

**INDIABULLS ASSET MANAGEMENT COMPANY LIMITED**

**Corporate Office:**

Indiabulls House, Indiabulls Finance Centre, 11th Floor, Elphinstone Mills, Senapati Bapat Marg, Elphinstone West, Mumbai - 400 013, INDIA. Phone number: 022-61891327 Fax number: 022-61891320 E-Mail: customercare@indiabullsmf.com Website: www.indiabullsmf.com



**NON FINANCIAL TRANSACTION FORM (For Existing Unit Holders only)**

Please read the instructions overleaf carefully and complete the relevant section legibly in black/dark coloured ink and in BLOCK CAPITALS. Please strike out sections that you intend to leave blank

Distributor / Broker Code	Sub Broker Code	Branch Code	Date & Time of Receipt
ARN - (ARN stamp here)			

**1 UNIT HOLDERS' DETAILS (MANDATORY)**

**Sole / First Unit Holder**

Name  Mr  Ms  M/s  FIRST  MIDDLE  LAST Folio No

**2 CHANGE IN BANK ACCOUNT DETAILS Refer Instruction No. I**

A/c Type *please (✓)*  SB  Current  NRO  NRE A/c Number

Bank Name

Branch  City

PIN CODE  11 Digit IFSC Code  9 Digit MICR Code

Please ensure a cancelled cheque leaf of above A/c. In the absence of this, your request would not be processed.

**3 CHANGE OF ADDRESS (Mailing Address of Sole / First Unit Holder - PO Box is not sufficient) Refer Instruction No. II**

ADDRESS LINE 1

ADDRESS LINE 2  CITY

STATE  COUNTRY  PIN CODE

**4 CHANGE IN CONTACT DETAILS (Contact Details of Sole / First Unit Holder) Refer Instruction No. III**

STD Code  Residence  Office  Fax

Mobile No  Email Id

I / We wish to receive Account Statement, Annual Report & All other Statutory Information through physical mode in lieu of email

**5 CONSOLIDATION OF FOLIOS Refer Instruction No. IV**

Source Folios  1  2  3  4  5  6

Target Folio Number for Consolidation  Only one, where all folios need to be consolidated

*Mention all source folios i.e the folios to be consolidated here*

**6 CANCELLATION FORM FOR SYSTEMATIC TRANSACTIONS Refer Instruction No. V**

Source Scheme  Plan  Option

Transaction Type (✓)  SWP  STP Transfer Date (✓)  2nd  8th  15th  23rd

Amount ₹  Withdrawal From  D D M M Y Y To  D D M M Y Y

(First Installment) (Last Installment)

**7 UNIT HOLDER(S) SIGNATURE(S) To be signed by ALL UNIT HOLDERS if mode of holding is 'Joint'.**

I/We have read and understood the contents of the respective Scheme Information Document, Statement of Additional Information and Key Information Memorandum of Indiabulls Mutual Fund. I/We have neither received nor been induced by any rebate or gifts, directly or indirectly in making this transaction. The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us.

Sole / 1st Applicant / Guardian / Authorised Signatory 2nd Applicant / Authorised Signatory 3rd Applicant / Authorised Signatory

**ACKNOWLEDGMENT SLIP To be filled in by the Investor**

Folio No.

(To be filled in by the First Applicant / Authorised Signatory);

CHANGE OF	CONSOLIDATION OF FOLIOS	CANCELLATION OF SYSTEMATIC TRANSACTIONS	STAMP SIGNATURE & DATE
<input type="checkbox"/> BANK DETAILS <input type="checkbox"/> ADDRESS <input type="checkbox"/> CONTACT DETAILS	Source Folio's	From	
		To	
	Target Folio	Date (✓) 2nd 8th 15th 23rd	
		From <input type="text"/> D D M M Y Y	
		To <input type="text"/> D D M M Y Y	

## INSTRUCTIONS NON FINANCIAL TRANSACTION FORM

### I. CHANGE IN BANK DETAILS:

1. In case there is more than one holder in the folio then the form should be signed by all the holders as per mode of operation in the folio
2. The first /sole unit holder in the folio should be one of the holders of bank account being registered
3. If the bank account number on cheque leaf is handwritten or investor name is not printed on the face of cheque, bank account statement or passbook having the name, address and the account number should be enclosed. If photocopies are submitted, investors must produce original for verification.
4. Bank account change details request will be accepted and processed only if all the details are correctly filled and the necessary documents are submitted. The request is liable to be rejected if any information is missing or incorrectly filled or if there is deficiency in the documents submitted.
5. After this request is processed, your future entitlements of Dividend and Redemption proceeds would be paid to the Sole/First Unit holder favoring the new bank Account.
6. Resident individuals can either select bank account type as SB (Savings Account) or CA (Current Account). Non Resident Individuals need to mandatorily provide NRO or NRE Bank account details
7. IFSC & MICR code are important for dividend /redemption credits into your account through NEFT or ECS mode.
8. Indiabulls Mutual Fund (IBMF) is also providing a facility to the investors to register multiple bank accounts to receive redemption /dividend proceeds by registering multiple bank accounts. These account details will also be used by IBMF for verification of instrument used for subscription, except as permitted. Investors are requested to avail the facility of registering multiple bank accounts by filling in the Multiple Bank Registration form available on our website [www.indiabullsmf.com](http://www.indiabullsmf.com) or visit any of our Investor Service Centre (ISC) or RTA.

### II. CHANGE OF ADDRESS:

1. If the KYC status of the Sole/First Unit holder is "Verified", the address in our records would be drawn from CVL. Hence, any request for change of address should be made to a POS of CVL. For more details please visit [www.cvlindia.com](http://www.cvlindia.com) . **The transaction slip cannot be used for a change-of-address request.**
2. If the KYC status of the Sole/First Unit holder is "Not Available" or "Pending" or "Failed", the transaction slip should be used for a change of address request. Please fill complete postal address including pincode before signing and submitting it to any of our ISC.

### III. CHANGE OF CONTACT DETAILS:

1. Please mention your complete contact details (with STD/ISD Code), Mobile No. and E-Mail ID. Requests for change in contact details must be submitted to your nearest ISC/IBMF/RTA.
2. If you wish to receive communication from us on E-mail instead of printed communication, please indicate the type of communication you would prefer on E-mail by ticking against the boxes provided for the purpose.

### IV. CONSOLIDATION OF FOLIOS:

Consolidation of folios can be made only, if the investment details i.e. Name of the holders, Bank Mandate, Mode of holding & Nominee are in the same order. Folios where special products like SIP, STP and SWP is under process cannot be consolidated.

If the units are held jointly, all joint holders have to sign the consolidation request.

### V. CANCELLATION OF SWP / STP:

Investor can cancel the SWP/ STP request at any time by giving a written request for the same. The cancellation of a registered SWP/STP request would take 8 calendar days from the date of receipt of request.

For any queries contact us at:

 1800-2666-002  [customercare@indiabullsmf.com](mailto:customercare@indiabullsmf.com)  [www.indiabullsmf.com](http://www.indiabullsmf.com)

Lines open from 9.30 am to 6.30 pm on all business day