



Request for Change/Addition of Bank Mandate

Folio No.(s)

PAN

Investor Name

- Change of Bank Mandate
 Addition of Bank Mandate (For Adding more than one Bank – MBM form to be used as Annexure)
 Updation of Core bank account

To

Aditya Birla Sun Life Mutual Fund

This has the reference to my/our investments in the captioned folio(s) in your Fund.

I/we would like to Change/addition of my/our Bank Mandate registered in the referred Folio (s) as per the details provided below.

New Bank Account details: (The new bank account mentioned in this form will be registered as the default account.)

Bank Account No.

Bank A/C Type Savings Current NRI-NRO NRI-NRE Others

Bank Name

Bank Branch Name

IFSC Code MICR Code

My identity details for IPV (copy enclosed & original shown for verification)*

Description	First Holder / Guardian	Joint Holder 1	Joint Holder 2
PAN / <u>Please Specify</u> #			
Holder's Name			
Contact Number			
Mobile No. provided pertains to	<input type="checkbox"/> Self <input type="checkbox"/> Family Member (Note: If Mobile No. pertains to Family Member please select any one) <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Dependent Children		
Signature			

* As per mode of holding in the indicated folio(s)

Self Attested Photo Identity Proof for PAN Exempt Investors like Passport, Voter ID, Driving License

In-Person verification (For Office Use only) – applicable only if the old / existing bank mandate proof not submitted

I have done the In-Person verification of the above referred investor along with ID document specified above; matched with the information available in the referred Folio(s) and found them in order. Also verified the originals of new bank mandate documentary proof with the copies shared and found them in order.

Employee Name		Signature with Branch Seal
Employee No.		
Location Name	AMC - <Location Name>	
Date	<input type="text"/>	

Mandatory Documents Required (Please attach any one of the following)**

For the existing / new bank account

- Cancelled original cheque leaf, where the account number and first Unitholder name is printed on the face of the cheque (OR)
- Bank Passbook having the name, address and account number of the account holder

Note: The above documents should be either in original or copy to be submitted along with original shown for verification



Terms and Conditions

1. A change of bank mandate request should be submitted along any one of the below mentioned documents:
 - A. "Cancelled" original personalised cheque leaf** (bearing account number and first named unitholder on the face of the cheque) for both OLD and NEW bank. Unit holders should without fail cancel the cheque and write 'Cancelled' on the face of it to prevent any possible misuse
 - B. Pass Book with current entries not older than 3 months having the name and address of the first unit holder and account number for both OLD and NEW bank.

Note: Unit holders are requested to submit the above documents for New Bank Mandate in Original at any of the Investor Service Centre (ISC) of Mutual Fund.
2. Self-attested copy(ies) of the above documents in (A) or (B) may be accepted only at AMC branches, provided if originals are produced for physical verification, in which case the original documents will be returned across the counter after due verification.
3. In case of investor not having the old bank proof, IPV (In Person Verification) is the only option that can be done.
4. AMC / Mutual Fund reserves the right to carry out additional/alternate validations to ascertain authenticity of change of bank mandate request.
5. For Individual investor, If the Old bank cheque or Passbook is not available the investor should come in Person to the branch for IPV and fill the form and submit PAN card which should be verified with our records. The signature should also be matched with the PAN card. The employee doing the IPV should mention his details such as Name, Signature and other details (Mentioned in the form)
6. If the PAN card is not available than any Photo ID and Address proof should be provided which is registered in the Folio. If proof has any other address, then it cannot be accepted.
7. In the event of a request for change in bank account mandate being invalid / incomplete / not satisfactory 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 / Income Distribution cum capital withdrawal option payments, if any, will be processed and paid to the last registered bank account information. AMC/Mutual Fund will not be liable in case the redemption / Income Distribution cum capital withdrawal option proceeds are credited to existing bank mandate account upon rejection of change of bank mandate request.
8. Any valid request for bank account mandate will be considered at folio level. Unitholders may note that it is desirable to submit their requests for change in bank details atleast 7 (seven) days prior to date of redemption/Income Distribution cum capital withdrawal option 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. 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 option proceeds.
9. In case there is more than one bank registered in the folio then the investor can provide bank proof for any one bank which is registered with us.
10. Change of Bank Request cannot be combined with any other Financial Transaction till the cooling period of 7 days.