

# Service Request Form

Please refer to the General Instructions for assistance.

## UNIT HOLDER INFORMATION

1. Folio No.  2. Folio No.  3. Folio No.

Name of Sole/1st Unit Holder  First Name  Middle Name  Last Name

Name of the Guardian (on the folio):

Date of Birth\* (1st Unit Holder)           Date of Birth\* (2nd Unit Holder)           Date of Birth\* (3rd Unit Holder)

KYC is mandatory. Please enclose copies of KYC acknowledgement letters for all applicants. \*\*PEKRN required for Micro investments upto Rs. 50,000 in a year.  
 ^ 14 digit KYC Identification Number (KIN) and Date of Birth is mandatory for Individual(s) who has registered under Central KYC Records Registry (CKYCR).

## PAN AND KYC UPDATION (Proof of KYC to be enclosed)

PAN of Sole / First Applicant / Guardian  First Unit Holder  PAN of Second Applicant  Second Unit Holder

PAN of Third Applicant  Third Unit Holder  PAN of POA Holder  POA Holder

Note: PAN card copy to be self attested and verified by AMC / distributor/ banker with seal of the branch, name, designation, employee code and sign of the person attesting.

## CHANGE OF CONTACT DETAILS

Tel. (O)  Tel. (R)

Mobile No. +91-

SE -SELF  SP -Spouse  DC -Dependent Children  DS- Dependent Siblings  DP- Dependent Parents  GD-Guardian  PM- PMS  CD-Custodian  PO-POA

E-mail ID\*

SE -SELF  SP -Spouse  DC -Dependent Children  DS- Dependent Siblings  DP- Dependent Parents  GD-Guardian  PM- PMS  CD-Custodian  PO-POA

Yes  No \* I / We, wish to receive scheme wise annual report or an abridged summary thereof / account statements / statutory & other documents by email. If unticked, by default the above will be sent on email.

## CHANGE IN MODE OF HOLDING [To be signed in accordance to the existing mode of holding]

New Mode of Holding (please tick ✓)  Anyone or Survivor  Joint Holding

## CHANGE IN TAX STATUS

RI to NRI (Resident Individual to Non Resident Individual)  
 NRI to RI (Non Resident Individual to Resident Individual)  
**Overseas Address** (Mandatory in case of RI to NRI ) (Should be same as in KRA records)

State  Country (Mandatory)  City  Zip Code

## CHANGE IN BANK ACCOUNT

Account Number  Account Type  Savings  Current  NRE  NRO  FCNR  Others

Bank Name

Branch  City

IFSC  MICR

(11 digit number next to your cheque no.) (The 9 character code on a cheque. If you do not find it, please ask your bank branch for it)

Please enclose original cancelled cheques for your old and new bank accounts. In case of non-availability of old bank proof (In-Person verification (IPV) is mandatory. Please read the instructions for completing the IPV process.  
 If your Bank is a part of RBI's NEFT clearance and settlement network, we can credit dividend/redemption payments into your account. However, if you wish to receive payments by cheque, please state your preference below.

## CHANGE OF ADDRESS (KYC Verified investors should fill the KYC form and approach a KRA POS for submission)

New Address

State  Country  City  Pin Code

Proof of Identity attached (mandatory)  Proof of Address attached (mandatory)

## CONSOLIDATION OF FOLIOS

I / We wish to consolidate all my / our investments under specified folios into one folio. Folios to be consolidated i.e. source folios are given below :

**TARGET FOLIO [MANDATORY] :**

\* I/We understand that as a result of consolidation, my/our contact details in target folio would be retained while these details featuring in all other source folios would be discarded.

## YOUR SIGNATURE/S (To be signed as per Mode of Holding)

**DECLARATION :** I/We have read and understood the Instructions on the cooling off period and the Terms and Conditions for change in bank mandate and agree to abide by the same. I/We acknowledge that my/our request will be processed only if the request is supported by valid documents , failing which the request maybe rejected.

Sole/First Applicant/Guardian

Second Applicant

Third Applicant

## ACKNOWLEDGEMENT SLIP (To be filled in by the Applicant)

Received from  Folio no/ Application no:

Mobile No:  PAN:

Request submitted

Subject to further verification and furnishing of mandatory information/ documents. Please retain this slip until processed

## GENERAL INSTRUCTIONS

Please read the below instructions carefully before filling the form. Please fill up the form in English in BLOCK LETTERS with black ink. All information sought in the form is mandatory except where it is specifically indicated as optional. All instructions & notes are subject to SEBI & AMFI guidelines as amended from time to time.

### 1. Change in Bank Account:

- Please fill in the details of the new bank account of the Sole/First Unit Holder only.
- Please fill the new bank details in the space provided and enclose proofs of the new and old bank account details.
- Unit holder(s) need to enclose any one of the following mandatory documents of both new and existing/old bank accounts in original, with respect to the addition of a new bank account in the folio.

Checklist	
a)	Cancelled Cheque with unit holder's name and account number pre- printed on the face of the cheque
b)	Latest bank statement or bank pass book with current entries not older than 3 months having the name, address and account number of the account holder
c)	A letter from the bank on their letterhead certifying that the Unitholder maintains/maintained an account with the bank, the bank account information like bank account number, bank branch, account type, the MICR code of the branch and IFSC Code (where available). Also unit holder's personal information like PAN/DOB/ Address should match with that of our records.
d)	Bank account closure letter (existing/old bank account).

- Note: The above document can be in original or a copy which is duly attested by the bank or verified against original by AMC / CAMS staff with name of the investor pre-printed on the document which should match with our records.**

In the event of a request for change in bank account without original proof and accompanied by the photocopy of the requisite documents.

# The self attested copies of the documents should be attested by Judicial Magistrate First Class (JMFC) or a Public Notary with official stamp & seal of the Notary Magistrate /Notary & Regn.No or the bank manager with his/her full signature, name, designation, employee code, contact number and bank stamp.

Alternatively, Investors may comply with the IPV process. Please refer to the instructions below for completing the IPV process.

# Unitholders may also bring a copy of any of the documents mentioned above along with the original documents to the ISCs/Official Points of Acceptance of L&T Mutual Fund. The copy of such documents will be verified with the original documents to the satisfaction of the Fund and the original documents will be returned across the counter to the Unitholder after due verification.

In case the Investor fails to provide any of the specified documents for the existing /old bank account, they are requested to visit the nearest Investor Service Centre of L&T Mutual Fund with original identity (PAN) & address proof for In Person Verification by the ISC representative in lieu of old bank account proof.

- We offer the facility to register multiple bank accounts against your investments. If you wish to avail this facility, please ask for a Multiple Bank Details Registration Form.
- If your units are held in the Dematerialised Form, please note that your Bank Account Details appearing in the Depository's records would be considered for redemption / dividend payments.
- For security reasons, if the verification of your bank details is pending or if it fails, your redemption proceeds/dividends will be paid only by cheque even if you have a bank account with a direct credit facility.
- If you wish to receive payments by cheque instead of direct credit, please tick the check-box provided for this purpose.

### 2. Change of Address

- Please provide complete details of your address .If your KYC status is reflecting as 'KYC failed' or 'KYC unavailable', the change of address request will be liable for rejection and should be accompanied with KYC form with valid proof\* of address and Identity (attested copy of your PAN card) .

#### \*Acceptable proof of address:

Passport, Ration Card, Registered Lease/Sale Agreement of Residence, Driving License, Voter Identity Card, Latest Bank Bank Account Statement/ Passbook, Latest Telephone Bill (only Land Line), Latest Electricity Bill or Latest Gas Bill. The document should not be more than 3 months old.

### 3. Consolidation of Folios:

- Unit holders in both the source folios and the target folio should be the same.
- The mode of operation across source folios & target folio should be the same.
- The bank mandate and postal address across source folios & the target folio should be the same.
- The nomination details across source folios & target folio should be the same.
- No lien/pledge should be marked in respect of any investment in any of the source/target folio.

### 4. Contact Details:

- Please provide the Mobile Number and E-Mail Address of the Sole / First Applicant in the form in case of Individuals and Key Contact in case of Non Individuals. This would help us seamlessly communicate with you on your investments.
- Also tick the appropriate boxes of the family code (mentioned below the Mobile Number and E-Mail Address) to ascertain the Actual / End user of the given Mobile Number and E-Mail Address.

### 5. Change In Tax Status:

For change in tax status from RI to NRI ,please ensure to provide the following mandatory documents.

- New bank account type should mandatorily be NRO .SB to NRE bank account is not permissible as the source of Investment is from SB account.
- FATCA declaration with TAX id
- Existing & New bank proof.for both RI –NRI & NRI to RI

- Signature Validation: For processing of any Non Financial Transaction ,signature of the unit holder is validated with AMC records for security reasons and also with a view to safeguard Investor's interest. Incase of mismatch in the signature the request stands rejected .For change in existing signature ,you are requested to submit Signature updation/attestation form attested by the banker.

- Applicability of Cooling off period; Incase of Multiple NFT (Non Financial Transaction) request cooling period of 10 days is involved for processing of every NFT submitted together as a single request. Refer to the below cooling period matrix.

Request type	Processing Sequence with Cooling off period
PAN update + Change in Email Id + Change in Mobile Number + Change of Bank	PAN update (*C) Email id update (*C) Mobile number update (*C) Change of Bank
Any NFT + Signature updation	Signature update (*C) NFT
Change in Email id + Mobile number	Email update (*C) Mobile number update
Name change + PAN + Signature update	PAN update (*C) Signature update (*C) Name update

\*C – denotes cooling off period of 10 calendar days.

#Alternatively, Investor's may visit the nearest Investor Service Centre of L&T Mutual Fund with original identity (PAN) & address proof for In Person Verification by the ISC representative to process the Multiple NFT request without any cooling off period.

call 1800 4190 200 or 1800 2000 400

whatsapp @ 9326929294

email investor.line@lntmf.co.in

www.lntmf.com



Join us on **WhatsApp @ 9326929294** for financial and non-financial transactions, account statements, etc or you can connect with us on Chatbot as well by visiting our website (<https://www.ltfs.com/companies/lnt-investment-management/lnt-mutual-fund.html>) **(For Resident individual investors only with mode of holding as single).**

Please note our lines are open from 9 am to 6 pm, Monday to Friday and 9 am to 1 pm on Saturday.

**Mutual Fund investments are subject to market risks, read all scheme related documents carefully.**

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Scan our WhatsApp QR code and say 'Hi'