



## 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 **INDIVIDUALS** only. A separate form is provided for Non-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](http://www.amfiindia.com), [www.cdslindia.com](http://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:

#### i. Proof of Identity

- Original PAN Card + Self-attested photocopies (Originals will be returned over-the-counter after verification)

#### ii. Proof of Address

- Original Documents + Self-attested photocopies (Originals will be returned over-the-counter after verification) **OR**
- True Copies attested by a Notary Public / Gazetted Officer / Manager of a Scheduled Commercial Bank or Multinational Foreign Banks (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 has to must be translated into English for submission.

#### A. Please write your Name and PAN, as it appears in the KYC Acknowledgement.

#### B. Identity Details

1. Name : If your name has changed (due to marriage or any other reason), please state your name as Title (Mr / Mrs / Ms / Dr / Commander / etc.), First, Middle and Last Name in the space provided. **This 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. marriage certificate, or gazetted copy of name change.**
2. Nationality: If the Applicant's nationality has changed, the same should be indicated here
3. Status: If the Applicant's status has changed, the same should be indicated here
4. Proof of Identity Documents: Attach a copy of your PAN Card. Please read instructions given in 6 (i) carefully.

#### C. Address Details

Proof of Address Documents : Please note that **each** of the two addresses mentioned by you will need to be supported by a 'Proof-of-Address' bearing your or your spouse's / parent's (documents to establish relationship also to be submitted) name as supporting documents. Please tick the box as applicable, for the document provided by you. You may attach any one of the following documents (Any document having an expiry date should be valid on the date of submission):

• Latest\* Telephone Bill • Latest\* Electricity Bill • Passport • Driving License • Latest\* Bank Passbook • Latest\* Bank Account Statement • Voter Identity Card • Ration Card • Latest\* Demat Account Statement • Registered Lease / Sale Agreement of residence • 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 / Document issued by any Government or Statutory Authority

\* These documents should not be more than three months old as on the date of submission of this form.

1. 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.
2. Proof of Address Documents for Address for Communication / Permanent Address / Overseas Address: Please note that each of the addresses changed by you will need to be supported by a 'Proof-of-Address' supporting document. Please tick the box as applicable, for the document provided by you. You may attach any one of the documents listed in the form. Please read instructions given in 6 (ii) carefully.
3. Contact Details: Please provide the Contact Person's Name / Telephone / E-mail contact details.

#### D. Other Details

1. Gross Annual Income details: Please tick the applicable box indicating your new Gross Annual Income (including both taxable and tax-free incomes).
2. Occupation details: Please indicate your new occupation by ticking one most applicable to you. You are required to fill up the next section, if it additionally applies to you.

**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.