Non-Financial Transaction

SBI MUTUAL FUND
A PARTNER FOR LIFE

Common Transaction Form - Acknowledgement
Sponsor : State Bank of India
Investment manager : SBI Funds Management Ltd.
(A Joint Venture between SBI and AMUNDI)

Common Transaction Form received from..
for Folios..
(subject to verification of documents)

All future communication in connection with this application should be addressed to the Registrars of the scheme or SBI Mutual Fund Corporate Office.

Investment Manager:
SBI Funds Management Ltd.
9th Floor, Crescenzo, C-38 & 39, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051, Tel: 022 - 61793537
Email: customer.delight@sbimf.com | Website: www.sbimf.com

Registrars:
Computer Age Management Services Ltd.
SEBI Registration No.: INR000002813, Rayala Towers, 158, Anna Salai, Chennai - 600 002, Tel: 044-28435797
Email: enq_sbimf@camsonline.com | Website: www.camsonline.com

Signature, Date & Stamp of Receiving Branch of SBI Mutual Fund

TEAR HERE

INSTRUCTIONS

CHANGE / UPDATION OF CONTACT DETAILS OF FIRST UNIT HOLDER: Unit holders are requested to provide their contact details such as email address, mobile number and telephone numbers, etc., to receive transaction information and alerts via email and SMS. Wherever Email ID is registered, Statement of Account, Annual Report and other kinds of communication will be sent through email only, instead of physical.

CHANGE OF ADDRESS FOR NON-KYC FOLIO:

Identity Proof (any one of the following documents):

- PAN card with Photograph (mandatory in respect of folios where PAN is registered)
- Unique Identification Number (UID) / Passport / Voter ID / Driving License **OR**
- Identity cards issued with Photo by: State / Central Government and its Depts, Statutory/ Regulatory Authorities, Scheduled Commercial Banks, etc.

Address Proof (any one of the following documents):

- Unique Identification Number (UID) / Passport / Voter ID / Driving License / Ration Card / Registered Lease or Sale **OR**
- Agreement of Residence **OR**
- Utility bills like Telephone (land line), Electricity or Gas bill – Not more than 3 months old **OR**
- Bank Passbook / Account Statement – Not more than 3 months old **OR**
- Proof of Address issued by: State / Central Government and its Depts, Bank Managers of Scheduled Commercial Banks / Scheduled Co-Operative Bank / Multinational Foreign Banks. Self-attested Copies of the above documents can be submitted along with the original documents at any of the branches of SBI Mutual Fund and the original document/s will be returned after due verification and attestation. In case the original of any document is not produced for verification, then the self-attested copies can be verified by the Bank Manager / Authorized Official of the bank with bank stamp / seal and should clearly indicate the name and designation/employee code.)

SBI MUTUAL FUND
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COMMON TRANSACTION FORM
(FOR EXISTING INVESTORS ONLY)

Please read the documentation requirements and instructions carefully and fill the form in CAPITAL letters. Please strike off the section(s) that is / are not used by you to prevent any unauthorized use.

1. Folio No.: ☐☐☐☐☐☐☐☐☐ **(Investor can opt for multiple requests in single form, under one Folio)**

2. Name of the First Unit Holder (Mr. / Ms. / M/s.) ______________________________

3. Change / Updation of Contact Details of First Unit Holder: (Refer Instructions)

Tel. (Off.): S T D ________ Tel. (Res): S T D ________

Mobile: ________

Mobile No. pertains to : ☐ Self(default) ☐ Spouse ☐ Dependent Children ☐ Dependent Sibling ☐ Dependent Parents ☐ Guardian ☐ PMS ☐ Custodian ☐ POA

Email: ______________________________

Email ID pertains to : ☐ Self(default) ☐ Spouse ☐ Dependent Children ☐ Dependent Sibling ☐ Dependent Parents ☐ Guardian ☐ PMS ☐ Custodian ☐ POA

4. PAN and KYC Updation:

First Unit Holder: ________ ☐ Self-Attested copy of PAN / KYC proof attached

Second Unit Holder: ________ ☐ Self-Attested copy of PAN / KYC proof attached

Third Unit Holder: ________ ☐ Self-Attested copy of PAN / KYC proof attached

Guardian / POA Holder: ________ ☐ Self-Attested copy of PAN / KYC proof attached

5. Change of Address for Non-KYC Folios: (Refer Instruction for documents to be submitted)

Address 1: ______________________________

Address 2: ______________________________

City: ________ Pin Code: ________

State: ________ Country: ________

6. Change of Tax Status : (Refer Instructions)

☐ Resident Indian (Individual) to NRI – Non-Repatriable ☐ NRI – Non Repatriable to Resident Indian (Individual)

☐ NRI – Repatriable to Resident Indian (Individual) ☐ NRI – Repatriable to NRI – Non-Repatriable

7. Change of Bank Mandate: (Refer Instruction for documents to be submitted)

Bank Account No.: ________

Name of Bank: ______________________________

Branch Name & Address: ______________________________

City: ________ Pin: ________

MICR Code (9-Digit): ________ (This is 9-digit number next to the cheque number.) IFS Code (11-Digit): ________

Account Type (Please ✓)		
☐ Savings	☐ NRO	☐ FCNR
☐ Current	☐ NRE	☐ Others ________

8. Change of Dividend Option:

Scheme Name/s	Option	
1. ______________________	☐ Payout to Re-investment	☐ Re-investment to Payout
2. ______________________	☐ Payout to Re-investment	☐ Re-investment to Payout
3. ______________________	☐ Payout to Re-investment	☐ Re-investment to Payout

9. Change in Mode of Holding: (All Unit Holders should sign the form irrespective of mode of holding in the Folio)

Revised Mode of holding ☐ Single ☐ Joint ☐ Anyone or Survivor ☐ Either or Survivor

10. Consolidation of Folios: (Refer Instructions)

I/We wish to consolidate all my / our investments under specified folios into one folio.

Folios to be consolidated (i.e. source folios):

Target Folio (Mandatory)

11. Dividend Transfer Plan (DTP) Cancellation Request:

Source Scheme: ______________________ Plan: ______________________ Option: ______________

Target Scheme: ______________________ Plan: ______________________ Option: ______________

12. Declaration:

I / We have read and understood the contents of the Statement of Additional Information, Scheme Information Document and Key Information Memorandum to the respective Scheme(s) and agree to abide by the same including any addendum(s) thereto and any terms, conditions, rules and regulations of the scheme(s) applicable from time to time. I / We will not hold SBI Funds Management Ltd. and its Registrar liable for any loss due to delayed execution or rejection of the request for reason of incomplete/incorrect information.

13. Signature/s as per mode of holding in the Folio:

First Unit Holder / Guardian / POA / Authorised Signatory	Second Unit Holder / Authorised Signatory	Third Unit Holder / Authorised Signatory

Change of Tax Status

Existing		New	
Tax Status	**Account type**	**New Tax Status**	**New Account Type**
Resident Indian (Individual)	SB/CA	NRI - Non-Repatriable	NRO
NRI - Non-Repatriable	NRO	Resident Indian (Individual)	SB/CA
NRI - Repatriable	NRE	Resident Indian (Individual)	SB/CA
NRI - Repatriable	NRE	NRI - Non-Repatriable	NRO

• Kindly fill the new bank details in point no. 7 of Change of Bank Mandate and submit the Proof of existing and new bank details.

CHANGE OF BANK: please submit any one of the following document / s:

I. "CANCELLED" original cheque leaf of the New as well as the Existing registered bank account in the Folio/s (where the first unitholder / investor÷s name is printed on the face of the cheque).

II. Copy of the Bank Passbook / Bank Statement (with entries not older than 3 months) of the new bank account as well as the existing bank account wherein the first unitholder / investor÷s name, bank a/c no. and bank branch is clearly legible.

III. A letter from the bank on its letterhead certifying investors÷ bank account information (new and existing bank mandate) viz. account holders÷ name, bank a/c no., bank branch, a/c type, MICR and IFS code. In case the existing bank account is already closed, investors may submit letter from such bank on its letterhead, confirming the closure of the account with relevant account details.

IV. In case investors are unable to submit proof of existing bank account (in line with points I, II, III above) they may submit a self-attested copy of PAN (where PAN is registered in the folio) in lieu of existing bank account proof.

V. If Pan is not registered in the folio and the investor does not have the existing bank proof, a self-attested PAN copy should be submitted where the PAN is KYC verified.

VI. Please note that change of bank details from Savings Account to NRE Account and from NRO Account to NRE Account is not allowed.

VII. COOLING PERIOD: Whenever any change of bank mandate request is received simultaneously with or just prior to submission of a redemption request, Mutual Funds/ RTA÷s maintain a cooling period of ten (calendars days) as a matter of precaution against unauthorized / fraudulent transactions. From the day of Change of Bank is implemented the payment of the redemption proceeds will be paid after completion of cooling period.

VIII. If the IMPS validation of the investor÷s account fails, payment will be made through cheque and dispatch to the investors÷ registered address in the folio.

(Copies of above documents can be submitted along with the original documents at any of the branches of SBI Mutual Fund and the original document/s will be returned to investors after due verification and attestation. In case the original of any document is not produced for verification, then the copy can be attested by an authorized official of the bank (Officer grade and above) clearly mentioning the name, designation and employee number with bank branch seal).

CONSOLIDATION OF FOLIOS: The consolidation can be done provided all the below information is unique for all the folios.

yUnit holder÷s Name yMode of holding (In the same sequence if multiple holders are there) yNominee Name yJoint Holder yTax Status y Address and Bank details y. Dividend Option - The dividend option has to be the same for same schemes in the folios.

Individuals as well as Non-individuals including society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family, holder of Power of Attorney can consolidate the folios. If units are held jointly, all joint holders in the Folio should sign the consolidation request.

DIVIDEND TRANSFER PLAN (DTP) CANCELLATION REQUEST:

Investors can opt for cancellation of DTP facility by giving a written request at least 15 days prior to the dividend record date in the source scheme.