

GENERAL INSTRUCTIONS

1. This transaction form would help you make purchases in our various schemes, switch or redeem your existing investments or register for our Systematic Withdrawal Plan (SWP) or Systematic Transfer Plan (STP). This form is meant for use by existing Unit holders only. New Applicants would need to fill in the Common Application Form.
2. Please read the Offer Document of the scheme(s) carefully before investing.
3. Please strike off sections that are not relevant / applicable. Please counter-sign in line with your mode of holding against any corrections made in the Transaction Form.
4. **PERMANENT ACCOUNT NUMBER (PAN)** : Please note that furnishing your PAN with an attested copy of your PAN Card is mandatory for all investments. This is applicable to **all Unit holders**. In the absence of this, your application will be rejected. The attestation of the PAN card may be done by a Notary Public or a Gazetted Officer or a Manager of a Bank or a financial advisor under its / his seal and should carry the name and designation of the person attesting it.
5. **KNOW YOUR CUSTOMER (KYC) COMPLIANCE** : Please note that, for investments of Rs. 50,000 or more, it is mandatory for each unit holder to be KYC-compliant. Applications not fulfilling this requirement would be rejected.

If a Unit holder has submitted a KYC application, he will receive a KYC Acknowledgement Letter issued by CDSL Ventures Ltd. (CVL). This letter should be submitted along with a purchase application of Rs. 50,000 or more for every unit holder in a folio. Once such letter has been submitted, we will verify the KYC status with CVL and take on record the current status for each Unit holder in a folio.

The KYC status for a Unit holder could be any one of the following:

KYC Verified: The KYC checks are completed for the Unit holder. This would indicate that the Unit holder is KYC Compliant

KYC Pending: The KYC checks are in progress

KYC Failed: The KYC checks have failed on account of some deficiencies in documents submitted at CVL

KYC Not Available: The KYC checks are yet to happen for the Unit holder

If the KYC status is "KYC Verified" for all Unit holders in a folio, the status for the Folio will also be "KYC Verified" and an investor can thereafter invest any amount without attaching the KYC Acknowledgement Letter.

PLEASE ALSO NOTE THE FOLLOWING:

- POA Holders need to be KYC-compliant.
- Guardians to minor applicants need to be KYC-compliant.

If you are not yet KYC-compliant and wish to invest Rs. 50,000 or more as a single purchase, please approach a Point of Service (POS) of CVL to complete the KYC compliance procedure and submit a copy of your KYC Acknowledgement Letter to us. You can find the list of POS on the website of AMFI (www.amfiindia.com) or CVL (www.cvlindia.com).

If you are already KYC Compliant but have not yet intimated us about the same, you can attach your KYC Acknowledgement Letter issued by CVL with this Transaction Form and send it to us for updation of your KYC Status in your folio.

6. **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.
7. Please refer the 'GUIDANCE NOTES' below. This should help you fill in the necessary details correctly and completely.
8. Completed Transaction Forms should be submitted to your nearest Investor Service Centre of Fidelity Mutual Fund or CAMS.

GUIDANCE NOTES TO HELP YOU FILL IN THE TRANSACTION FORM

Note 1 – UNIT HOLDERS' DETAILS

- ◆ Please furnish the name of the Sole / First Unit Holder and the Folio Number.
- ◆ Please fulfil requirements specified in General Instructions 4 and 5 above (as applicable) for all unit holders.

Note 2 – PURCHASE REQUEST

- ◆ Please specify the scheme details, investment amount and cheque details.
- ◆ Your investment cheque should be drawn in favour of the scheme in which you propose to invest.
- ◆ If you are an NRI Investor please indicate source of funds for investment.

Note 3 – REDEMPTION REQUEST

- ◆ Please specify the scheme details and the amount / number of units you wish to redeem. If you wish to redeem all units, tick against the box provided for the purpose.
- ◆ Redemption payout would be made only to the Sole / First unit holder favouring the bank account appearing in our records.
- ◆ If your redemption request specifies both amount and units for redemption, the latter would be processed.
- ◆ Redemption will be processed only for such (part or whole) holdings for which purchase proceeds have been realised. 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.
- ◆ To safeguard investors against fraudulent action on their investments, where a redemption request is received together with a request for Change of Address and / or Change in Bank Details, the AMC may release the payment only after completing necessary additional checks.

Note 4 – SWITCH REQUEST

- ◆ Please specify the source and target scheme details 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 your switch request specifies both amount and units, the latter would be

processed.

- ◆ If the balance in the source Scheme / Plan / Option after taking into account the switch is below the minimum redemption size (either in amount or in units whichever is less), the entire balance in the source scheme would be switched to the target scheme.

Note 5 – SYSTEMATIC WITHDRAWAL REQUEST (SWP)

- ◆ Please indicate whether you wish to withdraw a fixed amount per period or fixed number of units. If neither is indicated in the form, the instalment will be considered as amount by default. Please also specify the scheme details, the number of instalments, the total withdrawal sought, the withdrawal frequency and the withdrawal period.
- ◆ Minimum Withdrawal Size – Rs. 500 or 50 units.
- ◆ Please note that your SWP request would be registered with us within 7 days from the date of lodgement of your SWP Request. Hence, please date your SWP Period – From Date at least 7 days after the date of lodgement of your request.
- ◆ You can cancel the SWP request at any time by giving a written request for the same. The cancellation of a registered SWP request would take 15 days.

Note 6 – SYSTEMATIC TRANSFER REQUEST (STP)

- ◆ Please specify the scheme details, your transfer instalment amount, the number of instalments, the total amount sought to be transferred, the transfer frequency and the transfer period.
- ◆ Minimum Transfer Size – Rs. 500.
- ◆ Please note that your STP request would be registered with us within 7 days from the date of lodgement of your STP Request. Hence, please date your STP Period – From Date at least 7 days after the date of lodgement of your request.
- ◆ You can cancel the STP request at any time by giving a written request for the same. The cancellation of a registered STP request would take 15 days.

CONTACT US

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