Canara Robeco Mutual Fund
Investment Manager: Canara Robeco Asset Management Co. Ltd. CIN No: U65990MH1993PLC071003
Construction House, 4th Floor, 5, Walchand Hirachand Marg, Ballard Estate, Mumbai 400 001.
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CANARA ROBECO

Mutual Fund

SERVICE REQUEST FORM			
Please refer to the General Instructions for assistance.			
UNIT HOLDER INFORMATION			
1. Folio No. 2. Folio No. 3. Folio No. 3. Folio No.			
Name of Sole/1st Unit Holder			
Name of the Guardian (on the folio): Date of Birth* (1st Unit Holder) Date of Birth* (1st Unit Holder) Date of Birth* (2nd Unit Holder) Date of Birth* (3rd 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 PAN of Second Applicant			
PAN of Third Applicant PAN of 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. (O)			
Mobile No.* +91- Dependent Siblings Dependent Parents Guardian			
E-mail ID*			
SELF Spouse Dependent Children Dependent Siblings Dependent Parents Guardian *Mobile No and Email ID registrations are subject to further validations.			
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 ✓)			
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)			
City			
State Country (Mandatory) Zip Code			
CHANGE IN BANK ACCOUNT			
Account Number 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, please submit the duly filled and signed Change of Bank without existing Bank Proof Form along with necessary documents If your Bank is a part of RBI's NEFT clearance and settlement network, we can credit IDCW/redemption payments into your account. However, if you wish to receive payments by cheque, please tick the check box			
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.			
CHANGE OF IDCW OPTION			
Scheme Name Payout To Reinvest Reinvest To Payou Scheme Name Payout To Reinvest Reinvest To Payou			
Scheme Name Payout To Reinvest Reinvest To Payout To Reinvest To P			
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 acknowled			
that my/our request will be processed only if the request is supported by valid documents, failing which the request maybe rejected.			
⊗ First/Sole Applicant/Guardian ⊗ Second Applicant ⊗ Third Applicant			
ACKNOWLEDGEMENT SLIP (To be filled in by the Applicant)			
Canara Robeco Mutual Fund Investment Manager: Canara Robeco Asset Management Co. Ltd. Construction House, 4th Floor, 5, Walchand Hirachand Marq, Ballard Estate, Mumbai 400 001. Canara Robeco Mutual Fund CANARA ROBECO Mutual Fund			
Received from Folio no/ Application no: Date / /			
Received Request for Stamp, Signature & Date			
Mobile No: PAN: PAN:			
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:

- a) 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.
- c) 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).	

d) Note: The above document can be in original or a copy which is duly attested by the bank or verified against original by AMC / Kfintech 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 $\mathfrak S$ seal of the Notary Magistrate /Notary $\mathfrak S$ Regn.No or the bank manager with his/her full signature, name, designation, employee code, contact number and bank stamp.

Alternatively, Investors may submit the duly filled and signed Change of Bank without existing Bank Proof Form along with necessary documents mentioned on the Form.

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 Canara Robeco 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.

- e) 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.
- f) 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 / IDCW payments.
- g) For security reasons, if the verification of your bank details is pending or if it fails, your redemption proceeds/IDCW will be paid only by cheque even if you have a bank account with a direct credit facility.
- h) If you wish to receive payments by cheque instead of direct credit, please tick the check-box provided for this purpose.

2. Consolidation of Folios:

- a) Unit holders in both the source folios and the target folio should be the same.
- b) The mode of operation across source folios & target folio should be the same.
- c) The bank mandate and postal address across source folios & the target folio should be the same.
- d) The nomination details across source folios $\ensuremath{\mathfrak{S}}$ target folio should be the same.
- e) No lien/pledge should be marked in respect of any investment in any of the source/target folio.

3. Contact Details:

- a) 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.

4. Change In Tax Status:

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

- a) New bank account type should mandatorily be NRO.
- b) FATCA declaration with TAX id
- c) Existing & New bank proof.for both RI -NRI & NRI to RI
- 5. 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
Change of Bank + Redemption	COB (*C) Redemption

^{*}C – denotes cooling off period of 10 calendar days.