SERVICE REQUEST FORM



Folio Number Na	me of the First Unit Holder*	
You can now opt for electronic payment through NEFT and enjoy hassle free receipt of payments. Register your IFS Code and core banking account number with us to avail this facility. Please contact 1860 425 7237 for more details. Redemption request submitted along with change of bank mandate would result in payment being withheld upto 10 days for validating new bank mandate.		
1. Change of Bank Mandate (Refer Instruction 1)		
Bank Name	Bank Branch & G	City
Account No.	Account Type	
MICR Code*	IFSC/RTGS Code	*
*(9-digit number next to your cheque numbe	r) (*11 character code	e printed on a cheque / passbook)
2. Change of Address - For Non-KYC folios only (Refer Instruction 2)		
Address 1	Address 2	
Address 3	City & PIN*	
3. Go Green Services: To Update Contact Details (Refer Instruction 3)		
E-Mail		
STD Telepho		
7.	receive the account statement, annual report and other corre	spondence by email and receive SMS updates on mobile.
4. Nomination (Refer Instruction 4) Mandatory to fill in all fields. Proportion (%) in which units will be shared by each nominee should aggregate to 100%. In case of single nominee default proportion will be 100%.		
□ I wish to nominate the following person(s)		
1st Nominee Name:	2nd Nominee Name:	3rd Nominee Name:
Relationship: Address:	Relationship:	Relationship:
Proportion (%)* in which units will be shared by firs nominee% If nominee is a minor:	Proportion (%)* in which units will be shared by first nominee	Proportion (%)* in which units will be shared by first nominee% If nominee is a minor:
Date of birth:	Date of birth:	Date of birth:
Name of Guardian:	Name of Guardian:	Name of Guardian:
5. To Register PAN, KYC & Aadhaar card linking (Refer instruction 5)		
Permanent Account Number (PAN)*	Aadhaar Card Number* Ce	entral KYC Number
First/Sole Applicant/Guardian		
Second Applicant	*Mandatory	
Third Applicant		
KYC updated (Please tick ✓): 1st Holder / Guardian : □ Yes □ No 2nd Holder □ Yes □ No 3rd Holder □ No 3rd Holder □ Yes □ No 3rd Holder □ Y		
First Holder	Second Holder	Third Holder
Request Date	Place	

SERVICE REQUEST FORM



Please refer the instructions given below

Instruction 1

Original of any one of the following documents may be submitted, or produced for verification, or copy of the same attested by the Bank:

- Cancelled original cheque of the new bank mandate with first unit holder name and bank account number printed on the face of the cheque.
- Self attested copy of bank statement
- Bank passbook with current entries not older than 3 months
- Bank Letter duly signed by branch manager / authorized personnel.

Instruction 2

i) KYC Complied Folios / Clients

In case of change of address for KYC complied Folios, Mutual Fund Intermediaries shall collect the following supporting documents:

- KYC Change details form for Individuals/Non-Individuals.
- Self attested copies of proof of new address* (POA) and PAN accompanied by the originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorised for attesting the documents as under: http://www.sundarammutual.com/kycdwn/kycdwn.htm
- Any Other document / form that the KRA may specify from time to time.

*Not more than 3 months old

ii) KYC Not Complied Folios / Clients

In case of change of address for KYC Not Complied Folios, Mutual Funds shall collect the following supporting documents:

- Self-attested proof of new address (POA) and
- Self-attested Proof of Identity (POI): Only PAN card copy if PAN is updated in the folio, or PAN / other proof of identity if PAN is not updated in the folio.

Instruction 3

Go Green E-Update Services: By providing details of your personal email address, you will receive your account statement by paperless mode via email, in an efficient and timely manner. You would also be contributing to the environment. The investor is deemed to be aware of security risks including interception of documents and availability of content to third parties. Sundaram Asset Management provides interesting information on the economy, markets and funds. If you wish to receive your account statement, annual report and other such updates by email, please fill in your email address overleaf. Further, by providing your mobile number, you can avail of instant SMS alerts for your transactions.

Instruction 4

Please indicate a nominee who should be entitled to the benefits of your investment in the event of an untoward development. Where a folio has joint holders, all holders should sign the request for nomination even if the mode of holding is not "joint." Every new nomination for a folio/account will overwrite the existing nomination. Nomination is not applicable in case of non-individuals or when the account/folio is held on behalf of a minor. Nomination forms cannot be signed by Power of Attorney Holders.

Instruction 5

In case of Registration of PAN / KYC, Mutual funds shall collect the following supporting documents:

- Self attested PAN Copy in case of registration of PAN along with a written and duly signed request for registration of PAN
- Self attested KYC acknowledgement copy in case of registration of KYC.

Consent & Signature for Aadhaar

I/We hereby provide my / our consent to Sundaram Mutual Fund / Sundaram BNP Paribas Fund Services Limited (RTA) for the following:
a) For validating my Aadhaar Number with UIDAI through an authorized entity.

b) For updating/seeding my Aadhaar number based on the PANs in all my accounts maintained with your Fund for KYC & or related due diligence purpose in line with PMLA requirements, UIDAI guidelines and Account enrichment purpose.

I/We authorize Sundaram Mutual Fund / Sundaram BNP Paribas Fund Services Limited to authenticate data in accordance with UIDAI (Authentication) Regulations.

I/We hereby provide my / our consent for sharing the Aadhaar data / information with other Mutual Funds / RTAs for updating the same in my / our folios held with them, now or to be created in future.

I / we further declare that this consent will remain valid for Updation in all my / our existing & new folios serviced by Sundaram BNP Paribas Fund Services Limited.