

# FORM FOR UNCLAIMED OR MISPLACED REDEMPTION/ DIVIDEND/ REFUND CHEQUE

Please read the instructions overleaf carefully and complete the relevant sections legibly in black / dark coloured ink and in BLOCK LETTERS.

Date: 

D	D	M	M	Y	Y	Y	Y
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To,  
Union KBC Mutual Fund,

**A. UNIT HOLDER'S INFORMATION**

Folio No.													
Name of the Sole/First Holder	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> M/s.												

**B. I/We refer to the following payment in the folio mentioned herein above. I/We request you to kindly issue a fresh dividend / redemption / refund instrument or execute a direct payment in lieu of the below mentioned dividend / redemption / refund instrument issued earlier due to the below mentioned reason.**

<b>PAYMENT DETAILS</b>																					
Payment Transaction	<input type="radio"/> Redemption <input type="radio"/> Dividend <input type="radio"/> Refund																				
Scheme / Plan / Option Name																					
Instrument No.											Date of Transaction:			D	D	M	M	Y	Y	Y	Y
Amount of Transaction																					

**C. REASONS FOR REQUEST OF REISSUANCE [Please shade (●)]**

<input type="radio"/> Misplaced/lost	<input type="radio"/> Returned undelivered	<input type="radio"/> Not received	<input type="radio"/> Validity expired
<input type="radio"/> Correction	<input type="radio"/> Change in bank detail	<input type="radio"/> Any other, please state _____	

**D. NEW BANK ACCOUNT DETAILS (Please read the instructions overleaf)**

All communication/ payments will be made to first applicant or to Karta in case of HUF. Bank account details of First Unit Holder required without which the application would be rejected.

Bank Name														
Bank A/C No											Branch			
A/C Type	<input type="radio"/> Savings <input type="radio"/> Current <input type="radio"/> NRE <input type="radio"/> NRO <input type="radio"/> FCNR <input type="radio"/> Others _____ (Please Specify)													
Bank City											State			
PIN											MICR Code			
*IFSC Code (RTGS)														

\*This is 11 Digit Number, kindly obtain it from your Bank Branch (Cancelled cheque is Mandatory)

**E. DOCUMENT SUBMITTED** Please submit any one of the below documents for the bank account currently registered with Union KBC Mutual Fund and for the new bank account : [Please shade (●)]

Cancelled original cheque with first unit holder's name and bank account number printed on the face of the cheque; or  
 Self attested copy of bank statement; or  
 Bank Passbook with current entries not older than 3 months; or  
 Letter from the Bank on its Letterhead confirming the bank account holder with the account details, duly signed by Branch Manager/authorized personnel

**F. DECLARATION, INDEMNITY AND SIGNATURES (TO BE SIGNED AS PER THE MODE OF HOLDING)**

As I/we have not received the payment instrument sent to my registered address or misplaced/lost the payment instrument issued to me/us or due to such other reason for request of reissuance of payment instrument as mentioned hereinabove, I/we request you to kindly issue a fresh dividend/redemption / refund instrument or execute a direct payment in lieu of the misplaced/lost/ earlier issued dividend/redemption / refund request. I/we confirm that I/ we have not encashed/ realised the earlier payment. In case the misplaced/lost payment instrument is delivered/comes into my possession at a later date, I/we will return the same to Union KBC Mutual fund and will not attempt to encash or cause it to be encashed in any way. In case the payment instrument as requested herein, is reissued to me/us, I /we agree to hold myself/ ourselves responsible/liable for any loss that Union KBC Asset Management Company Private Limited (the AMC), Union KBC Mutual Fund and its Registrar may incur in case it is established later that both, the original and the reissued payment instrument have been encashed either by me/us or by another person / due to my/our own negligence or otherwise and agree to indemnify the AMC, Union KBC Mutual Fund and its Registrar in case of any double payment. I/We hereby agree to submit any additional documents as required by the AMC.

Signature  Signature of 1st holder	Signature  Signature of 2nd holder	Signature  Signature of 3rd holder
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**ACKNOWLEDGEMENT SLIP (To be filled in by the investor)**

Folio No.													
Date	D	D	M	M	Y	Y	Y	Y					

Received Unclaimed or Misplaced Redemption/ Dividend/ Refund Cheque Form from

Collection centre's stamp with date and time of receipt
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<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> M/s.													

## Instructions for updation of new bank details

1. Unit holders will be required to submit a cancelled original cheque leaf of the new bank account as well as the bank account currently registered with the Mutual Fund (where the account number and first unit holder name is printed on the face of the cheque). Unit holders should without fail cancel the cheque and write 'Cancelled' on the face of it to prevent any possible misuse.
2. Where such name is not printed on the original cheque, the Unit holder(s) may submit a letter from the bank on its letterhead certifying that the Unit holder maintains/maintained an account with the bank, along with the bank account information like bank account number, bank branch, account type, the MICR code of the branch & IFSC Code (where available).
3. In case of non-availability of any of these documents, a self attested copy of the bank pass book or a statement of bank account with current entries not older than 3 months having the name and address of the first unit holder and account number may be submitted.

**Note:** The above documents shall be submitted in Original. If copies are furnished, the same must be produced at the ISCs where they will be verified with the original documents to the satisfaction of the Fund. The original documents will be returned across the counter to the Unit holder after due verification. In case the original of any document is not produced for verification, then the copies should be attested by the bank manager with his / her full signature, name, employee code, bank seal and contact number.

Please address all future communication(s) in connection with this application to the Registrar & Transfer Agent of the Scheme:

**Computer Age Management Services Pvt. Ltd.,**

Unit: Union KBC Mutual Fund

Ground Floor No.178/10, Kodambakkam High Road, Opp. Hotel Palmgrove, Nungambakkam, Chennai, Tamil Nadu - 600 034.



**Union KBC Asset Management Company Pvt. Ltd.**

Unit 802, 8th Floor, Tower 'A', Peninsula Business Park,  
Ganpatrao Kadam Marg, Lower Parel (West), Mumbai - 400013

**Toll Free :** 1800 200 2268 | **Tel No. :** 022 24833333

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