payments by NRIs / FIIs / 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/ FIIs/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 will be 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/ Investor Service Centres of Karvy Computershare Pvt. Ltd.

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 the 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 along with the application form. The copy of the KYC certificate must be lodged along with a application form.
- Systematic Investment / Transfer / Withdrawal Plan (SIP/STP/SWP): Please refer the KIM for details.
- 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, dividend/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.
- 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/ Karvy ISCs. The addresses of JM Financial MF ISCs / Karvy 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(s) 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 NAVs allotted as per SEBI guidelines.
- 6. Mobile / E-mail Communication

Unitholders can obtain financial and non-financial information about their transactions eg. sale, purchase, dividend 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 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 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 / Dividend 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/ dividend 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 / dividend payout is in any of the following banks with which the AMC has direct credit facility: - 1 - AXIS Bank 2 - BNP Paribas Bank 3 - Citibank 4 - Deutsche Bank 5 - Development Credit Bank 6 - HDFC Bank 7 - HSBC Ltd. 8 - ICICI Bank 9 - IDBI Bank 10. Indusind Bank 11 - ING Vysva Bank 12 - Kotak Mahindra Bank 13 - Royal Bank of Scotland 14-Stanchart Bank & 15 - Yes 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/IFSC 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 facility.

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 individual. 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. • 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 / option / plan 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 obligations 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 sequential order.

 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.

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.

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

W.e.f January 1, 2013, the investor has the option to invest under the Direct Plan of any 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

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 KIM (Key Information Memorandum).

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

- "On Behalf of Minor" Accounts: Where the account/folio (account) is opened on behalf of a minor:
- 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. 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 quardian, supporting documentary evidence should be submitted.
- 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:
 - Birth certificate of the minor, or
 - School leaving certificate / Mark sheet issued by Higher Secondary Board of respective states, ICSE, CBSE etc., or
 - Passport of the minor, or
- Any other suitable proof evidencing the date of birth of the minor.
- Minor Attaining Majority Status Change: 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 "maior".
- The account shall be frozen for operation by the quardian on the day the minor attains the age of majority and no transactions shall be permitted till the documents for changing the staus 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.
- 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 quardian and the minor that the existing standing instructions will continue to be processed beyond the date of the minor attaining majority till the time a instruction from the major to terminate the standing instruction is received by the mutual fund along with the below mentioned documents:
 - 1. Services Request form, duly filled and containing details like name of major, folio numbers, etc.
 - 2. New Bank mandate where account 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.

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
 - 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
 - 3. Signature attestation of the major by a manager of a scheduled bank / Bank Certificate / Letter,
 - 4. KYC acknowledgement of the major.
- 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 quardian:
- Request letter from the new guardian,
- No Objection Letter (NoC) or Consent Letter from existing guardian or Court Order for new guardian, in case the existing guardian is alive.
- 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
- (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 of clause 1 of this notice - cum - addendum
 - 3. In case of court appointed legal guardian, supporting documentary evidence should be submitted.
- Bank attestation attesting the signature of the new guardian in a bank account of the minor where the new guardian is registered as the quardian.
- KYC of the new quardian.
- Nomination facility
- $Nomination \ should \ be \ maintained \ at \ the \ folio \ or \ account \ level \ and \ should$ be applicable for investments in all schemes in the folio or account.
- 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.
- Every new nomination for a folio/account will overwrite the existing nomination.
- 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.
 - 1. Even those investors who do not wish to nominate must sign separately confirming their non-intention to nominate
- Nomination will not allowed in a folio held on behalf of a minor. Transmission: We have set out below the list of the documents required
- for transmission under various situations: Transmission to surviving unit holders in case of death of one or more unitholders:
- 1. Letter from surviving unitholders to the Fund / AMC / RTA requesting for transmission of units,
- 2. Death Certificate in original or photocopy duly notarized or attested by gazette officer or a bank manager,
- 3. Bank Account Details of the new first unit holder as per specified format along with attestation by a bank branch manager or cancelled cheque bearing the account details and account holders name. KYC of the surviving unit holders, if not already available.
- Transmission to registered nominee/s in case of death of Sole or All unit holders:
 - 1. Letter from claimant nominee/s to the Fund / AMC / RTA requesting for transmission of units.
 - 2. Death Certificate/s in original or photocopy duly notarized or attested by gazette officer or a bank manager,
 - Bank Account Details of the new first unit holder as per specified format along with attestation by a bank branch manager or cancelled cheque bearing the account details and account holders name.
 - 4. KYC of the claimant/s,
 - 5. If the transmission amount is Rs One Lakh or more:
 - a. Indemnity duly signed and executed by the nominee/s in the specified format
- Transmission to claimant/s, where nominee is not registered, in case of death of Sole or All unit holders:
 - 1. Letter from claimant/s to the Fund / AMC / RTA requesting for transmission of units.
 - ${\bf 2. \ \ Death \ Certificate/s \ in \ original \ or \ photocopy \ duly \ notarized \ or \ attested}$ by gazette officer or a bank manager,
 - 3. Bank Account Details of the new first unit holder as per specified format along with attestation by a bank branch manager or cancelled cheque bearing the account details and account holders name.
 - 4. KYC of the claimant/s.
 - 5. Indemnity Bond from legal heir/s as per specified format.
 - 6. Individual affidavits from legal heir/s as per specified format
 - 7. If the transmission amount is below Rs. One Lakh any appropriate document evidencing relationship of the claimant/s with the deceased unitholder/s.
 - 8. If the transmission amount is Rs One Lakh or more any one of the documents mentioned below:
 - a. Notarised copy of Probated Will, or
 - b. Legal Heir Certificate or Succession Certificate or Claimant's Certificate issued by a competent court, or
 - c. Letter of Administration, in case of Intestate Succession.
- Transmission in case of HUF, due to death of Karta: HUF, being a Hindu Undivided Family, the property of the family is managed by the Karta and

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 appoint the new Karta who needs to submit following documents for transmission:

- 1. Letter Requesting for change of Karta,
- 2. Death Certificate in original or photocopy duly notarized or attested by gazette officer or a bank manager,
- 3. Duly certified Bank certificate stating that the signature and details of new Karta have been appended in the bank account of the HUF as per specified format
- 4. KYC of the new Karta and KYC of HUF, if not already available.
- 5. Indemnity bond signed by all the surviving coparceners and new Karta as per specified format.
- 6. In case of no surviving co-parceners and the transmission amount is Rs One Lakh or more OR where there is an objection from any surviving members of the HUF, transmission shall be effected only on the basis of any of the following mandatory documents:
- a. Notarized copy of Settlement Deed, or
- b. Notarized copy of Deed of Partition, or
- c. Notarized copy of Decree of the relevant competent Court
- Clarifications
 - 1. It is clarified that PAN card copy or another proof of identity of claimant/s is not required separately if KYC acknowledgement issued by CVL is made available.
 - 2. Where the units are to be transmitted to a claimant who is a minor, various documents like KYC, PAN, Bank details, indemnity should be of the guardian of the nominee.
- Additional risk mitigation measures:

While the list of documents mentioned in sub-clauses a to d 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 cases.

AADHAAR (Mandatory):

- As per Government of India mandate, all Mutual Fund folios must be updated with Aadhaar numbers of the respective investors. With the amendments to the Prevention of Money Laundering (Maintenance of Records) Rules, 2005 and notification by Unique Identification Authority of India (UIDAI), the Government has made it mandatory to link Aadhaar with every Mutual Fund folio.
- Aadhaar has becomes mandatory for investment in MF Industry effective 1st June'2017. Aadhaar / proof of Aadhaar enrolment needs to be collected and authenticated for all individuals, irrespective of the mode of holding
- All existing investors have to update their Mutual Fund folio(s) with Aadhaar number(s) by December 31, 2017, failing which the folios will become inoperative including for redemptions. No new folio can be opened from Jan 1, 2018 if Aadhaar / proof of enrolment is not provided
- Where the investor does not have an Aadhaar number, he / she should provide proof of enrolment for Aadhaar and should provide the Aadhaar number within a timeframe of 6 months for eventual authentication, failing which the folio(s) shall be made inoperative.
- Requirement for linking Aadhaar for different categories of investors are listed below:

Resident Investors (Individuals): Aadhaar is mandatory for all the joint holders in a folio

Minor: It is optional for minor but mandatory for the Guardian to update his/her Aadhaar number.

POA holders: Aadhaar of POA holder is mandatory, if the POA holder is an individual. If the POA holder is an Institution, then the Aadhaar is mandatory for all the authorized signatories as names in the Authorised Signatory List (ASL) provided that the POA holder has discretionary authority to sign and submit transactions on

behalf of the institutional investor. Non-Individuals: It is mandatory for all the authorized signatories to submit Aadhaar details as per the names in the Authorised Signatory List (ASL).

NRIs: Aadhaar linking is not applicable.

- Existing Individual investors can download and fill "Common Aadhaar Linking Form - Individuals" for linking Aadhaar and giving consent to share the Aadhar details with the RTAs/other AMCs from our website (www.jmfinancialmf.com) / RTA's website (www.karvymfs.com) and submit to the nearest Branch of Karvy Computershare Pvt. Ltd. / JM Financial Asset Management Ltd. to link their mutual fund folio(s). The linking of Aadhaar numbers for the Mutual Fund folios will be done based on PAN of the investor(s).
- Non-individual investors will be required to provide the Aadhaar number / copy / proof of enrolment and PAN of authorized signatories in the separate form called "Common Aadhaar Linking Form — Non-Individuals" for linking Aadhaar and giving consent to share the Aadhar details with the RTAs/other AMCs duly counter-signed by the Authorized Official as per the Board Resolution.
- a In case of non-individual investors, if the authentication fails for some of the ASL officials, then the folio will not be frozen, but the transactions authorized by such officials will be rejected till Aadhaar numbers of the respective officials are successfully validated. Transactions authorized by other officials whose Aadhaar is authenticated, will be permitted
- Consent of individuals forming part of ASL is required apart from the consent of the Co Secretary / Director / Authorized officials of the non-individual investor.
- Online Facility for Linking Aadhaar: Alternatively, investors can use online / sms facility on our RTA's website www.karvymfs.com to link their Aadhaar numbers.