

# COMMON TRANSACTION REQUEST - NON FINANCIAL TRANSACTION

# 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: D D M M Y Y Y Y							
A. UNIT HOLDER INFORMATION (Mandatory)							
FOLIO NO:							
Sole/First Unit Holder							
B. CHANGE OF BANK MANDATE / MODE OF PAYMENT (Please fill section A+B+H) [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.							
Account Number							
Bank Name							
Branch Address Branch City: State:							
PIN CODE MICR Code IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII							
Note: Unitholders will receive redemption/ dividend proceeds directly into their bank account via Direct Credit/ NEFT/ECS facility. If We want to receive the redemption of dividend proceeds (if any) by way of a cheque of demand draft instead of direct credit of credit through NEFT system of credit through ECS (only for dividend) into my our bank account. [In [Please tick (3)]] Important: The charges, if any, levied by the unit holder's bank for receiving payments (i.e. dividend of redemption proceeds) through NEFT of RTGS and crediting the unitholder's account, will be borne by the unit holder.  ***** Refer General Instruction 9 of the KIM (Mandatory for Credit via RTGS of NEFT) (11 Character code appearing on your cheque leaf. If you do not find this on your cheque leaf, please check for the same with your bank)							
C. PAN, DOB and KYC Updation (Please fill section A+C+H)							
PAN of Sole/ First Applicant/Guardian  Date of Birth*  D D M M Y Y Y Y Y  Enclosed KYC  Acknowledgment Letter							
PAN of Second Applicant Date of Birth* D D M M Y Y Y Y Enclosed KYC Acknowledgment Letter							
PAN of Second Applicant Date of Birth* D D M M Y Y Y Y Enclosed KYC							
*Date of Birth updation: please provide self-attested PAN, Driving Licence, Passport and birth certificate.							
D. NEW CONTACT DETAILS (Please fill section A+D+H) [Refer (ii) from instructions overleaf]							
Country Code STD Code Mobile No. Fax							
Res. Telephone : Off.   I/we wish to receive physical copy of the Annual Report or Abridged Summary thereof (Applicable only if email id is not available)							
Select appropriate validation code SE SP DC DS DP GD PM CD PO							
^Email Id							
Select appropriate validation code   SE   SP   DC   DS   DP   GD   PM   CD   PO							
^ 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.							
E. CONSOLIDATION OF FOLIOS (Please fill section A+E+H) [Refer (iii) from instructions overleaf]							
Note: Target Folio							
1. Consolidation can take place only if a. Names of all unit holders (and the pattern of holding), b. Address of unit holders, c. mode of operation (single/joint/either or survivor) d. Order of unit holders, e. Tax status and Nominee details are identical in all the mentioned folios.  (MANDATORY):  Source Folio: I/We wish to consolidate all my/our investments under specified folios into one folio. Folios to be consolidated:							
2. I/We agree that the mode of holding, bank mandate, address and nomination details in the Target Folio will be applicable and will prevail after consolidation even if they were different details in source folios.							
3. Bank particulars in the target folio has been retained for your redemption/dividend proceeds.							
4. All joint holders must sign on consolidation requests irrespective of the mode of operation (single / joint / either or survivor) in the source							

Alterations in the form, if any should be countersigned.

F. CHANGE IN MODE OF HOLDING from Joint to "Anyone or survivor" or vice-versa (Please fill section A+F+H)							
Please tick (✓): ☐ Joint ☐ Anyone or Survivor							
Note: All unit holders should sign the form irrespective of mode of holding in the folio .							
G. REGISTRATION / CHANGE / CAN	NCELLATION C	F NOMINATION	N (Please fill section A	A+G+H) [Refer (iv) fro	m instructions overleaf]		
REGISTRATION CHANGE/MODIFICATION *CANCELLATION *In case of cancellation of Nomination, it is mandatory to provide							
opt-out declaration provided in the nomination section of the form.							
I/We wish to make a nomination and do hereby nominate the following person(s) who shall receive all the assets held in my / our account in the event of my / our death. [As per details given below] - Applicable for Individual Unitholders only (Refer Instruction 13 of the KIM)							
Mandatory Details				Non-mandatory Details			
Name of Nominee(s) (Recommended else read and tick (🗸) the declartion below )	Relationship with Applicant (If any)	Date of Birth & Name of Guardian (in case the Nominee is a minor)	Proportion (%) in which the units will be shared by each Nominee (should aggregate to 100% - Any odd lot after division shall be transferred to the first nominee mentioned in the form.)	Address of Nominee(s)/ Guardian in case of Minor Mobile / Telephone No. / Email ID of nominee(s) / Guardian in case of Minor	Nominee/ Guardian (in case of Minor) Identification details - [Please tick any one of following and provide details of same]  Photograph & Signature PAN  Aadhaar (masked - only last 4 digits visible)  Saving Bank account no.  Proof of Identity Demat Account ID		
Nominee 1							
Nominee 2							
Nominee 3							
<b>Note:</b> This nomination shall supersede any prior nomination made by the account holder(s), if any. The AMC / Mutual Fund shall provide acknowledgement of the nomination form to the account holder(s)							
OR							
[Please (/)] I / We hereby confirm that I / We do not wish to appoint any nominee(s) in my / our MF Folio/ demat account and understand the issues involved in non-appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my / our legal heirs would need to submit all the requisite documents / information for claiming of assets held in my / our MF Folio / demat account, which may also include documents issued by Court or other such competent authority, based on the value of assets held in the MF Folio / demat account.  Note:							
In case of varied requests viz. registration/change/cancellation, please fill-in separate Nomination form							
2. All joint holders should sign, even in case of Anyone or Survivor'.							
3. The allocation/share should be in whole numbers without any decimals making a total of 100 percent. If the percentage of share is not mentioned then the claim will be settled equally amongst all the indicated nominee(s)							
H. UNITHOLDER(S) SIGNATURE(S)*							
Note:							
To be signed by all unitholders, if mode of holding is joint. In case you have opted for registration/cancellation of nomination and/or consolidation of folios, all joint holders should sign, even in case of 'Anyone or Survivor'.							
Declaration :		,					
"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."							
Sign Here							
First / Sole Applicant/ Guardian /	PoA Holder	Second / Sole	e Applicant/ Guardian	/ PoA Holder Thir	d / Sole Applicant/ Guardian / PoA Holder		

 $<sup>^{\</sup>star}$ Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature.

## **INSTRUCTIONS**

### Change of Bank Mandate

It is mandatory for every applicant to provide the name of the bank, branch, address, account type and number as per SEBI requirements and any Application Form without these details will be treated as incomplete. Such incomplete applications may be liable to be rejected.

In case of change in bank mandate, following process shall be followed:

- 1. Proof of the existing bank account registered in the folio along with proof of the new bank account mentioned in the application form should be submitted. Any one of the following documents are valid supporting documents for a new and existing bank accounts:
  - 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. 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.
  - In case of existing Bank account is already closed, a duly signed and stamped original letter from such bank on the letter head of bank, confirming the closure of said account.
- 2. 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 the Fund / Registrar & Transfer Agent (RTA).
- 3. The copy of such documents will be verified with the original documents to the satisfaction of the Fund / RTA. 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.
- 4. The AMC/ the Fund may call for any additional documents if required.
- 5. The new bank account mentioned in the form will be registered as the default bank account.
- 6. 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 specially as indicated in aforesaid clauses, the request for such change will not be processed. Redemptions / IDCW payments, if any, will be processed and the last registered bank account information will be used for such payments to Unit holders.

In case of any change of Bank Mandate request received/processed few days prior to submission of a redemption request or on the same day as a standalone change request, MMIMPL will follow cooling period of 10 calendar days for validation of the same.

## ii. E-MAIL & MOBILE COMMUNICATION

Investors may note that Primary holder's own email address and mobile number should be provided for speed and ease of communication in a convenient and cost-effective manner, and to help prevent fraudulent transactions. If the AMC / RTA finds that the email address / mobile number provided is not of the actual investor or seems to be incorrect, the AMC / RTA may choose not to capture / update the email address / mobile number.

Further, the email address provided by the investor will be registered in our records and will be treated as their consent to receive, Allotment confirmations, Consolidated Account Statement/Account Statement, annual report/ abridged summary and any statutory / other information as permitted via electronic mode /email. These documents shall be sent physically in case the Unit holder opts/request for the same.

Should the Unit holder experience any difficulty in accessing the electronically delivered documents, the Unit holder shall promptly intimate the Mutual Fund about the same to enable the Mutual Fund to make the delivery through alternate means. It is deemed that the Unit holder is aware of all security risks including possible third party interception of the documents and contents of the documents becoming known to third parties.

The AMC/Trustee reserve the right to send any communication in physical mode.

Description of Email & Mobile validation codes:

Family Code	Family Description
SE	Self
SP	Spouse
DC	Dependent Children
DS	Dependent Siblings
DP	Dependent Parents
GD	Guardian
РМ	PMS
CD	Custodian
РО	POA



#### iii. Consolidation of Folios:

In case an investor has multiple folios, the AMC reserves the right to consolidate all the folios into one folio, based on such criteria as may be determined by the AMC from time to time. In case of additional purchases in same scheme / fresh purchase in new scheme, if the investor fails to provide the folio number, the AMC reserves the right to allot the units in the existing folio, based on such integrity checks as may be determined by the AMC from time to time.

- · Folios once consolidated cannot be separated.
- Consolidation is effected at the folio level and not at the scheme level.
- · In case there is no nominee in the target folio, please fill section G of this form.

#### iv. Instructions for Nomination

Pursuant to Regulation 29A of the SEBI Regulations and clause 17.16 of SEBI Master Circular, the AMC provides an option to the Unitholder to submit either the nomination form or the declaration form for opting out of nomination in physical (using the format available on the website of the Fund viz., www.mahindramanulife.com) or online mode, as per the choice of the unit holder(s).

In case of physical option, the forms shall carry the wet signature of all the unit holder(s). In case of online option, instead of wet signature(s) of all the unit holder(s), the AMC shall validate the forms:

- a) through two factor authentication in which one of the factors shall be a One-Time Password sent to the unit holder at his/her email/phone number registered with the AMC; or
- b) by using e-Sign facility recognized under Information Technology Act, 2000; as and when this facility is made available;

Where the Units are held by more than one person jointly, the joint Unit holders may together nominate a person(s) in whom all the rights in the Units shall vest in the event of death of all the joint Unit holders. By provision of this facility the AMC is not in any way attempting to grant any rights other than those granted by law to the nominee(s).

A nomination in respect of the Units does not create an interest in the investments after the death of the Unit holder. The nominee(s) shall receive the Units only as an agent and trustee for the legal heirs or legatees as the case may be.

- 1. It is mandatory for all new investors/unitholders under "Single" mode of holding to provide Nomination details (including nominee name, address and relationship) or Opt out of the nomination by providing specific details / declaration in the 'Nomination' section of the form. In the absence of the said details, the application form shall be liable for rejection. However, it is advisable for all existing investors/unitholders under "Single" as well "Joint" mode of holding to provide 'choice of nomination' in their folios for ensuring smooth transmission of securities held by them.
- 2. The nomination can be made only by individuals applying for/holding units on their own behalf singly or jointly.
- Non-individuals including a Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu undivided family, a Power of Attorney holder and/or Guardian of Minor unitholder cannot nominate.
- 4. Nomination is not allowed in a folio of a Minor unitholder.
- 5. In case a folio has joint holders, all joint holders should sign the request for nomination/ cancellation of nomination, even if the mode of holding is 'either or survivor'
- 6. Minor(s) can be nominated and in such cases, the date of birth of minor, name of the parent/ legal guardian representing such minor nominee(s) shall be provided mandatorily by the Unit holder.
- 7. Only the following categories of Indian Residents can be nominated: (a) individuals (b) minors through parent/legal guardian (c) religious and charitable trusts and (d) Central Government, State Government, a local authority or any person designated by virtue of his office. The Nominee shall not be a trust other than a religious or charitable trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family or a Power of Attorney holder.
- 8. Nomination in respect of the units stands rescinded upon the transfer of units.
- 9. A Non-Resident Indian may be nominated subject to the applicable exchange control regulations.
- 10. Multiple Nominees: Nomination can be made in favour of multiple nominees, subject to a maximum of three nominees. In case of multiple nominees, the percentage of the allocation/share should be in whole numbers without any decimals, adding upto a total of 100%. If the total percentage of allocation amongst multiple nominees does not add up to 100%, the nomination request shall be treated as invalid and rejected. In the event of the Unit holder(s) fail to indicate the percentage of allocation/share for each of the nominees, the Fund/ AMC, by invoking default option shall settle the claim equally amongst all the nominees.
- 11. Every new nomination for a folio will overwrite the existing nomination, if any. Nomination will be subject to the provisions of the respective SID(s).
- 12. Nomination made by a unit holder shall be applicable for units held in all the schemes under the respective folio / account.
- 13. Death of Nominee/s: In the event of the nominee(s) pre-deceasing the unitholder(s), the unitholder/s is/are advised to make a fresh nomination soon after the demise of the nominee. The nomination will automatically stand cancelled in the event of the nominee(s) pre-deceasing the unitholder(s). In case of multiple nominations, if any of the nominee is deceased at the time of death claim settlement, the said nominee's share will be distributed equally amongst the surviving nominees.
- 14. Transmission of units in favour of a Nominee shall be valid discharge by the AMC/ Mutual Fund / Trustees against the legal heir(s).
- 15. The nomination will be registered only when the form is completed in all respects to the satisfaction of the AMC.
- 16. In respect of folios/accounts where the Nomination has been registered, the AMC will not entertain any request for transmission / claim settlement from any person other than the registered nominee(s), unless so directed by any competent court.
- 17. Cancellation of nomination can be made only by those Unit holder(s) who hold Units on their own behalf either singly or jointly and who made the original nomination. On cancellation of nomination, the nomination shall stand rescinded and the Fund/ AMC shall not be under any obligation to transmit the Units in favour of the nominee(s).
- 18. 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.
- 19. Investors may note that where the Units are transferred in favour of the nominee, the "Know Your Investors may note that where the Units are transferred in favour of the nominee, the "Know Your Customer" norms, where applicable will have to be fulfilled by the nominee.