

# Common Transaction Form

(For Existing Unit Holders only)  
For IIFL Mutual Fund Schemes other than IIFL Nifty ETF

Please read the instructions before filling the Application Form

DISTRIBUTOR INFORMATION & APPLICATION RECEIPT DATE			
Distributor Name & ARN No.	Sub-Broker Code	Unique Identification No.	Date & Time of Receipt
ARN: 64917		E-029678	

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 person of the distributor and the distributor has not charged any advisory fees on this transaction.

First/ Sole Applicant/ Guardian	Second Applicant	Third Applicant
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### UNITHOLDERS DETAILS

Folio No. _____	Name of Sole/ First Unit Holder _____
PAN _____	Upfront commission shall be paid directly by the investor to the AMFI registered Distributors based on the investor's assessment of various factors including the service rendered by the distributor. For details on transaction charges payable to distributor please refer Key Information Memorandum

### ADDITIONAL PURCHASE

#### Cheque/ DD to be drawn in favor of the name of the Scheme

Scheme  IIFL Option (please√)  Growth  Dividend Payout or  Dividend Reinvestment

Payment Mode (please√)  Cheque  DD  RTGS  NEFT  Fund Transfer

Amount (₹) \_\_\_\_\_ DD charges \_\_\_\_\_ Net Amount (₹) \_\_\_\_\_

Cheque/DD/RTGS/NEFT UTR No. \_\_\_\_\_ Dated 

D	D	M	M	Y	Y	Y	Y
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Drawn on Bank and Branch \_\_\_\_\_

Bank A/c No. \_\_\_\_\_ A/c Type (please√)  Savings  Current  NRO  NRE  FCNR

Details of the Payer (In case First Unitholder is not one of the Account holder(s) of the Bank A/c. mentioned herein)

Parent/Guardian/Related person: \_\_\_\_\_

Employer: \_\_\_\_\_ (Enclosed please√)  KYC acknowledgement letter

Custodian: \_\_\_\_\_  Declaration of the Bank A/c

Please enclose relevant documents as indicated below as per the Mode of Payment: (Enclosed please√)

- RTGS/ NEFT/ ECS/ Bank Transfer -  Instruction to the Bank from the Unitholder to Debit the Account.
- DD/ Pay order/ Banker's Cheque and the like -  Declaration/ Acknowledgement from Bank  Copy of Passbook/ Bank Statement

### SWITCH REQUEST

From: Scheme  IIFL Option/ Facility \_\_\_\_\_

To: Scheme  IIFL Option/ Facility \_\_\_\_\_

No. of Units \_\_\_\_\_ Or Amount (₹) (in Figures) \_\_\_\_\_

Amount (₹) (in Words) \_\_\_\_\_ Or All Units  (please√)

### REDEMPTION REQUEST

Scheme  IIFL Option (please√)  Growth  Dividend Payout or  Dividend Reinvestment

No. of Units \_\_\_\_\_ Or Amount (₹) (in Figures) \_\_\_\_\_

Amount (₹) (in Words) \_\_\_\_\_ Or All Units  (please√)

For investors who have registered for Multiple Bank Account facility and wants the redemption proceeds in account other than default account registered:- Credit the Redemption proceeds to Registered Bank A/C Number \_\_\_\_\_

Registered Bank Name \_\_\_\_\_

(Proceeds of redemption request will be sent only to a bank account that is already registered and validated in the folio at the time of redemption transaction processing.)

Declaration : I/We have read and understood the contents of the Scheme Information Document(s) and Statement of Additional Information.

Signature of Sole / First Applicant / Guardian / POA / Authorised Signatory	Signature of Second Applicant / POA / Authorised Signatory	Signature of Third Applicant / POA / Authorised Signatory
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To be signed by unit holders as per mode of holding opted. To be signed by all unit holders if units are held jointly. Please strike off section(s) that are not filled by you, to avoid unauthorised use.

... continued overleaf



## ACKNOWLEDGMENT SLIP (To be filled in by the Applicant)

Folio No. _____	ARN No: _____	Signature, Stamp & Date								
Received from _____										
Cheque/ DD/ RTGS/ NEFT No. _____	Dated: <table border="1" style="display: inline-table; text-align: center; width: 100px;"> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr> </table>		D	D	M	M	Y	Y	Y	Y
D	D		M	M	Y	Y	Y	Y		
Drawn on Bank & Branch _____										
Scheme/ Plan/ Option/ Sub-Option _____										
Amount ₹ / Units _____										

- Additional Purchase  Redemption  Switch  Change of Address  Change/ Updation of Contact Details

Please Note : All purchases are subject to realisation of payment instrument. This acknowledgment slip is for your reference only. Information on the form will be considered final.

**CHANGE OF ADDRESS (Refer Instructions)**

New Address

City  Pin Code  State  Country

**CHANGE/ UPDATION OF CONTACT DETAILS (Refer Instructions)**

New/ Updated Details: Mobile No.  STD Code  Office  Residence

Email ID

Please register your Mobile No. & Email ID with us to get instant transaction alerts via SMS & Email. Investors providing Email Id would mandatory receive only E-Statement of Account in lieu of physical Statement/ Accounts.

Declaration : I/We have read and understood the contents of the Scheme Information Document(s) and Statement of Additional Information.

Signature of Sole / First Applicant / Guardian / POA / Authorised Signatory	Signature of Second Applicant / POA / Authorised Signatory	Signature of Third Applicant / POA / Authorised Signatory

To be signed by unit holders as per mode of holding opted. To be signed by all unit holders if units are held jointly. Please strike off section(s) that are not filled by you, to avoid unauthorised use.

**Instructions and Information**

- Before investing, please refer the Scheme Information Document (SID) of the scheme(s) alongwith Statement of Additional Information and addendums issued from time to time.
- For redeeming units, in case the balance in your account does not cover the amount of the request, the account shall be closed and the entire such (lesser) amount shall be sent to you. The redemption proceeds shall be credited to the default Bank account registered with the AMC.
- The additional purchase amount should be  $\geq$  Minimum Investment / Minimum Additional Investment amount.
- In case of switch, the present value of investment in the scheme from which the switch-out is requested should be  $>$  to the minimum investment / minimum additional investment requirement of the scheme into which the investment is proposed to be switched in.
- Please mention PAN and Name of the First Unit holder on the reverse of the Payment Instrument. To prevent fraudulent practices Investors are urged to make the Payment Instruments favouring "Name of the Scheme A/c. First Investor Name" OR "Name of the Scheme A/c. Permanent Account Number" OR "Name of the Scheme A/c. Folio Number" and the same should be crossed "Account Payee Only"
- The first unit holder should be one of the Bank Account Holder from which the payment for subscription is being made. Purchase application requests should mandatorily mention the payment details i.e. account number, bank and branch name of the bank account used for issuing the payments to the fund.
- Investors have the facility to register Multiple Bank Accounts - upto 5 in case of Individuals and upto 10 in case of non-individuals, by filling up and submitting the "Bank Account Registration Form" at any of the investor service center. In case of payments received from a Bank Account which is not registered and the first unitholder's name is not preprinted on the payment cheque, unit holder should mandatorily attach supporting documents as required by the fund, like bank certificate, bank passbook copy or statement to prove that the funds are from a bank account held by first unit holder only. If the documents are not submitted with the application, the fund reserves the right to reject the application without any liability whatsoever or call for additional details, at its discretion.
- In specific exceptional situations where Third Party payment is permitted like (i) Payment by Parents / Grand-Parents / Related persons on behalf of a minor (other than registered guardian) in consideration of natural love and affection or as gift for value not exceeding ₹ 50,000 for each purchase, (ii) Payment by an Employer on behalf of Employee under Systematic Investment Plans or lumpsum / One time subscription through Payroll deductions or (iii) Custodian on behalf of an FI or a client – KYC acknowledgment letter of the investor and the KYC of the person making the payment is mandatory irrespective of any amount of investment. Additionally, a joint declaration is also required to be submitted.
- In case of payment through RTGS/NEFT/ECS/Bank Transfer and the like, Unitholder should mandatorily attach the Instructions provided to the Bank stating the account number to be debited. In case of Prefunded Instrument viz. Pay order / Demand Draft/ Banker's Cheque and the like, a certificate from the Bank stating the Name of the Account holders and Account Number which has been debited to issue such instrument OR a copy of acknowledgement from the Bank wherein the instructions to debit the Investor's bank account and name of the Investor as an account holder are available OR copy of pass book/bank statement evidencing the debit for issuance of a Demand Draft/ Pay Order must be enclosed. Further, in case of prefunded Instrument viz. Pay Order / Demand Draft issued against cash (acceptable for less than ₹ 50,000/- only), a certificate from the Bank stating the Name, Address, Bank Account No. and PAN (if available) of the person who has requested for the Instrument must be enclosed.
- Folios Held on behalf of Minor - Effective the date of Minor attaining Majority, no financial and non-financial transactions including fresh registration of Systematic Investment Plans (SIPs), Systematic Withdrawal Plans (SWPs) etc. shall be permitted, till such time a duly filled in "Service Request Form" along with mandatory enclosures are duly received at the investor service center and status of the Folio/Account is updated from "Minor" to "Major" by the AMC/Registrar.
- If the broker name and code is left blank, the application shall be treated as Direct.
- Transaction Charges(TC): TC of ₹ 100/- per subscription of ₹ 10,000 and above will be deducted from the subscription amount and paid to the Distributor/ Agent (who has opted to receive TC) of the investor and the balance shall be invested. TC shall not be deducted for: (a) purchases/subscriptions for an amount less than ₹ 10,000/-; (b) transaction other than purchases/subscriptions relating to new inflows such as Switch / Systematic Transfer Plan / Sweep facility under the Dividend Option of the Scheme(s) etc.; (c) purchases/subscriptions made directly with IIFLMF (i.e. not through any Distributor / Agent); (d) transactions routed through Stock Exchange route. Statement of Account issued to such Investors shall state the net investment as gross subscription less transaction charge and mention the number of units allotted against the net investment. Further, upfront commission to Distributors / Agents shall continue to be paid by the Investor directly to the Distributor / Agent by a separate cheque based on his assessment of various factors including the service rendered by the Distributor / Agent.
- The existing investors who are "KYC not complied" can apply to AMC/ registrar and Transfer Agent for change of address using this form. The investors who are "KYC/ KRA Complied" shall apply to the KYC Registration Agency (KRA)/ CDSL Ventures Limited, as applicable, along-with document/ form that will be prescribed by them from time to time and not directly with the Fund / Registrar.
- The self attested copies of Proof of Address shall be submitted for change in address along with original for verification at any of the Investor Service Center. In case the original document is not produced for verification, then the copies should be properly attested/verified by entities authorized for attesting/verification of documents.
- If the investor(s) has/ have provided their/ his email address in the form or any subsequent communication in any of the folio(s) belonging to the investor(s), AMC shall send various communication which include account statement, annual report etc. to the said communicated email id.

For Application Forms / Declaration Formats / Bank Account Registration Form and other details refer our website [www.iiflmf.com](http://www.iiflmf.com) or visit our Investor Service Centre.

**Nomination:** Investors who may have not as yet appointed a Nominee for their Investments, are advised to appoint their nominee(s). All that needs to be done, is to submit a duly filled-up Nomination Form at the investor service center nearest to you. A nominee is entitled to receive units allotted to the unitholder; in the event of unfortunate demise of a unitholder. Failure to appoint a nominee, could involve a complex and a more time consuming procedure for transmission/ redemption of units.

Toll Free: 1800 200 2267

[service@iiflmf.com](mailto:service@iiflmf.com)

[www.iiflmf.com](http://www.iiflmf.com)



ASSET  
MANAGEMENT

**IIFL Asset Management Ltd.**

Regd. Office: IIFL Centre, 6th Floor, Kamala City, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013 Tel.: (+91 22) 4249 9000 Fax: (+91 22) 2495 4310

**REGISTRAR**

**Computer Age Management Services Pvt. Ltd. (CAMS),**

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