Birla Sun Life
Mutual Fund
The name inspires trust

COMMON TRANSACTION FORM (For existing investors)
(FOR ONE TRANSACTION ONLY)

BIRLA MUTUAL FUND CELEBRATES
11
YEARS OF TRUST

Broker Code	Sub Broker Code	FOR BMF USE

Please strike off the transactions type that are not filled.

Form No.

(A) | **UNIT HOLDERS INFORMATION**

Folio No. [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

NAME	Permanant Account Number (PAN) (Supporting documents / Form 60 / Form 61 is must if transaction amount is Rs. 50,000 and above. Refer Instruction No. 7) (Mandatory)
First Holder	
Second Holder	
Third Holder	
Guardian (In case of Minor)	

(B) | **ADDITIONAL PURCHASE (Refer Instruction No. 3, 4 & 5)**

Scheme		Plan		Option	

Rs. (figures) | | Cheque/DD No. | | Dated | D D M M Y Y

Rs. (words)

Drawn on (Bank)

Branch | | DD charge : Rs. *(Refer Instruction No. 4)* |

In case you do not mention the Plan and Option, units will be alloted under default option as per respective scheme(s) offer document(s).

(C) | **REDEMPTION (Refer Instruction No. 9)**

Scheme		Plan		Option	

Rs. (figures)

Rs. (words)

OR

No. of Units

Direct Credit to existing bank account (Please refer Instruction No. 9 overleaf) :
I/We request you to activate Direct Credit (DCR) facility for my Folio and remit the redemption/dividend proceeds through DCR.

(Please ✓ in this Box) ☐

(D) | **LATERAL SHIFT/SWITCH (Refer Instruction No. 6)**

Scheme		Plan		Option	

No. of Units | | **OR** Rs. (figures) |

Rs. (words)

Scheme		Plan		Option	

▶ **ACKNOWLEDGEMENT**

Form No.

Signature & Stamp

Received for ADDITIONAL PURCHASE / REDEMPTION / LATERAL SHIFT/SWITCH / CHANGE OF BANK DETAILS / DIRECT CREDIT /

CHANGE OF ADDRESS / EMAIL CONFIRMATION / ONLINE ACCOUNT ACCESS

Folio No. [ ][ ][ ][ ][ ][ ][ ][ ]

from Mr./Ms./M/s.

For Only Additional Purchase: Cheque / Draft No. | | for Rs. (Figures) [ ][ ][ ][ ][ ][ ][ ][ ]

Rs. (words)

drawn on (bank) | | Branch |

/17

(E) CHANGE / UPDATION OF BANK DETAILS - First Holder (Please refer instruction No. 7)

Bank Account No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Bank Name ☐ Branch ☐

Address ☐

Pin Code ☐☐☐☐☐☐

Bank A/c. Type   ☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR ☐ NRSR

(F) REDEMPTION / DIVIDEND REMITTANCE

Direct Credit available in : ABN Amro Bank, Citibank, Deutsche Bank, HSBC, HDFC Bank, ICICI Bank, IDBI Bank, Standard Chartered Bank, UTI Bank.

Unit holders applying for change of bank as one of the above banks will receive their Redemption/Dividend Payments (if any) directly into their bank account.

In case redemption transaction is submitted along with change of bank as one of these banks, a cancelled cheque leaf must be submitted in order to safeguard interest of the investors.

In case Unit holders wish to receive a cheque (instead of a direct credit into their bank account), please indicate the preference below :

I/We want to receive the redemption and dividend proceeds (if any) **by way of a cheque.** ☐ (Please tick ✓ in this box)

(G) CHANGE / UPDATION OF ADDRESS

Pin ☐☐☐☐☐☐

Tel.: (R) ☐☐☐☐☐☐ (O) ☐☐☐☐☐☐ Mobile: ☐☐☐☐☐☐

(H) E-MAIL CONFIRMATION : Please send me transaction confirmation and account statement on the following E-mail :

E-mail : ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(I) ONLINE ACCOUNT ACCESS

Please provide me the facility to access my account and to transact over the internet. I have read & understood the terms & conditions for the same in your Key Information

Memorandum and agree to abide by the same.   FACILITY REQUIRED (Please tick ✓)   YES ☐ NO ☐

(J) DECLARATION AND SIGNATURE(s)

The Trustee, Birla Mutual Fund

Date ☐☐☐☐☐☐☐☐
     D D M M Y Y Y Y

Dear Sirs,

Having read and understood the contents of the offer document(s) of the scheme(s), I/We hereby apply to the Trustee of Birla Mutual Fund for units of scheme(s) of Birla Mutual Fund as indicated above and agree to abide by the terms, conditions, rules and regulations of the scheme (s). I/We hereby declare that the particulars given herein are correct and complete. I/We confirm that I/we have not received and will not receive any commission or brokerage or any other incentive in any form, directly or indirectly, for subscribing to units issued under any of the scheme(s).

I/We hereby declare that the amount invested in the scheme(s) is through legitimate sources only and does not involve and is not designed for the purpose of any contravention or evasion of any Act, Rules, Regulations, Notifications or Directions of the provisions of Income Tax Act, 1961, Prevention of Money Laundering Act, 2002, Prevention of Corruption Act,1988 or any other applicable laws enacted by the Government of India from time to time.

For NRIs/FIIs only: I/We confirm that I am/we are Non Residents of Indian Nationality/origin and that I/We have remitted funds from abroad through approved banking channels or from funds in my/our Non-resident External Account/FCNR account/NRO/NRSR Account.

First Holder

Second Holder

Third Holder

INSTRUCTIONS **1.** It is necessary to mention the Ten-Digit Folio number for the purpose of any transaction. **2.** Please strike off the transaction type that are NOT filled by you before submitting the form. **3.** To make an additional purchase, please send us a local cheque / DD payable at any of our branch/ authorised centre. Please make the cheque/ DD payable in favour of the respective scheme e.g. Birla Advantage Fund, Birla Income Plus etc. **4.** No stock invest, cash or outstation cheques will be accepted. D.D. charges would be borne by the fund only for the investors residing at places which are not covered by our offices/authorised centres. The maximum charges so borne by the fund would be restricted to limits as prescribed by State Bank of India. **5.** For fresh purchases under new scheme, plan or option - please refer the respective Offer Document(s). **6.** Redemptions/ Lateral Shifts/ Switches will be processed only if amount/ units is clearly mentioned. If there is no sufficient amount/ units, the balance available free units in the respective account will be redeemed/ shifted/ switched. **7. Bank Mandate and PAN Mandatory:** It is mandatory for investors to mention in their application/Redemption request, the bank name and account number, if not already provided. Application without these details will be rejected. An application for Purchase of Units amounting to Rs. 50,000/- or more should quote PAN of the applicant. (In case of Joint applicants, PAN of all holders) along with documentary proof of PAN (Photocopy of PAN card/PAN Letter/refund order/assessment order/Demand Notice from Income Tax Department). In case of a minor, PAN details of the Guardian must be submitted. In case a person does not have a PAN, a declaration in Form 60/Form 61 (as applicable) alongwith the address proof must be submitted. Application without this would be rejected by the Mutual Fund without any reference to the investor. **8.** Unit holders whose bank account details available in our records is any one of the following banks will receive their Redemption/Dividend payment (if any) directly into their bank account : ABN Amro Bank, Citibank, Deutsche Bank, HSBC, HDFC Bank, ICICI Bank, IDBI Bank, Standard Chartered Bank, UTI Bank. However, if the remittance is delayed or not effected for reasons of incomplete or incorrect information, Mutual Fund cannot be held responsible. The Mutual Fund, however, reserves the right to issue a cheque / demand draft inspite of an investor opting for Direct Credit.

Get NAVs of all Birla Mutual Fund schemes round the clock at www.birlasunlife.com or call on our Toll free no.: 1-600-22-7000 (9.00 a.m. to 7.00 p.m.)