

MUTUAL FUND SERVICES

COMMON TRANSACTION FORM

AMC / Mutual Fund :

(Please use separate transaction slip for each scheme) This Form is for use of **Existing Investors only**. Use this Form for:

ADDITIONAL PURCHASE / REDEMPTION / SWITCH		CHANGE OF ADDRESS / BANK DETAILS	
Broker Code : _____	ARN- _____	Sub Broker Code: _____	_____
EUIN No: _____		Sub Broker ARN Code: ARN- _____	
Account/Folio No.: _____			
Name of Sole / First Account Holder: _____			
Scheme (Direct/Regular)		Option	
Plan (Direct/Regular) _____		_____	
ADDITIONAL PURCHASE REQUEST Payment Details			
Cheque / DD should be drawn in favor of each scheme separately for Rs. (in figures) _____ (Rupees)			
Cheque / DD No. _____		Date _____ Drawn on Bank _____	
Branch _____			

REDEMPTION REQUEST: Please redeem units as per the following details

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Amount (Rs.) _____</td> <td style="width:50%;">Units / AL _____</td> </tr> <tr> <td colspan="2">SWITCH</td> </tr> <tr> <td colspan="2">I / We would like to switch as below: _____</td> </tr> <tr> <td>From _____</td> <td>To _____</td> </tr> <tr> <td>Scheme (D/R) _____</td> <td>Scheme (D/R) _____</td> </tr> <tr> <td>Plan (D/R) _____</td> <td>Plan (D/R) _____</td> </tr> <tr> <td>Option _____</td> <td>Option _____</td> </tr> <tr> <td>Amount (Rs.) _____</td> <td>Units _____</td> </tr> </table>	Amount (Rs.) _____	Units / AL _____	SWITCH		I / We would like to switch as below: _____		From _____	To _____	Scheme (D/R) _____	Scheme (D/R) _____	Plan (D/R) _____	Plan (D/R) _____	Option _____	Option _____	Amount (Rs.) _____	Units _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">CHANGE OF ADDRESS(GIVE ONLY IF CHANGED)</td> </tr> <tr> <td colspan="2">New Address: _____</td> </tr> <tr> <td colspan="2">_____</td> </tr> <tr> <td colspan="2">_____</td> </tr> <tr> <td>City _____</td> <td>State _____</td> </tr> <tr> <td>Pin Code _____</td> <td>Tel. Res. _____</td> </tr> <tr> <td>Tel. Off. _____</td> <td>Fax _____</td> </tr> <tr> <td colspan="2">Mobile _____</td> </tr> <tr> <td colspan="2">E-mail _____</td> </tr> <tr> <td colspan="2">(Only For Non-KYC Customers)</td> </tr> </table>	CHANGE OF ADDRESS(GIVE ONLY IF CHANGED)		New Address: _____		_____		_____		City _____	State _____	Pin Code _____	Tel. Res. _____	Tel. Off. _____	Fax _____	Mobile _____		E-mail _____		(Only For Non-KYC Customers)	
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Tel. Off. _____	Fax _____																																				
Mobile _____																																					
E-mail _____																																					
(Only For Non-KYC Customers)																																					
CHANGE OF BANK ACCOUNT DETAILS (GIVE ONLY IF CHANGED)																																					
Bank A/c No. : _____																																					
Bank Name: _____																																					
Bank Branch: _____																																					
Account type: Savings / Current / NRO / NRE / NRSR / PCNR																																					

SIGNATURE (S) I/We have read and understood the contents of the Offer Document(s) of the Scheme(s). I/We am/are investing/ switching into and agree to abide by the terms, conditions, rules and regulations of the Scheme(s)

SOLE / FIRST APPLICANT	SECOND APPLICANT	THIRD APPLICANT

City _____ MICR NO _____ IFSC Code: _____

ACKNOWLEDGEMENT SLIP (To be filled by the investor)	Amount Rs.	Units
Received from Mr./Ms. _____		Service Centre Signature and Stamp
Additional Purchase or Redemption or Change of Address or Change of Bank Account or Switch:		
Amount (Rs) / Units _____	Account No. _____ Date: _____	

NOTE:

1. If the account for which you are requesting changes is a joint one, all the holders have to sign Unless it is mentioned in the account / investments as Either or survivor.
2. This Service request will be processed subject to meeting the requirements of respective fund house guidelines including the submission of supporting documents for carrying out the changes (you may get in touch with the respective AMCs/ local KFinTech ISCs for additional requirements/documents, if any).
3. This form cannot be submitted for Fresh Purchase request for any of the funds.
4. Final acceptance and processing of transaction is subjected to verification at KFinTech Processing Unit.
5. Transaction reported after their respective cut off time will be considered for the next business day.
6. COA/COB given simultaneously are subject to special instructions given by the AMC of the MF concerned. Please refer to them (b) if all documents submitted for CoA/CoB are not as per the AMC of the MF concerned, the request will not be executed.
7. In case the folios are KYC (Know your customer) complied/verified, address cannot be changed with this request. For such folios, investor has to submit separate request to KRA Agencies.

Karvy Easy SMS services guide

S. No	Service	What to do	What you get
1	Balance Enquiry	Give a missed call to 09212993399 or SMS BAL to 9212993399	a) If your mobile number is registered in KFinTech serviced funds You will get response SMS with the balance values in all the folios across funds. b) If your mobile number is NOT registered You will get response SMS as your mobile number is not registered, please register at our branch. To know the branch address please SMS ISC city name.
2	Balance enquiry in a specific fund	SMS BAL first letter of the fund name (for example to get the balance value in Axis MF SMS BAL A to 09212993399	a) If your mobile number is registered in the funds where the first letter is as mentioned You will get response SMS with the balance values in all the folios of the funds where the name starts with the given letter. (For example if you SMS BAL R you will get the value in Reliance MF and Religare MF if there is a balance) b) If your mobile number is NOT registered You will get response SMS as your mobile number is not registered, please register at our branch. To know the branch address please SMS ISC city name.
3	Specific branch address	SMS ISC city name (for example if you want to get the Hyderabad address SMS ISC Hyderabad) to	a) Irrespective of your mobile number registration you will get the address of our branch located in the city mentioned by you.
4	Nearest Branch address	SMS09212993399ISC to 09212993399	a) If your mobile number is registered You will get response SMS with the nearest KFinTech Branch address as per your registered address. b) If your mobile number is NOT registered You will get response SMS as your mobile number is not registered, please register at our branch. To know the branch address please SMS ISC city name.
5	Total Value of Specific Fund	SMS VALUE first letter of the fund name (for example to know your total value in Axis MF then SMS "VALUE A" to 09212993399	a) If your mobile number is registered in the funds where the first letter is as mentioned You will get response SMS with the total value in all the folios of that fund where the name starts with the given letter. (For example if you SMS "VALUE A" you will get the value in Axis MF if there is a balance) b) If your mobile number is NOT registered You will get response SMS as your mobile number is not registered.
6	Total Value of all Funds	SMS VALUE to 09212993399	a) If your mobile number is registered in KFinTech serviced funds You will get response SMS with the total value of all the folios across funds. b) If your mobile number is NOT registered You will get response SMS as your mobile number is not Registered
7	Know your transaction status	SMS KYTS to 09212993399	a) If your mobile number is registered You will get response SMS with the status of the latest transaction done in KFinTech serviced funds with the NAV applied b) If your mobile number is NOT registered You will get response SMS as your mobile number is not registered, please register at our branch. To know the branch address please SMS ISC city name.
8	Know your transaction status in a specific fund	SMS KYTS first letter of the fund name (for example to know your transaction status in Axis MF sms KYTS A to 09212993399	a) If your mobile number is registered You will get response SMS with the status of the latest transaction in the given fund with the NAV applied b) If your mobile number is NOT registered or if there is no transaction You will get response SMS that you don't have any Transaction in the given fund.