

Service Request Form



Please refer to the guidance notes for assistance and complete all sections in English. For legibility, please use BLOCK LETTERS in black or dark ink.

PERSONAL DETAILS (see note 1)

First Unit Holder

F | i | r | s | t | n | a | m | e | | | | | | | | | | M | i | d | d | l | e | n | a | m | e | | | | | | | | | | L | a | s | t | n | a | m | e |

Folio | | | | | | | | | | | | | | | | | | | | | |

PAN AND KYC DETAILS (see general instructions 4)

Please fill in PAN for every applicant

| | | | | | | | | | First Unit Holder | | | | | | | | | | Second Unit Holder | | | | | | | | | | Third Unit Holder | | | | | | | | | |

KYC is mandatory. Please enclose a copy of KYC acknowledgement letters for all applicants

CHANGE IN BANK ACCOUNT (see note 2)

Account Number | | | | | | | | | | | | | | | | | | | | | |

Account Type (please ✓) ☐ Saving ☐ Current ☐ NRE ☐ NRO ☐ FCNR ☐ Others _____

Bank _____

Branch _____ City _____

MICR Code | | | | | | | | | | | | | | | | IFSC Code | | | | | | | | | | | | | | | | | | | | | |
(9-digit number next to your cheque no.) (The 11 character code on a cheque. If you do not find it, please ask your bank branch for it)

Please enclose original cancelled cheques for your old and new bank accounts. In the absence of this, your request may not be processed.

If your Bank is a part of RBI's NEFT clearance and settlement network, we can credit dividend/redemption payments into your account. However, if you wish to receive payments by cheque, please state your preference below.

I/We **DO NOT** wish to receive direct credits, but wish to receive payments by cheque. (Please ✓) ☐

CHANGE OF ADDRESS (KYC Verified investors should fill the KYC change form and approach a KRA PoS for submission) (see note 3)

New Address _____

City _____ Pin Code | | | | | | | | | |

State _____ Country _____

If you are an NRI/FII, please add your overseas address _____

City _____ Pin Code | | | | | | | | | |

State _____ Country _____

CHANGE IN CONTACT DETAILS (see note 4)

Tel. (O) (ISD/STD) _____ Tel. (R) (ISD/STD) _____ Mobile _____

Email ID* _____

* Investors providing Email ID would mandatorily receive only E-statements of accounts, annual report and other communication in lieu of physical copy.

YOUR SIGNATURE/S (To be signed by all joint holders)

X (Sole/First Unit Holder)

X (Second Unit Holder)

X (Third Unit Holder)

For Office Use Only

GENERAL INSTRUCTIONS

1. This service request form is for existing investors only.
Please refer to 'Guidance Notes' below if you need assistance in filling it.
2. If you make an error while filling this form, please ensure that all applicants sign against the correction.
3. The completed Service Request Form should be submitted to any L&T MF or CAMS Investor Service Centre.
4. PAN and KYC are mandatory. Please note that a PAN (Permanent Account Number) and KYC (Know Your Customer) compliance are mandatory for investing a lump sum or through a SIP for switching between funds and for setting

up a STP (Systematic Transfer Plan). Your KYC status is usually indicated in your Account Statement as follows:

- **KYC Verified:** The KYC check is completed and you are KYC compliant.
- **KYC Pending:** Your KYC check is in progress.
- **KYC Failed:** Your KYC has failed due to some deficiencies in the forms or documents you submitted to the KRA.
- **KYC Not Available:** You have not applied for KYC compliance or you have not submitted a copy of your KYC acknowledgement letter to us.

PLEASE NOTE: All PoA (Power of Attorney) holders and Guardians have to be KYC compliant.

If you need more information, please visit www.Intmf.com

GUIDANCE NOTES

Note 1 – Personal Details

Please fill in the name of the sole/first unit holder and the folio number.

Note 2 - Change in Bank Account Details

- a) Please fill in the details of the new bank account for the sole/first unit holder only. After this change is processed, dividend and redemption proceeds will be paid to the sole/first unit holder favouring the new bank account.
- b) We offer a direct credit facility to banks that are a part of RBI's NEFT clearance and settlement network. If your bank is a part of this network, you can receive dividend and redemption payments electronically in your account.
- c) Please fill in the MICR and IFSC codes of your bank branch in the space provided and enclose original cancelled cheques of the old and new bank accounts (bearing the name of the 1st unit holder and bank account number). If you do not have a cheque for your old account, you can submit a copy of any one of the below mentioned documents along with the originals for verification. In case you do not have the original documents, the copy of the document should be attested by the bank:
 - Current passbook (entries not older than 3 months)
 - Bank A/c statement
 - Banker's confirmation letter
 - Bank A/c closure letter

In case there is a minor mismatch in the new bank account number submitted by you and the account number on the cheque, we will update the bank account number as appearing on the cheque provided your name appears on it. If your

name does not appear on the new bank account's cheque leaf, please provide additional documentation like copy of passbook, A/c statement etc. for verification. Please note all copies of documents should be attested by the banker or originals should be shown for verification at the counter.

- d) For security reasons, if the verification of your bank details is pending or if it fails, your redemption proceeds/dividends will be paid only by cheque even if you have a bank account with a direct credit facility.
- e) If you wish to receive payments by cheque instead of direct credit, please tick the check-box provided for this purpose.

Note 3 - Change of Address

- a) Please provide complete details of your address. Please do not fill in a P.O. Box address as the same will not be updated in our records. This form can be used only by investors who are not KYC compliant.
- b) If your KYC status is reflecting as 'KYC failed' or 'KYC unavailable', the change of address request should be accompanied by a proof* of the new address, an attested copy of your PAN card or an alternate ID proof if you do not have a PAN.

*Acceptable proof of address:

Passport, Ration Card, Registered Lease/Sale Agreement of Residence, Driving License, Voter Identity Card, Latest Bank Bank Account Statement/Passbook, Latest Telephone Bill (only Land Line), Latest Electricity Bill or Latest Gas Bill. The document should not be more than 3 months old.

Note 4 - Change in Contact Details

Please fill in phone numbers including the STD/ISD codes, mobile number and your email ID accurately.

call 1800 2000 400 or 1800 4190 200

email investor.line@Intmf.co.in

www.Intmf.com

Our lines are open from 9.00 am to 6.00 pm, Monday to Friday

Mutual Fund investments are subject to market risks, read all scheme related documents carefully.

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