

How to open a Mutual Fund Account

Procedure :

- Firstly you need to complete KYC formalities before investing in a mutual fund.



- Visit the authorised Point Of Acceptance (PoP) of KYC for mutual funds.
- Fill and submit the KYC form and submit the identity proof and address proof documents.
- Once the details are verified, KYC is completed and this is sufficient across all mutual funds.
- Once KYC is done, you can invest in any mutual fund by filling their application form and making the payment.
- You can choose to invest through a mutual fund distributor registered with AMFI or on your own directly.
- You can submit the application at pay the amount through cheque/ DD at any mutual fund house or registrar's office of the respective mutual fund.
- You can also invest online through the websites of the respective AMC's or through registrar's website or through an online platform like MFU.

Documents Required:

- Duly filled in KYC form
- Passport size photograph
- Address proof
- Identity proof
- Purchase application form of respective AMC

Forms: The KYC form can be downloaded from the downloads section at <https://www.cvlkra.com/>.

The purchase application forms would be available at the mutual fund office, registrar's office or can be downloaded from the website of the respective AMC.

How to close a Mutual Fund Account

Procedure :



- Visit the AMC or registrar's branch office.
 - Submit the redemption request duly filled in and signed by all unitholders.
 - In case of any change in bank details, submit the required documents along with request for change in bank details.
- One can also redeem online by registering your details on the AMC or registrar's website.
 - Once registered, you can login and provide the folio number and scheme details and make a redemption request.
- The redemption proceeds would be directly credited to your bank account within the specified TAT based on the scheme.

Documents Required:

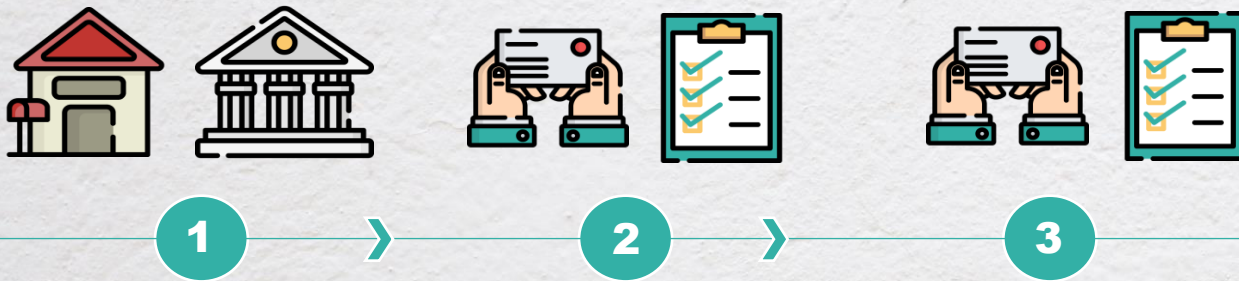
- Redemption form duly signed
- Change of bank details form filled in (in case of change in bank details)
- Cancelled cheque copy or passbook of old and new bank accounts

Forms: Redemption forms would be available at the AMC/ registrar's office or can be downloaded from the website of the respective AMC.

How to add a nominee

Procedure :

Nomination facility is available at the time of opening and also after opening mutual fund folio.



- Visit the AMC/ registrar branch and fill in the nomination section in the application form with the details of the nominee.
- For online applications also, mention the nomination details in the section provided.

- For addition or change in nominee later, submit a service request form for change in nominee.
- If nominee is a minor,

- Multiple nominees can be allotted and death benefit would be shared among nominees as per percentage chosen by policy holder.
- If nominee is less than 18 years, then the policy holder should provide an appointee.

Documents Required:

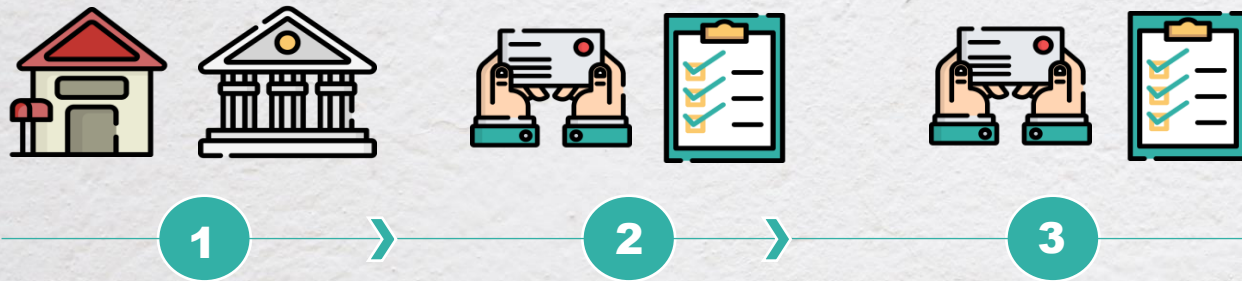
- Nomination details to be filled in application form itself

Forms: Nomination form would be available at the AMC/ registrar's office or can be downloaded from the website of the respective AMC.

How to change address

Procedure :

- Address needs to be changed in the KYC change of details form,
- On changing address in KYC details, the same would be communicated and changed in all mutual funds.



- Visit a KYC servicing point like AMC/ registrar's office branch.
- Submit a request for change in address in the KYC change of details form.

- Submit a self attested photocopy of the new address proof along with your KYC change in details form.

- Once change of address is done in CVL data, the same would be automatically updated in all your mutual fund investments irrespective of the Fund house.

Documents Required:

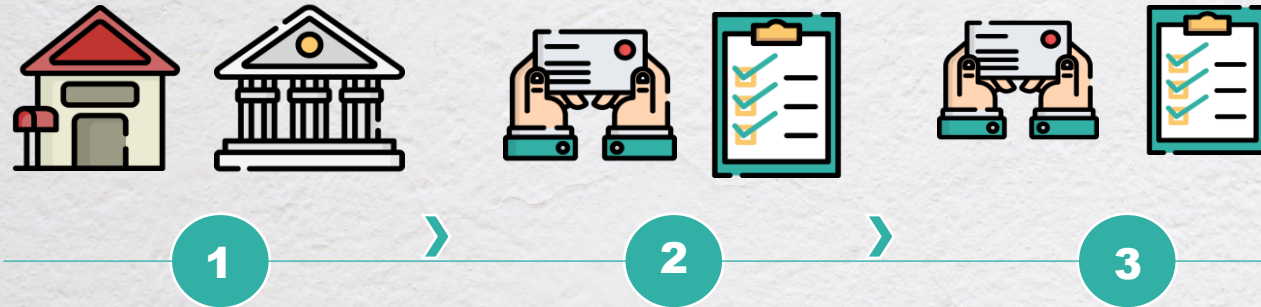
- KYC change in details form duly filled in
- Attested copy of new address proof like passport, Aadhar card, Driving license, etc.

Forms: Form for change in address in KYC can be downloaded from <https://www.cvlkra.com/>

How to change mode of holding

Procedure :

- The first unit holder's name in a folio cannot be deleted.



- 1**
- Visit the AMC/ registrar's branch office and fill in the change in mode of holding request.

- 2**
- For change in mode of holding from "Joint" to "Anyone or Survivor" or vice versa, just submit the request for change in mode of holding.

- 3**
- If mode of holding is single, addition of holders can be done.
 - If the mutual fund units are subject to lien/ pledged, the request for addition/ deletion of joint holders will not be accepted.

Documents Required:

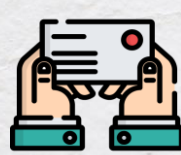
- Duly filled and signed form for addition/ deletion of holders
- KYC acknowledgement/ KYC application form with prescribed documents of new holders
- Duly filled and signed FATCA form from new holder(s)
- Declaration from existing holders (for deletion of holders)
- Fresh nomination form duly signed by the existing holder and proposed joint holders to be submitted along with the request

Forms: Forms for change in mode of holding would be available at the AMC/ registrar's office or can be downloaded from the website of the respective AMC.

How to change status from minor to major

Procedure :

- Once a child attains the age of 18 and becomes a major, change of status of the sole account holder from minor to major needs to be done, else all transactions in the account would be stopped.
- Before the minor is about to become 18 years old, the Fund house will send an intimation to unit holder asking to submit the form and relevant documents for change in status.



1

- The minor first needs to be KYC compliant.
- Visit a KYC servicing point like AMC/ registrar's office branch.

2

- Fill the KYC form and submit along with relevant documents like ID proof, address proof and photograph.

3

- Notify each of the concerned Mutual Funds/ Financial Intermediaries by filling up a prescribed "Minor attaining Majority" so that they can transact further in his/ her folios.

Documents Required:

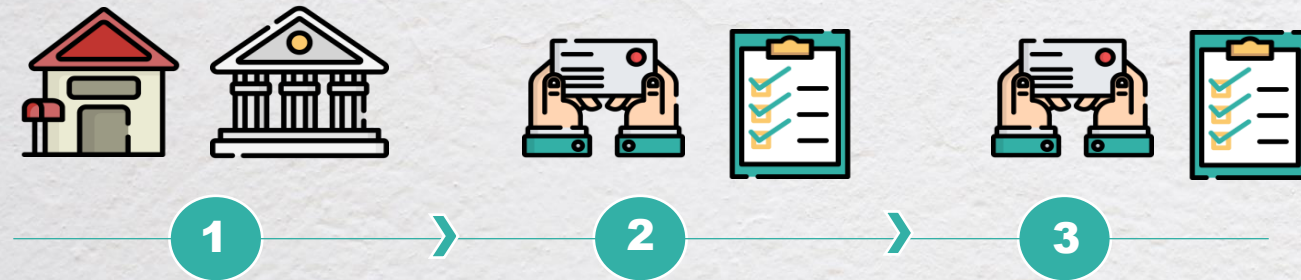
- KYC form duly filled and signed by minor who is now major
- Passport size photograph
- Attested copy of ID proof
- Attested copy of address proof
- Minor attaining majority form duly filled up

Forms: The KYC form can be downloaded from the downloads section at <https://www.cvlkra.com/>.

Form for minor attaining majority can be download from the website of the respective AMC or a written request would also suffice.

Procedure :

- On death of the unit holder, the mutual fund units can be transferred either to the surviving unitholders or to the nominee or to the legal heirs. This is called transmission of units.



- Visit the respective AMC/ registrars's branch office and intimate regarding the death of the unit holder in writing.

Fill the form for transmission of units and submit the same along with relevant documents like death certificate.

Once the units are transferred to the nominee/ legal heir, the same is communicated by the respective AMC via a statement of account in the name of the new unit holder.

Documents Required:

- Letter from surviving unit holder / nominee (s) to the Fund / AMC / RTA requesting for transmission of units
- Death Certificate
- Bank Account Details of the new first unit holder
- KYC of the surviving unit holders, if not already provided
- FATCA & CRS details of the surviving unit holders, if not already provided
- In case of death of all holders and no nominee also registered, then require,
 - Indemnity bond from legal heir (s)
 - Individual affidavits from legal heir (s)
 - If transmission amount is Rs 2 lacs or more, either Notarised copy of probated will/ legal heir or Succession certificate issued by a competent court would also have to be provided

Forms: Form for transmission of units can be downloaded from the website of the respective AMC or a written request would also suffice.

Divorce

Procedure :



- 1
- In case of divorce and units are held jointly, then both unitholders would together have to decide whether to redeem units.
 - Submit relevant documents for redemption.

- 2
- If one of the holders wants to retain the holdings, then both holders need to mutually agree and sign change in mode of holding form from “Joint” or “Anyone or Survivor” to “Single”.
 - Submit relevant documents.

- 3
- In case of any change in name due to divorce, you need to submit the change in KYC details form and submit at the nearest KYC centre along with relevant documents.

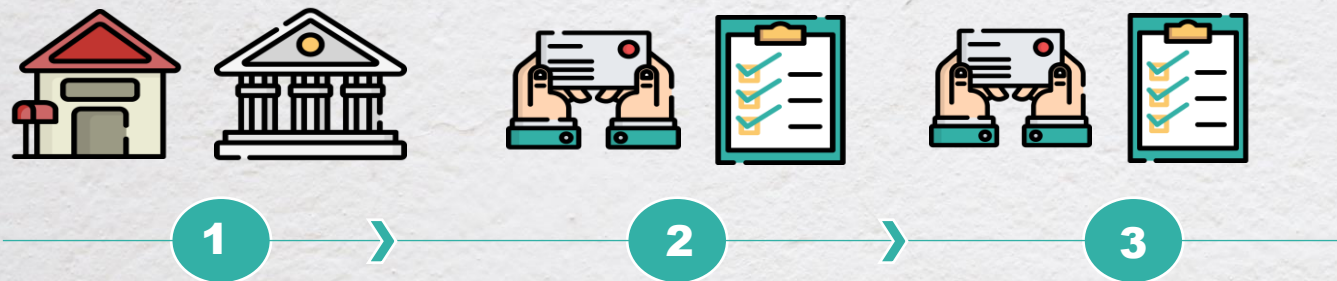
Documents Required:

- Self-attested copy of PAN card in case of change in name
- KYC confirmation or acknowledgement copy in the changed name (in case of change in name)
- Court order duly notarized
- If there is a change in the Signature, new signature duly attested by bank manager / authorized official with the Bank Seal / Stamp
- Form for change in mode of holding

Forms: KYC form can be downloaded from the downloads section at <https://www.cvlkra.com/>. downloaded The form for change in mode of holding/ redemption can be downloaded from the website of the respective AMC or a written request would also suffice.

Name Change

Procedure :



- Visit any KYC servicing branch as the name needs to be changed in the KYC change of details form.

- Submit a KYC change of name request form duly filled along with the supporting documents to any KYC servicing point like AMC, registrar, etc.

- Once the name change is implemented in the CVL data, the same would automatically be updated in all your mutual fund investments irrespective of the Fund house.

Documents Required:

- KYC change in details form duly filled in
- Attested copy of PAN card in new name
- Marriage certificate duly attested (in case of change in name due to marriage)

Forms: Form for change in name in KYC can be downloaded from <https://www.cvlkra.com/>

Mandate Holder & General Power Of Attorney

Procedure :

- Both investor and POA holder should have completed KYC.
- POA should be signed by both POA giver and acceptor. Mutual fund companies accept even unregistered POA's.
- Registration of POA can be done when opening a fresh mutual fund folio by writing the name of the POA holder in the specified column of the application form.
- PAN number of POA holder needs to be mentioned. KYC of POA holder needs to be attached and also notarised copy of POA needs to be submitted.
- Registration of POA in existing mutual fund folio can be done by giving a letter mentioning the folio number and PO details. Copy of PAN card, KYC copy of POA holder along with notarised POA to be submitted.
- Cancellation of POA can be done by giving a letter to respective MF company. Registration and cancellation of POA will reflect on account statement as a non-financial transaction.

Documents Required:

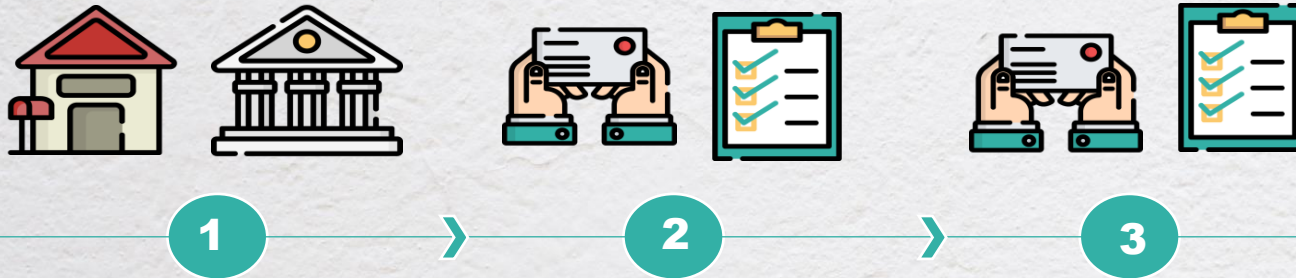
- KYC of Power Of Attorney holder
- Copy of PAN card of POA holder
- Notarised Power Of Attorney
- Letter from investor for registering POA in existing folio

Forms: Purchase application form for new purchases can be downloaded from respective AMC website. For registering POA in existing folio, no prescribed form, just a written request from investor.

Change in Scheme

Procedure :

Change in scheme or switch facility is available only in Unit Linked Insurance Policies (ULIPs). ULIP's allow you to change investment pattern by moving from one investment fund to another, amongst the investment funds offered under a product.



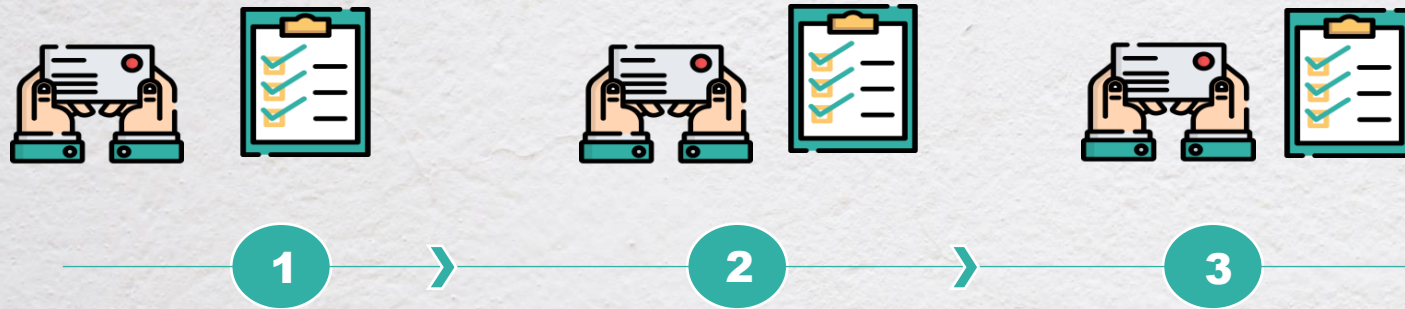
- Visit the AMC/ registrar's branch office and submit the duly filled in switch request form for switch within the same fund house.
 - Minimum investment amount criteria for switch-in and switch-out schemes must be fulfilled.
- For switch from one fund house to another, you can redeem your investments in existing mutual fund and wait for the proceeds to be credited to your bank account.
 - Relevant exit loads and tax implications need to be considered.
- Fill in the application of the mutual fund scheme where you wish to switch in to.
 - Submit the cheque with the required amount and the relevant documents required for the purchase.

Documents Required:

- Duly filled in and signed switch request form
- In case of switch from one fund house to another, redemption form duly filled in from source scheme and purchase application form and KYC acknowledgement to destination scheme fund house

Forms: Switch forms, redemption forms, new purchase application forms would be available at the AMC/ registrar's office or can be downloaded from the respective AMC website.

Procedure :



- You need to complete KYC registration process first.
- Once you are KYC compliant, you can transact online through the websites of the respective mutual funds.

- Visit the respective AMC website, go to purchase and follow the instructions. You can make payment via Net banking.
- For transactions on your existing folio, create an account or login to your account on the respective AMC website and transact by choosing the folio number for which you wish to transact.

- You can also invest online through the registrars of the respective mutual fund you wish to transact in.
- You can also invest online through MFU utility by going to <https://www.mfuindia.com/>

Documents Required:

- NIL

Forms: Not applicable

Account Invalid

Procedure :

- After the premium due date, a grace period is available to make the premium payment.
- The policy remains In force if the premiums are paid within the grace period, if not the policy lapses.



1

- Visit the insurer's branch.

2

- Pay the total outstanding premium amounts along with any interest if applicable.
- Pay revival fee (as charged by insurer).

3

- Submit the required documents.
- Insured may have to undergo medical tests based on the details provided in the statement of health.

Documents Required:

- Address and ID proof (if policy lapsed for more than 1 year)
- Income proof (if policy lapsed for more than 1 year and total outstanding premiums are equal to or more than Rs 1 lakh)

Forms: Visit the insurer's branch office and pay the amount due. No forms required

Signature Change

Procedure :



- Visit the insurer's office.
- Submit the service request form for change in signature duly filled in.
- It is important to communicate any change in signature to insurer's office as the maturity proceeds would not be paid out if signature do not match during maturity process.
- Submit the relevant documents required for change in signature.

Documents Required:

- Service request form for change in signature
- New signature duly attested by bank manager with seal, signature and designation of bank branch manager

Forms: Form for change in signature would be available at the insurer's office or can be downloaded from the insurer's website.

Procedure :

- KYC has to be completed before you can invest in any mutual fund. For all existing holdings which are not KYC compliant will be frozen and no transactions can be done on the folio unless KYC is completed.
- FATCA requires tax related information of accounts held by specific US persons. Hence you need to declare your tax status while opening a mutual fund account.



1

- Visit the nearest Point Of Service (POS)/ Investor Service Center (ISC) of any mutual fund.
- Submit the duly filled in KYC form along with all supporting documents.

2

- In Person Verification also needs to be completed and verified by an authorised person on the KYC form itself.
- All supporting documents must be attested by an appropriate authority as per instructions on the KYC form. Alternatively you may carry original documents for verification by officials at the POS.

3

- You will be allotted a 14 digit unique identification number by CKYCR which should be quoted at the time of opening a mutual fund account.

Documents Required:

- KYC form
- Self attested copy of identity proof
- Self attested copy of address proof
- Passport size photographs
- FATCA form

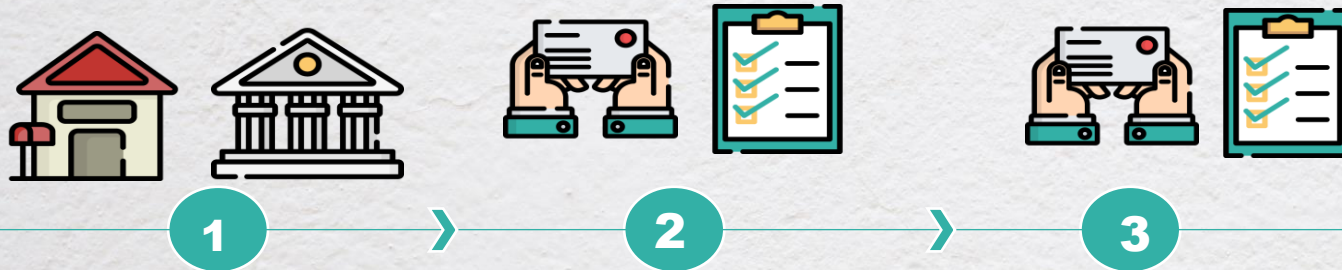
Forms: KYC form can be downloaded from the downloads section at <https://www.cvlkra.com/>. FATCA form would be available at the respective AMC branch and also at registrar office.

Consolidation

Procedure :

Consolidation can be carried out only if the following criteria are met:

- Names of holders and holding pattern of investment is identical across all folios.
- Mode of holding is same across folios (joint/ either or survivor)
- Tax status of all investments is identical (NRE/ Resident Indian/ Corporate)
- Signature, address, PAN and social status of investors is same.



- 1
- Visit the AMC/ registrar branch and submit the consolidation request form.
 - All folios held in the fund must be mentioned in the application.

- 2
- Target folio into which all other folios need to be consolidated should be mentioned.
 - On receipt of form, a stamped acknowledgement is issued to the investor for reference.

- 3
- Once all details are verified with AMC records, the request is approved and source folios are merged into the target folio.

Documents Required:

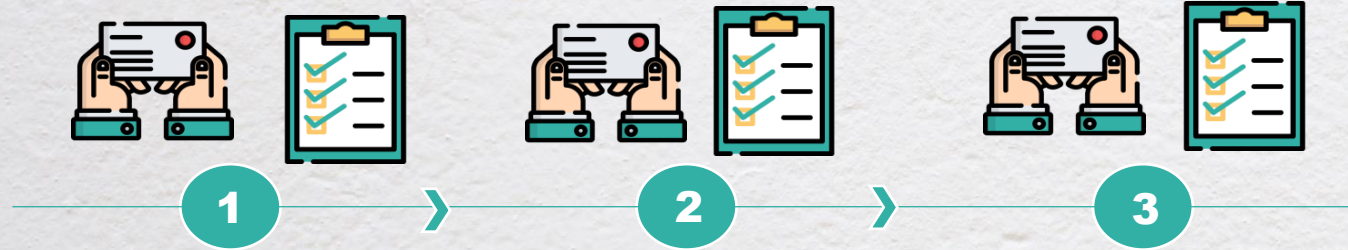
- Consolidation request form or written request with folio numbers to be consolidated mentioned and duly signed

Forms: Consolidation of folios form can be downloaded from the respective AMC's website or from the registrar's website.

Non receipt of Dividend/ Interest

Procedure :

- Investors opting for Dividend Payout option need to keep their correct bank details and address details updated in KYC and AMC records to avoid the dividend getting missed and turn Unclaimed.
- You may visit the AMFI website to have an easy access to respective AMC webpage to check unclaimed amount at <https://www.amfiindia.com/investor-corner/online-center/Check%20out%20Unclaimed%20Dividend%20amount.html>
<https://www.amfiindia.com/investor-corner/online-center/Check%20out%20Unclaimed%20Redemption%20amount.html>



- In case of non receipt of maturity proceeds or bonus, kindly check with the respective AMC by providing the folio number.
- You may have to keep details like PAN number, folio number, bank account number, date of birth of investor etc. ready so that you can confirm accordingly to check the details.
- The status of your dividend or redemption warrant or direct credit details would be provided to you by the representative.

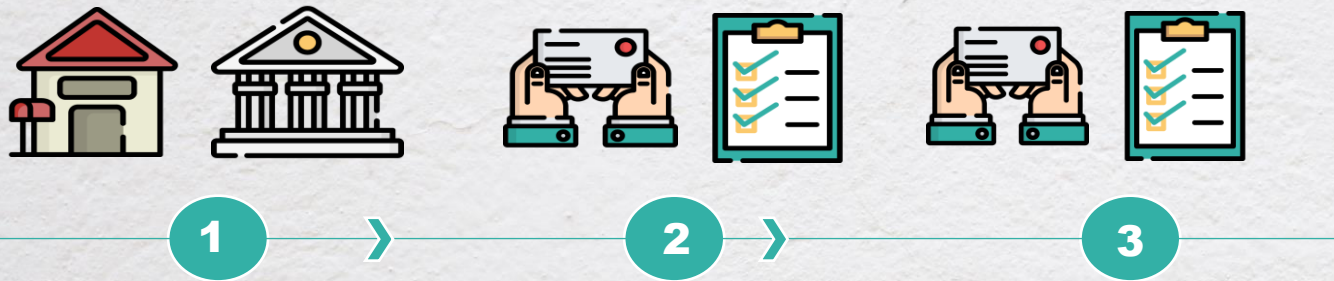
Documents Required:

Written letter with folio number and date of dividend declaration or redemption.

Forms: No forms required. Just a written request

Getting statements

Procedure :



- Mutual funds generally issue statement of account within 5 working days from the date of purchase to the registered address mentioned on the application form.

- AMC's also send confirmation specifying the number or units allotted either by SMS and/ or email not later than 5 days from the date of allotment of units.

- Mutual Funds also issue a Consolidated Account Statement (CAS) across all fund houses once a month.
- You can also request for an account statement with each fund house that will solely reflect the holdings in the schemes managed by that fund house.

Documents Required:

- NIL

Forms: NIL

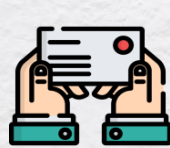
Direct Debit

Procedure :



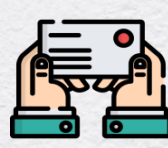
1

- Visit the AMC branch/ registrar's office and fill in the Auto Debit form. Mention the folio number, name of investor and other important information.



2

- Fill in the bank details like account number, bank name, branch, IFSC code, etc



3

- Also fill in the period from when you want the direct debit to start and when it should end. Also mention the date and frequency in which the direct debit should happen.

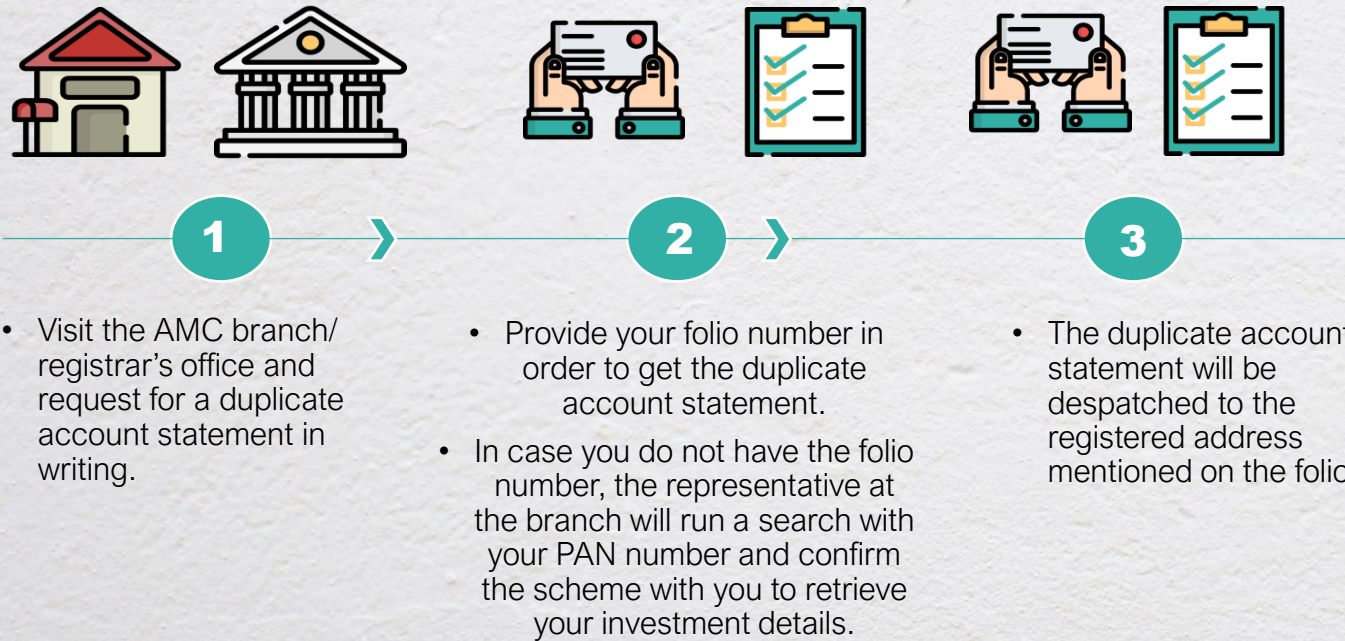
Documents Required:

- Copy of cancelled cheque with investor name printed on cheque leaf
- Auto debit form duly filled in

Forms: You can download the auto debit form from the respective AMC's website or from the registrar's website.

Loss of certificates

Procedure :



Documents Required:

- NIL

Forms: The account statement request form can be downloaded from the respective AMC's website or from the registrar's website.