

# TRANSACTION FORM

## For Existing Investors Only

### 1. DISTRIBUTOR INFORMATION (Refer Section 1 under instructions) FOR OFFICE USE ONLY

Distributor ARN	Sub-Agent Name & Code/ Bank Branch Code	EUN No.	CO Code	MO Code	Registrar Serial No.	Date/Time of Receipt

Upfront commission shall be paid directly by the investor to the AMFI registered Distributors based on the investors' assessment of various factors including the service rendered by the distributor.

I/We hereby confirm that the EUN box has been intentionally left blank by me/us as this transaction is executed without any interaction or advice by the employee/relationship manager/sales person of the above distributor/sub broker or notwithstanding the advice of in-appropriateness, if any, provided by the employee/relationship manager/sales person of the distributor/sub broker.

Sole/1 <sup>st</sup> applicant/Guardian/ Authorised Signatory/POA	2 <sup>nd</sup> applicant/Authorised Signatory	3 <sup>rd</sup> applicant/Authorised Signatory
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### 2. UNIT HOLDER DETAILS (MANDATORY) (Please fill in BLOCK Letters) (Refer Section 2 under instructions)

Name of Sole /First Applicant  Mr.  Ms.  M/s. **EXISTING FOLIO NO.**

### 3. ADDITIONAL PURCHASE REQUEST (Refer Section 3 under instructions)

#### 3 A. SCHEME DETAILS

Scheme Name

Plan  Option   STP (Incase the additional purchase is for continuation of existing STP)

#### 3 B. INVESTMENT & PAYMENT DETAILS

Investment Amount  DD Charges  Net Amount

Cheque/DD No  Cheque/DD Date  Drawn on Bank

Branch Name  A/c Type [please ✓]  Saving  Current  NRO  NRE  FCNR

· Cheque should be in favour of the scheme name. · Third Party & O/S cheques will not be accepted and transaction is liable to be rejected.  
· Refer SID/ SAL. · Investment should be through the bank account registered with us.

### 4. SWITCH REQUEST (Refer Section 4 under instructions)

From	To
Scheme	Scheme
Plan	Plan
Option	Option
Dividend Sub Option	Dividend Sub Option
Dividend Frequency	Dividend Frequency

Amount  OR Number of Units  OR  All units (Please ✓)

### 5. REDEMPTION REQUEST (Refer Section 5 under instructions)

Scheme  Plan  Option

Amount  OR Number of Units  OR  All units (Please ✓)

### 6. CHANGE OF ADDRESS (Refer Section 6 under instructions)

Local #Address of 1st Applicant

Landmark  City  Pin

State  \*Please provided self attested proof of adress

### 7. CHANGE OF CONTACT DETAILS (Refer Section 7 under instructions)

Tel No.	STD Code	Res.	Off.	Fax
1 <sup>st</sup> Applicant	Mobile No.	Email ID		

### 8. DECLARATION AND SIGNATURE(S) (Mandatory - If left blank, application will be rejected) (Refer Section 8 under instructions)

I/We have read and understood the contents of the Scheme Information Document(s) and Statement of Additional Information of BOI AXA Mutual Fund including the section on "Who cannot invest" and "Prevention of Money Laundering". I/We hereby apply for Allotment/Purchase of Units in the Scheme and agree to abide by the terms and conditions applicable thereto. I/We hereby declare that I/We am / are authorised to make this investment and that the amount invested in the Scheme 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 issued by any regulatory authority in India. I/We hereby authorise BOI AXA Mutual Fund, its Investment Manager and its agents to disclose details of my investment to my bank(s)/BOI AXA Mutual Fund's bank(s) and /or Distributor / Broker / Investment Advisor. I/We have neither received nor been induced by any rebate or gifts, directly or indirectly, in making this investment. I/We declare that the information given in this application form is correct, complete and truly stated.

Applicable to NRI only: I/We confirm that I am/we are Non-Resident Indian/Person of Indian Origin and that I/We have remitted funds from abroad through approved banking channels or from funds in my/our NRE/NRO/FCNR Account. I/We undertake that all additional purchases made under this Folio will also be from funds received from abroad through approved banking channels or from funds in my/our NRE/NRO/FCNR Account.

I/We confirm that the ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us.

DATE

SIGNATURE(S)		
1 <sup>st</sup> applicant/Guardian/Authorised Signatory/POA	2 <sup>nd</sup> applicant/Authorised Signatory	3 <sup>rd</sup> applicant/Authorised Signatory

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## TRANSACTION FORM - ACKNOWLEDGEMENT

To be filled in by the Investor

Folio No.

Name of Sole /First Applicant

TRANSACTION DETAILS				Stamp Signature & Date
<input type="checkbox"/> ADDITIONAL PURCHASE REQUEST <input type="checkbox"/> STP* <small>(*Incase the additional purchase is for continuation of existing STP)</small>	<input type="checkbox"/> CHANGE OF ADDRESS	<input type="checkbox"/> CHANGE OF CONTACT DETAILS		
	<input type="checkbox"/> REDEMPTION REQUEST	<input type="checkbox"/> SWITCH REQUEST		
Cheque/DD No	From	To		
Date	Scheme	Scheme		
Amount (Rs.)	Plan	Plan		
Drawn on	Option	Option		
	<input type="checkbox"/> Amount	( IN WORDS )		
	<input type="checkbox"/> Units <input type="checkbox"/> All Units	( IN FIGURES )		

## INSTRUCTIONS FOR COMPLETING THE TRANSACTION FORM

### General Instructions

1. This Transaction Form would help you make purchases in our various schemes, switch or redeem your existing investments.
2. Please read the Scheme Information Document of the respective schemes carefully before investing.
3. Please strike off any sections that are not relevant / applicable. Please counter-sign in accordance with your mode of holding against any corrections that you make in the Transaction Form.
4. Know Your Customer (KYC) Compliance: attested / certified copy of 'Know Your Customer' Acknowledgement ("KYC Acknowledgement") issued by CDSL Ventures Limited (CVL)/ NSDL for all fresh investment transactions, including additional purchases, switches and transactions under fresh SIP/STP / Liquidity facilities registered from above date, irrespective of the value of such transactions.
5. Non-Individual Investors: Please intimate us of any change in your list of signatories immediately after the change giving us a certified copy of the Board Resolution and List of Authorised Signatories.
6. Please refer the 'Guidance Notes' below. This should help you fill in the necessary details correctly and completely..
7. Section 9 and Section 10 of this Transaction form would help you to make changes to your existing Profile details in each Folios. New Applicants would need to fill in the Common Application Form, which is available on the AMC Website.
8. Duly filled in Transaction form should be submitted to your nearest Investor Service Center of BOIAXA Mutual Fund or Karvy Computershare Pvt. Ltd.
9. If you have more than one transaction to fulfill, please use separate form for each transaction.
10. Third party cheques shall not be accepted.

### GUIDANCE NOTES TO HELP YOU FILL IN THE TRANSACTION SLIP.

#### Section 1 - DISTRIBUTOR INFORMATION

- In case the subscription amount is ₹ 10,000/- or more and your Distributor has opted to receive Transaction Charges, ₹ 150/- (for first time mutual fund investor) or ₹ 100/- (for investor other than first time mutual fund investor) will be deducted from your subscription amount and paid directly to the distributor. Units will be issued against the balance amount invested.
- Any addition or cancellation of the Distributor Information should be countersigned by the investor else the same is liable to be rejected.

#### Section 2 - UNIT HOLDERS DETAILS

- Please furnish the name of the sole / first Unit Holder and the existing Folio Number.

#### Section 3 - ADDITIONAL PURCHASE REQUEST

- Please specify the scheme details, your investment amount and your investment cheque details.
- Your Investment cheque should be drawn in favour of the Scheme name in which you propose to invest.
- If you are an NRI Investor please indicate source of funds for investment.
- The following mode of payments is not valid and applications accompanied by such payments is liable to be rejected:
  - I. Outstation cheques
  - II. Third Party Cheques.
  - III. Cash / Money Order / Postal Order
  - IV. Post-dated cheques
  - V. Multiple cheques for investments in one scheme or single cheque for investments in multiple schemes.

#### Section 4 - SWITCH REQUEST

- Please specify the source and target Scheme - Plan ( Option) for the switch.
- Please specify the amount / number of units you wish to switch. If you wish to switch all units, please tick against the box provided for the purpose.
- If the balance in the Scheme - Plan (Option) after taking into account the switch is below the minimum switch size (either in amount or in units whichever is less), the entire balance would be switched to the target scheme.
- If your switch request specifies both amount and units for switch, the latter would be processed.

#### Section 5 - REDEMPTION REQUEST

- Please specify the scheme/plan/option details and the amount / number of units you wish to redeem. If you wish to redeem all units, please tick against the box provided for the purpose.
- If the balance in the Scheme - Plan (Option) after taking into account the redemption is below the minimum redemption size (either in amount or in units whichever is less), the entire balance would be redeemed and paid out.
- If your redemption request specifies both amount and units for redemption, the latter would be processed.
- Redemption payout would be made only to the Sole / First Unit holder favouring the bank account appearing in our records.
- Redemption payouts would be made through Demand Draft, Direct Credit with specific banks and RTGS / NEFT mode of payment.
- You are requested to furnish a copy of cheque leaf so that your bank account details can be validated at our end.
- Please note that pending verification of your bank details, your redemption proceeds / dividend would compulsorily be credited to old bank account / cheque issued in absence of relevant details.

#### Section 6 - CHANGE OF ADDRESS

- a) For KYC not complied folios:

- (i) Proof of new address ('POA'); and
- (ii) Proof of identity ('POI'): Only PAN card copy shall be considered if PAN is updated in the folio or other proof of identity if PAN is not updated in the folio.

- b) For KYC complied folios:

Please submit KYC Change Form along with the below mentioned documents (please refer KYC Change Form for complete details).

- (i) Proof of new address; and
- (ii) Any other document/ form that the KYC Registration Agency (KRA) may specify from time to time.

The self attested copies of above stated documents shall be submitted along with original for verification at any of the KRA Point of Acceptance.

In case the original of any document is not produced for verification, then the copies should be properly attested / verified by entities authorized for attesting/verification of the documents. List of admissible documents for POA & POI (for 'PAN exempted cases') mentioned in SEBI Circular MIRS/SE/Cir-21/2011 dated October 05, 2011 shall be considered.

#### Section 7 - CHANGE OF CONTACT DETAILS

- Investors are requested to provide the change in Contact Details by filling up this Transaction Form.
- Investors are requested to provide one Mobile Number across all Folios.

#### Section 8 - DECLARATION AND SIGNATURES

- Signature(s) should appear in the column provided after reading the declaration.
- Signature(s) should match as per the original application submitted by the applicant(s).
- Signature(s) should be as per the holding pattern.
- All signatures should be in English or any Indian language. Thumb impressions should be from the left hand for males and the right hand for females and in all cases be attested by a Magistrate, Notary Public or Special Executive Magistrate.
- Applications by minors should be signed by their guardians. In the case of a Hindu Undivided Family (HUF), the Karta should sign on behalf of the HUF.
- Authorised officials should sign the form under their official designation and company seal. A list of authorised officials, duly certified and attested, should also be attached to the application form. In the case of a trust fund, a resolution from the trustee(s) authorising such purchase or investment must be submitted.
- If you are investing through your constituted attorney, please ensure that the POA document is signed by you and your Constituted Attorney. The signature in the Application Form, then, needs to clearly indicate that the signature is by the Constituted Attorney on your behalf.

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## FOR MORE INFORMATION

Call us at (Toll Free)  
1800-103-2263 & 1800-266-2676

Alternate Number  
020-4011 2300 & 020-6685 4100

Email us at  
service@boi-axa-im.com

Website  
www.boi-axa-im.com