# TRANSACTION FORM

## For Existing Investors Only



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1. DISTRIBUTOR INFORM				,										(	Refe	r Se	ctio	n 1 ı	und	er ins	stru	ctio	ns)	F	OR O	FFIC	E US		
Distributor ARN/ RIA	Bank Branch Code/ RIA Registration Number			Sub Agent ARN Code			е	EUIN No.				CO Code				MO Code				5	ales (	Code			/Time eceipt				
ARN-64917	id directly by the investor to the ARA			El registered Distributors k			re ha	E434563			coment of various factor			rs including the service rendered				l by H	o dict	ribut	01								
Upfront commission shall be paid directly by the investor to the AMF any interaction or advice by the employee/relationship manager/sales pers notwithstanding the advice of in-appropriateness, if any, provided by the employee.					me/us	ne/us as this transaction is exec				ecuted without Solo / 1st ann			ssment of various factors olicant/Guardian/ I Signatory/POA			es including the service rendered 2 <sup>nd</sup> applicant/ Authorised Signatory				3 <sup>rd</sup> applicant/Authorised Signatory				ised					
Country of Birth / Citizens     Non Individual investors s												plicar	it? (v	/): 🗌	Yes	/ 🔲	No (I	/land	ator	y to 🗸	′). If	Yes,	, plea	ase f	ill FA	TCA	Decl	arati	ion.
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2nd Applicant  3rd Applicant														+							+	+							
Guardian																													
Legal Entity Identifier (	LEI)																		(Re	fer :	Sec	tion	9 ι	und	er in	strı	uctio	ons)	
3. ADDITIONAL PUR	CHASE	REQL	JEST																	(F	Refe	r S	ecti	on :	3 un	der	inst	truct	tions)
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Investment Amount						] [	DD C	harg	es				T	$\Box$				N	et A	moun	ıt 🗍		T					<u> </u>	
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Branch Name														Туре				Savii	ng [	Cur	ren	t 🔲	NRO	) [	NRI		FCN	IR	
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Folio No.			
Transaction Details (Please $\sqrt{\ }$ )	ADDITIONAL PURCHASE REQUEST CHANGE OF CONTACT DETAILS	SWITCH REQUEST	REDEMPTION REQUEST

## INSTRUCTIONS FOR COMPLETING THE TRANSACTION FORM

#### **General Instructions**

- This Transaction Form would help you make purchases in our various schemes, switch or redeem your existing investments.
- Please read the Scheme Information Document of the respective schemes carefully before investing.
- Please strike off any sections that are not relevant / applicable. Please countersign in accordance with your mode of holding against any corrections that you make in the Transaction Form.
- 4. Know Your Customer (KYC) Compliance: attested / certified copy of 'Know Your Customer' Acknowledgement ("KYC Acknowledgement") issued by CDSL Ventures Limited (CVL)/ NSDL for all fresh investment transactions, including additional purchases, switches and transactions under fresh SIP/STP / Liq-uity facilities registered from above date, irrespective of the value of such transactions.
- 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.
- Please refer the 'Guidance Notes' below. This should help you fill in the necessary details correctly and completely.
- Section 9 and Section 10 of this Transaction form would help you to make changes
  to your existing Profile details in each Folios. New Applicants would need to fill in
  the Common Application Form, which is available on the AMC Website.
- Duly filled in Transaction form should be submitted to your nearest Investor Service Center of BOI AXA Mutual Fund or KFin Technologies Private Limited.
- 9. If you have more than one transaction to fulfill, please use separate form for each transaction
- 10. Third party cheques shall not be accepted.

#### GUIDANCE NOTES TO HELP YOU FILL IN THE TRANSACTION SLIP.

#### Section 1 - DISTRIBUTOR INFORMATION

- In case the subscription amount is ₹ 10,000/- or more and your Distributor has opted to receive Transaction Charges, ₹ 150/- (for first time mutual fund investor) or ₹ 100/- (for investor other than first time mutual fund investor) will be deducted from your subscription amount and paid directly to the distributor. Units will be issued against the balance amount invested.
- Any addition or cancellation of the Distributor Information should be countersigned by the investor else the same is liable to be rejected.

#### Section 2 - UNIT HOLDERS DETAILS

• Please furnish the name of the sole / first Unit Holder and the existing Folio Number.

#### Section 3 - ADDITIONAL PURCHASE REQUEST

- Please specify the scheme details, your investment amount and your investment cheque details.
- Your Investment cheque should be drawn in favour of the Scheme name in which you propose to invest.
- If you are an NRI Investor please indicate source of funds for investment.
- The following mode of payments is not valid and applications accompanied by such payments is liable to be rejected:
- I. Outstation cheques
- II. Third Party Cheques
- III. Cash / Money Order / Postal Order
- IV. Post-dated cheques
- Multiple cheques for investments in one scheme or single cheque for investments in multiple schemes.

#### Section 4 - SWITCH REQUEST

- Please specify the source and target Scheme Plan (Option) 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 the balance in the Scheme Plan (Option) after taking into account the switch is below the minimum switch size (either in amount or in units whichever is less), the entire balance would be switched to the target scheme.
- If your switch request specifies both amount and units for switch, the latter would be processed.

### Section 5 - REDEMPTION REQUEST

- Please specify the scheme/plan/option details and the amount / number of units you wish to redeem. If you wish to redeem all units, please tick against the box provided for the purpose.
- 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.
- If your redemption request specifies both amount and units for redemption, the latter would be processed.

- Redemption payout would be made only to the Sole / First Unit holder favouring the bank account appearing in our records.
- Redemption payouts would be made through Demand Draft, Direct Credit with specific banks and RTGS/NEFT mode of payment.
- You are requested to furnish a copy of cheque leaf so that your bank account details
  can be validated at our end.
- Please note that pending verification of your bank details, your redemption proceeds / dividend would compulsorily be credited to old bank account / cheque issued in absence of relevant details.

#### Section 6 - CHANGE OF CONTACT DETAILS

- Investors are requested to provide the change in Contact Details by filling up this Transaction Form.
- Investors are requested to provide one Mobile Number across all Folios.

#### Section 7 - NOMINATION

- The nomination can be made only by individuals applying for / holding units on their own behalf singly or jointly. Non-individuals including society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. If the units are held jointly, all joint holders will sign the nomination form
- A minor can be nominated and in that event, the name and address of the guardian
  of the minor nominee shall be provided by the unit holder. Nomination can also be in
  favour of the Central Government, State Government, a local authority, any person
  designated by virtue of his office or a religious or charitable trust.
- The Nominee shall not be a trust (other than a religious or charitable trust), society, body corporate, partnership firm, Karta of Hindu Undivided Family or a Power of Attorney holder. A non-resident Indian can be a Nominee subject to the exchange controls in force, from time to time.
- Nomination in respect of the units stands rescinded upon the transfer of units.
- Transfer of units in favour of a Nominee shall be valid discharge by the Asset Management Company against the legal heir.
- The cancellation of nomination can be made only by those individuals who hold units on their own behalf singly or jointly and who made the original nomination.
- On cancellation of the nomination, the nomination shall stand rescinded and the Asset Management Company shall not be under any obligation to transfer the units in favour of the Nominee."
- If the sum of the percentage entered in the nomination is less than 100% then this
  application will be rejected.
- If the nomination percentage is not mentioned, equal weightage would be given to each nominee.
- A Power of Attorney Holder (PoA) and a guardian investing in mutual fund units on behalf of a minor cannot nominate.

#### Section 8 - DECLARATION AND SIGNATURES

- Signature(s) should appear in the column provided after reading the declaration.
- Signature(s) should match as per the original application submitted by the applicant(s).
- Signature(s) should be as per the holding pattern.
- All signatures should be in English or any Indian language. Thumb impressions should be from the left hand for males and the right hand for females and in all cases be attested by a Magistrate, Notary Public or Special Executive Magistrate.
- Applications by minors should be signed by their guardians. In the case of a Hindu Undivided Family (HUF), the Karta should sign on behalf of the HUF.
- Authorised officials should sign the form under their official designation and company seal. A list of authorised officials, duly certified and attested, should also be attached to the application form. In the case of a trust fund, a resolution from the trustee(s) authorising such purchase or investment must be submitted.
  - If you are investing through your constituted attorney, please ensure that the POA document is signed by you and your Constituted Attorney. The signature in the Application Form, then, needs to clearly indicate that the signature is by the Constituted Attorney on your behalf.

### Section 9 - LEGAL ENTITY IDENTIFIER (LEI)

As per RBI circular no. RBI/2020-21/82 DPSS.CO.OD No.901/06.24.001/2020-21 dated January 05, 2021 The Legal Entity Identifier (LEI) is a 20-digit number used to uniquely identify parties to financial transactions worldwide. It has now been decided to introduce the LEI system for all payment transactions of value ₹ 50 crore and above undertaken by entities (non-individuals) using Reserve Bank-run Centralised Payment Systems viz. Real Time Gross Settlement (RTGS) and National Electronic Funds Transfer (NEFT).

**TEAR HERE** 

## FOR MORE INFORMATION

## **BOI AXA Mutual Fund**

Add: B/204, Tower 1, Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013