

COMMON TRANSACTION FORM

Please read instructions carefully. Please strike off any sections that are not relevant or not applicable.
please ensure that this form will cover transaction as per our need & industry practices
All sections should be filled in English and in BLOCK LETTERS only.



1. DISTRIBUTOR INFORMATION

ARN/RIA Code/Portfolio Manager's Registration (PMRN) #	Sub Broker's ARN	Internal Code for Sub-Broker/ Employee	Employee Unique Identification Number (EUIN)	FOR OFFICE USE ONLY Registrar/Bank Serial No./ Date and Time of Receipt
ARN- 64917	ARN-		E- (Of Individual ARN) / (Of employee/ Relationship Manager/Sales Person of the Distributor) E434563	

#By mentioning RIA / PMRN code, I/We authorize you to share with the Investment Adviser the details of my/our transactions in the scheme(s) of TRUST Mutual Fund.
Declaration for "execution-only" transaction (only where EUIN box is left blank) – I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this is an "execution-only" transaction without any interaction or advice by the employee/relationship manager/sales person of the above distributor or notwithstanding the advice of in-appropriateness, if any, provided by the employee/relationship manager/sales /sub broker of the distributor and the distributor has not charged any advisory fees on this transaction.

Signature of First/Sole Unit Holder/Guardian	Signature of Second Unit Holder	Signature of Third Unit Holder
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2. UNIT HOLDER DETAILS (MANDATORY) (Mandatory to submit FATCA & CRS declaration form if not submitted earlier or in case of change in status)(Refer section 2 under instructions)

Folio No.	Legal Entity Identification (LEI) Code [§]
First/Sole Applicant	PAN / PEKRN <input type="checkbox"/> KYC
Guardian (if applicable)	PAN / PEKRN <input type="checkbox"/> KYC
Second Applicant	PAN / PEKRN <input type="checkbox"/> KYC
Third Applicant	PAN / PEKRN <input type="checkbox"/> KYC
PoA (if applicable)	PAN / PEKRN <input type="checkbox"/> KYC

[§] LEI is applicable for non-individual investor including HUF, not applicable to individuals, minor & NRI investor

3. DEMAT ACCOUNT DETAILS (OPTIONAL)

Please ensure that the sequence of Names as mentioned in the Application form matches with that of the account held with any one of the Depository Participant.

National Securities Depository Limited (NSDL)		Central Depository Services (India) Limited (CDSL)	
DP ID No.	I N	DP ID	
Beneficiary Account No.			

Enclosure (Please tick any box) Client Master List (CML) Transaction cum holding Statement Cancelled Delivery Instruction Slip (DIS)

Investor opting to hold units in Demat Form, may provide a copy of the DP statement which will enable us to match Demat details as stated in the Application Form.

4. ADDITIONAL PURCHASE REQUEST

Scheme Name: TRUSTMF Plan: (Please ✓) Regular Direct

Option: Growth IDCW* Payout IDCW* Re-Investment Dividend Frequency: _____

Mode of Payment: Cheque Demand Draft RTGS/NEFT Transfer One Time mandate Others _____

Amount: _____ Cheque/DD/UTR/UMR No.: _____ Cheque Date: D D M M Y Y

Account No.: _____ Account Type: Saving Current NRO NRE FCNR Others (Please specify) _____

Bank & Branch Name: _____

*IDCW- Income Distribution cum Capital Withdrawal option

5. REDEMPTION REQUEST

<input type="checkbox"/> Partial Redemption	OR	<input type="checkbox"/> Full Redemption
Amount ₹ _____ or Units _____		
Amount (in words) _____		
Scheme TRUSTMF	Plan <input type="checkbox"/> _____	Option <input type="checkbox"/> _____

Please specify the bank details in which you wish to receive the redemption proceeds. Kindly note that this bank account should be one of the registered bank account in the folio else by default the redemption proceeds will be credited into the default bank account. Also this cannot be treated as change of bank mandate.

Bank Name: _____

Account No.: _____

6. SWITCH

<input type="checkbox"/> Partial Switch	OR	<input type="checkbox"/> Full Switch
Amount ₹ _____ or Units _____		
From Scheme TRUSTMF	Plan: (Please ✓) <input type="checkbox"/> Regular <input type="checkbox"/> Direct	
Option <input type="checkbox"/> Growth <input type="checkbox"/> IDCW* Payout <input type="checkbox"/> IDCW* Re-Investment	Dividend Frequency _____	
To Scheme TRUSTMF	Plan: (Please ✓) <input type="checkbox"/> Regular <input type="checkbox"/> Direct	
Option <input type="checkbox"/> Growth <input type="checkbox"/> IDCW* Payout <input type="checkbox"/> IDCW* Re-Investment	Dividend Frequency _____	

*Income Distribution cum Capital Withdrawal option

INSTRUCTIONS FOR COMPLETING THE TRANSACTION FORM

1. Please read the Scheme information Document and KIM of the respective schemes carefully before investing.
2. Please strike off any sections that are not relevant / applicable. Please counter-sign in accordance with your mode of holding against any corrections that you make in the Transaction Form.
3. Please note that section 2 has to be filled mandatorily.
4. Permanent Account Number (PAN): It is mandatory for all investors (including guardians, joint holders, NRIs and power of attorney holders) to provide their Income Tax Permanent Account Number (PAN) and also submit a photo copy of the PAN card at the time of purchase of Units except for investors who are exempted from PAN requirement. Please refer to KYC Form for exemption of PAN requirement. The attestation of the copy of PAN card may be done by a Notary Public or a Gazetted Officer or a Manager of a Bank or a financial adviser under his seal and should carry the name and designation of the person attesting it. In the absence of this, your application will be rejected.
5. Completed Transaction Forms should be submitted to your nearest Investor Service Center of Trust Asset Management Private Limited or Kfintech.
6. If the investor has more than one transaction to provide, he should use separate form for each transaction.
7. Please refer the Instructions below. This should help in filling the necessary details correctly and completely.

Section 1 – DISTRIBUTOR INFORMATION

1. In case, the investor is directly applying, then they should clearly mention "DIRECT" in the ARN column.
2. Any edition or cancellation of the Distributor Information should be countersigned by the investor else the same is liable to be rejected.
3. Distributors are advised to ensure that they fill in the RIA code, in case they are a Registered Investment Advisor.
4. Quoting of EUIN is mandatory in case of advisory transactions.
5. Distributors are advised to ensure that the sub broker affixes his/her ARN code in the column "Sub broker ARN code" separately provided, in addition to the current practice of affixing the internal code issued by the main ARN holder in the "Sub broker code (as allotted by ARN holder)" column and the EUIN of the Sales Person (if any) in the "EUIN" column.
6. Investors are requested to note that EUIN is applicable for transactions such as Purchases, Switches, Registrations of SIP / STP / Trigger STP / Dividend Transfer Plan and EUIN is not applicable for transactions such as Installments under SIP/ STP / SWP / STP Triggers, Dividend Reinvestments, Bonus Units, Redemption, SWP Registration, Zero Balance Folio creation and installments under Dividend Transfer Plans.
7. Investors are requested to note that EUIN is largely applicable to sales persons of non individual ARN holders only (whether acting in the capacity of the main distributor or sub broker). Further, EUIN will not be applicable for overseas distributors who comply with the requirements as per AMFI circular CIR/ARN-14/12-13 dated July 13, 2012.

Section 2 – UNIT HOLDERS DETAILS

1. This section is mandatory.
2. Please furnish the name of the Sole / First Unit Holder and the existing Folio Number.
3. To comply with the requirements of Foreign Account Tax Compliance Act (FATCA) & CRS (Common Reporting Standard), it is mandatory for all investors (including Guardian & POA) to provide the FATCA & CRS declaration W.e.f. November 1, 2015 (if not already submitted). The FATCA & CRS declaration forms can be downloaded from our website at <http://www.trustmf.com>.
4. Legal Entity Identifier (LEI) - The Legal Entity Identifier (LEI) is a 20-digit number used to uniquely identify parties to financial transactions worldwide.

The LEI system has been introduced for all payment transactions of value INR 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).

The circular states that "Entities can obtain LEI from any of the Local Operating Units (LOUs) accredited by the Global Legal Entity Identifier Foundation (GLEIF), the body tasked to support the implementation and use of LEI. In India, LEI can be obtained from Legal Entity Identifier India Ltd. (LEIL) (<https://www.ccilindia-lei.co.in>), which is also recognized as an issuer of LEI by the Reserve Bank under the Payment and Settlement Systems Act, 2007".

Section 3- DEMAT DETAILS

1. Demat accounts details are mandatory if the investors wishes to hold the units in Demat mode.
2. Investors opting to hold units in Demat form, should provide a copy of DP statement which will enable to match the details provided in the Application Form.

Section 4 – PURCHASE REQUEST

1. Investors subscribing under Direct Plan of the Schemes should indicate the Scheme/Plan name in the transaction form as "Scheme Name – Direct Plan" for e.g. "TRUSTMF BANKING & PSU DEBT FUND – Direct Plan". Investors should also indicate "Direct" in the ARN column of the transaction form. However, in case Distributor code is mentioned in the transaction form, but "Direct Plan" is indicated against the Scheme name, the Distributor code will be ignored and the transaction will be processed under Direct Plan.

Please note, where application is received for Regular Plan without Distributor code or "Direct" mentioned in the ARN Column, the application will be processed under Direct Plan.

2. For Additional purchase, cheque or demand draft should be payable locally at the city where the purchase application is deposited, and should be drawn on any bank that is a member of the local Clearing House. All cheques/ drafts accompanying the additional purchase request should be crossed "Account Payee Only", and drawn in favour of the Scheme in which the investment is being made.

Note:

- Third Party payment will not be accepted. In case of exceptions (as per AMFI Circular) to third party payment, please fill the 'Third Party Declaration Form'. In case of payment made by Bank draft, kindly submit Banker Certificate.
- As per RBI guidelines, cheques with alterations in Payee name and the Amount will not be honored. Hence alterations in the cheques should be avoided.
- Non-Resident Indians (NRI) and Person of Indian Origin (PIOs) are requested to attach a Foreign Inward Remittance Certificate (FIRC) or an Account Debit Certificate from the bankers along with the additional purchase request form to enable the AMC to ascertain the repatriation status of the amount invested.
- In case the investor desires to invest in more than one scheme/ plan/ option, he should submit a separate payment instrument and a separate transaction form for each such investment
- Please mention the Folio Number and the Name of the First Unit holder behind the cheque/draft before they are handed over to any courier/messenger/distributor/ISC.

Section 5- REDEMPTION REQUEST

1. TRUST Mutual Fund will endeavor to provide direct / electronic credit for redemption payments into the investors bank account directly. In case the direct credit is not affected by the unitholder's banker for any reason then TRUST Mutual Fund reserves the right to make the payment to the investor by a cheque / DD. If the electronic credit is delayed or not affected or credited to a wrong account, on account of incomplete or incorrect information, TRUST Mutual Fund will not be held responsible.
2. TRUST Mutual Fund offers facility to register multiple bank accounts in the folio and designate one of the bank account as "Default Bank account". Default bank account will be used for all payouts unless investor specifies one of the existing registered bank account in the redemption request for receiving redemption proceeds. A new non – registered bank account specified in the redemption request for receiving redemption proceeds will not be considered and the redemption proceeds will by default be credited into the default Bank account. The investor will have to initially get the non registered bank account registered in the folio and then apply for the redemption request. Also if registered bank account is not mentioned at the time of redemption then by default the redemption proceeds will be credited into the default Bank account.

Section 6 - SWITCH

1. Switches will be processed only if amount/units is clearly mentioned.
2. Switches of following kind within the Scheme will not attract exit load, if any - (i) switch from Direct Plan to Regular Plan; (ii) switch from Regular Plan to Direct Plan where the investment in Regular Plan is without a Distributor (ARN) code; (iii) within different Options (dividend/growth) of the same Plan (Direct/Regular) of the Scheme.
3. The switch request will be subject to the minimum application size and other terms and conditions of the SID of switchin Scheme and the scheme from which the amount is switched out.

- The Applicable price for switching out of the existing open-ended funds will be the NAV of the Business Day on which the switch request, complete in all respects, is accepted by the AMC, subject to the cut-off time and other terms specified in the SID of the respective existing open ended Schemes considering exit loads if any that the AMC/ Trustee may have from time to time.

Section 7 - SYSTEMATIC WITHDRAWAL PLAN (SWP)

- Investors can opt for this facility and withdraw their investments systematically on Monthly/Quarterly/Half Year/Annually basis. Withdrawals will be made/ effected on the date choosen for the selected frequency and would be treated as redemptions.
- If SWP falls on a Non-Business Day or on a date which is not available in a particular month, the SWP will be processed on the immediate next Business Day.
- In case none of the frequencies have been selected then Monthly frequency shall be considered as the Default frequency, and 1st of the month shall be considered as the Default Date in case no date is mentioned. Minimum number of installments for all the frequencies will be 6.
- The SWP shall be auto terminated in case of three consecutive failures to process the installment on account of insufficient balance maintained by the investor in the scheme or any other reason attributable to the investor.
- The applicant will have the right to discontinue the SWP facility at any time, if he / she so desires, by providing a written request at any Point of Service of TRUST Mutual Fund. All requests for registering Systematic Withdrawal Plans (SWP) shall be subject to an advance notice of 7 (seven) working days and requests for discontinuing SWP should be submitted before 10 (ten) working days before the next due date.

Section 8 - SYSTEMATIC TRANSFER PLAN (STP)

- Investors are advised to read the Key Information Memorandum(s) (KIMs) and Scheme Information Document(s) (SIDs) of the Transferee Scheme(s) and Statement of Additional Information (SAI) carefully before investing. The SIDs / KIMs of the respective Scheme(s) and SAI are available with the ISCs of Trust Mutual Fund, brokers/distributors and also displayed at the Trust Mutual Fund website i.e. www.trustmf.com
- Unit holders should note that unit holders' details and mode of holding (single, joint, anyone or survivor) in the Transferee Scheme will be as per the existing folio number of the Transferor Scheme, Units will be allotted under the same folio number. Unit holders' names should match with the details in the existing folio number, failing which the application is liable to be rejected.
- STP offers unit holders the following two Plans:

- Fixed STP
- Capital Appreciation STP

Investor's can opt for any of the above facility. Fixed STP offers transfer facility at fixed intervals with Daily, Weekly, Fortnightly, Monthly and Quarterly intervals. If no frequency is chosen, Monthly frequency shall be treated as the default frequency. Also, Minimum installment amount for all frequencies shall be Rs. 1000.

Capital Appreciation STP offers transfer facility at Monthly and Quarterly intervals. If no frequency is chosen, Monthly frequency shall be treated as the default Frequency.

- Under Capital Appreciation STP-Monthly Interval, unit holders will be eligible to transfer the entire capital appreciation amount (minimum Rs. 1000) by way of capital appreciation on 1st of every month.
Under the Capital Appreciation STP-Quarterly Interval, unit holders will be eligible to transfer the entire capital appreciation amount (minimum ₹ 1000) by way of capital appreciation on 1st of the first month of each quarter. The beginning of the quarter could be of any month e.g. January, March, July, September, etc. Please note that no transfers will take place if there is no minimum capital appreciation amount (except for last transfer leading to closure of account). The capital appreciation, if any, will be calculated from the enrolment date of the Capital Appreciation STP under the folio, till the first transfer date. Subsequent capital appreciation, if any, will be the capital appreciation between the previous Capital Appreciation STP date (where Capital Appreciation STP has been processed and paid) and the next Capital Appreciation STP date.
- Unit holders are required to fill in either the number of instalments or the enrolment period in the enrolment Form, failing which the Form is liable to be rejected.

- In case of Fixed STP, the Enrolment Period has been filled, but the STP Date and/or Frequency has not been indicated, Monthly frequency shall be treated as Default frequency and 10th shall be treated as Default Date. In case of Quarterly STP also, if the date is not mentioned then 10th shall be treated as default date.
- The application for Fixed/Capital Appreciation STP enrolment - should be submitted at least 7 working days and not more than 90 days before the desired commencement date.
- In respect of STP, the Load Structure prevalent at the time of enrolment shall govern the investors during the tenure of the STP.
- A minimum period of 7 working days shall be required for registration under STP. Units will be allotted/redeemed at the applicable NAV of the respective dates of the Scheme on which such investments/withdrawals are sought from the Scheme.
- The AMC reserves the right to introduce STPs at any other frequencies or on any other dates as the AMC may feel appropriate from time to time. In the event that such a day is a Holiday, the transfer would be affected on the next Business Day.
- The requests for discontinuation of Fixed STP /Capital Appreciation STP shall be subject to an advance notice of 10 business days before the next due date for STP.
- The STP shall be auto terminated in case of three consecutive failures to process the installment on account of insufficient balance maintained by the investor in the source scheme or any other reason attributable to the investor.
- Units marked under lien or pledged in the "Source Scheme" shall not be eligible for STP.
- STP will terminate automatically if all Units are liquidated or withdrawn from the account or upon the Funds' receipt of notification of death or incapacity of the Unit holder. STP would not be applicable in case of insufficient balance under the Source Scheme.
- If STP date is a non-Business Day, then the next Business Day shall be the STP Date and the same will be considered for the purpose of determining the applicability of NAV.
- The Trustee reserves the right to change/modify the terms and conditions of the STP. For the updated terms and conditions of STP, contact the nearest ISC or visit our website www.trustmf.com.

Section 9- CANCELLATION OF SWP/STP

- Please use separate transaction form for different schemes in the same folio or different folios.
- In case of joint holders in the folio, the form needs to be signed by either one of the holders or all the holders depending upon the mode of holding.
- Investors can discontinue their systematic transactions by providing sufficient notice before 10 business days.
- In the absence of sufficient no. of days as mentioned above the cancellation would be effected from the next eligible cycle date.
- Investor needs to ensure that the details mentioned in the transaction form are correctly filled in. In case of any ambiguity the transaction form is liable for rejection either at the collection point itself or subsequently after detailed scrutiny/verification at back office of the Registrar

Section 10 – DECLARATION AND SIGNATURES

- 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.
- Applications by non individual investors must be signed by the authorised officials. A list of authorized officials, duly certified and attested, should also be attached to the transaction form.
- In case of application through constituted attorney, please ensure that the POA document is signed by the beneficial investor (POA donor) and the Constituted Attorney. The signature in the transaction Form, in such cases should clearly indicate that the signature is by the Constituted Attorney.
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