



ASSOCIATION OF MUTUAL FUNDS IN INDIA

135/ BP/ 124/ 2026-27

April 10, 2026

To,

All AMFI Members

Dear Members,

AMFI Best Practices Guidelines Circular No.124/ 2026-27

Introduction of voluntary Lock-in /Debit freeze facility to Mutual Fund Folios Process for locking and unlocking

This is with reference to SEBI circular HO/24/12/12(5)2026-IMD-SEC-1/I/6373/2026 dated 6th March 2026 on Introduction of voluntary Lock-in /Debit freeze facility to Mutual Fund Folio.

In this regard, SEBI had, under points 2.4 and 2.5 of the circular, advised that AMFI shall prescribe the detailed process for locking and unlocking of folios, in consultation with SEBI, and also define the list of financial and non-financial transactions permitted during the lock-in period.

Accordingly, AMFI, based on inputs received from various stakeholders and in consultation with SEBI, has finalized the detailed operational framework. This includes the processes for locking and unlocking of folios, as well as the list of permissible transactions during the lock-in period.

The proposed processes for locking and unlocking, as submitted to SEBI, have been duly taken on record by SEBI vide its email dated 10 April 2026.

All AMCs and RTAs are required to disclose the detailed procedure for availing this facility, along with its impact on various financial and non-financial transactions during the lock-in period, on their respective websites and in the Statement of Additional Information (SAI).



In order to restrict the access for transaction by any entity other than the investor himself/herself, the facility/option to lock the folio is made available to the investors until revoked/unlocked by the investor. The details are:

1. The facility will be enabled through MF Central platform for the units held in non-demat mode.
2. **Applicability:** The facility will be available for the following:
 - ✓ Resident and non-resident Individual investors,.
 - ✓ The facility to lock / unlock will be available only to first / sole holder in the folio, held in single and Anyone or survivor basis.
 - ✓ The facility to lock for minor account will be exercised by guardian till age of maturity and after obtaining maturity lock / unlock will be exercised by the unit holder only
 - ✓ The folios shall be KYC complied (Registered / Validated)
 - ✓ The folios shall have both valid Email and Mobile no. registered in India.
3. **Options for locking / freezing:** investor will have option to lock any/all of the following transactions in the folios selected for locking:
 - Lock only debit transactions (investor initiated)
 - Lock debit + non-financial transactions (investor initiated)
4. **The process of locking / freezing the folio/s:**
 - a) Investor(s) will log-in to MF central portal after completing all applicable log-in validation process which includes providing PAN + email / mobile, OTP based authentication to the email / mobile.
 - b) On successful validation, investor will be provided with details of all his holdings viz., fund name, scheme, outstanding units and value of units (basis last available NAV) held in SOA form.
 - c) Investors will select the option to lock the transactions.
 - d) Investor will select the Fund Name and folios that he/she chooses to lock.
 - e) Once selected, OTP would be sent to the registered mobile/email and upon successful validation of OTP, MF Central will send the requests to the respective RTA who would lock the folio and send confirmation to investor.
 - f) Lock would be marked in the select folio(s) in RTA database instantly for holdings held in SoA form.

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- g) The lock will be “until revoked” by the investor.
- h) Following disclaimer will be displayed and confirmation, in the form of checkbox, will be taken from the investor before triggering OTP.

“I/We hereby understand that this facility is voluntary, and I/We am/are well aware of related consequences, and I will be solely responsible for any actions regarding transactions viz., transaction rejection, inability to place transactions etc., or communication. I/We acknowledge that the lock will be applied only for the chosen actions. I/We acknowledge that AMC/RTA is not liable for any financial impact due to inability to transact during the lock period.”

5. Process for unlocking the Folio/s

- a) Investor(s) will log-in to MF central portal after completing all applicable log-in validation process which includes providing PAN + email / mobile, OTP based authentication to the email / mobile.
 - b) On successful validation, investor will be provided with details of all his holdings viz., fund name, scheme, outstanding units and value of units (basis last available NAV) held in SOA form.
 - c) Investors will select the option to unlock the transactions.
 - d) Investor will select the Fund Name and folios that he/she chooses to unlock.
 - e) Two levels of authorization would be mandated
 - by sending different OTPs to the registered **mobile and email** and both should get validated or
 - f) After successful validation, MF Central will send the request to the respective RTA who would unlock the folio(s) and send confirmation to investor.
6. Following transactions shall be allowed only after unlocking the folio :

Financial Transactions	Non-Financial transaction
Redemption	Change/addition of bank mandate
Registration of DTP	Change of broker code
Registration of SWP	Change of Email ID and/or Mobile number
Registration of STP	Nominee registration/cancellation
Switches	Change in IDCW option
	Lien marking
	Change in signature
	Consolidation of folios
	Transfer of units
	Change of tax status

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All other transactions, other than the above, and existing registered SWP, DTP and STP (registered prior to locking of folios) will continue during the lock.

7. **Exclusions:** All non-investor-initiated transactions including updation of address as per KRA feed, IDCW payout / reinvestment etc. will continue during the lock period. Further, in case of request/orders received from Law Enforcement Authorities (LEAs) or Regulators, RTAs will take the action irrespective of locking of units.
8. Information on Folios locked / unlocked will be made available to the respective MFD / RIA / Source (Channel / exchange / MFU) for them to have corresponding updates done at their end and restrict further transactions on locked folios.
9. **Disclosure:** MF Central will disclose the following at the time of locking the folio to enable the investor to take informed decision.:
 - Requirement of Indian Registered Mobile number
 - Disclosure of Availability of Demat lock through depositories (CDSL / NSDL) for all folios where Demat Holding feed is available.

AMC Disclosure: Process for lock-in / freezing to be made available in SAI and on websites of all AMCs with respect to:

- a. Lock-in / freeze process of MF Central
- b. Lock-in / freeze process of Depositories (for Demat units)

Further, the helpline details will also be made available to the investors in case of any assistance required.

10. In case of **demat mode**, MF Central will provide an option for the investor to lock holdings held in demat account by redirecting investors to online services offered by respective depositories.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Venkat N. Chalasani', written over a horizontal line.

Venkat N. Chalasani
Chief Executive