



## Non-Financial Transaction Form

Folio No.

Name

### 1. UPDATE CONTACT DETAILS

Mobile No.

Mobile No. provided pertains to ☐ Self ☐ Family Member (Note: If Mobile No. pertains to Family Member please select any one)  
☐ Spouse ☐ Dependent Parents ☐ Dependent Children

Email ID

Email ID provided pertains to ☐ Self ☐ Family Member (Note: If Email ID pertains to Family Member please select any one)  
☐ Spouse ☐ Dependent Parents ☐ Dependent Children

### 2. Update PAN/KYC

Enclosed herewith:

☐ Photo copy of PAN card

☐ Photo copy of KYC

1<sup>st</sup> Applicant/Guardian

2<sup>nd</sup> Applicant

3<sup>rd</sup> Applicant

### 3. FATCA & CRS INFORMATION [Please tick (✓)] For Individual Investors including Sole Proprietor (Non Individual Investors should mandatorily fill separate FATCA detail form)

Details	1 <sup>st</sup> Applicant	2 <sup>nd</sup> Applicant	3 <sup>rd</sup> Applicant	Guardian/POA
Place & Country of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are you a tax resident of any other country other than India	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes: Mandatory to enclose FATCA / CRS Annexure

### 4. Cancellation of SIP/STP/SWP

Scheme Name:  Installment Amount:  Installment Date:   
(If SIP) Bank Name:  Bank A/c:  Installment Date:  Installment Amount:   
(If STP) To Scheme:  Option:   
(If SWP) Scheme Name:  Amount:

### 5. Change in Mode of Holding

"Joint "To" Anyone or Survivor" ☐

"Anyone or Survivor" To "Joint" ☐

### 6. Nomination Details

☐ Registration

☐ Change/Modification

☐ Cancellation

Nominee Details					
	Name & Address of Nominee	Relationship with Applicant:	Name of Guardian (In case of Minor)	Signature of Guardian/Nominee	Percentage of Allocation
Nominee 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nominee 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nominee 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Request for mode of holding change and nominee change should be mandatorily signed by all the holders.

### 7. Change of Income Distribution cum capital withdrawal option

Scheme Name:

Payout of IDCW to Reinvestment of IDCW\* ☐

Reinvestment of IDCW to Payout of IDCW\* ☐

\*Income Distribution cum capital withdrawal option

Acknowledgement Copy (To be filled in by the Investor)

NON-FINANCIAL TRANSACTION FORM

Folio No.

Received from Mr. / Ms.  Date :

☐ Update of Contact details ☐ Update PAN/KYC ☐ Cancellation of SIP/STP/SWP ☐ Change mode of Holding ☐ Nomination ☐ Change bank details

☐ Change Income Distribution cum capital withdrawal option ☐ Revalidation of Income Distribution cum capital withdrawal option/Redemption Cheque ☐ FATCA/CRS

Collection Centre /  
ABSLAMC Stamp & Signature

Aditya Birla Sun Life AMC Limited (Investment Manager to Aditya Birla Sun Life Mutual Fund)

Regn. No.: 109, Regd Office: One World Center, Tower 1, 17th Floor, Jupiter Mills,  
Senapati Bapat Marg, Elphinstone Road, Mumbai 400013.

+91 22 4356 7000 | care.mutualfunds@adityabirlacapital.com | www.adityabirlasunlifemf.com | CIN: L65991MH1994PLC080811

Contact Us:  
1800-270-7000

adityabirlacapital.com

ADITYA BIRLA  
CAPITAL



## 8. Change of Bank Mandate

Bank Name: \_\_\_\_\_ Branch & City: \_\_\_\_\_

Bank A/c No: \_\_\_\_\_ A/c Type: ☐ Saving ☐ Current ☐ NRE ☐ NRO ☐ Other \_\_\_\_\_

MICR CODE:         IFSC CODE:

Enclosed herewith: ☐ Cancelled cheque copy ☐ Bank account statement (last three months)

**Fill-up separate form for Multiple Bank mandate registration**

## 9. Revalidation of Income Distribution cum capital withdrawal option/Redemption Cheque

Cheque no: \_\_\_\_\_ Cheque Date: \_\_\_\_\_ Cheque Amount: \_\_\_\_\_

☐ I request to reissue the said warrant after necessary revalidation without change in bank Mandate.

☐ I request you to update the above new bank details and make payment in new bank through NEFT/RTGS.

## 10. Signature and Declaration

"I/We hereby declare and confirm that the Information provide in this form is true and correct and is supported by the document proof enclosed along with the form. I/We also confirmed that I/We have read and understood the FATCA & CRS Terms and Conditions and hereby accept the same. I/we further agree and confirm that in the event there is any discrepancy between the information provided herein and the supporting documents, the AMC/Mutual Fund shall be entitled to reject the form. The AMC/Mutual shall not be liable and/or responsible for any loss or damage that I/We may incur if the form is rejected."

First Applicant/Guardian	Second Applicant	Third Applicant
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## TERMS & CONDITIONS

### Nomination:

- i) Unit holder can nominate (in the manner prescribed under the SEBI Regulations), maximum upto 3 person(s) in whom the Units held by him/her shall vest in the event of his/her death. It shall be mandatory to indicate clearly the percentage of allocation / share in favour of each of the nominees against their name and such allocation / share should be in whole numbers without any decimals making a total of 100 percent. In the event of the Unit holders not indicating the percentage of allocation / share for each of the nominees, the AMCs, by invoking default option shall settle the claim equally amongst all the nominees.
- ii) Nomination made by unit holder shall be applicable for investments in all the Schemes in the folio or account and every new nomination for a folio or account will overwrite the existing nomination. Thus, a new nomination request will imply simultaneous cancellation of existing nomination and request for fresh nomination.
- iii) The nomination can be made only by individuals applying for / holding units on their own behalf singly or jointly in favour of one or more persons. Non-individuals including society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. Nomination form cannot be signed by Power of attorney (PoA) holders.
- iv) In case 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".
- v) 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 unit holder. The Applicant is advised that, in case of Single Holding, the Guardian to a Minor Nominee should be a person other than the Applicant.
- vi) Nomination can also be in favour of the Central Government, State Government, a local authority, any person designated by virtue of these offices or a religious or charitable trust.
- vii) The Nominee shall not be a trust (other than a religious or charitable trust), society, body corporate, partnership firm, Karta of Hindu Undivided Family or a Power of Attorney holder. A non-resident Indian can be a Nominee subject to the exchange controls in force, from time to time.
- viii) Nomination shall not be allowed in a folio/account held on behalf of a minor.
- ix) Nomination in respect of the units stands rescinded upon the transfer of units.
- x) Transfer of units in favour of a Nominee shall be valid discharge by the AMC against the legal heir.
- xi) The cancellation of nomination can be made only by those individuals who hold units on their own behalf single or jointly and who made the original nomination.
- xii) On cancellation of the nomination, the nomination shall stand rescinded and the AMC shall not be under any obligation to transfer the units in favour of the Nominee.
- xiii) The nomination details as registered with the Depository Participant shall be applicable to unit holders who have opted to hold units in Demat mode.
- xiv) Nomination shall be mandatory for new folios/accounts opened by individuals especially with sole/single holding and no new folios/accounts for individuals in single holding shall be opened without nomination. However, in case investors do not wish to nominate must sign separately confirming their non-intention to nominate, failing which the form may be rejected at the discretion of the AMC/Mutual Fund.

**DETAILS UNDER FATCA & CRS:** The Central Board of Direct Taxes has notified Rules 114F to 114H, as part of the Income tax Rules, 1962, which Rules require Indian financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In relevant cases, information will have to be reported to tax authorities / appointed agencies. Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto.

Should there be any change in any information provided by you, please ensure you advise us promptly,

i.e., within 30 days.

Please note that you may receive more than one request for information if you have multiple relationships with (Insert FI's name) or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information

### Change of Bank Mandate

A change of bank mandate request should be submitted along any one of the below mentioned documents:

1. "Cancelled" original personalised cheque leaf\*\* (bearing account number and first named unit holder on the face of the cheque). Unit holders should without fail cancel the cheque and write 'Cancelled' on the face of it to prevent any possible misuse
2. Bank account statement or Pass Book with current entries not older than 3 months having the name and address of the first unit holder and account number.
3. A letter from the bank on its letterhead certifying the name of bank account holder(s), along with information like bank account number, bank branch, account type, and optionally the MICR code of the branch & IFSC Code (where available).

**Note: Unit holders are requested to submit the above documents for New Bank Mandate in Original at any of the Investor Service Centre (ISC) of Mutual Fund.**

1. Self attested copy(ies) of the above documents in (1) or (2) may be accepted only at AMC branches, provided if originals are produced for physical verification, in which case the original documents will be returned across the counter after due verification.
2. In case the original of any document is not produced for verification, then the copies should be attested by the bank manager with his / her full signature, name and bank seal.
3. AMC / Mutual Fund reserves the right to carry out additional/alternate validations to ascertain authenticity of change of bank mandate request 4. In the event of a request for change in bank account mandate being invalid / incomplete / not satisfactory in any respect /or not meeting any requirements to the satisfaction of the AMC/Mutual Fund, the request for such change may not be processed. Redemptions / Income Distribution cum capital withdrawal option payments, if any, will be processed and paid to the last registered bank account information. AMC/Mutual Fund will not be liable in case the redemption / Income Distribution cum capital withdrawal option proceeds are credited to existing bank mandate account upon rejection of change of bank mandate request.
5. Any valid request for bank account mandate will be considered at folio level. Unit holders may note that it is desirable to submit their requests for change in bank details atleast 7 (seven) days prior to date of redemption / Income Distribution cum capital withdrawal option payment, if any, and ensure that the request for change in bank mandate has been processed before submitting the redemption request. If change in bank mandate has not been processed, payment will be made in the existing bank account registered in the folio. Any unregistered bank account or a new bank account mentioned by the Unit holder along with the redemption request may not be considered for payment of redemption /Income Distribution cum capital withdrawal option proceeds.

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