



## COMMON TRANSACTION REQUEST - NON FINANCIAL TRANSACTION

For existing unitholders holding units in physical mode. The relevant section to be filled-in are indicated in the title of respective section. Please read documentation requirements and terms & conditions overleaf. Please fill in the information below in English and in BLOCK Letters.

**IMPORTANT: Please strike off the unused section(s) to prevent any unauthorised use.**

DATE: 

	D		D		M		M		Y		Y		Y		Y
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### A. UNIT HOLDER'S INFORMATION (Mandatory)

Folio No(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sole/1st Applicant	Mr. Ms. M/s	<input type="text"/>	<input type="text"/>	<input type="text"/>

### B. CHANGE OF BANK MANDATE (Please fill section A+B+I)

**MANDATORY TO ATTACH OLD AND NEW BANK ACCOUNT PROOF AS GIVEN IN THE INSTRUCTION NO.1**

For unit holders opting to hold units in demat form, please ensure that the bank account linked with the demat account is mentioned here.

Account Number	<input type="text"/>	Account Type	<input type="radio"/> Savings	<input type="radio"/> Current	<input type="radio"/> NRE	<input type="radio"/> NRO	<input type="radio"/> FCNR
Name of Bank	<input type="text"/>						
Branch Name	<input type="text"/>	Branch City	<input type="text"/>				
9 Digit MICR code	<input type="text"/>	11 Digit IFSC	<input type="text"/>				

### C. PAN AND KYC UPDATION (Please fill section A+C+I)

PAN of Sole/First Applicant/Guardian	<input type="text"/>	<input type="checkbox"/> Enclosed KYC Acknowledgement Letter
PAN of Second Applicant	<input type="text"/>	<input type="checkbox"/> Enclosed KYC Acknowledgement Letter
PAN of Third Applicant	<input type="text"/>	<input type="checkbox"/> Enclosed KYC Acknowledgement Letter

### D. CHANGE OF ADDRESS For KYC Non-Compliant Folios (Please fill section A+D+I)

Address

City

State  PIN  Country

Enclosed (Please ✓):  Address Proof and Identity proof provided (Mandatory, please refer instruction no. 2)

**Note :** For Change Of Address in KYC compliant folios, please submit the appropriate KYC form with documentation to the designated intermediaries of the KRA.

### E. CONSOLIDATION OF FOLIOS (Please fill section A+E+I)

**Note:**

- Consolidation can take place only if a. Names of unit holders, b. Address of unit holders, c. Mode of holding, d. Order of unit holders, e. Tax status and Nominee details are identical in all the mentioned folios.
- I/We agree that the mode of holding, bank mandate, address and nomination details in the Target Folio will be applicable and will prevail after consolidation even if they were different details in source folios.
- Bank particulars in the target folio has been retained for your redemption/dividend proceeds.

**Target Folio (MANDATORY):**

**Source Folio:** I/We wish to consolidate all my/our investments under specified folios into one folio. Folios to be consolidated:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### F. CHANGE OF DIVIDEND OPTION (Please fill section A+F+I)

SCHEME NAME	OPTIONS
<input type="text"/>	<input type="checkbox"/> PAYOUT TO REINVESTMENT <input type="checkbox"/> REINVESTMENT TO PAYOUT
<input type="text"/>	<input type="checkbox"/> PAYOUT TO REINVESTMENT <input type="checkbox"/> REINVESTMENT TO PAYOUT
<input type="text"/>	<input type="checkbox"/> PAYOUT TO REINVESTMENT <input type="checkbox"/> REINVESTMENT TO PAYOUT

### G. CHANGE IN MODE OF HOLDING from Joint to Anyone or survivor or vice-versa (Please fill section A+G+I)

All unit holders should sign the form irrespective of mode of holding in the folio

Please tick (✓):  Joint  Anyone or Survivor

**H. REGISTRATION/CHANGE/MODIFICATION/CANCELLATION OF NOMINATION (Please fill section A+H+I)**
 REGISTRATION     CHANGE/MODIFICATION     CANCELLATION

(Note: In case of varied requests viz. registration/change/cancellation, please fill-in separate Nomination form)

I/We\* do hereby nominate the person(s) more particularly described hereunder/and\*/cancel the nomination made by me/us on the day of in respect of the Units under Folio No. (\*strike out which is not applicable). **All joint holders should sign, even in case of Anyone or Survivor**.

Folio No.	Name of Nominee(s) ^	Address of Nominee(s)	Percentage of Nominee(s)

^ In case the Nominee is a minor, below information to be filled in Madatorily:

<b>Name of Guardian</b>	<b>Date of Birth*</b>	D	D	M	M	Y	Y	Y	Y
<b>Address of Guardian</b>	(*Date of Birth proof is mandatory)								
	<b>Signature of Guardian</b>								

**Note:** I/We agree and accept that: (a) All payments and settlements made to nominee(s) and signature of nominee(s) acknowledging will constitute a full & valid discharge of the liability of the AMC/Mutual Fund/Trustees. (b) This nomination will stand cancelled in the event of the nominee(s) pre-deceasing me/us. In case of multiple nominations, if any of the nominee(s) is/are deceased, the said nominee(s) share will be distributed equally amongst the surviving nominees or in such proportion as may be communicated by me/us. (c) I/We have read the AMC's instructions on nomination in the KIM/ Offer Document and I/We hereby confirm to adhere to such rules or amendments thereto as may be made from time to time. (d) The nomination will be registered only when it is complete in all respects to the satisfaction of the AMC. (e) The AMC will not entertain any claim other than that of a registered nominee(s), unless so directed by any competent court. (f) This instruction supercedes all previous nominations made by me/us in respect of the folio(s) indicated above.

**I. INVESTOR(S) DECLARATION & SIGNATURE(S)**

I/We have read and understood the contents of the Scheme Information Document(s)/Key Information Memorandum(s) & Statement of Additional Information(s) of the Scheme(s) and agree to abide by the terms, conditions, rules and regulations of the Scheme(s) as on the date of this transaction. I/We have further read, understood and hereby agree to abide by the provisions under Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) under FATCA & CRS provision of the Central Board of Direct Taxes notified Rules 114 F to 114H, as part of the Income-tax Rules, 1962. 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. I/We hereby confirm that I/we have not been offered/ communicated any indicative portfolio and/or any indicative yield for this investment. I/We hereby declare and confirm that the information provided in this form is true and correct and is duly supported by the document proof enclosed alongwith the form. In case of non submission of any of the documents or if the documents are not found to be in order, the AMC reserves the right to not register the application submitted. The AMC/Mutual Fund shall not be liable and/or responsible for any loss or damage that I/we may incur if the Form is rejected." I/We interested in receiving promotional material from the AMC via mail, SMS, telecall, etc. **If you do not wish to receive, please call on tollfree no. 1800 222 999 (MTNL/BSNL) or 1800 200 6666 (Others).**

<b>SIGNATURE OF SOLE / FIRST APPLICANT</b>	<b>SIGNATURE OF SECOND APPLICANT</b>	<b>SIGNATURE OF THIRD APPLICANT</b>

**INSTRUCTIONS****1. Change of Bank details****IT IS MANDATORY TO SUBMIT ANY ONE DOCUMENT OF OLD AND NEW BANK ACCOUNT FROM THE BELOW LIST:**

- Cancelled original cheque of old and new bank mandate with first unit holder name and bank account number printed on the face of the cheque
- Self attested copy of old and new bank account statement issued by the concerned bank (not older than 3 months).
- Bank passbook with current entries for new and old bank account not older than 3 months.
- Bank letter, on the letterhead of the bank duly signed by branch manager/authorized personnel stating the investor's bank account number, name of investor, account type, bank branch, MICR and IFSC code of the bank branch. (the letter should be not older than 3 months).

- Note :**
- (a) In case of photocopies of the documents as stated above are submitted, investor must produce original for verification or a copy of the supporting documents duly attested by the concerned bank at any of the AMC branches or official point of acceptance of transactions.
  - (b) The name printed on the cancelled cheque/bank passbook/bank account statement/bank's letterhead should be same as per the folio.
  - (ii). In absence of old bank account proof, the unitholder shall visit the nearest AMC / CAMS branch office for In Person Verification with above documents and Identity proof.
  - (iii). The AMC reserves the right to accept the request, subject to additional verifications, production of additional documents or In Person Verification of unit holder.

**2. Change of Address: (i) Proof of Identity and (ii) Proof of new Address are Mandatory**

- Proof of Identity and Proof of new Address should be attested by bank/notary/AMC designated person and also self-attested by the investor)
- It is advisable for KYC non-compliant investors to complete the KYC formalities by submitting the KYC forms with the required documentation as prescribed by the guidelines.
- For Change of address in KYC compliant folios, please submit the appropriate KYC form with documentation to the designated intermediaries of the KRA.

**3. 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. All unit holders should sign the form irrespective of mode of holding in the folio.
- 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. 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 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.
- 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."
- If the sum of the percentage entered in the nomination is less than 100% then this application will be rejected.
- If the nomination percentage is not mentioned, equal weightage would be given to each nominee.

**4. In case there is any changes in your KYC information, please update the same by using the prescribed 'KYC Change Request Form' available on our website [www.iciciprurf.com](http://www.iciciprurf.com) under download section, and submit the same at the point of service of any KYC Registration Agency.****5. Alterations in the form, if any should be countersigned.**