

KYC Details Change Form
(For Non-Individuals Only)Application
No. :**Existing Identity Details**1. **Name of Applicant** (Please write complete name as per Certificate of Incorporation / Registration; leaving one box blank between 2 words. Please do not abbreviate the Name).2. **Permanent Account Number (PAN) (MANDATORY)****Please provide the new KYC details which should be updated in your KYC records.****Please fill this form in ENGLISH and in BLOCK LETTERS. (Please strike off Sections that are not used.)****A. New Identity Details (as per the original KYC records) (Please see guidelines B1 to B4 overleaf)**1. **Name of Applicant** (Please write complete name as per Certificate of Incorporation / Registration; leaving one box blank between 2 words. Please do not abbreviate the Name).2. **Date of Incorporation / Registration**

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Whether Listed on NSE☐ YES ☐ NO Scrip Symbol

Registration Number issued by Registering Authority

3i. **Status** Please tick (✓) ☐ Private Ltd. Co. ☐ Public Ltd. Co. ☐ Body Corporate ☐ Partnership ☐ Trust / Charities / NGOs ☐ FI ☐ FII ☐ HUF ☐ AOP
☐ Bank ☐ Government Body ☐ Non-Government Organisation ☐ Defence Establishment ☐ Body of Individuals ☐ Society ☐ LLP ☐ Others (Please specify)3ii. a. Is your company having close family ownership or beneficial ownership? ☐ YES ☐ NOb. Is the entity involved / providing any of the following services ☐ YES ☐ NO– Foreign Exchange / Money Changer Services ☐ YES ☐ NO– Gaming / Gambling / Lottery Services (e.g. casinos, betting syndicates) ☐ YES ☐ NO– Money Lending / Pawning ☐ YES ☐ NO

c. Please indicate if any of your authorised signatories / trustees / office bearers are / were PEPs at any time.

☐ Politically Exposed Person (PEP) ☐ Related to a Politically Exposed Person (PEP) For definition of PEP, please refer guideline 6A overleaf4. **Permanent Account Number (PAN) (MANDATORY)**☐ Copy of PAN Card attached**B. Address Details (Please see guidelines B1 to B3 overleaf)****1. Address for Correspondence**

City / Town / Village

Postal Code

State

Country

2. Contact Details

| | |
|----------------|-----------|
| Contact Person | Mr. / Ms. |
|----------------|-----------|

Tel. (Off.) (ISD) (STD)

Tel. (Res.) (ISD) (STD)

Mobile (ISD) (STD)

Fax (ISD) (STD)

E-Mail Id.

3. **Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.**☐ Latest Land Line Telephone Bill ☐ Latest Electricity Bill ☐ Latest Bank Account Statement ☐ Latest Demat Account statement ☐ Registered Lease / Sale Agreement of Office Premises☐ Registration Certificate issued under Shops and Establishments Act ☐ Any other proof of address document (as listed overleaf) (Please specify)4. **Permanent / Registered Address of Applicant (in case of Overseas Address, Proof of Address is a must) - Mandatory for FIIs**

City / Town / Village

Postal Code

State

Country

5. **Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.**☐ Latest Land Line Telephone Bill ☐ Latest Electricity Bill ☐ Latest Bank Account Statement ☐ Latest Demat Account statement ☐ Registered Lease / Sale Agreement of Office Premises☐ Registration Certificate issued under Shops and Establishments Act ☐ Any other proof of address document (as listed overleaf) (Please specify)**C. New Other Details (Please see guidelines D1 and D2 overleaf)**1. **Gross Annual Income Details** Please tick (✓)☐ Upto Rs. 50,00,000 ☐ Rs. 50,00,001 to Rs. 2,50,00,000 ☐ Rs. 2,50,00,001 to Rs. 10,00,00,000 ☐ Rs. 10,00,00,001 to Rs. 50,00,00,000 ☐ Rs. 50,00,00,001 and above.2. **Mandatory Certified Documents to be submitted, as applicable (Please tick (✓) against documents attached)**i. **Hindu Undivided Family (HUF)**☐ Deed of Declaration ☐ Latest Bank Passbook / Latest Bank account statementii. **Company / Body Corporates**☐ Certificate of Incorporation ☐ Memorandum & Articles of Association ☐ Resolution of the Board of Directors☐ Authorised Signatory List with specimen signaturesiii. **Partnership firms**☐ Certificate of registration ☐ Partnership deed ☐ Documents evidencing authority to invest☐ Authorised Signatory List with specimen signaturesiv. **Trusts, foundations, NGOs, Charitable Bodies, Clubs / Mutual Fund Schemes**☐ Certificate of registration ☐ Trust deed ☐ Authorised Signatory List with specimen signaturesv. **Unincorporated association or a body of individuals**☐ Proof of Existence / Constitution Document ☐ Documents evidencing authority to invest☐ Authorised Signatory list with specimen signaturevi. **Foreign Institutional Investors (FIIs)**☐ Letter and Certificate of Registration issued by SEBI ☐ Authorised Signatory list with specimen signaturevii. **Scheduled Commercial Banks and Registered Financial Institutions not incorporated under the Companies Act, 1956 / Regulatory Bodies / Army / Government Bodies / Any other bodies created / incorporated / registered under state or central legislation being eligible to invest in Mutual Funds**☐ Copy of Constitution / registration documents ☐ Documents evidencing authority to invest☐ List of authorized signatoriesviii. **Limited Liability Partnership**☐ LLP Agreement ☐ Certificate of Incorporation by RoC**DECLARATION**

We hereby confirm that we have read and understood the Instructions mentioned overleaf and apply to CDSL Ventures Limited ('CVL') or other agent of the mutual fund registered under the SEBI (Mutual Funds) Regulations, 1996 for compliance of Know Your Client (KYC) procedure for transacting in units issued by Mutual Funds and we agree to abide by the terms, conditions, rules, regulations and other statutory requirements applicable to the respective Mutual Funds. We hereby declare that the particulars given herein are true, correct and complete to the best of our knowledge and belief, the documents submitted along with this application are genuine and we are not making this application for the purpose of contravention of any Act, Rules, Regulations or any statute or legislation or any Notifications, Directions issued by any governmental or statutory authority from time to time. We hereby undertake to promptly inform CVL / the mutual fund agent of any changes to the information provided hereinabove and agree and accept that CVL, the respective Mutual Funds, their authorised agents and representatives ('the Authorised Parties') are not liable or responsible for any losses, costs, damages arising out of any actions undertaken or activities performed by them on the basis of the information provided by us as also due to us not intimating / delay in intimating such changes. We hereby authorize CVL / the mutual fund agent to disclose, share, remit in any form, mode or manner, all / any of the information provided by us to the respective Mutual Funds in which we may transact / have transacted and / or to their authorised agents and representatives including all changes, updates to such information as and when provided by us. We hereby agree to provide any additional information / documentation that may be required by the Authorised Parties, in connection with this application.

SIGNATURE(S) OF AUTHORISED PERSON(S)

Place :

Date :

**For
Office
Use
Only**Stamp of POS
(Name & Location)
& Receiver's Signature

Name and Employee Number of Receiver

☐ (Originals Verified) Self Certified Document copies received ☐ (Attested) True copies of documents received

IMPORTANT NOTES - PLEASE READ BEFORE FILLING UP THE FORM

1. It will take 10 days for the changes requested by you to get updated in the records of the Mutual Funds/ Registrars and hence you are requested to defer any transaction for such period after submitting this change request.
2. Only the Address details provided overleaf will be changed in the records of the Mutual Funds/ Registrars. Such change will be effected for all folios (identified by PAN). All other details viz. Name, Tax Status and Contact Details will have to be communicated separately to the respective Mutual Funds/ Registrars for updation in their records.
3. This KYC Details Change Form is for use by **NON-INDIVIDUALS** only. A separate form is provided for **INDIVIDUAL** entities.
4. This form must be used by the Applicant's to inform change in any one or more of the following:
 - a. Name
 - b. Address for Correspondence
 - c. Permanent Address and/or Overseas Address
 - d. Other details such as Gross Annual Income and/or Occupation
5. Mutual Funds will not be liable for any errors or omissions on the part of the applicant / Unit holders in the KYC Details Change Form.
6. Mutual Funds will, on a best effort basis, ensure that the documents received in support of change in KYC details are verified. Acceptance of this Form along with document(s) is subject to verification and final confirmation from CVL. In the event of any KYC Details Change Form being rejected for lack of information / deficiency / insufficiency of mandatory documentation, these details will not be updated with the Mutual Fund or its Registrar.
7. The Mutual Fund, its Asset Management Company, Trustee Company and their Directors, employees and agents shall not be liable in any manner for any claims arising whatsoever on account of giving effect to the changes requested by the Applicant.
8. Mutual Funds require investors to provide their identity and address information, supported by documentary evidence for the "Know Your Client" requirements laid down by the Prevention of Money Laundering Act, 2002 (PMLA). They reserve the right to seek any additional information / documentation in terms of the PMLA at any point of time.

GUIDELINES FOR FILLING UP THE KYC DETAILS CHANGE FORM

GENERAL

1. The Application Form should be completed in **ENGLISH** and in **BLOCK LETTERS**.
2. Please tick in the appropriate box wherever applicable. Strike off the sections that are not used.
3. Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by cancelling and re-writing, and such corrections should be countersigned by the applicant.
4. Applications incomplete in any respect and / or not accompanied by required documents are liable to be rejected.
5. Applications complete in all respects and carrying necessary documentary attachments should be submitted at the Designated "Points of Service" (PoS). A complete list of PoS is available on the website of AMFI at www.amfiindia.com, www.cdslindia.com and Mutual Fund websites.
6. You are required to submit Proof-of-Identity and Proof-of-Address documents for any change requested by you as under:

A. Proof of Identity:

- Please write your Name and PAN, as it appears in the KYC Acknowledgement.
- **Name:** If your name has changed it should match with the name as mentioned in the PAN card failing which the application is liable to be rejected. If the PAN card has a name by which the applicant has been known differently in the past, than the one provided in this application form, then requisite proof should be provided e.g. fresh certificate of incorporation or gazetted copy of name change etc.
- Please mention the date of incorporation or registration of your organisation. If your company is listed on the National Stock Exchange of India Limited, please mention the scrip symbol.
- Please indicate the Status as applicable.
- **Status:** If the Applicant's status has changed, the same should be indicated here.
- **Politically Exposed Persons (PEP)** are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/military officers, senior executives of state-owned corporations, important political party officials, etc.
- It is **MANDATORY** to mention your PAN in the space provided and attach a self attested photocopy of the PAN Card. Please also submit your original PAN Card which will be returned across the counter after verification.

• Latest Land Line Telephone Bill • Latest Electricity Bill • Latest Bank Passbook • Latest Bank Account Statement • Latest Demat Account Statement • Registered Lease / Sale Agreement of office premises • Proof of Address issued by Bank Managers of Scheduled Commercial Banks / Multinational Foreign Banks / Gazetted Officer / Notary Public / Elected Representatives to the Legislative Assembly / Parliament / Any other document approved by AMFI as a valid address proof • Registration Certificate issued under Shops and Establishments Act

Documents having an expiry date should not be more than three months old as on the date of submission of this form.

B. Proof of Address:

- **Address for Communication:** Please provide here the new address where you wish to receive all communications sent by the Mutual Funds with whom you invest.
- **Proof of Address Documents for Address for Communication / Permanent Address / Overseas Address:** Please note that the address changed by you will need to be supported by a 'Proof-of-Address' bearing your name. Please tick the box as applicable, for the document provided by you.
- Any one of the following documents is required as a supporting document for proof of address attested as True Copy by Company Secretary / Director / Notary Public / Gazetted Officer / Manager of a Scheduled Commercial Bank (Name, Designation and Seal should be affixed on the copy). Unattested photocopies of an original document are not acceptable:

C. Other Details:

- **Contact Details:** Please provide the Contact Person's Name / Telephone / E-mail contact details.
- **Gross Annual Income details:** Please tick the applicable box indicating your Gross Annual Income (including both taxable and tax-free incomes).
- All documents indicated here are **MANDATORY**. Please ensure that you submit the documents as under:
 - Original Documents + Self-attested photocopies (Originals will be returned over-the-counter after verification) OR
 - True Copies attested by Company Secretary / Director / Notary Public / Gazetted Officer / Manager of a Scheduled Commercial Bank (Name, Designation and Seal should be affixed on the copy). Unattested photocopies of an original document are not acceptable.
 - If the above documents including attestation / certifications are in regional language or foreign language then the same must be translated into English for submission.

After you have completed filling up the KYC Details Change Form, please submit the same along with the entire set of supporting documents to any designated PoS. Please also submit a photocopy of the Form for acknowledgement purpose, which you can retain for your records.

Other important notes, after the KYC Details Change Acknowledgement is issued to you:

- Please preserve the document from CVL which confirms your change in KYC details.
- If you observe any error in the details captured by CVL, you are requested to approach your nearest designated PoS.