

NON - FINANCIAL TRANSACTION FORM

(Please read the instructions before filling up the form)

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

Existing bank details (Any one of the following)

- ☐ A cancelled original cheque leaf/Self attested copy of cancelled cheque*
- ☐ Photocopy of bank passbook or bank account statement (Having entries not older than 3 months)
- ☐ Letter from the bank

New bank details (Any one of the following)

- ☐ A cancelled original cheque leaf/Self attested copy of cancelled cheque*
- ☐ Photocopy of bank passbook or bank account statement (Having entries not older than 3 months)
- ☐ Letter from the bank

*Account number and name of the first unit holder should be printed on the face of the cheque.

**The copy of above existing and new bank 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.

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.
- ☐ Self-attested Proof of identity i.e. PAN/masked Aadhar/ driving license, passport is mandatory if old bank proof are not provided along with declaration

I / We have read and understood the terms and conditions given below for registration of / change to multiple bank accounts. I / We understand that my / our application form is liable to be rejected if it is not filled as per the details required herein and in case the correct and complete supporting documents are not provided by me / us. I / We hereby declare that the particulars given above are correct and express my / our willingness to receive credit of Dividend / redemption proceeds through the mode indicated above.

To be signed as per mode of holding. In case of non-Individual Unit holders, to be signed by **AUTHORISED SIGNATORIES**

Signature of 1st Applicant / Guardian /
Authorised Signatory /PoA / Karta

Signature of 2nd Applicant / Guardian /
Authorised Signatory /PoA

Signature of 3rd Applicant / Guardian /
Authorised Signatory /PoA

IN-PERSON VERIFICATION (IPV)

Folio No.(s) (Mandatory)									
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Existing Bank Account Details

Account Type		IFSC code	
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Thanking You,
Yours faithfully,

	First Holder	Second Holder	Thrid Holder
Name			
Contact No.			
Signature			

FOR OFFICE USE ONLY

Emp. Code	
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Signature

NOTE

1. If photocopies of the above documents are submitted, the unit holder must present the originals for verification at any Axis AMC branch or official point of acceptance of transactions.
2. The name printed on the documents must match the name on the folio.
3. The AMC reserves the right to accept the request, subject to additional verifications, production of additional documents, or in-person verification of the unit holder.
4. A Core Banking System (CBS) account is mandatory.

3 I wish to Update/Change my contact details

[illegible]

☐ Self ☐ Spouse ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ Guardian ☐ PMS

4 I wish to change my mode of holding (All Joint Holders should sign as per existing unit holding, even in case of "Any one or Survivor")

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

STP in Scheme (in case of STP) **AXIS**

6 I wish to cancel my IDCW Transfer Plan (DTP) Source Scheme / Plan / Option (From where Dividend is transferred)

Income Distribution cum Capital Withdrawal (IDCW) Sub Option ☐ IDCW Payout ☒ IDCW Reinvestment (default)

7 I wish to change my IDCW option (All Joint Holders should sign, even in case of "Any one or Survivor")

Scheme Name	AXIS	☐ Payout To Reinvest	☐ Reinvest To Payout
Scheme Name	AXIS	☐ Payout To Reinvest	☐ Reinvest To Payout
Scheme Name	AXIS	☐ Payout To Reinvest	☐ Reinvest To Payout

8 Consolidation of folios

Target Folio Target Folio/Accounts (only one)

Source Folios

1		2	
3		4	
5		6	

Note: The consolidation of folios will be effected only if the following information is identical in all folios

• Name of Unit Holder(s) • Order of Unit Holders • Mode of Holding • Tax Status • Bank details • Nominee details

9 Nomination details (Please ✓)**Nominee 1**

Name of the Nominee* Nomination (%)*

Relationship with applicant* Mobile Number*

Email ID* Residential Address*

Pincode*

Proof of Identity* ☐ Pan ☐ Driving Licence ☐ Aadhar ☐ Passport number in case of NRI/ OCI/ PIO Identification No*

Nominee / Guardian (In Case of Minor) DOB

Nominee 2

Name of the Nominee* Nomination (%)*

Relationship with applicant* Mobile Number*

Email ID* Residential Address*

Pincode*

Proof of Identity* ☐ Pan ☐ Driving Licence ☐ Aadhar ☐ Passport number in case of NRI/ OCI/ PIO Identification No*

Nominee / Guardian (In Case of Minor) DOB

Nominee 3

Name of the Nominee* Nomination (%)*

Relationship with applicant* Mobile Number*

Email ID* Residential Address*

Pincode*

Proof of Identity* ☐ Pan ☐ Driving Licence ☐ Aadhar ☐ Passport number in case of NRI/ OCI/ PIO Identification No*

Nominee / Guardian (In Case of Minor) DOB

I/We want the following details on nomination to be printed in the statement of account, provided to me/ us by the AMC / DP as follows; (please tick, as appropriate)

☐ Name of nominee(s) ☐ Nominee Registration Status Yes / No

I/We hereby authorize _____ (Nominee No) _____ to operate my account on my behalf, in case of my incapacitation. He/ She is authorized to encash my assets up to _____ % of assets in the account / folio or Rs. _____/-

☐ I wish to complete the KYC of nominee (For completing KYC of nominee, kindly fill the separate KYC Form)☐ I do not wish to complete KYC of nominee.**NON - FINANCIAL TRANSACTION FORM**
[Acknowledgement copy (To be filled by investor)]Folio number Date Received from Mr./Ms./Mrs. ☐ SIP ☐ STP ☐ SWP ☐ DTP☐ Updation of PAN & KYC☐ Change in bank details☐ Change in contact details☐ Change in Mode of holding☐ Consolidation of folios☐ Change of broker code☐ Change in IDCW option☐ Nomination details☐ Registration of POA☐ Revalidation of IDCW/ redemption☐ Systematic Transactions cancellation

(Power of Attorney)

Stamp & Signature

DECLARATION FOR OPTING-OUT OF NOMINATION

☐ 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.

This nomination shall supersede any prior nomination made by me / us, if any.

Name and Signature of Holder	Signature(s) of holder/ Thumb impression	Witness Name and Address**	Witness Signature**
Sole / First Holder (Mr./Ms.) _____		_____ _____	
Second Holder (Mr./Ms.) _____		_____ _____	
Third Holder (Mr./Ms.) _____		_____ _____	

** Signature of two witness(es), along with name and address are required, if the account holder affixes thumb impression, instead of wet signature.

10 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 Section (2) COB should be mandatorily filled to facilitate NEFT/RTGS)

11 POA (Power of Attorney) registration details

Name of the POA holder

PAN of the POA holder ☐ Attached KYC Copy (Mandatory) ☐ Notarized copy of POA

12 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

13 Change of broker code

Scheme Name **AXIS**

Name of distributor /RIA

*ARN to RIA / ARN to Direct or vice-versa is not applicable

ARN/RIA Code EUIN/Internal Code SUB-Distributor ARN

Declaration: I / We wish to change the distributor /broker /RIA code and request Axis Mutual Fund to update the ARN/RIA code in my/our folio number/s mentioned above. I/We understand that if any mandatory details are not mentioned the request will be liable to be rejected. I/We hereby give you/our consent to share provide the transactions data feed in respect of my/our investments to the above mentioned distributor/RIA.



<https://ifaconnect.axismf.com/#/home>



Scan the QR code to download the new AxisMF App



GET IT ON Google Play



Download on the App Store



www.axismf.com

<https://www.axismf.com/corporate/Login.aspx>



To stay up to date with your mutual fund investments, connect with us on our WhatsApp number. Sent us a 'Hi' on **7506771113** from your registered mobile number to have your queries answered.



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[X.com/AxisMutualFund](https://twitter.com/AxisMutualFund)



[LinkedIn.com/company/Axis-Mutual-Fund](https://www.linkedin.com/company/Axis-Mutual-Fund)



[YouTube.com/AxisMutualFund](https://www.youtube.com/AxisMutualFund)

14 DECLARATION & SIGNATURES (To be signed as per the Existing Mode of Holding)

Having read and understood the content of the Non- Financial Transactional Form of Axis Mutual Fund.
I/we have read and understood the instructions and I/we hereby apply for the necessary changes.

Investor Details	1st holder	2nd Holder	3rd Holder
Name			
Signature			

Date

D

D

M

M

Y

Y

Y

Y

Place

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 / dividend payments, 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 / dividend proceeds 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 SIP's 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. **Dividend Transfer Plan (DTP) Form should be submitted atleast 7 days before the record date of any forthcoming proposed dividend.** At the time of discontinuation of DTP facility, the Unit holders should indicate their choice of option i.e. dividend reinvestment or dividend payout. In the event the Unitholder does not indicate his choice of dividend option, the dividend, if any, will be reinvested (compulsory payout if dividend reinvestment option is not available) in the Source Scheme. Once the request for DTP is registered, then it shall remain in force unless it is terminated as aforesaid

6. **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 Folio
 - Names of All unit holders
 - Order of the holdings
 - Mode of Holding
 - Tax Status

- Bank details
- Nominee 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 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 Axis AMC Ltd. to its satisfaction.

8. **Revalidation of dividend/ 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. Redemptions / dividend 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 / dividend 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.

INSTRUCTIONS (CONTD.)

- 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
- b) Exemptions / clarifications to PAN (Sufficient documentary evidence in support of such claims to be enclosed.)
- c) 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.
- d) Investors residing in the state of Sikkim.
- e) UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
- f) SIP of Mutual Funds upto Rs. 50,000/- p.a.
- g) 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.
- h) 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.axismf.com / www.cvlindia.com/www.amfiindia.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.