

# SERVICE REQUEST FORM



**SUNDARAM MUTUAL**  
— Sundaram Finance Group —

Folio Number	Name of the First Unit Holder* (Name as per PAN card)
<input type="text"/>	<input type="text"/> FIRST <input type="text"/> MIDDLE <input type="text"/> LAST

You can now opt for electronic payment through NEFT and enjoy hassle free receipt of payments. Register your IFS Code and core banking account number with us to avail this facility. Please contact 1860 425 7237 for more details.  
Redemption request submitted along with change of bank mandate would result in payment being withheld upto 10 days for validating new bank mandate.

## 1. Change of Bank Mandate (Refer Instruction 1)

### Old Bank Details

Bank Name	Bank Branch & City
Account No.	Account Type
IFSC/RTGS Code#	

### New Bank Details

Bank Name	Bank Branch & City
Account No.	Account Type
IFSC/RTGS Code#	

(# 11 character code printed on a cheque / passbook)

## 2. Go Green Services: To Update Contact Details (Refer Instruction 2)

	E-Mail	Mobile	Telephone
First/Sole Applicant/Guardian			
Second Applicant			
Third Applicant			

\*Please tick the Family Code for the Mobile Number and Email ID provided

**\*Mandatory**

	E-Mail	Mobile
First/Sole Applicant/Guardian	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Siblings <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Guardian	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Siblings <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Guardian
Second Applicant	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Siblings <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Guardian	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Siblings <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Guardian
Third Applicant	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Siblings <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Guardian	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Siblings <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Guardian

Default Communication mode is E-mail only, if you wish to receive following document(s) via physical mode:

Please tick (✓)  Annual Report  Other Statutory Information

## 3. To Register PAN & KYC (Refer instruction 3)

Name of First/Sole Applicant (Name as per PAN card)	DOB/Date of Incorporation* D   D   M   M   Y   Y   Y   Y
<input type="text"/> FIRST <input type="text"/> MIDDLE <input type="text"/> LAST	
Permanent Account Number (PAN)	Central KYC Number

Name of Second Applicant (Name as per PAN card)	DOB* D   D   M   M   Y   Y   Y   Y
<input type="text"/> FIRST <input type="text"/> MIDDLE <input type="text"/> LAST	
Permanent Account Number (PAN)	Central KYC Number

Name of Third Applicant (Name as per PAN card)	DOB* D   D   M   M   Y   Y   Y   Y
<input type="text"/> FIRST <input type="text"/> MIDDLE <input type="text"/> LAST	
Permanent Account Number (PAN)	Central KYC Number

## Non-Profit Organization [NPO] Declaration

We are falling under "Non-Profit Organization" [NPO] which has been constituted for religious or charitable purposes referred to in clause (15) of section 2 of the Income-tax Act, 1961 (43 of 1961), and is registered as a trust or a society under the Societies Registration Act, 1860 (21 of 1860) or any similar State legislation or a Company registered under the section 8 of the Companies Act, 2013 (18 of 2013).	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please quote Registration No. of Darpan portal of Niti Aayog	

If not, please register immediately and confirm with the above information. Failure to get above confirmation or registration with the portal as mandated, wherever applicable will force MF / AMC to register your entity name in the above portal and may report to the relevant authorities as applicable. We am/are aware that we may be liable for it for any fines or consequences as required under the respective statutory requirements and authorize you to deduct such fines/charges under intimation to me/us or collect such fines/charges in any other manner as might be applicable.

Signature is mandatory

Signature of Sole / First Applicant / Guardian

Signature is mandatory

Signature of Second Applicant

Signature is mandatory

Signature of Third Applicant

Request Date.....

Place.....

## Acknowledgement

Folio Number

Request Date

Time Stamp/Seal

Received From Mr./Mrs./Ms. ....

Change of Bank Mandate

Go Green Services: To Update Contact Details  Nomination  To Register PAN & KYC linking

### 4. Nomination Details (Refer Instruction 4)

I / We wish to nominate. (Proportion (%) in which units will be shared by each nominee should aggregate to 100%. In case of single nominee default proportion will be 100%.)

	Nominee Name	Nominee PAN	Relationship with applicant*	If nominee is minor <sup>#</sup>		Allocation (%) <sup>*</sup>	Nominee Signature
				Guardian Name <sup>*</sup>	Date of Birth <sup>*</sup>		
1							
2							
3							
Address			* Mandatory Details # In case of each Minor as Nominee, please mention Guardian's relationship with Minor as Mother / Father / Legal Guardian & Attach proof like Birth Certificate / School Leaving Certificate / Passport / Others.			Total 100%	

I / We DO NOT wish to nominate

**Nomination Declaration:** I / We hereby confirm that I / We do not wish to appoint any nominee(s) for my mutual fund units held in my / our mutual fund folio and understand the issues involved in nonappointment of nominee(s) and further are aware that in case of death of all the account holder(s), my / our legal heirs would need to submit all the requisite documents issued by Court or other such competent authority, based on the value of assets held in the mutual fund folio.

### 5. Change in Mode of Holding (Refer Instruction 5)

Please tick (✓)  Anyone or Survivor OR  Joint Holding

Signature is mandatory

Signature is mandatory

Signature is mandatory

Signature of Sole / First Applicant / Guardian

Signature of Second Applicant

Signature of Third Applicant

Request Date.....

Place.....

Please refer the instructions given below

#### Instruction 1

For Change of Bank Mandate the investor should submit:

Existing Bank details# (any one of the below)	New Bank Details (any one of the below)
(1) Cancelled original cheque (bearing account number and name on the face of the cheque); (2) Original Bank statement; (3) Old Bank passbook with entries for 3 months prior to closure date; (4) Original letter by the existing Bank on their letter head duly signed and stamped by branch manager/authorised officials; (5) In case such bank account is already closed, a duly signed and stamped original letter from the bank confirming the closure of bank account. (copy enclosed)	(1) Cancelled original cheque of the new bank account with name and account number printed thereon; (2) Self-attested copy of bank statement; (3) Bank passbook with current entries not older than 3 months; (4) Original letter by the Bank on their letter head duly signed and stamped by branch manager/authorised officials.

# 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 entries for latest 3 months prior to the closure and having the name and address and account number will be required;

# In case of non-availability of above documents and self-attested copy of pass book or statement of bank account, investor should give declaration. Please download the Declaration form from our website [https://www.sundarammutual.com/pdf2/2018/App\\_form/COB\\_Declaration.pdf](https://www.sundarammutual.com/pdf2/2018/App_form/COB_Declaration.pdf)

# In addition, the investor should provide a self attested copy of any one of the ID proof with address viz. PAN, Passport, driving license etc.

#### Remarks:

- Separate forms needs to be filled for separate folios of the investor.
- In the event of a request for change in bank account information being invalid/incomplete/ not satisfactory in respect of signature mismatch/document insufficient/not meeting any requirement more specifically as indicated in clauses, the request will be liable for rejection.

#### Cooling Period

Redemption pay-out will be processed after a 10 days cooling period whenever any change of bank mandate request is received simultaneously with, or just prior to submission of, a redemption request, as a matter of precaution against unauthorized/fraudulent transactions.

#### Instruction 2

Go Green E-Update Services: By providing details of your personal email

address, you will receive your account statement by paperless mode via email, in an efficient and timely manner. You would also be contributing to the environment. The investor is deemed to be aware of security risks including interception of documents and availability of content to third parties. Sundaram Asset Management provides interesting information on the economy, markets and funds. Further, by providing your mobile number, you can avail of instant SMS alerts for your transactions.

#### Instruction 3

In case of Registration of PAN / KYC, Mutual funds shall collect the following supporting documents:

- Self attested PAN Copy in case of registration of PAN along with a written and duly signed request for registration of PAN
- Self attested KYC acknowledgement copy in case of registration of KYC.

#### Instruction 4

Please indicate a nominee who should be entitled to the benefits of your investment in the event of an untoward development. Where a folio has joint holders, all holders should sign the request for nomination even if the mode of holding is not "joint." Every new nomination for a folio/account will overwrite the existing nomination. Nomination is not applicable in case of non-individuals or when the account/folio is held on behalf of a minor. Nomination forms cannot be signed by Power of Attorney Holders.

#### Instruction 5

Applicable only if there are more than one applicant in the Folio. All unit holders need to sign irrespective of mode of holding.

