

Service Request Form



Please refer to the General Instructions for assistance.

PERSONAL DETAILS

Name of Sole/First Unit Holder _____ First Name _____ Middle Name _____ Last Name _____ Folio No. _____

PAN _____ First Unit Holder _____ Second Unit Holder _____ Third Unit Holder _____

KYC is mandatory. Please enclose a copy of KYC acknowledgement letter for all applicants. In case there is any change in KYC information, please update the same by using the prescribed "KYC Change Request Form" and submit the same at the Point of Service of any KYC Registration Agency or at the nearest L&T Investor Service Centre (ISC) or CAMS CSC.

CHANGE IN BANK ACCOUNT

Account Number _____ Account Type Savings Current NRE NRO FCNR Others

Bank Name _____

Branch _____ City _____

IFSC _____
(11 digit number next to your cheque no.)

MICR _____
(The 9 character code on a cheque. If you do not find it, please ask your bank branch for it)

Please enclose original cancelled cheques for your old and new bank accounts. In the absence of this, your request may not be processed.

If your Bank is a part of RBI's NEFT clearance and settlement network, we can credit dividend/redemption payments into your account. However, if you wish to receive payments by cheque, please state your preference below.

I/We **DO NOT** wish to receive direct credits, but wish to receive payments by cheque. (Please ✓)

CHANGE OF ADDRESS (KYC Verified investors should fill the KYC change form and approach a KRA PoS for submission)

Correspondence Address	Overseas Address (Mandatory for NRIs/PIOs)
_____ _____ _____ City/Town _____ Pin _____ State _____ Country _____ Tel (R) (ISD) (STD) _____ Tel (O) (ISD) (STD) _____	_____ _____ _____ City/Town _____ Pin _____ State _____ Country _____ Tel (R) (ISD) (STD) _____ Tel (O) (ISD) (STD) _____

CHANGE IN CONTACT DETAILS

Tel. (O) (ISD/STD) _____ Tel. (R) (ISD/STD) _____ Mobile No. +91- _____

Email ID* _____

* Investors providing Email ID would mandatorily receive only E-statements of accounts, annual report and other communication in lieu of physical copy.

If you however wish to receive this communication in your registered postal address, please tick here

YOUR SIGNATURE/S (To be signed as per Mode of Holding)

Sole/First Applicant/Guardian

Second Applicant

Third Applicant

GENERAL INSTRUCTIONS

Please read the below instructions carefully before filling the form. Please fill up the form in English in BLOCK LETTERS with black ink. All information sought in the form is mandatory except where it is specifically indicated as optional. All instructions & notes are subject to SEBI & AMFI guidelines as amended from time to time.

- 1.: **PERSONAL DETAILS:** Please furnish the Folio Number, Name and PAN of Sole / First Applicant Section 1 of the Form. Your investment would be processed in the specified folio.

Your personal information and bank account details would apply to this investment as well.

2. Change in Bank Account:

- a. Please fill in the details of the new bank account of the Sole/First Unit Holder only. After this change is processed, dividend and redemption proceeds will be paid to the Sole/First unit Holder favouring the new bank account.
- b. Please fill the new bank details in the space provided and enclose proofs of the new and old bank account details.

The list of documents required if New and old Bank proofs are available are as below:

New Bank Account Proof	<p>(a) an original cancelled cheque leaf of the new account number (with the name of the account holder printed on it) ; OR</p> <p>(b) A confirmation on bank's letter head confirming new bank account number (PAN/DOB/Address - should match with our records) attested by the banker; OR</p> <p>(c) copy of the Account Statement attested by the banker; OR</p> <p>(d) Copy of Pass Book attested by the banker</p>
Old Bank Account Proof	<p>(a) Self attested copy of the cheque; OR</p> <p>(b) Bank account closure letter ; OR</p> <p>(c) Copy of the pass book of the old bank account number</p>

The list of documents required if old Bank proofs are not available are as below:

New Bank Account Proof	<p>(a) an original cancelled cheque leaf of the new account number (with the name of the account holder printed on it) ; OR</p> <p>(b) A confirmation on bank's letter head confirming new bank account number (PAN/DOB/Address - should match with our records) attested by the banker; OR</p> <p>(c) copy of the Account Statement attested by the banker; OR</p> <p>(d) Copy of Pass Book attested by the banker</p>
In lieu of Old Bank Account Proof	<p>(a) Self attested KYC acknowledgement letter ; AND</p> <p>(b) Declaration of non availability of Old bank account proof ; AND</p> <p>(c) Self attested copy of PAN</p>

In case there is a minor mismatch in the new bank account number submitted by you and the account number on the cheque, we will update the bank account number as appearing on the cheque provided your name appears on it. If your name does not appear on the new bank account's cheque leaf, please provide additional documentation like copy of passbook, A/c statement etc. for verification. Please note all copies of documents should be attested by the banker or originals should be shown for verification at the counter.

- c. **Electronic Payments:** We offer electronic payment of redemptions and dividends. To avail this facility please furnish :

- **IFSC** - This is a 11 character code. If you don't see this printed on your cheque leaf, please ask your Bank for the same ;
- **MICR Code** - This is a 9 digit number appearing next to your cheque number ;
- **CBS Bank Account Number** - Most banks have now implemented core-banking solutions leading to a change in Account Number of customers. Please provide your latest core banking Account Number.

- d. We offer the facility to register multiple bank accounts against your investments. If you wish to avail this facility, please ask for a Multiple Bank Details Registration Form.

- e. If your units are held in the Dematerialised Form, please note that your Bank Account Details appearing in the Depository's records would be considered for redemption / dividend payments.

- f) For security reasons, if the verification of your bank details is pending or if it fails, your redemption proceeds/dividends will be paid only by cheque even if you have a bank account with a direct credit facility.

- g) If you wish to receive payments by cheque instead of direct credit, please tick the check-box provided for this purpose.

3. Change of Address

- a) Please provide complete details of your address. Please do not fill in a P.O. Box address as the same will not be updated in our records. This form can be used only by investors who are not KYC compliant.

- b) If your KYC status is reflecting as 'KYC failed' or 'KYC unavailable', the change of address request should be accompanied by a proof* of the new address, an attested copy of your PAN card or an alternate ID proof if you do not have a PAN.

*Acceptable proof of address:

Passport, Ration Card, Registered Lease/Sale Agreement of Residence, Driving License, Voter Identity Card, Latest Bank Bank Account Statement/Passbook, Latest Telephone Bill (only Land Line), Latest Electricity Bill or Latest Gas Bill. The document should not be more than 3 months old.

4. Contact Details:

Please provide the Mobile Number and E-Mail Address of the Sole / First Applicant in the form in case of Individuals and Key Contact in case of Non Individuals. This would help us seamlessly communicate with you on your investments.

call 1800 2000 400 or 1800 4190 200

email investor.line@Intmf.co.in

www.Intmf.com

Please note our lines are open from 9 am to 6 pm, Monday to Friday and 9 am to 1 pm on Saturday.