# **COMMON TRANSACTION FORM**

From

ADDITIONAL PURCHASE

Folio No.

**SWITCH** 

REDEMPTION



**Bandhan** Mutual Fund

Badhte Raho

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## **INSTRUCTIONS**

#### A. General Instructions:

- 1. For subscription transaction, relevant KYC, FATCA, & UBO form should be submitted with this transaction slip, if applicable.
- 2. NPO declaration is mandatory for Trusts/Societies/Section 8 companies (under Companies Act, 2013)
- 3. KYC & FATCA details needs to be submitted ONLY once under the folio, unless there is a change in record previously submitted.
- 4. FATCA details are required to be submitted, in absence of which the PAN of the investor would become reportable.
- 5. Please read the Offer document, addendum, KIM and all scheme related information before submitting the Form.
- 6. As per guidelines issued by SEBI under the 'Prevention of Money Laundering Act, 2002', all unitholders should mandatorily be KYC compliant, for subscription or switch of mutual fund units. Hence applications from non-KYC compliant unitholders will not be honoured.
- 7. Any alteration in the form should be countersigned by the holders, in order to be successfully processed.
- 8. Where investor has mentioned, ARN/sub-broker/EUIN code of distributor, and selected 'DIRECT' plan under scheme option, the application would be processed under Direct plan irrespective of the Distributor information. Further, in a reverse case where an application is received under 'Regular' Plan without DIRECT /ARN code being mentioned under ARN column, the application will also be processed as a Direct Application with 'Direct' plan as the scheme option.
- 9. Weekly IDCW payout option is available only in Bandhan Liquid Fund.

#### B. Specific Instructions - Additional Purchase

- 1. 1st holder should mandatorily be one of the a/c holders in the bank account from where the amount for subscription is being issued. In the case where unit holder name is not present in the payment instruction (cheque/DD/RTGS/NEFT/Fund Transfer advice) the same needs to be evidenced with necessary supporting documents, as required by the AMC
- 2. Applicant pay-in bank details is mandatory for additional purchase.
- 3. Subscription vide cash, money orders, postal orders, stock invests, outstation or post-dated cheques and third party payments will not be accepted.

#### C. Specific Instructions - Additional Purchase through OTM

- 1. Investors who choose to subscribe through OTM facility registered under their Folio, do not need to provide any pay-in instrument details
- 2. Bank details are mandatory, if transaction is executed through OTM facility. In case where no bank details are mentioned OR OTM mandate is not registered under the given bank details, default bank mandate under OTM facility will be considered to debit the purchase amount.
- 3. Units will be allotted basis realization of funds (i.e. applicable NAV). The AMC is not liable for any delay in application of NAV, arising out of late credit of proceeds into scheme collection account.
- 4. Subsequent purchase transactions may be rejected by banker, if the frequency specified in OTM is not opted for "As and when presented", OR if purchase amount exceeds fixed/maximum amount specified in Mandate.
- 5. AMC reserves the right to reject or process an application subject to internal verification.

#### D. Specific Instructions - Redemption/Switch

- 1. Transaction is liable to rejection in case details pertaining to Folio/scheme/plan/sub option is not mentioned correctly.
- 2. Successful processing of transactions are subject to availability of clear mention of amount/ units
- 3. If there is no sufficient balance of amount/units available to match the specified units in the transaction advice, then the free/available units under the scheme will be redeemed/switched.
- 4. Redemption proceeds will be credited ONLY to the default bank mandate registered OR any of the pre-registered multiple bank accounts (if specified) under the folio, at the time of the transaction.

### E. UPI Transactions\*

- 1. Mandatory fields like Unique Payment Reference Number, IFSC code and VPA/UPI address need to be filled in the application form.
- 2. Folio no. and scheme name to be captured in the remark's column on your UPI app.
- 3. Units allotment will be subject to receipt of the application before the cutoff timings and the realization of fund against UPI transfer.
- 4. Payment has to be made only from the registered bank account in the folio.
- 5. In case, the amount received is from the unregistered account, the reconciliation including third party verification will happen on the basis of account number and name as per the reverse feed.
- 6. In case, bank account no. or investor name does not match, investor will have to arrange for cheque copy / bank statement for the account number as per bank report. If name in bank records does not match the funds would be considered as received from third party and the allotment of units shall be liable for rejection and amount refunded to the source.
- 7. In case, cheque copy / bank statement is not received within T+3 days or Investor Name is not available on cheque copy / bank statement, within T+5 days refund shall be initiated transaction will be rejected.

In case there is any change in your KYC information please update the same by using the prescribed 'KYC Change Request Form', available on our website www.bandhanmutual.com.under.the.downloads.section, and submit the same at the Point of Service of any KYC Registration Agency.

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