

TRANSMISSION

1. JOINT HOLDING-: **IN CASE OF DEATH OF THE FIRST UNIT HOLDER-**

Request letter from the second Unit holder duly signed requesting for transmission.
Death certificate/s in original or photocopy duly notarized/attested by gazette officer or bank manager.
Bank account details of the second unit holder.(refer change of bank details policy)
Signature verification from the bankers (in case of non availability of signature due to migration of data)
Pan and KYC letter of the surviving unit holder(s) (if applicable)

IN CASE OF DEATH OF THE SECOND/THIRD UNIT HOLDER-

Request letter from the FIRST Unit holder duly signed requesting for transmission.
Death certificate/s in original or photocopy duly notarized/attested by gazette officer or bank manager.

2. DEATH OF THE SOLE UNIT HOLDER-

IF NOMINATION REGISTERED:

Request letter from the Nominee duly signed requesting for transmission.
Death certificate/s in original or photocopy duly notarized/attested by gazette officer or bank manager.
Bank account details along with the personalized cheque copy.
Signature of nominee(s) attested by banker. **Annexure I**
KYC pan card copy and pan card copy of the nominee.
Attested copy of the proof of date of birth, if the Nominee is a minor and if the same has not been obtained at the time of making the nomination.
Proof of identity of the parent/legal guardian claiming on behalf of the minor Nominee.
Signature verification of such parent/legal guardian by a banker.
Attested copy of the court order appointing the legal guardian.

IF NOMINATION NOT REGISTERED:

Letter from claimant/s to the Fund / AMC / RTA requesting for transmission of units,
Death certificate/s in original or photocopy duly notarized/attested by gazette officer or bank manager.
Bank Account Details of the new first unit holder as per **Annexure I** along with attestation by a bank branch manager or cancelled cheque bearing the account details and account holders name.
KYC pan card copy and pan card copy of the new unit holder.
Indemnity Bond from legal heir/s - **Annexure III. (if claimant is producing any document mentioned in (B) then indemnity bond is not required.)**
Individual affidavits from legal heir/s - **Annexure IV.**

[A] If the transmission amount is below Rs. 2, 00,000/- : any appropriate document evidence relationship of the claimant/s with the deceased unit holder/s.

[B] If the transmission amount is Rs 2, 00,000/- or more: Any one of the documents mentioned below:

- Notarised copy of Probated Will, or
- Legal Heir Certificate or Succession Certificate or Claimant's Certificate issued by a competent court, or
- Letter of Administration, in case of Intestate Succession.

3. Transmission in case of HUF, due to death of Karta:

Request letter from the new Karta duly signed requesting the transmission.

Death certificate/s in original or photocopy duly notarized/attested by gazette officer or bank manager.

KYC copy of new Karta.

Signature verification by the banker where the new Karta maintains a bank account. (**Annexure I**)

Indemnity bond signed by all the surviving coparceners and new Karta. (Format as per **Annexure V**)

Notarized copy by gazette or copy attested by bank manager of the Court order appointing such legal guardian.

In case of no surviving co-parceners OR the transmission amount is Rs.2,00,000/-or more OR where there is an objection from any surviving members of the HUF, transmission should be effected only on the basis of any of the following mandatory documents:

- a. Notarized copy of Settlement Deed, or
- b. Notarized copy of Deed of Partition, or
- c. Notarized copy of Decree of the relevant competent Court.

4. Instruction

Where the units are to be transmitted to a claimant who is a minor, various documents like KYC, PAN, Bank details, indemnity should be of the guardian of the nominee.

AMCs may consider seeking additional documents if the amount involved in transmission exceeds Rs Two lakh on a case to case basis.

Claimant can bring the original copy of document at AMC office for verification and the same will be returned to the claimant after due verification. (Like death certificate of the deceased person or bank statement etc.) Claimants are advised to write Folio no on each document.

Redemption along with transmission is not allowed. Once the units will be transferred to claimant's name then only request for redemption needs to be accepted by POA's

In case of rejection Karvy to send the rejection letter mentioning the valid reason along with the required document. (Format 1 enclosed)

Please note that signature verification needs to be done by the same bankers which details to be updated in the folio.

ANNEXURE I

New Bank Mandate Details with unit holder signature attested from Bank branch Manager

<To be given on Bank's Letter Head> or with <Bank Branch seal, employee name and number seal>

TO WHOMSOEVER IT MAY CONCERN

This is to certify that

Mr. / Ms. (#) _____

S/o or D/o: _____

residing at _____

is holding the following account in our bank and branch

Bank Name _____

Branch Name _____

Bank A/c No _____

Account Type SB Current NRE NRO FCNR Others_____

MICR Code

(9 digit code) _____

IFSC Code

(11 digit code) _____

Signature of the above A/c holder as per Bank's records

Signature of the Bank Manager

(Bank & Branch Seal with employee name and number)

ANNEXURE III

(On Rs. 200 stamp paper)

(To be signed jointly by all the Legal Heirs)

INDEMNITY BOND WITH RESPECT TO TRANSFER OF THE MUTUAL FUND UNITS HELD BY THE DECEASED HOLDER WITH OUT PRODUCTION OF LEGAL REPRESENTATION

(In case of Transmission of Mutual Fund Units held by a Single Holder/ on death of all unit holders in case of Joint Holding and where there is no nominee registered).

I/We do hereby solemnly affirm and sincerely state on oath as follows,

I/We state that "Mr. / Ms. (*) _____" passed away on _____ and he/she was holding the following Mutual Fund Units:

Sr No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold	Valuation as on

The said unit holder died intestate or without registering any nominee/s in folio/s on the _____ day of _____

We further inform you that he / she left behind him/her only surviving heirs and next of kin, the following persons according to the Law of Intestate Succession application to him/her by which he/she governed at the time of his/her death.

We have, therefore, approached you with a request to transfer the aforesaid Mutual Fund units in the name of the undersigns

"Mr. / Ms. (#) _____" on my/our behalf without insisting of production of a succession certificate or an order of the court of competent jurisdiction for which we or any one on our behalf execute an indemnity as is herein contained and on relying on the information herein given by us believing the same to be true.

In consideration therefore of my/our request to transfer above said Mutual Fund units to the name of the undersigned "Mr. / Ms. (#) _____".

I / we hereby jointly and severally agree and undertake to indemnify and keep indemnified, saved, defended, harmless you and your successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my/our request, transferring the said Mutual Fund units as herein above mentioned, to the undersigned "Mr. / Ms. (#) _____" without insisting on production of a succession certificate or letter of administration or an order of the court of competent jurisdiction.

IN WITNESS WHEREOF THE said "Mr. / Ms. (#) _____" have here unto set their respective hands and seals this _____ day of _____.

Signed and delivered by the said legal heir(s.)

1. _____

2. _____

3. _____

Name & Address of the Legal Heir/s

Signature of the Legal Heir/s

1. _____

2. _____

3. _____

Suretie/s Name and Address [Mandatory]

Suretie/ s Signature

Signature of the Notary with Name & Seal

() = Name of the deceased unit holder (#) = Name of the claimant*

Annexure – IV

(On Rs. 100 stamp paper)

Individual Affidavits by the Legal Heirs

(In case of Transmission of Mutual Fund Units held by a Single Holder / on death of all unit holders in case of Joint Holding and where there is no nominee registered)

I (*) _____ " son / daughter / spouse
of _____ residing at _____

_____ do hereby solemnly affirm and sincerely state on oath as follows. That Mr. / Mrs. (#)
_____ " the deceased was holding the following mutual Fund units
in his /her name as single holder/joint holders:

Sr No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold	Valuation as on

That the deceased had died intestate on _____ for which we are attaching a Death Certificate. The following are the only legal heir(s) of late Mr. / Ms.(#) _____ " for which we are attaching a Legal Heirship Certificate/ Succession Certificate

Sr No.	Name of the Legal Heirs	Address	Age	Relationship with the deceased

That out of aforesaid legal heirs Master / Kumari. _____ aged _____ years is a minor and he / she is being represented by Mr. / Ms.(\$) _____ " who is none other than his / her father / mother as natural guardian. We also confirm that there is no other legal heir as stated above to the deceased, (#) _____ "

We also indemnify the concerned mutual fund and its authorized Registrar and Transfer Agent in a separate indemnity letter with a third party sureties.

DEPONENT SIGNATURE: _____

VERIFICATION

We hereby solemnly affirm and state on oath that what is stated herein above is true and correct Original Death Certificate or original attested copy of the death certificate. and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned mutual fund units of the deceased.

Solemnly affirmed at
Signed before me at _____ on _____

Signature of Notary with Official Seal of Notary

Note: 1. Each deponent shall sign separate affidavits. (*) = **Name of the deceased unit holder**
(#) = **Name of the legal heir(\$) Name of the guardian**

ANNEXURE - V

(On Rs. 200 stamp paper)

(To be signed jointly by all the coparceners and the new Karta)

INDEMNITY BOND WITH RESPECT CHANGE OF KARTA /TO TRANSFER OF THE MUTUAL FUND UNITSHELD BY THE DECEASED KARTA WITH PRODUCTION OF DEATH CERTIFICATE

I/we do hereby solemnly affirm and sincerely state on oath as follows/We inform you that "Mr. / Ms. (*) _____" passed away on _____ and he was the Karta of the HUF and holding the following Mutual Fund Units:

Sr No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold	Valuation as on

I/We inform you that the following are the only living members of the _____ (Name of the HUF) and that there are no other members /coparceners for the said HUF:

Sr No.	Name	Age	DOB

I/We further inform you that Mr. "Mr. / Ms. (#) _____" is the senior most coparcener of the HUF/ is the new Karta duly appointed by all the members.

I/We have, therefore, approached you /with a request to replace the name of the deceased Karta with the name of the new Karta Mr. "Mr. / Ms. (#) _____" for which I /We execute an indemnity as is herein contained and on relying on the information herein given by us believing the same to be true. In consideration thereof my / our request to replace the name of the Karta in the above said Mutual Fund units in the place of deceased Karta I/We hereby agree and undertake to indemnify and keep indemnified, saved, defended, harmless you and your successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my/ our request.

IN WITNESS WHEREOF THE said "Mr. / Ms. (\$) _____" has here unto set their respective hands and seals this _____ day of _____.

Signed and delivered by the said applicant. (Name of the Karta)

Signature of New Karta

1. _____

Name & Address of members of the HUF

Signature of the members of the HUF

1. _____

2. _____

Sureties Signature

Sureties Name and Address [Mandatory]

Date:

Place:

(Signature of notary [With name and seal])

(*) = Name of the deceased Karta [Unit Holder]

(#) = Name of the new Karta

(\$) = Name of the members of HUF (Add additional lines wherever applicable)