

# Change of Bank Mandate & Registration of Multiple Bank Accounts

(Please strike off the unused sections to avoid unauthorised use)



Folio No. <input type="text"/>	Application No. (For New Unit Holders) <input type="text"/>
Name of Sole / First Unit Holder <input type="text"/>	
Permanent Account No. (PAN) <input type="text"/>	

## A. CHANGE OF / DEFAULT BANK MANDATE

Bank Account No. <input type="text"/> Bank Name <input type="text"/> City <input type="text"/> MICR Code^ <input type="text"/>	Bank Account Type (✓) <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> FCNR Brnach <input type="text"/> Pin Code <input type="text"/> IFSC Code^^ <input type="text"/>
Document attached* (✓) <input type="checkbox"/> Cancelled Cheque with name & bank a/c no. pre-printed; or <input type="checkbox"/> Bank statement; or <input type="checkbox"/> Pass book; or <input type="checkbox"/> Bank Certificate & <input type="checkbox"/> Any of the aforesaid self attested documents of old bank a/c.	

## B. ADDITION OF BANK ACCOUNTS

Please register my/our following bank accounts for all investments in my/our folio. I/We understand that I/We can choose to receive payment proceeds in any of these accounts, by making a specific request in my/our redemption request. I/We understand that the bank accounts listed below shall be taken up for registration in my/our folio in the order given below and the same shall be registered only if there is a scope to register additional bank accounts in the folio subject to a maximum of five in the case of individuals and ten in the case of non individuals

☞ For each bank account, Investors should produce original for verification or submit originals of the documents mentioned below.

Bank Account No. <input type="text"/> Bank Name <input type="text"/> City <input type="text"/> MICR Code^ <input type="text"/>	Bank Account Type (✓) <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> FCNR Brnach <input type="text"/> Pin Code <input type="text"/> IFSC Code^^ <input type="text"/>
Document attached* (✓) <input type="checkbox"/> Cancelled Cheque with name & bank a/c no. pre-printed; or <input type="checkbox"/> Bank statement; or <input type="checkbox"/> Pass book; or <input type="checkbox"/> Bank Certificate	

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Document attached* (✓) <input type="checkbox"/> Cancelled Cheque with name & bank a/c no. pre-printed; or <input type="checkbox"/> Bank statement; or <input type="checkbox"/> Pass book; or <input type="checkbox"/> Bank Certificate	

^ 9 digit code on your cheque next to the cheque number. ^^ 11 digit code printed on your cheque

\* If photocopies are submitted, Investors must produce original for verification of bank account details to the AMC branches / ISCs of KFIN. The original bank account statement or passbook shall be returned to the investors over the counter upon verification. The photocopies can also be attested by the banker with full signature, name, employee code & bank seal.

I/We have read and understood the instructions given with this form for registration /change of multiple bank account / change in bank mandate. I/we hereby declare that particulars stated above are true and correct. The AMC reserves a right to call for any additional details and/or documents.

## SIGNATURE(S) (To be signed as per mode of holding. In case of non individual Unit holders, to be signed by AUTHORISED SIGNATORIES)

Sole / First Applicant / Unit holder / PoA / Authorised Signatory	Second Applicant / Unit holder / PoA / Authorised Signatory	Third Applicant / Unit holder / PoA / Authorised Signatory

### C. BANK ACCOUNT DELETION

Please delete the following Bank accounts as registered accounts for my/our above folio:

Bank Account No. _____	Bank Name _____
Bank Account No. _____	Bank Name _____
Bank Account No. _____	Bank Name _____
Bank Account No. _____	Bank Name _____

Deletion of a default bank account is not permitted unless the Investor mentions another registered bank account as a default account in Part A of this Form.

I/We have read and understood the instructions given with this form for registration /change of multiple bank account / change in bank mandate. I/we hereby declare that particulars stated above are true and correct. The AMC reserves a right to call for any additional details and/or documents.

#### SIGNATURE(S) (To be signed as per mode of holding. In case of non individual Unit holders, to be signed by AUTHORISED SIGNATORIES)

Sole / First Applicant / Unit holder / PoA / Authorised Signatory	Second Applicant / Unit holder / PoA / Authorised Signatory	Third Applicant / Unit holder / PoA / Authorised Signatory

#### Checklist for documentation

Any one of the following document in original is required. If a copy is submitted, investor should bring the original for verification or copy should be attested by the Bank:

- ✓ Cancelled original cheque leaf of the new bank mandate with first unit holder name and bank account number printed on the face of the cheque OR
- ✓ Self attested original Bank statement OR
- ✓ Bank pass book page with account number, account holder's name and address with current entries not older than 3 months OR
- ✓ Bank Letter / Certificate duly signed by branch manager/authorized personnel AND
- ✓ Self attested photocopy any of the above stated document of the old bank account with first unitholder name and bank account number printed on the face of the cheque. In case old bank account is already closed, a duly signed and stamped original letter / certificate from such bank on the letter head of bank, confirming the closure of said account shall be required.

## Instructions and Terms & Conditions

1. This form shall be used by the unitholders for change in existing bank mandate or for registration of multiple bank account details for all investments held in the specified folio (existing or new). Individuals/ HUF/ Sole Proprietor firm can register upto 5 different bank accounts for a folio by using this form. Non individuals can register upto 10 different bank accounts for a folio. For registering more than 5 accounts, please use extra copies of this form. This form can also be used to change an existing bank mandate registered with the Fund.
2. Bank account registration/deletion request / change in bank account will be accepted and processed only if all the details are correctly filled and the necessary documents are submitted. The request is liable to be rejected if any information is missing/incorrectly filled/ ambiguous or if there is deficiency in the documents submitted. If it found that request is tampered in any manner or if there is overwriting on the request, the application will be liable to rejected.
3. Investors are requested to note that provisions stated in Scheme related documents, [i.e. Scheme Information Document (SID), Key Information Memorandum (KIM) and Statement of Additional Information (SAI)], SEBI Regulations applicable to Mutual Funds along with circulars / guidelines / notifications issued thereafter from time to time, circulars issued by Association of Mutual Funds in India (AMFI) from time to time shall be applicable.

## INSTRUCTIONS FOR CHANGE IN BANK MANDATE / FIRST TIME REGISTRATION OF BANK ACCOUNT

Unit holders are free to change their bank details registered with the Mutual Fund by adhering to the following procedures:

1. Unit holders are required to submit a valid request for a change/ update of bank account along with original of any of the following documents or originals should be produced for verification or copy should be attested by the Bank:
  - Cancelled original cheque of the new bank mandate with first unitholder name and bank account number printed on the face of the cheque OR
  - Self attested copy of bank statement OR
  - Bank pass book page with account number, account holder's name and address with current entries not older than 3 months OR
  - Bank Letter / Certificate duly signed by branch manager/authorized personnel AND
  - Self attested photocopy any of the above stated document of the old bank account with first unitholder name and bank account number printed on the face of the cheque. In case old bank account is already closed, a duly signed and stamped original letter / certificate from such bank on the letter head of bank, confirming the closure of said account shall be required.

The AMC based on its internal risk assessment may demand any additional documents for the old bank account registered with the Fund and reserves the right to process the request subject to submission of valid documents by the investor.

If photocopies are submitted, investors must produce original for verification of bank account details to the AMC branches / ISCs of Karvy. The original bank account statement or passbook shall be returned to the investors over the counter upon verification. Photocopies can also be attested by the concerned Bank. Further, Bank letter / certificate should be on its letterhead certifying that the Unit holder maintains/ maintained an account with the bank, the bank account information like PAN, bank account number, bank branch, account type, the MICR code of the branch & IFSC Code. It should be noted that certification by the bank manager with his / her full signature, name, employee code, bank seal and contact number shall

2. In the event of a request for change in bank account information being invalid / incomplete / dissatisfactory in respect of signature mismatch/ document insufficiency/not complying with any

requirements more specifically as indicated in clauses 1 & 2 above, the request for such change will not be processed.

3. In case the investor submits a request for Change of Bank Mandate, the same will be effective after a cooling period of 10 calendar days for validation and registration of new bank account. Redemption will be processed as per specified service standard and last registered bank account information will be used for payments to Unit holders.

## INSTRUCTIONS FOR MULTIPLE BANK ACCOUNT REGISTRATION

1. The form is required to be signed by the unitholders as per the mode of holding opted in particular folio.
2. Please enclose a cancelled original cheque leaf for each of such banks accounts. This will help in verification of the account details and register them accurately. The application will be processed only for such accounts for which cancelled original cheque leaf is provided. Accounts not matching with such cheque leaf thereof will not be registered.
3. If the bank account number on the cheque leaf is handwritten or investor name is not printed on the face of the cheque, bank account statement or pass book giving the name, address and the account number should be enclosed. If photocopies are submitted, investors must produce original for verification of bank account details to the AMC branches / ISCs of Karvy. The original bank account statement or passbook shall be returned to the investors over the counter upon verification. Photocopies can also be attested by the concerned Bank. Investor can also provide a letter / certificate from his bank on bank's letterhead certifying that the Unit holder maintains an account with the bank, the bank account information like PAN, bank account number, bank branch, account type, the MICR code of the branch & IFSC Code. It should be noted that certification by the bank manager with his / her full signature, name, employee code, bank seal and contact number shall be required.
4. The first/sole unit holder in the folio should be one of the holders of the bank account being registered.
5. The investors can change the default bank account by submitting this form. In case multiple bank accounts are opted for registration as default bank account, the mutual fund retains the right to register any one of them as the default bank account.
6. A written confirmation of registration of the additional bank account details will be dispatched to the investors within 10 calendar days of receipt of such request.
7. If any of the registered bank accounts are closed/ altered, please intimate the AMC in writing of such change with an instruction to delete/alter it from our records.
8. The bank account chosen as the primary/default bank account will be used for all redemption payouts/dividend payouts. At anytime, investor can instruct the AMC to change the default bank account by choosing one of the additional accounts already registered with the AMC.
9. If request for redemption received together with a change of bank account the same will not be registered and the redemption proceeds will be credited to existing registered Bank Account.
10. If in a folio, where investments are vide SB or NRO bank account, the bank account types for redemption can be SB or NRO only. If the purchase investments are made vide NRE account(s), the bank account types for redemption can be SB/NRO/NRE. However, redemptions can be permitted only through NRE/NRO account. Savings Bank will not be allowed.
11. The registered bank accounts will also be used to identify the pay-in proceeds. Hence, unit holder(s) are advised to register their various bank accounts in advance using this facility and ensure that payments for ongoing purchase transactions are from any of the registered bank accounts only, to avoid fraudulent transactions and potential rejections due to mismatch of pay-in bank details with the accounts registered in the folio.

## Baroda BNP Paribas Asset Management India Private Limited

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