



MUTUAL FUND

MANUAL- TRANSMISSION PROCESS

[Pursuant to the Guidelines for Investments framed as per the recommendations of AMFI Working Group for Implementation of NISM Recommendations on “**Operational Risk Issues in Mutual Fund Investor Service Processes**” (dated January 28, 2011) with regard to “on behalf of Minors”, Minors attaining Majority, change of Guardian, Registration of Nominee, Nomination facility and Transmission of units.]

JUNE 2011

**Procedure for Transmission of Mutual Fund Units
& Documentation to Be Submitted For Transmission**

Investment in mutual funds can be made in a single name or in a joint mode. The mode of holding can be anyone/survivor or joint. However, in the event of the demise of the unitholder/ one of the unitholders, it is important that the mutual fund units get legally transmitted. The various scenarios in which the units could be transmitted are stated below:

1. Transmission to surviving unitholders in case of death of one or more unitholders:

In case units are held by more than one registered investor/unitholder, then upon death of the first investor/unitholder, units shall be transmitted in favour of the remaining investor/unitholder(s) (in the order in which the names appear in the register of Investors/unitholders with the Registrar) on production of the following documents to the AMC/Trustees/Fund or Registrar:

- Letter from surviving unitholders to the AMC/Trustees/Fund or Registrar requesting for transmission of units,
- Death Certificate in original or photocopy duly notarized or attested by gazette officer or a bank manager,
- Bank Account Details of the new first unitholder as per [Annexure I](#) along with attestation by a bank branch manager or cancelled cheque bearing the account details and account holders name.
- KYC of the surviving unitholders, if not already available.

2. Transmission to registered nominee/s in case of death of Sole or All unitholders:

In case units are held in a single name/joint by the investor(s)/unitholder(s), units shall be transmitted in favour of the nominee where the investor(s)/unitholder(s) has appointed a nominee, upon production of the following documents to the AMC/Trustees/Fund or Registrar:

- Letter from claimant nominee/s to the AMC/Trustees/Fund or Registrar requesting for transmission of units,
- Death Certificate/s in original or photocopy duly notarized or attested by gazette officer or a bank manager,
- Bank Account Details of the new first unitholder as per [Annexure I](#) along with attestation by a bank branch manager or cancelled cheque bearing the account details and account holders name.
- KYC of the claimant/s,

- If the transmission amount is Rs One Lakh or more, an Indemnity duly signed and executed by the nominee/s as per [Annexure II](#).

3. Transmission to claimant/s, where nominee is not registered, in case of death of Sole/ All unitholders:

Where the investor/unitholder has not appointed a nominee, the units shall be transmitted in favour of the investor/unitholder's executor/administrator of its estate/legal heir(s)/claimants as the case may be, on production of the following documents to the AMC/Trustees/Fund or Registrar:

- Letter from claimant/s to the AMC/Trustees/Fund or Registrar requesting for transmission of units,
- Death Certificate/s in original or photocopy duly notarized or attested by gazette officer or a bank manager,
- Bank Account Details of the new first unitholder as per [Annexure I](#) along with attestation by a bank branch manager or cancelled cheque bearing the account details and account holders name.
- KYC of the claimant/s,
- Indemnity Bond from legal heir/s - [Annexure III](#).
- Individual affidavits from legal heir/s - [Annexure IV](#).
- If the transmission amount is below Rs One Lakh: any appropriate document evidencing relationship of the claimant/s with the deceased unitholder/s.
- If the transmission amount is Rs One Lakh 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.

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

In case of HUF (Hindu Undivided Family), the property of the family is managed by the Karta and HUF does not come to an end in the event of death of the Karta. In such a case, the members of the HUF will appoint the new Karta who needs to submit the following documents for transmission, to the AMC/Trustees/Fund or Registrar:

- Letter requesting for change of Karta,
- Death Certificate in original or photocopy duly notarized or attested by gazette officer or a bank manager,
- Duly certified Bank certificate stating that the signature and details of new Karta have been appended in the bank account of the HUF - [Annexure I](#)

- KYC of the new Karta and KYC of HUF, if not already available.
- Indemnity bond signed by all the surviving coparceners and new Karta - [Annexure V](#).
- In case of no surviving co-parceners AND the transmission amount is Rs One Lakh 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:
 - Notarized copy of Settlement Deed, or
 - Notarized copy of Deed of Partition, or
 - Notarized copy of Decree of the relevant competent Court

Please Note:

- a) It is clarified that PAN card copy or another proof of identity of claimant/s is not required separately if KYC acknowledgement issued by CVL is made available.
- b) The Fund, AMC or Registrar shall rely on the prima facie validity of any certificates and documents provided by any nominees/administrators/claimants/executors/legal heirs/HUF for transmission of units and the AMC/Trustees/Fund or Registrar shall be under no obligation to investigate or verify the authenticity or the veracity of the documents or their contents.
- c) The AMC/Trustees/Fund/Registrar reserves the right to procure any further and relevant documents that may be required other than and in addition to the aforesaid documents in the specified format from time to time for transmission of units, depending on the circumstances of each case and for ensuring proper due diligence.
- d) Upon the transmission of units in accordance with the procedure contained hereinabove, the Fund, AMC/Trustees/Fund or Registrar, their directors, employees and agents, their successors and permitted assigns shall stand discharged and absolved of any further responsibility, liability or obligation in respect thereof, towards the estate of the deceased Client and his/her nominees, successors, legal heirs, claimants, executors and administrators.

A transmission matrix is also enclosed as [Annexure VI](#) for your easy understanding.

For any further queries with regard to the aforesaid transmission process you may contact us at **1800 200 2267**.

ANNEXURE - II
(To be given by the Nominee/s)

INDEMNITY BOND WITH RESPECT TO TRANSFER OF THE MUTUAL FUND UNITS HELD BY THE DECEASED HOLDER WITH 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 nominee registration)

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

I/We inform you that "Mr. / Ms. ⁽¹⁾ _____" passed away on _____ and he/she was holding the following Mutual Fund Units:

S No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold

I /We further inform you that he/she has nominated me/us as the nominee of the mutual fund units standing in his/ her name.

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

"Mr. / Ms. ⁽²⁾ _____"

without insisting of production of a succession certificate or an order of the court of competent jurisdiction 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 therefore of my / our request to transfer above said Mutual Fund units to my/our name/s, I/We agree to receive the said units only as an agent and trustee for the legal heirs or legatees of the said unit holder/s. I/We hereby further 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 request, transferring the said mutual fund units as herein above mentioned, to my / our name/s without insisting on production of a succession certificate or an order of the court of competent jurisdiction.

IN WITNESS WHEREOF THE said "Mr. / Ms. ⁽¹⁾ _____" has/have here unto set their respective hands and seals this _____ day of _____.
Signed and delivered by the said applicant/s

1. _____

2. _____

3. _____

Name & Address of Nominee(s)

Signature of the Nominee(s)

Date: _____

Place: _____

Signature of Notary [with Name and Seal]

⁽¹⁾ =Name of the deceased unit holder/s

⁽²⁾ =Name/s of the claimant/s

ANNEXURE – III:
(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 registration).

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

I/We state that "Mr. / Ms. ⁽¹⁾ _____" passed away on _____ and he/she was holding the following Mutual Fund Units:

S No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold

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. ⁽²⁾ _____"

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. ⁽²⁾ _____".

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. ⁽²⁾ _____" 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. ⁽²⁾ _____" 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. _____
Suretie/s Name and Address [Mandatory]

Suretie/s Signature

Signature of the Notary with Name & Seal

⁽¹⁾ = Name of the deceased unit holder

⁽²⁾ = Name of the claimant

Annexure - IV:

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 registration)

I ⁽¹⁾ _____ " son / daughter / spouse of _____
_____ residing at _____

do hereby solemnly affirm and sincerely state on oath as follows.

That Mr. / Mrs. . ⁽²⁾ _____ " the deceased was holding the following mutual fund units in his / her name as single holder/joint holders:

Sl. No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold

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. / Mrs. . ⁽²⁾ _____ " for which we are attaching a Legal Heirship Certificate/ Succession Certificate.

Sl. No.	Name of the Legal Heirs	Address	Age	Relationship with the deceased
1				
2				
3				

That out of aforesaid legal heirs Master / Kumari. _____ Aged _____ years is a minor and he / she is being represented by Mr. / Ms. ⁽³⁾ _____ " 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, ⁽¹⁾ _____ "

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.

⁽¹⁾ = Name of the deceased unit holder ⁽²⁾ = Name of the legal heir ⁽³⁾ = Name of the guardian

Annexure -V

(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 UNITS
HELD BY THE DECEASED KARTA WITH PRODUCTION OF DEATH

CERTIFICATE OF KARTA

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

I/We inform you that "Mr. / Ms. ⁽¹⁾ _____" passed away on _____ and he was the Karta of the HUF and holding the following Mutual Fund Units:

S No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold

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:

Sl.No. Name Age D.O.B.

- 1
- 2

I /We further inform you that Mr. "Mr. / Ms. ⁽¹⁾ _____" 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. ⁽¹⁾ _____" 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. ⁽¹⁾ _____" has here unto set their respective hands and seals this _____ day of _____.

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

1. _____

Name & Address of members of the HUF Signature of the members of the HUF

1. _____

2. _____

Sureties Name and Address [Mandatory] Sureties Signature

Date: _____

Place: _____ Signature of notary [With name and seal]

⁽¹⁾ = Name of the deceased Karta [Unit Holder]
= Name of the members of HUF

⁽¹⁾ =Name of the new Karta ⁽¹⁾
Add additional lines wherever applicable

Transmission Documents Matrix - Ready Reckoner

Annexure VI

Sr. No	Documents Required for Transmission	Transmission to Surviving Joint Holders	Demise of Sole/All unit holders & Nominee/s registered.	Demise of Sole/All unit holders & Nominee/s NOT registered.	Demise of Karta of an HUF.
Basic Documents					
1	Letter from the Nominee/s or the Claimant/s or new Karta addressed to the ANC/Fund/Registrar.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Death Certificate of deceased Unit Holder/s / Karta in original or Photocopy duly notarized.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	KYC of Nominee/s or Claimant/s or Surviving Unit holders or HUF & New Karta, Or KYC of the Guardian (in case of nominee /claimant being a minor / of unsound mind).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	New Bank Mandate details - duly attested by Bank Manager - (Annexure I) or Cheque copy with account number and holders' name printed on the cheque.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Documents (Indemnity Bonds to be on minimum Rs 20/- stamp paper and duly notarized. KYC acknowledgement address should match with the address mentioned in the Indemnity Bond.)					
1	Indemnity band signed by Nominee/s (Annexure II) if the transmission amount exceeds 100,000		<input checked="" type="checkbox"/>		
2 A	Indemnity band signed by all legal heir/s confirming the claimant/s (Annexure III)			<input checked="" type="checkbox"/>	
2 B	Individual Affidavit by the Legal Heir/s (Annexure IV)			<input checked="" type="checkbox"/>	
2 C	Transmission value Less than Rs 1,00,000: Document evidencing relationship of the claimant/s with the deceased unitholder/s. Transmission value Rs. 1,00,000/- or more: Notarised copy of the Probated Will OR Legal Heir / Succession / Claimant certificate by a competent court OR Letter of Administration, in case of Intestate Succession.			<input checked="" type="checkbox"/>	
3 A	Indemnity Band signed by all the co-parceners appointing the new karta (Annexure V)				<input checked="" type="checkbox"/>
3 B	Notarized copy of Settlement Deed OR Deed of Partition OR Decree of the relevant competent Court: (In case of no surviving co-parceners and the transmission value Rs. 1,00,000/- or more, OR where there is an objection from any surviving members of the HUF)				<input checked="" type="checkbox"/>