# COMMON TRANSACTION REQUEST - NON FINANCIAL TRANSACTION



For existing unitholders holding units in physical mode. The relevant section to be filled-in are indicated in the title of respective section. Please read documentation requirements and terms & conditions overleaf. Please fill in the information below in English and in BLOCK Letters.

IMPORTANT: Please strike off the unused section(s) to prevent any unauthorised u	se. DATE: D D M M Y Y Y Y
A. UNIT HOLDER'S INFORMATION (Mandatory)	
Folio No(s)	
Sole/1st Applicant Mr. Ms. M/s	
B. CHANGE OF BANK MANDATE (Please fill section A+B+G)	
MANDATORY TO ATTACH OLD AND NEW BANK ACCOUNT PROOF AS GIVEN IN THE INSTRUCTION NO.1	
Account Number	Account Type Savings Current NRE NRO Others Please Specify
Name of Bank	
Branch Name	Branch City
9 Digit MICR code	11 Digit IFSC
C. PAN, DOB and KYC Updation (Please fill section A+C+G)	
PAN of Sole/ First Applicant/Guardian	Date of Birth* D D M M Y Y Y Y Enclosed KYC Acknowledgement Letter
PAN of Second Applicant	Date of Birth* D D M M Y Y Y Y Enclosed KYC Acknowledgement Letter
PAN of Third Applicant	Date of Birth* D D M M Y Y Y Y Enclosed KYC Acknowledgement Letter
D. CONSOLIDATION OF FOLIOS (Please fill section A+D+G)	
	Target Folio
Consolidation can take place only if a. Names of unit holders, b. Address of unit	(MANDATORY): Source Folio: I/We wish to consolidate all my/our investments under specified folios into one folio.
holders, c. Mode of holding, d. Order of unit holders, e. Tax status and Nominee details are identical in all the mentioned folios.	Folios to be consolidated:
I/We agree that the mode of holding, bank mandate, address and nomination details in the Target Folio will be applicable and will prevail after consolidation even if they	
were different details in source folios.  3. Bank particulars in the target folio has been retained for your redemption/dividend	
proceeds.	
E. CHANGE OF IDCW OPTION (Please fill section A+E+G)	
SCHEME NAME	OPTIONS
	PAYOUT TO REINVESTMENT REINVESTMENT TO PAYOUT
	PAYOUT TO REINVESTMENT REINVESTMENT TO PAYOUT
	PAYOUT TO REINVESTMENT REINVESTMENT TO PAYOUT
F. CHANGE IN MODE OF HOLDING from Joint to Anyone or survivor or vice-versa (Please fill section A+F+G)	
All unit holders should sign the form irrespective of mode of holding in the folio	Please tick (✓)  Joint  Anyone or Survivor
G. INVESTOR(S) DECLARATION & SIGNATURE(S)	
I/We have read and understood the contents of the Scheme Information Document(s)/Key Information Memorandum(s) & Statement of Additional Information(s) of the Scheme(s) and agree to abide by the terms, conditions, rules and regulations of the Scheme(s) as on the date of this transaction. I/We have further read, understood and hereby agree to abide by the provisions under Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) under FATCA & CRS provision of the Central Board of Direct Taxes notified Rules 114 F to 114H,as part of the Income-tax Rules,1962. The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us. I/We hereby confirm that I/we have not been offered/ communicated any indicative portfolio and/or any indicative yield for this investment. I/We hereby declare and confirm that the information provided in this form is true and correct and is duly supported by the document proof enclosed alongwith the form. In case of non submission of any of the documents or if the documents are not found to be in order, the AMC reserves the right to not register the application submitted. The AMC/Mutual Fund shall not be liable and/or responsible for any loss or damage that I/we may incur if the Form is rejected." I/We interested in receiving promotional material from the AMC via mail, SMS, telecall, etc. If you do not wish to receive, please call on tollfree no. 1800 266 3060	
SIGNATURE OF SOLE / FIRST APPLICANT SIGNATURE OF SEC	SOND APPLICANT SIGNATURE OF THIRD APPLICANT

# INSTRUCTIONS

## 1. Change of Bank details

## For existing unit holders - Individual / HUF / Sole Proprietor

**DOCUMENT REQUIRED FOR BOTH OLD/EXISTING AND NEW BANK MANDATE**: Any One Document to be submitted for the respective mandate. All documents should have the First Unit Holder's Name, Account Number, Account type, IFSC, MICR, Bank address details.

#### New Bank Mandate:

- · Original cancelled cheque
- Bank passbook (with current entries not older than 3 months)
- Self-attested Bank account statement issued by the concerned bank (not older than 3 months) OR, Bank letter, on letterhead of the bank duly signed by branch manager/authorized personnel stating the investor's bank details.

#### AND

## Old/Existing Bank Mandate:

- · Original cancelled cheque
- Bank passbook (with current entries not older than 3 months)

In case of non-availability of old bank proof, In-Person verification (IPV) is mandatory.

For IPV - Original with self attested copies of PAN Card as per the applicable Mode of Holding/ Photo Identity Proof for PAN Exempt Investors like Passport, Voter ID, Ration Card, Driving License For existing unit holders – other than Individual / HUF / Sole Proprietor

## Any one of below document is required to be submitted for old and new bank account:

- · Original cancelled cheque with First unit holder's name and bank account number pre-printed on the face of the cheque
- Self-attested Bank account statement issued by the concerned bank (not older than 3 months)
- Bank passbook (with current entries not older than 3 months)
- Bank letter, on letterhead of the bank duly signed by branch manager/authorized personnel stating the investor's bank account number, account type, bank branch, MICR and IFSC code of the bank branch (not older than 3 months)

## Note:

- (i). In case of photocopies of above documents are submitted, unit holder must procure original for verification at any of the AMC branches or official point of acceptance of transactions.
- (ii). The name printed on the documents should be same as per the folio.
- (iii). The AMC reserves the right to accept the request, subject to additional verifications, production of additional documents or In Person Verification of unit holder.
- (iv) For unit holders opting to hold units in demat form, please ensure that the bank account linked with the demat account is mentioned and the Client Master List (CML) is also submitted.

## 2. Change of Address: (i) Proof of Identity and (ii) Proof of new Address are Mandatory

- · Proof of Identity and Proof of new Address should be attested by bank/notary/AMC designated person and also self-attested by the investor)
- It is advisable for KYC non-compliant investors to complete the KYC formalities by submitting the KYC forms with the required documentation as prescribed by the guidelines.
- For Change of address in KYC compliant folios, please submit the appropriate KYC form with documentation to the designated intermediaries of the KRA.
- 3. In case there is any changes in your KYC information, please update the same by using the prescribed 'CKYC-KRA KYC Form Individual' available on our website https://mf.whiteoakamc.com under download section, and submit the same at the point of service of any KYC Registration Agency.
- 4. Alterations in the form, if any should be countersigned.
- 5. Date of Birth updation: please provide self-attested PAN, Driving Licence, Passport and birth certificate.