

Toll Free Number : 1-800-570-5001 | Email : support@capitalmindmf.com | Website : https://www.capitalmindmf.com

**1. My details (Please provide the following details in full)**

Folio Number

Name

**2. I wish to Update/Change my bank details**

**Old Bank details**

Bank name

Core bank account number

Account Type  Savings  Current  NRE  NRO  FCNR  Other

Bank Address

City  Pin code

IFSC Code (11 digit)  MICR Code (9 digit)

**New Bank details**

Bank name

Core bank account number

Account Type  Savings  Current  NRE  NRO  FCNR  Other

Bank Address

City  Pin code

IFSC Code (11 digit)  MICR Code (9 digit)

**Documents to be submitted by Investor**

<p><b>Existing bank details (Any one of the following)</b></p> <p><input type="checkbox"/> A cancelled original cheque leaf/Self attested copy of cancelled cheque*</p> <p><input type="checkbox"/> Photocopy of bank passbook or bank account statement (Having entries not older than 3 months)</p> <p><input type="checkbox"/> Letter from the bank</p>	<p><b>New bank details (Any one of the following)</b></p> <p><input type="checkbox"/> A cancelled original cheque leaf/Self attested copy of cancelled cheque*</p> <p><input type="checkbox"/> Photocopy of bank passbook or bank account statement (Having entries not older than 3 months)</p> <p><input type="checkbox"/> Letter from the bank</p>
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\*Account number and name of the first unit holder should be printed on the face of the cheque (Old Bank Declaration - (Incase old bank proof is not available))

I now wish to update my bank account details as mentioned in the aforesaid folio due to - Bank Account closed / Bank Account Number erroneously mentioned / Not mentioned.

In this regard, I would like to state that I have closed my bank account / inadvertently erroneously mentioned the bank account details, as mentioned herein above and presently registered in your records / mentioned in the application form, and confirm that I am not holding any documents pertaining to the said bank account

**3. I wish to Update/Change my contact details**

Email ID (in capital)

Mobile  Telephone no. (Office)

Telephone no. (Resi)  (STD Code ) Fax no. (Resi)  (STD Code )

Mobile No. / Email ID\* provided pertains to (Please tick(✓)) \* if any option is not ticked or selected then (Self) option is considered as a default.

Self  Spouse  Dependent Children  Dependent Siblings  Dependent Parents  Guardian  PMS

**4. I wish to update mode of holdings**

New Mode of Holding (please✓)  Anyone or Survivor  Joint Holding

**5. I wish to cancel my Systematic Transactions (SIP/ SWP/ STP)**

Source Scheme / Plan / Option (Please mention Folio no, Scheme, Plan / Option clearly)

SIP/STP/SWP Out Scheme  Transaction Type (please✓)  SIP  STP  SWP

Frequency  Amount

SIP Date  STP Date  SWP Date

SIP Bank Name

SIP Bank A/c No.

STP in Scheme (in case of STP)





**INSTRUCTIONS**

\* Turn around time(TAT) will be different for each non-commercial request

**1. Change in bank details: Unitholder(s) need to attach any one of the following mandatory documents in original, in respect of each bank account for registering the bank accounts, failing which the particular bank account will not be registered. This will help in verification of the account details and register them accurately.**

- A cancelled original cheque leaf/Self attested copy of cancelled cheque.
  - Bank statement or Latest Passbook (Having entries not more than 3 months old).
  - A letter from the bank on its letter head certifying that the Unitholder maintains/- maintained an account with the bank. (The bank account information like bank account number, bank branch, account type, the MICR code of the branch and IFSC Code (where available). The letter should be certified by the bank manager with his/her full signature, name, employee code, bank seal and contact number).
  - Along with above documents, proof of old bank account to be provided.
- a. In case the bank account is already closed, a duly signed and stamped original letter from the concerned bank on the official letter head, confirming the closure of the said account may be submitted in lieu of the cancelled cheque.
  - b. Account number and name of the first unit holder should be printed on the face of the cheque.
  - c. The bank account will be registered will act as the default account.
  - d. All documents submitted should clearly evidence the bank name, account number and name of all account holders.
  - e. In the event of a request for change in bank account mandate being invalid / incomplete / not satisfaction in any respect /or not meeting any requirements to the satisfaction of the AMC/Mutual Fund, the request for such change may not be processed. Redemptions, if any, will be processed and paid to the last registered bank account information.
  - f. AMC/Mutual Fund will not be liable in case the redemption are credited to existing bank mandate account upon rejection of change of bank mandate request.

**2. Contact details: Applicants should provide contact information such as email address, mobile number and other telephone numbers. The fund sends transaction information and alerts via email and SMS, which will assist them keep track of the activities in the folio.**

The investors should provide primary account holder's own email ID and mobile number while providing the contact details.

**3. Mode of holding: Joint Applicants who wish to change their mode of holding from "Anyone or Survivor" to "Joint Holding" or vice versa should use this section and hereby agree that after the updation of new mode of holding/operation, any request based on previous holding/operation will not be honored by the fund.**

**4. Systematic Transactions cancellation (SIP/ SWP/ STP)**

- a. Discontinuation Policy: Investors can discontinue their systematic transactions by providing sufficient notice as follows: SIP - 10 days, STP / SWP - 4 days.
- b. Please use separate cancellations forms for different schemes in the same folio or different folios.
- c. Please use separate cancellations forms Debit Mandate / Standing Instruction.
- d. For multiple SIPs fill multiple form, please ensure that all the said parameters are mention. Else the form may be liable for rejection.
- e. In the absence of sufficient no. of days as mentioned above the cancellations would be effected from the next eligible cycle date.
- f. In case of joint holders in the folio, the form needs to be signed by either one of the holders or all the holders depending upon the mode of holding.
- g. Investor needs to ensure that the details mentioned in the SIP/STP/SWP cancellation form are correctly filled in.
- h. In case of any ambiguity the SIP/STP/SWP cancellation is liable for rejection either at the collection point itself or subsequently after detailed scrutiny/verification at the back office of the Registrar.
- i. SIP/STP/SWP cancellation will not be available for Exchange registered SIP or SIP registered through Channel Partner

**5. Consolidation of folios**

- a. If target folio is not specified, latest folio will be considered as Target Folio
- b. Consolidation of Folios will be effected only if the following information is identical in all
  - Names of All unit holders
  - Order of the holdings
  - Mode of Holding
  - Tax Status
  - Bank details
- c. Folios under Lien / Pledge shall be ignored in Consolidation Request, unless the same has been submitted along-with the Financiers Consent
- d. Source folio where SIP / STP through physical/ channel/ exchange is/ are active cannot be moved to target folio.
- e. Partial consolidation of scheme, plan is not allowed it will be done for folio level.
- f. Please ensure source folio has no active SIP

**7. Nomination details**

1. Nomination is mandatory for all the folios/accounts, where the mode of holding is single. New subscriptions received from individuals where the mode of holding is single without nomination will be rejected.
2. Non-individuals including society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family (HUF), holder of Power of Attorney cannot nominate. Similarly, nomination cannot be registered in folio's held in the name of the minor/s.
3. 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.
4. Nomination can be done 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.
5. A Non-Resident Indian(NRI) can be a Nominee subject to the exchange controls in force, from time to time.
6. Nomination in respect of the units stands rescinded upon (a) transfer of units and (ii) in the event where the death of the nominee precedes the death of the unit holder.
7. Transfer of units in favour of a Nominee shall be valid discharge by the asset management company against the legal heirs.
8. 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.
9. 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.
10. Nomination can be made for maximum number of three nominees. In case of multiple nominees, the percentage of the allocation/share should be in whole numbers without any decimals making a total of 100%.
11. If the mode of holding is single and the existing nomination (s) is cancelled without any further nomination, it shall be construed as a deemed consent of that investor for not having any nominee in the existing folio.
12. Nomination by a unitholder shall be applicable for investments in all schemes in the folio or account.
13. Every new nomination for a folio/ account will overwrite the existing nomination. Nomination will be subject to the provisions of the respective Scheme Information Document.
14. In case of investors opting to hold the units in demat form, the nomination details provided by the investor to the depository participant, will be applicable.
15. In order to receive the amount standing to the credit of the account, in the event of the death of the unitholder, the nominee (s) shall be obliged to furnish such documents as may be required by Capitalmind AMC Ltd. to its satisfaction.

**8. Revalidation of redemption cheque - Mandatory Enclosure/s - Please submit any one of the following Document/s in case of change in bank details**

- A cancelled original cheque leaf/Self attested copy of cancelled cheque
  - Bank statement or Latest Passbook (Having entries not more than 3 months old)
  - Bank Letter
- a. Account number and name of the first unit holder should be printed on the face of the cheque
  - b. All documents submitted should clearly evidence the bank name, account number and name of all account holders.
  - c. In the event of a request for change in bank account mandate being invalid / incomplete / not satisfaction in any respect /or not meeting any requirements to the satisfaction of the AMC/Mutual Fund, the request for such change may not be processed. Redemption payments, if any, will be processed and paid to the last registered bank account information.
  - d. AMC/Mutual Fund will not be liable in case the redemption proceeds are credited to existing bank mandate account upon rejection of change of bank mandate request.

**9. POA (Power of Attorney) Only a general Power of Attorney agreement without any restrictions and constant validity is accepted.**

- a. Only a general Power of Attorney agreement without any restrictions and constant validity is accepted.
- b. The POA must be executed on stamp paper and registered in India and a duly notarized copy should be enclosed.
- c. The POA must have signatures of the investor as well the POA holder.
- d. If the signature of POA holder is not available, the fund may call for additional documents or declarations on a case to case basis.
- e. POA will be registered within 10 working days of receipt of all valid documents.

**10. Updation of PAN & KYC**

- a. Self-attested copy of your PAN Card is mandatory for all individuals.
- b. In the below cases, exemptions/clarifications to PAN must be supported by valid documentary evidence -
  - i) In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts E.g. Official liquidator, Court receiver etc.
  - ii) Individuals residing in the state of Sikkim
  - iii) UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
  - iv) SIP of Mutual Funds upto Rs. 50,000/- p.a.
  - v) In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary
- c. If there is change in PAN the, old PAN cancellation letter copy from Income Tax is mandatory.

**11. KYC compliance:**

- a. Investors shall note that KYC is mandatory and they need to comply with the 'Know Your Client' requirements, by submitting requisite documents to CDSL Ventures Limited. For more information on KYC, please log on to [www.capitalmindmf.com](http://www.capitalmindmf.com) / [www.cvindia.com](http://www.cvindia.com)/[www.amfindia.com](http://www.amfindia.com) before investing.
- b. Applications are liable to be rejected without any intimation to the to the applicants, if KYC compliance, as required is not complied with by all the unit holders.

**12. Change of broker code**

- a. The change of broker code will be applicable on prospective basis.
- b. Change of broker code is not applicable in Direct option of any schemes
- c. In case of corrections / overwriting on key fields (as may be determined at the sole discretion of the AMC), the AMC reserves the right to reject the request, in case the investor(s) has/have not countersigned in every place where such corrections/overwriting has/have been made.
- d. Where no scheme is specified the broker code change will be processed for all schemes in the given folio.

**13. General Instructions**

1. Alterations in the form, if, any, should be countersigned.
2. AMC / Mutual Fund reserves the right to carry out additional/alternate validations to ascertain authenticity of any above request.