

FAQs - Dematerialisation or Dematerialisation of Mutual Fund Units

1) How to apply for / get allotment of units in Demat mode?

- Investors desirous of receiving the allotment of units (Lumpsum and SIP) in dematerialized (“demat”) form under various schemes offered by the Fund, can find an option in the subscription form to provide their demat details.
- Once units are allotted, the AMC/RTA will initiate a corporate action to credit the units into your demat account.

2) How to convert the units held in SoA mode to Demat mode?

- Investors should approach the Depository Participant/Broker and obtain the “Conversion Request Form (CRF)” (Dematerialisation Request Form Annexure D)
- Submit the form duly filled and signed along with the Statement of Account (SOA) received from the AMC/RTA.
- Respective depository will transmit the request to AMC/RTA. Upon verifying the same, RTA will process the conversion.

3) How to convert the units held in Demat mode to Remat mode?

- Investors should approach the Depository Participant and obtain the “Remat Request Form (RRF)”.
- Submit the form dully filled (Names of the holders, DP ID, Client ID, Units etc.) and signed by all the holders with the Depository Participant.
- Respective depository will transmit the request to AMC/RTA.
- Upon verifying the same, RTA will process the request and send the SOA to the investor.
- Points to note: - Remat cannot be carried out on the units which are lien marked/pledged.

4) How to redeem the units held in Demat mode?

- Investors should approach the Depository Participant and obtain the Redemption Form (RF) (only in case of DP redemptions. For others it will be routed through Exchange).
- Submit the RF duly filled and signed by all the holder(s) as per the mode of holding. (refer point 1)
- After due verification, DP will execute electronic redemption request i.e. It will be electronically forwarded to AMC/RTA.
- The AMC/RTA will verify the redemption request and if the same is found in order, it will be confirmed in Depository System. This will result in debit of Mutual Fund units in the investor’s demat account.
- AMC/RTA will arrange to credit the redemption amount to the bank account which is linked to the demat account.
- For redemptions routed through Exchange, redemption proceeds will be credited to clearing corporation, who will in turn will credit to bank account linked to DEMAT.

5) Is switch-transaction permissible if the units are held in Demat?

No, Switch requests cannot be placed for the units held in demat mode.

6) What is the process?

The procedure for change in investor’s profile / bank account details etc. in respect of units held in demat mode (i.e., To whom the investor is required to approach, in case of such requests).

Investors can easily change the bank account, email id, mobile number, address or even nomination by sending a communication to that effect to the depository, or broking house, managing the demat account.

