

NCT – Check List for Religare Unit

(1) Change of Address:

1. Request letter signed as per the mode of holdings.
 2. Proof of Identity: Only PAN card copy shall be considered if PAN is updated in the folio or other Proof of identity if PAN is not updated in the folio.
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1. New Proof (Any one of the following)
 - Landline Telephone Bill
 - Electricity Bill
 - Gas Bill
 - Demat Account statement
 - Ration Card
 - Voter ID Card
 - Passport
 - Bank Passbook/statement
 - Unique Identification Number (UID)(Aadhar)

(2) Change of Bank details

1. Request letter signed as per the mode of holdings.
2. New Proof (Any one of the following)

Original cancelled cheque leaf bearing account number and first unit holder name printed as per the application on the face of the cheque OR bank account statement/Bank passbook with the investor name/bank name and bank account No. printed.

(3) Minor attained Majority

1. Request letter duly signed by the guardian/major informing the change in status.
2. KYC acknowledgement and copy of PAN of the major.
3. New Bank mandate where account changed from minor to major with signature attestation of the major by a manager of a scheduled bank/Bank Certificate/Letter
New Proof(Anyone of the following)

Cancelled Cheque Leaf bearing account number and first unit holder name printed as per the application on the face of the cheque OR bank account statement/Bank passbook with the investor name printed.

(4) Change of Name due to Marriage / Divorce / Adoption:

1. Request letter duly signed by investor

2. If name is changed due to Marriage then true attested copy of the Marriage certificate
3. KYC in new name
4. New bank account details with all documents

Signature attestation with new name duly attested by the authorized official with Emp Id, designation and name of the attesting authority whose details are registered in our records/ provided on the request letter.

1. Due to Divorce
 - Declaration form along with the Court order.
2. Due to Adoption
 - Submit the Court order

(5) Change of Name Due to Other Reasons:

1. Request letter for change of name
2. True Attested copy of the Gazette where the old name and new name is reflecting
3. Copy of gazette notification
4. KYC with new name
5. New Bank mandate with signature attestation by a manager of a scheduled bank/Bank Certificate/Letter

1. Minor corrections in the name:

- Affidavit duly confirming that both the names are of the same person.
- Copy of birth certificate or School leaving certificate
- Photo Identity like copy of Pan Card / Pass Port / Election card with new name
- The unit holder signature attested by the guardian or the authorized official of a Nationalized / Scheduled Commercial Bank/State/District Co-operative bank. Attesting authority should affix his full name, signature with official seal and employee code. Please be informed that attestation should be obtained from the same bank whose details are registered in our records.
- Cancelled cheque of new bank Mandate.

6. Complete change in name:

- Copy of Gazette notification for change of name.
- Photo Identity like copy of Pan Card / Pass Port / Election card
- Copy of birth certificate or School leaving certificate
- The unit holder signature attested by the guardian or the authorized official of a Nationalized / Scheduled Commercial Bank/State/District Co-operative bank. Attesting authority should affix his full name, signature with official seal and employee code. Please be informed that attestation should be obtained from the same bank whose details are registered in our records.
- Cancelled cheque of new bank Mandate.

Change of child's Name (minor):

1. Stamped Correction Affidavit form executed before any Authorized deposition or oath officer or
2. Copy of birth certificate

(OR)

School certificate duly attested is required.

3. In case the child has not attained the age of six months, then no documents are required to be furnished except a requisition letter signed by donor (parent).

7 Change of name of a Trust & Company:

1. Request letter from the authorized company secretary
2. Documents
 - Memorandum of Articles
 - New List of Authorized Signatory
 - Certificate from Registrars of the company
 - Written request duly signed by the board of directors
 - New bank mandate of the company
 - KYC or PAN with new name

8 Change of status/Category/Occupation:

1. Request Letter with the investor signature attested by authorized official/Guardian.
2. Identity proof.
 - PAN card copy
 - Photo ration card
 - Unique Identification Number (UID)(Aadhar)
 - Voter Identity card
 - Driving License
 - Photo Identity Card issued by state/Central Govt and its depts
 - Public Sector Undertaking
 - Scheduled Commercial Banks
 - Public Financial Institutions
 - Passport
 - Photo Debit Card
 - Senior Citizen / freedom fighter ID card issued by Government
3. Date of birth proof (Anyone of the following)
 - School certificate
 - Birth certificate
 - Passport if any
4. Proof of New bank details.

- "Cancelled" original cheque leaf bearing account number and first unit holder name printed on the face of the cheque OR bank account statement/passbook.
- Original letter issued by the bank on the letterhead confirming the bank account holder with the account details, duly signed and stamped by the Branch Manager.

5. Guardian signature.

6. Investment proof is required if the old bank details are not available.

- Copy of acknowledgement of investment, debit entry of passbook, counterfoil of the dividend warrant
- Original Account Statement, on the preprinted stationery (issued by erstwhile Registrar prior to November 2007 / Membership Advice/ certificate / from where the investment has been converted/merged to the present scheme, if applicable,

7. Request Letter with the investor signature

8. Proof of New bank details.

- "Cancelled" original cheque leaf bearing account number and first unit holder name printed on the face of the cheque OR bank account statement/passbook with current entries not older than 3 months
- Original letter issued by the bank on the letterhead confirming the bank account holder with the account details, duly signed and stamped by the Branch Manager.

9. Request Form for Updation of Details(Mobile, Email ID and PAN updation):

1. Request letter duly signed as per the mode of holding with details.

10 Know Your Client (KYC):

1. Request letter duly signed

- Copy KYC acknowledgment

11 Change / Updation of Nominee Details:

1. Request letter duly signed by all the holders.

2. Duly filled nomination form

12 Change of Dividend Option:

1. Request letter duly signed as per the mode of holding.

- Dividend payout
- Dividend reinvestment

13 Consolidation of units:

1. Request letter duly signed as per the mode of holding.
2. All the folios and investor should mention the target folio

- Mode of holding
- Nominee details
- Bank details
- Address

Please note that all the above details should match.

14 Deletion of Name Due to Death:

1. Request letter duly signed by the surviving joint holders.
2. Original or Copy of death certificate duly notarized
3. Joint holder's KYC and PAN
4. Cancelled cheque leaf for registration of bank details incase of change in bank particulars

15 Transmission of Units:

Death of sole holder (Nominee details available):

- Letter from the nominee
- Attested/notarized copy of death certificate
- Nominee's signature verified with his/her bank account details along with documents.
- Nominee's KYC acknowledgement letter
- Original attested copy of the proof of Identity such as the passport, ration card, driving license etc.

16 Death of sole holder (Without Nominee details available):

- Original Death Certificate or original attested copy of the death certificate of all the joint holders as per MOH. Investment amount Less than Rs 2 Lakh
- Request letter from the Claimant requesting for transmission of units
- Original attested copy of the proof of Identity such as the passport, ration card, driving license etc.
- Bank Mandate and Address details take documents for COB .
- KYC Acknowledgement Letter
- Indemnity Bond from Legal Heir/s (check format Annexure III)
- Individual Affidavits from legal heir /s (Check format- Annexure IV)

Any appropriate document evidencing the relationship of the claimant /s with the deceased unit holder/s

Signature Attestation by the bank manager where the claimant is holding an account

If the transmission amount is Rs two Lakh or More then additional documents should be taken from the claimant

Any one of the document is required

1. Notarised copy of the probated will
2. Notarised Legal heir certificate or succession certificate or claimants certificate issued by the court

17 Death of Guardian/ Donor:

1. Request letter duly signed by the new guardian
2. Original or Copy of death certificate of the guardian duly notarized/certified by AMC

3. Signature of the New Guardian to be attested by the authorized official of Nationalized Banks / District Co-op Banks / State co-op Banks with Emp Id, designation and name of the attesting authority.
4. Relation Proof with Minor (i.e.)
 - School Certificate
 - Birth Certificate
 - Ration Card.
5. Legal Heir Certificate
6. Identity proof of the applicant like
 - PAN card copy
 - Photo ration card
 - Unique Identification Number (UID)(Aadhar)
 - Voter Identity card
 - Driving License
 - Photo Identity Card issued by state/Central Govt and its depts
7. Address Proof
 - Landline Telephone Bill
 - Electricity Bill
 - Gas Bill
 - Demat Account statement
 - Ration Card
 - Voter ID Card
 - Passport
 - Bank Passbook/statement
 - Property Tax Receipt
 - Registered Lease or Sale Agreement Of Residence
 - Driving License
 - Flat Maintenance Bill
 - Insurance Policy Copy
 - Quarter allotment letter issued by Public Sector Undertaking or Scheduled commercial banks

18 Death of Minor (Alternate child not available):

1. Request letter duly signed by the guardian
2. Original or Copy of death certificate of the minor child duly notarized/certified by CM/RM of - AMC

3. Signature of the Guardian to be attested by the authorized official of Nationalized Banks / District Co-op Banks / State co-op Banks with Emp Id, designation and name of the attesting authority.

4. Identity proof of the applicant like

- PAN card copy
- Photo ration card
- Unique Identification Number (UID)(Aadhar)
- Voter Identity card
- Driving License
- Photo Identity Card issued by state/Central Govt and its depts.

5. Address Proof

- Landline Telephone Bill
- Electricity Bill
- Gas Bill
- Demat Account statement
- Ration Card
- Voter ID Card
- Passport
- Bank Passbook/statement
- Property Tax Receipt
- Registered Lease or Sale Agreement Of Residence
- Driving License
- Flat Maintenance Bill
- Insurance Policy Copy
- Quarter allotment letter issued by Public Sector Undertaking or Scheduled commercial banks

19 Death of Minor (Alternate child available):

1. Request letter duly signed by the guardian
2. Original or Copy of death certificate of the minor child duly notarized/certified by CM/RM of AMC
3. Signature of the Guardian to be attested by the authorized official of Nationalized Banks / District Co-op Banks / State co-op Banks with Emp Id, designation and name of the attesting authority from the banker whose details are provided on the request letter.
4. Identity proof of the applicant like
 - PAN card copy
 - Photo ration card
 - Unique Identification Number (UID)(Aadhar)
 - Voter Identity card
 - Driving License
 - Photo Identity Card issued by state/Central Govt and its depts.
5. Address Proof
 - Landline Telephone Bill
 - Electricity Bill
 - Gas Bill
 - Demat Account statement
 - Ration Card
 - Voter ID Card
 - Passport
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 - Property Tax Receipt
 - Registered Lease or Sale Agreement Of Residence
 - Driving License
 - Flat Maintenance Bill
 - Insurance Policy Copy
 - Quarter allotment letter issued by Public Sector Undertaking or Scheduled commercial banks

20 Death in case of TRUST:

1. Request letter duly signed by Authorized signatory.
2. Original or Copy of death certificate of the representative of the trust duly notarized/certified by CM/RM of - AMC
3. List of authorized signatories.
4. Memorandum & articles of association.
5. Copy of trust deed.

21 Death of sole holder and transmission to Trust:

1. Request letter duly signed by Authorized signatory.
2. Original or Copy of death certificate of the sole holder duly notarized/certified by CM/RM of AMC
3. List of authorized signatories
4. Memorandum & articles of association
5. Copy of trust deed

22 Investor missing:

1. Request letter duly signed by the claimant.
2. Copy of FIR duly attested.
3. Copy of Final Police Report after expiry of 7 years.
4. Claims such as Gratuity, postal etc. have been settled in the favor of claimant. If yes, provide such documents.
5. Signature of the claimant to be attested by Authorized official of any Nationalized Bank / District Co-op Banks / State Co-op Banks with Emp Id, designation and name of the attesting authority from the banker whose details are provided on the request letter.
6. Identity proof of the applicant like
 - PAN card copy
 - Photo ration card
 - Unique Identification Number (UID)(Aadhar)
 - Voter Identity card
 - Driving License
 - Photo Identity Card issued by state/Central Govt and its depts.
7. Address Proof.
 - Landline Telephone Bill
 - Electricity Bill
 - Gas Bill
 - Demat Account statement
 - Ration Card
 - Voter ID Card
 - Passport
 - Bank Passbook/statement
 - Property Tax Receipt
 - Registered Lease or Sale Agreement Of Residence
 - Driving License
 - Flat Maintenance Bill
 - Insurance Policy Copy
 - Quarter allotment letter issued by Public Sector Undertaking or Scheduled commercial banks

23 Death of Karta in HUF:

1. Request letter duly signed by new Karta
2. Copy of Death Certificate (First Holder) duly attested in original is required.
3. Affidavit with new Karta's Name and Signatures of the entire family members name and their signatures accepting the New Karta duly notarized.
4. Signature of the New Karta to be attested by the Authorized official of any Nationalized Banks / District Co-op Banks / State co-op Banks with Emp Id, designation and name of the attesting authority from the banker whose details are provided on the request.
5. Notarised copy of HUF deed
6. Identity proof of the applicant like
 - PAN card copy
 - Photo ration card
 - Unique Identification Number (UID)(Aadhar)
 - Voter Identity card
 - Driving License
 - Photo Identity Card issued by state/Central Govt and its depts.
7. New Proof(Any one of the following)
 - "Cancelled" original cheque leaf bearing account number and first unit holder name printed on the face of the cheque OR bank account statement/passbook with current entries not older than 3 months
 - Original letter issued by the bank on the letterhead confirming the bank account holder with the account details, duly signed and stamped by the Branch Manager.

24 Multiple bank registration:

1. Multiple registration form signed by investor as per the mode of holding in case of company should be signed as per ASL with company stamp
2. Original cancelled cheque leaves / copy of pass books of all the bank accounts numbers to be registered (Cancelled Cheque Leaf bearing account number and first unit holder name printed as per the application on the face of the cheque OR bank account statement/Bank passbook with the investor name printed.
3. Investor needs to mandatorily mention the default bank account in the MRF. Investor cannot give any letter to delete the default bank account
4. Note that 10 bank accounts can be registered for Non individual investor 5 can be registered for individual investor)

25 Power of Attorney

1. Request letter duly signed by the POA mentioning the folio number

2. True copy of General Power of Attorney deed along with the investor signature in the POA. In case the POA holder is Company then ASL of the financial institution is required

Change in Signature

Request letter from the investor.
New Signature attested by the bank manager

26 Revalidation of Dividend and Redemption

1. Request letter signed as per the mode of holdings.
2. New Proof (Any one of the following)

Cancelled Cheque Leaf bearing account number and first unit holder name printed as per the application on the face of the cheque OR bank account statement/Bank passbook with the investor name printed.

27 Unclaimed letter with COA and COB

- 1) Request letter signed as per the mode of holdings.
- 2) Submit the KYC change form with the requisite documents to your nearest CVL Intermediary. Please attach the acknowledgment of CVL along with the request letter for updation of your postal address.
- 3) Cancelled original cheque of the new bank mandate with the first unit holder name and bank account number printed on the face of the cheque OR Self attested copy of the bank statement/bank passbook with entries not older than 3 months OR Bank letter duly signed by the branch manager/authorized personnel