

COMMON TRANSACTION REQUEST - NON FINANCIAL TRANSACTIONS

Please fill in the information below legibly in English and in CAPITALS

Sponsors: The Investment Trust of India Limited and
Fortune Credit Capital Limited
Trustee Company: ITI Mutual Fund Trustee Private Limited

Investment Manager: ITI Asset Management Limited
ITI House, Building no. 36, Dr. R. K. Shirodkar Marg,
Parel, Mumbai 400 012. CIN: U67100MH2008PLC177677



Request For	☐ Change of Bank Details/ Mode of Payout	☐ New Contact Details	☐ Consolidation of Folios	☐ Change of IDCW Option	☐ Change of Mode of Holding	☐ Revalidation of Dividend/ Redemption Cheque	☐ POA Registration	☐ Updation of PAN & KYC
Fill Section(s)	A+B+J	A+C+J	A+D+J	A+E+J	A+F+J	A+B+G+J	A+H+J	A+I+J

For Existing Unitholder(s) holding units in physical mode. Please read documentation requirements and Terms and Conditions overleaf.
Please fill in the information below legibly in English and in CAPITALS.

IMPORTANT: Please strike off the section(s) that is (are) not used by you to prevent any unauthorized use.

Date:

A. UNIT HOLDER INFORMATION

Folio No.	
1st/Sole Unit Holder Name	
Legal Entity Identifier (LEI) Code (Mandatory for Non Individual only)	
Validity till	

B. CHANGE OF BANK MANDATE/MODE OF PAYMENT [Refer (i) from instructions overleaf]

If you wish to change the mode of payout in your folio(s) to 'NEFT/RTGS', fill only the IFSC Code section below and submit a cancelled original cheque leaf or a copy of cheque leaf.

Bank A/c. No.		A/c. Type : ☐ Savings ☐ Current ☐ NRO ☐ NRE ☐ FCNR ☐ Others (please specify)
Bank Name		
Branch Address		
Branch City:		State:
Pin Code		MICR Code
IFSC Code		

Note: Unitholders will receive redemption/IDCW# proceeds directly into their bank account via Direct Credit/NEFT/ECS facility.

I/We want to receive the redemption/IDCW# proceeds (if any) by way of a cheque/demand draft instead of direct credit/credit through NEFT system/credit through ECS (only for IDCW#) into my/our bank account. ☐ Please tick (✓) # Income Distribution cum Capital Withdrawal

C. NEW CONTACT DETAILS

I. First/Sole Unit Holder

Tel. No. (0)		(R)		Fax	
Mobile No.		Email ID			

Mobile No. pertains to: ☐ Self ☐ Spouse ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ Guardian ☐ POA ☐ Custodian ☐ PMS
Email id pertains to: ☐ Self ☐ Spouse ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ Guardian ☐ POA ☐ Custodian ☐ PMS

II. Second Unit Holder

Mobile No.		Email ID			
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Mobile No. pertains to: ☐ Self ☐ Spouse ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ Guardian ☐ POA ☐ Custodian ☐ PMS
Email id pertains to: ☐ Self ☐ Spouse ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ Guardian ☐ POA ☐ Custodian ☐ PMS

III. Third Unit Holder

Mobile No.		Email ID			
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Mobile No. pertains to: ☐ Self ☐ Spouse ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ Guardian ☐ POA ☐ Custodian ☐ PMS
Email id pertains to: ☐ Self ☐ Spouse ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ Guardian ☐ POA ☐ Custodian ☐ PMS

On providing email-id, investors shall mandatorily receive scheme wise annual report or an abridged summary thereof account statements/statutory and other documents by email. It is deemed that the unit holder is aware of all the security risks associated with online communication including possible third party interceptions of documents sent via email. Please tick if you wish to receive scheme wise Annual Report or Abridged Summary through physical mode. ☐

D. CONSOLIDATION OF FOLIOS [Refer (ii) from instructions overleaf]

I/We wish to consolidate all my/our investments under specified folios into one folio. Folios to be consolidated (i.e. source folios):

NOTE: For additional folios, if any, use a separate form.

Target folio-[MANDATORY]: 1. This folio has to be one of the source folios. 2. After consolidation, the unit holder(s) agree that the details in the target folio will be applicable even if there were different details in source folio(s). 3. All Joint holders should sign, even in case of 'Anyone or Survivor'.

E. CHANGE OF IDCW OPTION

SCHEME NAME	OPTIONS
	☐ Payout To Reinvestment ☐ Reinvestment To Payout
	☐ Payout To Reinvestment ☐ Reinvestment To Payout
	☐ Payout To Reinvestment ☐ Reinvestment To Payout

Acknowledgement Slip (To be filled by the Investor)

Folio No.

Received from: Mr./Ms./M/s.

☐ Change of Bank Details/Mode of payout ☐ Updation of contact details ☐ Consolidation of Folios ☐ Change of IDCW Option
☐ Change in Mode of Holding ☐ Revalidation of Dividend/Redemption Cheque ☐ POA Registration ☐ Updation of PAN & KYC

For Office use

Signature of receiving authority

Date and Time of receipt :

Toll Free Number: 1800-266-9603

Non Toll Free Number: 022-69153500

Email: mfasstist@itiorg.com

Website: www.itiamc.com

F.	CHANGE IN MODE OF HOLDING FROM JOINT TO ANYONE OR SURVIVOR OR VICE-VERSA		
All unit holders should sign the form irrespective of mode of holding in the folio		Please tick (✓) ☐ Joint ☐ Anyone or Survivor	

G.	REVALIDATION OF DIVIDEND/ REDEMPTION CHEQUE		
I/We are in receipt of Redemption/ Dividend warrant as below:			
Cheque No.		Cheque Date	Cheque Amount
I/ We are herewith enclosing the warrant as I/ We could not deposit the same due to the below reason:			
☐ Bank account number incorrectly mentioned		☐ Bank account mentioned was inactive/ closed	
☐ Warrant validity period has expired		☐ Other	
☐ I request to reissue the said warrant after necessary revalidation without change in bank Mandate.			
☐ I request you to update the above new bank details and make payment in new bank through NEFT/RTGS.			
(**NOTE: Above Point No. B should be mandatorily filled to facilitate NEFT/RTGS)			

H.	POA (POWER OF ATTORNEY) REGISTRATION DETAILS		
Name of the POA holder			
PAN of the POA holder		☐ Attached KYC Copy (Mandatory) ☐ Notarized copy of POA	

I.	UPDATION OF PAN & KYC		
PAN of Sole/ First Applicant/ Guardian		☐ KYC Copy ☐ Self-attested copy of PAN	
PAN of Second Applicant		☐ KYC Copy ☐ Self-attested copy of PAN	
PAN of Third Applicant		☐ KYC Copy ☐ Self-attested copy of PAN	

J.	UNITHOLDER(S) DECLARATION & SIGNATURE(S)		
Note:			
1. To be signed by all unit holders, if mode of holding is Joint. In case you have opted for Consolidation of Folios, all unit holders should sign irrespective of mode of holding.			
2. Alterations in the form, if any should be countersigned.			
Declaration:			
Having read and understood the contents of the Scheme Information Document of the Scheme and Statement of Additional Information and subsequent amendments thereto including the section on "Who cannot invest", "Prevention of Money Laundering" and "Know Your Customer", I/We hereby apply to the Trustee of ITI Mutual Fund for units of the Scheme as indicated above and agree to abide by the terms and conditions, rules and regulations of the Scheme. I/We hereby authorise ITI Mutual Fund, its Investment Manager and its agents to disclose details relating to me or my investments to my bank(s)/ITI Mutual Fund's bank(s) and/or Distributor/ Broker/Investment Advisor and to verify my/our bank details provided, or to disclose to such service providers as may be required for the regular conduct of business. I/We hereby authorize you to disclose, share, remit in any form, mode or manner, all/any of the information provided by me/us, including all changes, update to such information as and when provided by me/us to ITI Mutual Fund/ITI Asset Management Limited to any Indian or foreign governmental or statutory or judicial authorities /agencies, the tax/revenue authority and other investigation agencies without obligation on advising me/us of the same, including any service providers of the Fund/ AMC for regular conduct of business. I/We authorise ITI Mutual Fund to reject the application, revert the units credited/redeem units created at applicable NAV, restrain me/us from making any further investment in any of the Schemes of the Fund, recover/debit my/our folios(s) with the penal interest and take any appropriate action against me/us in case the cheque(s)/payment instrument is/are returned by my/our banker for any reason whatsoever.			
I/We hereby declare and confirm that the information provided in this form is true and correct and is duly supported by the document proof enclosed alongwith the form. I/We further agree and confirm that in the event there is any discrepancy between the information provided herein and the supporting documents, the AMC/ Mutual Fund shall be entitled to reject the form. The AMC/Mutual Fund shall not be liable and/or responsible for any loss or damage that I/we may incur if the Form is rejected.			
Date Place		SIGNATURE(S)	
		 Sole/First Unit Holder/Guardian	 Second Unit Holder
		 Third Unit Holder	

INSTRUCTIONS

i. Change of Bank Mandate

Proof of any one of the existing bank accounts in the folio and proof of the new bank account mentioned in this application form should be submitted. Any one of the following documents are valid supporting documents for a bank account.

- A cancelled original cheque leaf (where the account number and first Unitholder name is printed on the face of the cheque). Unitholders should without fail cancel the cheque and write 'Cancelled' on the face of it to prevent any possible misuse.
- A letter from the bank on its letterhead 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.
- A copy of the bank pass book or a statement of bank account with current entries not older than 3 months having the name, address and account number of the account holder.
- The copy should be certified by the bank manager with his/her full signature, name, designation, employee code, bank seal and contact number. Unitholders may also bring a copy of any of the documents mentioned above along with the original documents to the ISCs/Official Points of Acceptance of ITI Mutual Fund ("Fund"). The copy of such documents will be verified with the original documents to the satisfaction of the Fund. The original documents will be returned across the counter to the Unitholder after due verification. In case the original of any document is not produced for verification, then the copies should be attested by the bank manager with his/her full signature, name, designation, employee code, bank seal and contact number.
- ITI Asset Management Limited/Fund may call for any additional documents if required.
- The new bank account mentioned in this form will be registered as the default account.

In the event of a request for change in bank account information being invalid/incomplete/not satisfactory in respect of signature mismatch/document insufficiency/not meeting any requirements more specifically as indicated in aforesaid clauses, the request for such change will not be processed. Redemptions/Income Distribution cum Capital Withdrawal payments, if any, will be processed and the last registered bank account information will be used for such payments to Unit holders.

Unit holders may note that it is desirable to submit their requests for change in bank details at least 7 days prior to date of redemption/Income Distribution cum Capital Withdrawal payment, if any and ensure that the request for change in bank mandate has been processed before submitting the redemption request. If change in bank mandate has not been processed, payment will be made in the existing bank account registered in the folio. Further, in the event of a request for redemption of units being received within seven days of change in bank account details, the normal processing time as specified in the Scheme Information Document, may not necessarily apply, however it shall be within the regulatory limits.

Any unregistered bank account or a new bank account mentioned by the Unit holder along with the redemption request may not be considered for payment of redemption/Income Distribution cum Capital Withdrawal proceeds.

ii. Instructions for Consolidation of Folios

- Folios can be consolidated only if names of the all unit holders (and the pattern of holding), tax status, bank details, nomination and mode of operation (single/joint/either or survivor) are same in all source folios.
- All joint holders must sign on consolidation requests irrespective of the mode of operation (single/joint/either or survivor) in the source folios.
- Folios once consolidated cannot be separated.
- Consolidation is effected at the folio level and not at the scheme level.

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

- "CANCELLED" original cheque leaf of the New as well as the Existing registered bank account in the Folio/s (where the first unitholder/ investor's name is printed on the face of the cheque).

- Copy of the Bank Passbook/ Bank Statement (with entries not older than 3 months) of the new bank account as well as the existing bank account wherein the first unitholder/ investor's name, bank a/c no. and bank branch is clearly legible.
- A letter from the bank on its letterhead certifying investors' bank account information (new and existing bank mandate) viz. account holders' name, bank a/c no., bank branch, a/c type, MICR and IFSC code.

In case of the existing bank account is already closed, investors may submit letter from such bank on its letterhead, confirming the closure of the account with relevant account details.

Copies of the above documents can be submitted along with the original documents at any of the branches of ITI Mutual Fund/ KARVY and the original document/s will be returned to investors after due verification and attestation. In case the original of any document is not produced for verification, then the copies can be attested by an authorized official of the Bank (Officer grade and above) clearly mentioning the name, designation & employee number with branch seal.

iv. POA (Power of Attorney) Registration

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

v. Updation of PAN & KYC

- Self-attested copy of your PAN Card is mandatory
- Exemptions / clarifications to PAN (Sufficient documentary evidence in support of such claims to be enclosed.)
 1. 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.
 2. Investors residing in the state of Sikkim.
 3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
 4. SIP of Mutual Funds upto Rs. 50,000/- p.a.
 5. 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.

vi. KYC compliance:

- 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.itiamc.com / www.cvindia.com / www.amfiindia.com before investing.
- 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.