

## 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. **Sub-Broker Code Branch Code** Relationship Manager NAME RN- (ARN stamp here) 34120 MOBILE Initial commission shall be paid directly by the investor to the AMFI registered distributor on the investors' assessment of various factors including the service rendered by the distributor. **UNIT HOLDERS' DETAILS (MANDATORY)** (See note 1 overleaf) Middle Name **Unit Holder** Folio No. Please furnish below PAN of each Applicant. Fulfilment of KYC requirements is mandetory for all investments w.e.f. January 1, 2011. Second Applicant First Applicant Third Applicant Please enclose a copy of KYC Acknowledgement Letter for all applicants to evidence fulfilment of KYC requirements. Please refer General Instructions 4 and 5 and Note 1 of Guidance notes overleaf. (See note 2 overleaf) **PURCHASE REQUEST** Scheme Plan O Dividend Payout Dividend Frequency Option (✓) ○ Growth OR O Dividend Reinvestment DD Charges (If applicable) Net Amount (Cheque/DD Amount) Investment Amount A minus B Rs Rs. Refer note on 3rd party payments overleaf Mode of Payment (✓) ○ Cheque or ○ DD or ○ Fund Transfer or ○ Others Dated DD/MM/YYYY Instrument No. Drawn on Branch NRI Investors, please indicate source of funds for your investment (Please ✓) ONRE O FCNR O NRO O Others REASON FOR INVESTMENT O Child's Education O Child's Marriage Retirement Others Purchase of House Purchase of Car **REDEMPTION REQUEST** (See note 3 overleaf) Scheme Plan Ontion (√) O Growth OR Dividend Dividend Frequency All Units (✓) Amount (Rs.) No. of Units ΩR ΛR **SWITCH REQUEST** (See note 4 overleaf) From Scheme Plan Option (✓) Dividend Dividend Frequency To Scheme Plan Option (✓) O Growth OR O Dividend Reinvestment OR O Dividend Payout Dividend Frequency Amount (Rs.) No. of Units OR All Units (✓) SYSTEMATIC WITHDRAWAL PLAN (SWP) (To be submitted at least 7 days before the 1st due date for withdrawal) (See note 5 overleaf) Plan Scheme Option (✓) O Growth OR Dividend Dividend Frequency Withdrawal Preference O Fixed Amount OR O Fixed No. of Units Withdrawal From Withdrawal Instalment (First Instalment) (Last Instalment) X No. of Instalments Total Withdrawal Withdrawal Frequency (√) Quarterly Monthly OR SYSTEMATIC TRANSFER PLAN (STP) (To be submitted at least 7 days before the 1st due date for transfer) (See note 6 overleaf) From Scheme Plan Option (√) Growth OR Dividend Dividend Frequency To Scheme Plan Dividend Frequency O Growth OR O Dividend Reinvestment OR O Dividend Payout Option (✓) Transfer Instalment Rs. Transfer Frequency (Please choose either Weekly or Fortnightly or Monthly) (✓) O Weekly (✓) O Mon OR O Tue OR O Wed OR O Thu OR O Fri Total Transfer Rs. (2nd Date will be 1st Date + 15) C Fortnightly Date Transfer Period From M M/Y Y Y M M/YYY Monthly (First Instalment) (Last Instalment) 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 Fidelity 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. X X Х Sole/First Unit Holder Second Unit Holder Third Unit Holder

## **GENERAL INSTRUCTIONS**

- 1. This transaction form would help you make purchases in our various schemes, switch or redeem your existing investments or register for our Systematic Withdrawal Plan (SWP) or Systematic Transfer Plan (STP). This form is meant for use by existing Unit holders only. New Applicants would need to fill in the Common Application Form.
- 2. Please read the respective Scheme Information Document and Statement of Additional Information carefully before investing.
- 3. Please strike off sections that are not relevant/applicable. Please counter-sign in line with your mode of holding against any corrections made in the Transaction Form.
- 4. PERMANENT ACCOUNT NUMBER (PAN): Please note that for all Lumpsum investments, it is mandatory to furnish PAN together with an attested copy of PAN card for all applicants/unit holders. In the absence of this, your application will be rejected. The attestation of the PAN card may be done by a Notary Public or a Gazetted Officer or a Manager of a Bank or a financial advisor under its/his seal and should carry the name and designation of the person attesting it.
- 5. KNOW YOUR CUSTOMER (KYC) COMPLIANCE: KYC is mandatory for all investors for investing (Purchase / Switch / SIP / STP) in Mutual Funds w.e.f. 1st January, 2011. The KYC status for a Unit holder could be any one of the following as indicated in your Account Statement:

KYC Verified: The KYC checks are completed for the Unit holder. This would indicate that the Unit holder is KYC Compliant

KYC Pending: The KYC checks are in progress

KYC Failed: The KYC checks have failed on account of some deficiencies in the form/documents submitted to CVL

KYC Not Available: The KYC checks are yet to happen for the Unit holder

In case any Unit holder in the folio is not yet KYC Compliant, please approach a Point of Service (POS) of CVL to complete the KYC compliance procedure for such Unit holder and submit a copy of the KYC acknowledgement letter to us. For more information, please visit www.fidelity.co.in

PLEASE ALSO NOTE THE FOLLOWING:

- POA holders need to be KYC-compliant.
- Guardians to minor applicants need to be KYC-compliant.
- 6. **NON-INDIVIDUAL INVESTORS**: Please intimate us of any change in your list of signatories immediately after the change giving us a certified copy of the Board Resolution and List of Authorised Signatories.
- 7. Please refer the 'GUIDANCE NOTES' below. This should help you fill in the necessary details correctly and completely.
- 8. Completed Transaction Forms should be submitted to your nearest Investor Service Centre of Fidelity Mutual Fund or CAMS.

# **GUIDANCE NOTES TO HELP YOU FILL IN THE TRANSACTION FORM**

#### Note 1 - UNIT HOLDERS' DETAILS

- Please furnish the name of the Sole/First Unit Holder and the Folio Number.
- Please fulfil requirements specified in General Instructions 4 and 5 above (as applicable) for all unit holders.

#### Note 2 - PURCHASE REQUEST

- Please specify the scheme details, investment amount and cheque details.
- Your investment cheque should be drawn in favour of the scheme in which you propose to invest.
- If you are an NRI Investor please indicate source of funds for investment.

**REASON FOR INVESTMENT:** We offer you a facility to record the reason for investing in a specific scheme (if you are making this investment towards financing a specific goal).

Please note that you can only indicate one reason per scheme. If you have already furnished a reason for investment in this scheme and choose a different reason for a subsequent investment in the same scheme within the folio, your earlier reason would be over-written by the latest reason provided. If you wish to keep your investments segregated, you can choose to make the investment in a different folio.

**THIRD PARTY PAYMENTS:** For purchases and SIP, please note that where the payment instrument/advice does not mention the bank account holders' name/s, investor should provide self-attested bank pass book copy/bank statement/bank letter to substantiate that the first unit holder is one of the joint holders of the bank account.

Where a payment is through a DD, a bank certification of bank account details used for DD issuance in the prescribed format should be attached. In case of a mismatch, it will be deemed to be a 3rd party payment and rejected except under the following exceptional circumstances:

Payment by Parents / Grand-Parents / Related persons on behalf of a minor (other than the registered guardian) in consideration of natural love and affection or as gift provided the purchase value is less than or equal to Rs. 50,000 and KYC is completed for the registered Guardian and the person making the payment. Additional declaration in the prescribed format signed by the guardian and Parents / Grand-Parents / Related persons is also required along with the application form.

Payment by an Employer on behalf of Employee under Systematic Investment Plans through Payroll deductions provided KYC is completed for the employee who is the beneficiary investor and the employer who is making the payment. Additional declaration in the prescribed format signed by and is also required along with the application form.

Custodian on behalf of an FII or a Client provided KYC is completed for the Investor and Custodian. Additional declaration in the prescribed format signed by and is also required along with the application form.

### Note 3 - REDEMPTION REQUEST

**Phone** 

- Please specify the scheme details and the amount/number of units you wish to redeem. If you wish to redeem all units, tick against the box provided for the purpose.
- Redemption payout would be made only to the Sole/First unit holder favouring the bank account appearing in our records.

E-Mail

- If your redemption request specifies both amount and units for redemption, the latter would be processed.
- Redemption will be processed only for such (part or whole) holdings for which purchase proceeds have been realised. If the balance in the Scheme/Plan/Option after taking into account the redemption is below the minimum redemption size (either in amount or in units whichever is less), the entire balance would be redeemed and paid out.
- To safeguard investors against fraudulent action on their investments, where a redemption request is received together with a request for Change of Address and/or Change in Bank Details, the AMC may release the payment only after completing necessary additional checks.

### Note 4 - SWITCH REQUEST

- Please specify the source and target scheme details for the switch.
- Please specify the amount/number of units you wish to switch. If you wish to switch all units, please tick against the box provided for the purpose.
- If your switch request specifies both amount and units, the latter would be processed.
- If the balance in the source Scheme/Plan/Option after taking into account the switch is below the minimum redemption size (either in amount or in units whichever is less), the entire balance in the source scheme would be switched to the target scheme.

## Note 5 - SYSTEMATIC WITHDRAWAL REQUEST (SWP)

- Please indicate whether you wish to withdraw a fixed amount per period or fixed number of units. If neither is indicated in the form, the instalment will be considered as amount by default. Please also specify the scheme details, the number of instalments, the total withdrawal sought, the withdrawal frequency and the withdrawal period.
- Minimum Withdrawal Size Rs. 500 or 50 units.
- Please note that your SWP request would be registered with us within 7 days from the date of lodgement of your SWP Request. Hence, please date your SWP Period – From Date at least 7 days after the date of lodgement of your request.
- You can cancel the SWP request at any time by giving a written request for the same. The cancellation of a registeredSWPrequest would take 15 days.

### Note 6 - SYSTEMATIC TRANSFER REQUEST (STP)

- Please specify the scheme details, your transfer instalment amount, the number of instalments, the total amount sought to be transferred, the transfer frequency and the transfer period.
- ♦ Minimum Transfer Size Rs. 500.
- Please note that your STP request would be registered with us within 7 days from the date of lodgement of your STP Request. Hence, please date your STP Period – From Date at least 7 days after the date of lodgement of your request.
- You can cancel the STP request at any time by giving a written request for the same. The cancellation of a registered STP request would take 15 days.

## **CONTACT US**

1800 2000 400 (toll-free) OR 0124 3915670 (at long distance rates)

Lines open from 9 a.m. to 6 p.m. on all Business Days.

online@fidelity.co.in

Website www.fidelity.co.in