

Mutual Fund Change in Details

Date: _____

To,
Mutual Fund Operations Team
UNIT NO.501, 601,701,801, 901, BUILDING NO.3,
AT MINDSPACE JUINAGAR, PLOT NOS. GEN-2/1/D, GEN-2/1/E (PART) AND GEN-2/1/F (PART) TRANS
THANE CREEK,
AT MIDC TTC INDUSTRIAL AREA, JUINAGAR,
NAVI MUMBAI 400706.
Maharashtra

I/We hereby request you to change/update below details in my Mutual fund holdings held under
Trading Account number _____.

I] Change in Address, Email Id and Contact Details: (Fill only if applicable)

Address: _____

Contact Number: _____

E-mail ID: _____

Note: If you are MF KRA Compliant then you need to update new address in KRA by submitting the prescribed form to KRA intermediary. Once the address is updated in KRA, on placement of next financial transaction in the folio, AMC shall fetch the address directly from KRA without a ny request letter.

II] Change in Tax (Residence) Status as below: (tick whichever is applicable)

- Non-Resident Indian- NRE to Resident Individual _RI
- Non-Resident Indian- NRO to Resident Individual _RI
- Resident Individual -RI to Non-Resident Indian – NRO
- Not applicable

My overseas address (Fill in case change tax status to NRO): _____

III] Change in Bank mandate: (Fill only if applicable)

Name of the Bank: _____

Bank Account number: _____ MICR Code: _____

Bank Branch: _____ IFSC Code : _____

III] Change in name: (Fill only if applicable)

Old name & Ssign: _____

New name & Sign: _____

Contd on page 2

Instructions:

1. Please ensure the new tax/residence status, new name & new address is updated in CVL-KRA before submitting request for change in MF Folios.
2. All the pages of supporting documents and request letter should be SELF ATTESTED by the client.
3. Along with the request, please enclose below supporting documents:

I. In case of change in Tax (Residence) status / Bank mandate please submit below documents:

- a. Proof of Existing bank account/s that is registered in the folio/s & New bank account that is linked to the trading account.

You may submit anyone of below documents:

(i) Original or banker attested copy of Letter from the banker mentioning the Account number, Holder's name, Bank Name, Branch Name, IFSC Code, MICR Code & Account Type duly signed by branch manager/authorized personnel with employee code, name & designation & bank seal.

(ii) Original or banker attested copy of Bank Passbook or Bank Account Statement (not older than 3 months) with Account number, Account Type & Holder's name printed on it & duly signed by branch manager/authorized personnel with employee code, name & designation & bank seal.

(iii) Original or banker attested copy of Cancelled Cheque Leaf with holder's name & Account Type (SB/SBNRO/SBNRE) printed on it.

(iv) If above proof is not available for old bank account due to account closure, then closure letter from bank can be submitted.

- b. PAN card copy of all holders
- c. Passport copy & Overseas address proof in case of change of tax status from Resident to Non-Resident Indian.
- d. Self-declaration letter for change of tax status from Resident to Non-Resident Indian

Note: Required only for JP Morgan AMC as per format given in Annexure I.

II. In case of change in name please submit below documents:

- a. Copy of PAN Card having new name updated on it.
- b. Any one of the documents mentioned in point 1.a for the bank account linked to the trading account with new name mentioned on it.
- c. Proof of name change as mentioned below-
 - (i) Original notarized or true copy or banker attested copy of marriage certificate for each AMC in case name is changed after marriage. Or
 - (ii) Original Notarized Indemnity Bond or Affidavit on Stamp paper of the below denomination for each AMC duly signed by all the holders in that folio specifying the change in name.

AMC	Name Change Indemnity Bond	Name Change Affidavit
HSBC	600	600
HDFC	200	200
BIRLA	NA	20
ICICI PRU	100	100
SBI	100	100
L&T	200	100
TATA	200	200
KOTAK	300	100
DSP	20	20
JP MORGAN	20	20
Other CAMS AMCs	100	100
SUNDARAM	20	20
BNP	Mumbai -300	100
	Delhi - 150	100
	Kolkata - 15	100
	Chennai - 15	100
	Bangalore - 200	200
FRANKLIN	200	100
KARVY	NA	100

III. In case of change of Address for KYC non- compliant customer please submit:

- a. Address Proof (Latest Landline Telephone Bill/ Electricity Bill/ Bank Passbook/ Bank
- b. Account Statement/ Demat Account Statement/ Passport/ Driving License/ Voter Identity Card / Ration Card).

Annexure I: Tax status Declaration

I/ We hereby solemnly declare and confirm that effective (Date) _____ my/our residential status, for the purposes of the Foreign Exchange Management Act, 1999 and the income Tax Act, 1961 has changed from Resident Individual to a Non-Resident(s) of Indian nationality / origin.

I/We further confirm I/we am/are eligible to make investments in the Units of the JP Morgan Mutual fund will be purchased out of funds remitted from abroad through approved banking channels or from funds in my/our NRE /NRO /FCNR account.

I/We further confirm I/we am/are eligible to make investments in the units of Mutual Funds in India and that the amount invested in the scheme of JP Morgan Mutual Fund is through legitimate sources only and does not involve and is not designed for the purpose of any contravention or evasion of any act, rules, regulations, notifications or directions issued by any regulatory authority in India.

Place:

Name:

Date:

Signature:

Annexure II -INDEMNITY BOND

To, (AMC
Name)

Dear Sir/Madam

Re: Change of name - Folio Nos. _____

Whereas, I, _____, s/d/o _____
aged _____ years, residing at _____,
have made an investment in Scheme _____
(hereinafter called as 'the said Scheme(s)'), of AMC _____.

Whereas, I/my broker have/has erroneously written my name in the application form no. _____
dated _____, as _____, instead of
_____ and the application form is under my
signature.

Whereas the units under the said scheme(s) in the above-referred folios have been allotted in the name of
_____, instead of _____
because of the above-said error. NOW in consideration of _____ (the
AMC) allotting units in my correct name i.e. _____
under the said scheme(s) in the above-referred folios, I, DO SOLEMNLY AFFIRM, UNDERTAKE AND DECLARE ON
BEHALF OF MYSELF, MY SUCCESSORS, ASSIGNS AND EXECUTORS THAT:

I shall at all times hereafter save, defend and keep harmless and indemnified the AMC/ Trustees of
_____ and its employees, Directors, Officers against any losses, damages,
costs or expenses which may be suffered or incurred by them as a result of claims, legal costs, fines, penalties
raised by any investor(s)/ claimant/third party or by any regulatory or administrative authority and for any other
incident of a financial nature which they may be required to meet in connection with the AMC having allotted the
units in the name of _____ under the said
Scheme(s) in the above referred folios. Such costs may exceed the value of the transaction itself which I agree
to indemnify, unconditionally and irrevocably and without recourse to any further litigation if a claim is made by
the AMC.

I agree that it is only upon the above assertion being made by me that the AMC is permitting such a change
and changing the name on good faith and is subject to approval by the Trustees of AMC: _____
_____, if necessary, and confirms that the above facts may be filed by AMC :
_____ with the appropriate regulatory authority/ies.

I confirm that neither will I be violating any laws/rules/regulations by seeking such a name change nor do I
intend to evade any taxes/cesses or any other statutory dues/charges.

I shall hold the AMC/ Trustees of AMC: _____ and its employees harmless and fully indemnified against claims and damages which may be made in respect hereof by any

person (s)/third party claiming to be the Beneficial holder of the said Investment or in any way interested therein.

And, I, undertake that, this Indemnity shall be enforceable against me and my respective Successors and Assigns and the benefits of this Indemnity shall inure for the benefit of the AMC, its successors and assigns and shall be irrevocable until discharge by them of all obligations devolving upon hereunder.

This indemnity and all rights and liabilities attached to this indemnity in case of dispute shall be enforceable at Mumbai and the dispute, if any, shall be triable by competent court having its jurisdiction in and over Mumbai.

IN WITNESS WHEREOF I, _____, execute these presents on the _____ day of _____.

Signed and delivered by the following

(a)Name: _____

Address: _____

Signature: _____

In presence of:

VERIFICATION

I Solemnly verify and confirm that what has been stated above are true and correct to the best of my knowledge and belief and nothing material has been concealed.

Date: _____

Place: _____

Signature of Deponent(s)

Signature and Seal of Notary
Before me

Public / Magistrate