

# MUTUAL FUNDS

Aditya Birla Sun Life Mutual Fund



ADITYA BIRLA  
CAPITAL

PROTECTING INVESTING FINANCING ADVISING

## REQUEST FORM FOR CLUBBING OF FOLIO

Branch Stamp

Form No.

Dear Sirs,  
Having read and understood the various terms & conditions and benefits of the Folio Facility, I / we request you to club the investments held by me / us under a Single Folio. I understand that my Folios will be clubbed only if all the attributes as specified in the 'Terms & Conditions' are identical.

	(1)	(2)	(3)
Folio No.	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Holder's Name			
Second Holder's Name			
Third Holder's Name			

I/we would like the above Folios to be clubbed under Folio no.

**SIGNATURES**

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Holder	Second Holder	Third Holder

(Please ensure to sign as per mode of holding)

### TERMS & CONDITIONS

#### A. Basis For Clubbing Various Existing Account Numbers Under A Folio

- Folios shall be clubbed if the attributes/investor details as mentioned in the Attributes Table below are identical.
- Under a Folio, only one single sub-account can exist for a scheme-plan-option type. Thus, multiple accounts for the same scheme-plan-option type will be merged into the last transacted account, and will be held as a single sub-account under the Folio. The transactions from the various merged accounts will be held in chronological order of their transaction dates and all future transactions will be executed accordingly. Redemption/ Shifts out after consolidation would be processed on a First-in-first-out basis.

#### B. Attributes Table for the Folio feature

- The table below gives key investor details / attributes that will be maintained at a Folio level, Sub Account level and the Transaction level.
- In case the attributes are not similar in the different folios which you want to club, you shall change this attribute as required and then club the folios.

Folio Level Attributes - to be identical to club accounts :-

- Names of all holders and order of holding • Address • Overseas address • Guardian details • Status • Mode of Holding • Nominee name & details
- PAN details • Bank account type(savings/current/NRE/NRO) and • Mode of Payment (DirectCredit/cheque) • Power of Attorney • Signature

Sub-account Level Attributes :-

- Broker details and Sub-broker Code • Scheme-Plan-Option • Form 15H registration

Transaction Level Attributes :-

- Broker and Sub-broker Code • Blocking u/s 54EA/EB/ Sec. 88 • Transaction amount • Transaction type • Blocked Units (Pledging) • Auto Trigger Option (for FMP Scheme)

#### C. Other key terms and information

- Attributes maintained at a Folio level will be applicable as common attributes to all the sub-accounts held under that Folio.
- While transacting in a Folio :

Transaction	Type Quote	Specify
Fresh Purchase into new scheme	Folio number	Scheme, Plan, Option
Additional Purchase into existing sub-account	Folio number	Scheme, Plan, Option
Redemption	Folio number	Scheme, Plan, Option
Lateral Shifts/Switch	Folio number	Scheme, Plan, Option
Change of details like address, bank details etc.	Folio number	N.A.

#### D. Opting For The Single Folio Feature & Allotment of Folio Number

- Forward the duly filled form to any of our offices nearest to you. You may use additional copies of the form if a single form is insufficient.
- All valid forms will be processed and an account statement reflecting the Folio number, and details of holdings in various Schemes under this number.

**Note:** Please refer overleaf for detailed information on 'Single Folio' Facility.

# Your Questions ? Answered . . .

## 1. What is a Folio ?

Folio is a unique 10-digit number under which you may hold all your existing investments in various Schemes of Aditya Birla Mutual Fund subject to applicable conditions as listed in Terms and Conditions.

## 2. Why should I opt for a Folio?

As an existing investor, you may find it inconvenient to remember and quote your numerous account numbers for investments under various Schemes.

By opting for the Single Folio feature, you may club all accounts under a Single Folio, and only remember one number for investments under all Schemes.

Such clubbed accounts will appear as sub-accounts under the Folio.

Thus, you can transact in various schemes quoting the 10-digit Folio number. Also, the account statement will provide you with a summary of investments in all Schemes clubbed under one Folio.

## 3. I am a new investor in Aditya Birla Mutual Fund. How is the Folio applicable to me ?

If you are a first time investor in Aditya Birla Mutual Fund, your account statement will carry a 10 digit folio number, which is the Folio number. You may quote this number for all your future transactions in any of our schemes by indicating the scheme, plan and option you wish to transact in.

## 4. What is the procedure to club my existing accounts under one Folio?

A Request Form for clubbing existing investments under one Folio is provided for your benefit. Please complete the Request Form, sign, detach and forward the same to any of our Investor Service Center nearest to you or to the registered office address at Mumbai.

On receiving your Request Form for clubbing, your various accounts will be clubbed under the account you have indicated in the Request Form. Details as per the Request Form will be updated for the Folio. In case details are not provided, same will be updated from the preferred account indicated for clubbing.

## 5. What are the criteria for clubbing existing investments under one Folio?

Please refer to the Attributes Table under Terms and Conditions enclosed. Aditya Birla Mutual Fund will club account numbers under one Folio if the attributes/ investor details at the Folio level are identical.

## 6. If attributes like bank details etc. do not match, will clubbing under one Folio not be possible ?

We understand that all attributes across your various accounts as they exist may not be identical. The Request Form allows you to make changes in certain attributes to make them identical across all the sub-accounts you want to club under a Folio. After effecting these changes, you can enable clubbing of such accounts.

## 7. I am an existing investor, and hold multiple accounts in the SAME scheme / plan/ option. Can such folios be clubbed under a Folio?

Yes, these can still be clubbed. Multiple accounts in the same scheme, plan, and option will be merged into the sub-account that has been transacted in the last and will appear as a single sub-account under the Folio.

## 8. What number do I need to quote for future transactions?

You may quote the same Folio number for all your future transactions in Schemes under this number. Please remember to also indicate the relevant Scheme, Plan, and Option you wish to transact in, when you quote the Folio number.

## 9. What happens to my existing 14-digit account number?

The existing 14-digit account number will continue to be printed on your account statement, and we will continue to be in a position to serve you in case you quote the same in future. However, we will urge you to adopt and quote the 10-digit Folio number in all future transactions for your own convenience.

## 10. How will the broker details and other attributes be maintained post-clubbing of accounts under a Folio?

We request you to refer to the attributes table under Terms and Conditions on the Request Form that gives details of the various attributes that will be maintained at the Folio level, sub-account level and transaction level.