



DISTRIBUTOR'S HANDBOOK

MESSAGE FROM VICE - CHAIRMAN AND CHIEF EXECUTIVE OFFICER



Mr. Swarup Anand Mohanty

Vice - Chairman and Chief Executive Officer

Dear Distributors,

As the Vice-Chairman and Chief Executive Officer of Mirae Asset Investment Managers (India) Pvt. Ltd., I want to take this opportunity to express my heartfelt gratitude for the dedication, hard work, and exceptional service. Your contributions have been instrumental to our mutual success and growth.

Over the past year, our partnership has proven its strength and resilience. Despite the challenging market conditions and global economic uncertainties, we have not only navigated these obstacles but also achieved remarkable milestones together. Our mutual funds have generally performed in line with benchmarks, demonstrating our commitment to providing quality financial solutions to our clients.

As we look to the future, I am filled with optimism. The financial landscape is rapidly evolving, presenting new opportunities across various sectors. Our goal is to seize these opportunities while continuing to offer our clients the best investment options. To achieve this, we are launching several new initiatives:

1. **Enhanced Product Offerings:** We are expanding our portfolio with new mutual fund products designed to meet the diverse needs of our investors. These offerings include sector-specific funds, sustainable and ESG-focused funds, and innovative financial instruments that address the growing demand for socially responsible investing. Your role in educating and guiding clients through these new options will be critical to their successful adoption.
2. **Digital Transformation:** In today's digital era, staying ahead is essential. We are investing significantly in cutting-edge technology to enhance our digital platforms, making them more user-friendly and accessible. Our aim is to provide seamless, real-time access to market information, fund performance, and investment tools. We believe these advancements will empower our distributors to deliver exceptional service and strengthen client relationships.
4. **Strengthening Client Relationships:** Building and maintaining strong client relationships is at the heart of our business. We are committed to working closely with you to understand the unique needs and preferences of our clients. By providing personalized investment solutions and exceptional customer service, we can ensure long-term client satisfaction and loyalty.
5. **Sustainable Growth:** We are deeply committed to promoting sustainable and responsible investing. Our focus on ESG (Environmental, Social, and Governance) criteria in our investment strategies reflects our dedication to creating a positive impact on society and the environment. We believe that sustainable growth benefits not only our clients but also the world we live in.

This handbook is designed to provide you with essential insights and tools to enhance your effectiveness and support your success in the field. It will be a valuable resource as we continue to navigate the complexities of our industry.

I extend my sincerest appreciation for your unwavering support and partnership. The trust and confidence you have shown in our company are truly humbling. Together, we have built a strong foundation, and I am confident that we will continue to achieve even greater heights.

In closing, I want to reiterate that our success is intertwined with yours. Your insights and feedback are invaluable, helping us to continuously improve and innovate. Thank you once again for your commitment and dedication. I look forward to our continued partnership and the exciting opportunities that lie ahead.

MESSAGE TO DISTRIBUTORS



Ms. Suranjana Borthakur

Head - Distribution (Banks, MFD's and ND)

Dear Distributors,

Mirae Asset Mutual Fund has completed 16 years in Asset management in India with our MFD segment contributing a significant portion (36%) of the Asset Under Management. We remain committed to offering our best services to all our distribution distributors.

In an effort to keep our distributors' long-term business interests in mind, we are launching this edition of the distributor's Handbook which will help you navigate through regulatory updates on processes, transactions and be a ready reckoner for our digital assets. This is an initiative targeted at making your journey smoother and simpler, and we hope to offer many more such solutions in years to come.

Wishing you continued success in your business!



Mr. Chandan Bhatnagar

Head - Operations and Investor Relations

Dear Distributors,

It is our great pleasure to share the distributors Handbook. This handbook has been meticulously prepared to offer you important information, comprehensive guidelines on processes and procedures and various regulatory aspects for easy reference.


At Mirae Asset Mutual Fund we deeply value our esteemed distributors and believe in positive synergies in attainment of our collective goals. With this initiative, we aim to serve customers more efficiently and enhance their experience.

We request you to please take time to go through the document and provide your valuable feedback and suggestions. We are happy to take your questions please reach us on our email id: customerarcare@miraeasset.com or call our Toll Free No - 1800 2090 777.

We look forward for your continued support and patronage.

DIGITAL SERVICES AVAILABLE FOR DISTRIBUTORS

Distributor Initiated Transaction Portal



User-friendly with ready access
Easily accessible to all Mirae Asset MF Distributors, helping them serve their investors with the best.

SIGN IN - DIT

Please use the login details of KFINTECH MFS website Distributor Services

User ID

Password

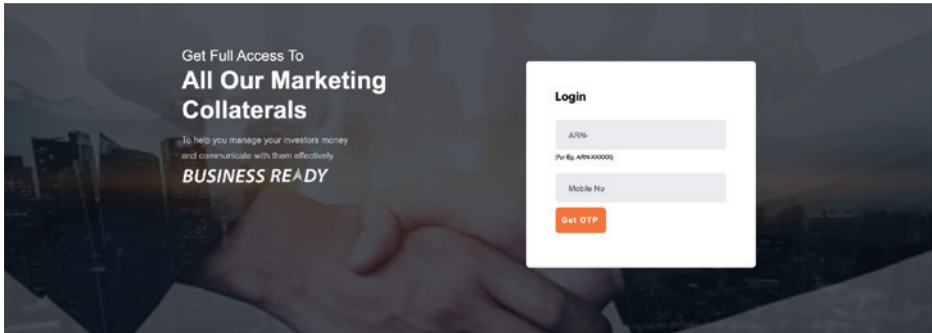
☐ I have understood and agree to your [Terms and Conditions*](#)

SIGN IN

Key Features

- ❖ Initiate investment for customer
- ❖ Track client Investments
- ❖ Generate and share ARN links
- ❖ initiate KYCof new customer
- ❖ Access investor history

Business Ready Portal



Get Full Access To
All Our Marketing Collaterals
To help you manage your investors money and communicate with them effectively
BUSINESS READY

Login

ARN-

(For Ex: ARN000000)

Mobile No

Get OTP

Key Features

- ❖ Easy steps to manage communication collaterals
- ❖ Full Access to Marketing Collaterals
- ❖ Download and cobrand all marketing and product communication material across different formats like videos, leaflets and banners

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RECENT REGULATORY CHANGES

Know Your Investor (KYC):

Compliance to KYC norms is a regulatory requirement for investments in Mutual Funds. Effective 01 April 2024, The KRAs have changed the KYC status of all existing KYC complied investors after validating above Four attributes such as PAN, Name and Address with the official database (such as Income Tax database on PAN, Aadhaar XML/Digi Locker/M-Aadhaar) and Email ID/Mobile number (where provided).

The three possible Status for an existing KYC Record is:

- ❖ KYC Validated.
- ❖ KYC Registered.
- ❖ KYC On Hold.



In continuation with the SEBI Circular (SEBI/HO/MIRSD/SECFATF/P/CIR/2024/12 dated 20 February 2024), Effective 01 August 2024 there is a centralization of Centralization of certifications under FATCA and CRS at the KYC KRAs. In accordance with the guidelines for all New KYCs submitted effective 01 August 2024 should have an additional document enclosure namely the FATCA CRS Form failing which the KYC Application shall be deemed to be non-Compliant.

CVL and CAMS KRA have made the necessary enablements in their back end systems to capture the information. Further from a visibility point of view, the FATCA status is displayed in the Hold remarks column for information purposes for all PANs including those registered before 01-Aug-2024 to facilitate intermediaries understand the FATCA status for the PAN. However the FATCA status non-Compliance appearing under the Hold Remarks shall not impact the Validity of the KYC. Also enclosing the FATCA (Individual) form for CAMS KRA.

The Online journey for new customers in our Digital Assets has also been suitably enabled to capture and pass the respective inputs directly to the KYC KRAs.

For all existing KYCs the Registered Financial Intermediaries should upload the details into KRA prior to Oct 30, 2024.



Existing investor of Mirae Asset Mutual Fund:

The KYC status for acceptance of Valid transactions should be either “KYC Registered” or “KYC Validated”.

New investor of Mirae Asset Mutual Fund:

- ❖ If the KYC status for acceptance of Valid transactions is “KYC Validated”, Transaction can be accepted.
- ❖ If the KYC Status is “KYC Registered”, then Re-KYC with one of the officially accepted Officially Valid Documents prescribed should be done (applicable to RI only).

Synopsis of the possible KYC scenarios

S. No.	PAN	Address	Name	Email	Mobile	PAN-Aadhaar Link	KYC Status
	Exists in ITD and PAN status is Valid.	Validated with source data	Validated with source data	Available, validated successfully - OTP/Delivery	Available, validated successfully - OT / Delivery	Done/NA/Not Done (ITD API response)	
OVD - Aadhaar							
1	Yes	Yes	Yes	Yes	Yes	Done/NA	KYC Validated
2	Yes	Yes	Yes	No	Yes	Done/NA	KYC Registered
3	Yes	Yes	Yes	Yes	No	Done/NA	KYC Registered
4	Yes	Yes	Yes	Yes	Yes	Not Done	KYC Registered
5	No	Yes	Yes	Yes	Yes	Done/NA	KYC On-Hold
6	Yes	No	Yes	Yes	Yes	Done/NA	KYC On-Hold
7	Yes	Yes	Yes	Not available	No	Done/NA	KYC On-Hold
8	Yes	Yes	Yes	No	Not available	Done/NA	KYC On-Hold
9	Yes	Yes	Yes	No	No	Done/NA	KYC On-Hold
10	Yes	Yes	Yes	Not available	Not available	Done/NA	KYC Validated
11	Yes	No	Yes	Not available	Not available	Done/NA/No	KYC Registered
OVD - Non-Aadhaar							
1	Yes	No	Yes	Yes	Yes	Done/NA	KYC Registered
2	Yes	No	Yes	No	Yes	Done/NA	KYC Registered
3	Yes	No	Yes	Yes	No	Done/NA	KYC Registered
4	Yes	No	Yes	Yes	Yes	Not Done	KYC Registered
5	No	No	Yes	Yes	Yes	Done/NA	KYC On-Hold
6	Yes	No	Yes	Not available	No	Done/NA	KYC On-Hold
7	Yes	No	Yes	No	Not available	Done/NA	KYC On-Hold
8	Yes	No	Yes	No	No	Done/NA	KYC On-Hold
9	Yes	No	Yes	Not available	Not available	Done/NA	KYC Registered
10	Yes	No	Yes	Not available	Not available	Done/NA/No	KYC Registered

*Mobile Number is mandatory for all online transactions.

For Resident Individuals:

- ❖ If two attributes i.e. Email and Mobile Number is specified and one of them is validated the KYC Status will be modified as KYC Registered. However, if only one attribute is specified or none of the attribute is Validated the KYC Status continues to remain as "KYC-On Hold" - Effective 01 June 24.
- ❖ Status of all KYC records put on hold due to PAN AADHAAR linkage non-compliance will be changed from On Hold status to KYC Registered status irrespective of any KYC type and any OVD (including deemed OVD) for all individual category of investors - Effective 01 June 24.
- ❖ Redemption/SWP will be allowed If the KYC Status is "On-hold" only due to "invalid email id / Email failed". While there is no specific identifier at present enabled at the KRAs end this shall be manually handled on a best effort basis the Remarks provided as a part of the KYC feeds- Effective 16 May 24.
- ❖ In case of IDCWs where PAN - Aadhaar linking is not done IDCWs will be processed and higher TDS will be applicable where ever tax deduction is involved. Also, IDCW will be processed in the same scheme (And not to unclaimed) with Higher Tax for the First holder / Guardian.

For Non-Resident Individuals (NRIs) /Foreign Nationals:

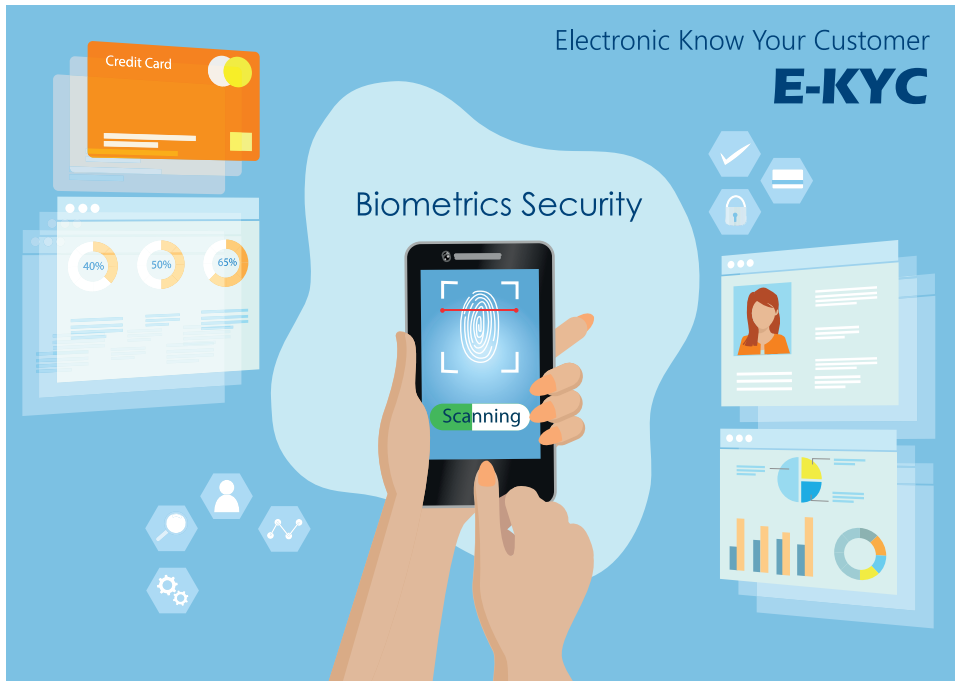
- ❖ NRI / Foreign Nationals can invest with a new AMC with a "KYC-Registered" status without a need for Re-KYC till 30th April 2025.

Documents required for a Physical / Offline KYC:

- ❖ Duly filled KYC Form
- ❖ Officially valid documents:
 - Aadhaar (Preferred & Recommended) – First 8 digits must be masked on copy and form. Aadhaar submitted as proof are subject to validation if the validation is done, then it will show as "KYC validated". Only after that, transaction can be processed. If it is not validated, then transaction will be rejected.
 - Passport
 - Voter ID
 - Driving License
 - NREGA Card
 - Letter issued by National population register
 - Any other Govt issued Proof

Note:

- In NRI case, Indian address proof is not mandatory.
- PE-KRN: If PAN, is not there, then any photo ID, in such case, investment only up to Rs. 50,000 for that particular financial year.



E-KYC or Electronic KYC (Digital KYC):

We have enabled E-KYC in our digital platforms. This is done using Aadhaar & PAN Validation, hence Aadhaar becomes mandatory for KYC validation.

- Investor to provide Aadhaar number, mobile number & email ID (at least one should be registered with Aadhaar).
- OTP is sent by CAMS to both mobile & email ID once UIDAI validation is complete.
- On successful OTP verification, Investor to upload PAN copy which is validated with NSDL.
- For Address proof verification, UIDAI will send OTP to investor to either of registered mobile or email.
- On successful authentication of OTP, UIDAI will provide Aadhaar PDF and investor photo.
- Further the investor shall also be able to modify the KYC online under the logged in section by visiting the My Profile section.

Eligibility:

This will be treated as full KYC without any limit on the investment amount. Offline investments will also be permitted. This application cannot be used by Minors & NRIs

Various KYC Scenarios:

Regulatory Changes effective 01 April 2024			
KYC Status	Existing Investor	New Investor	Description
KYC Validated	KYC Validated	Allowed to transact	KYC registered using Aadhaar as OVD - valid for all new and existing investors
KYC On Hold	Re-KYC	Re-KYC	<p>May arise due to either of the following Reasons:</p> <p>>> If two attributes i.e. Email and Mobile Number is specified and one of them is validated the KYC Status will be modified as KYC Registered. However, if only one attribute is specified or none of the attribute is Validated the KYC Status continues to remain as "KYC-On Hold" - Effective 01 June 24</p> <p>>> Document related discrepancy Investor will be able to transact after remedying the KYC status On Hold reason.</p>
KYC Registered (Non Aadhaar OVD)	Allowed to transact	Re-KYC	<p>For a new investor entering a new MF - Re-KYC needs to be done with one of the acceptable Officially Valid documents:</p> <p>>> Aadhaar (Preferred & recommended)</p> <p>>> Passport</p> <p>>> Voter ID</p> <p>>> Driving License</p> <p>>> NREGA Card</p> <p>>> Letter issued by National population register</p> <p>>> Any other Govt issued Proof</p> <p>>> If two attributes i.e. Email and Mobile Number is specified and one of them is validated the KYC Status will be modified as KYC Registered. However, if only one attribute is specified or none of the attribute is Validated the KYC Status continues to remain as "KYC-On Hold" - Effective 01 June 24</p>
KYC Registered (Aadhaar OVD)	<p>Transaction will be allowed only if the Investor is an Existing Investor in the AMC. (As on 31st March 2024)</p> <p>Re-KYC / Validation of KYC through the respective KRAs site is recommended (As the Aadhar validation is not Completed it will be considered as a Registered and not a Validated KYC)</p>	Re-KYC	<p>Recommended to complete Aadhaar validation step to get your KYC Validated:</p> <p>>> Complete validation Online - Limited to CVL and CAMS KRA (Or)</p> <p>>> Physical Re-KYC using a QR - Code readable Aadhaar Card copy submission at the nearest POS.</p> <p>>> If two attributes i.e. Email and Mobile Number is specified and one of them is validated the KYC Status will be modified as KYC Registered. However, if only one attribute is specified or none of the attribute is Validated the KYC Status continues to remain as "KYC-On Hold" - Effective 01 June 24</p>
KYC - Registered (Applicable to NRI investors)	Allowed to transact	Allowed to transact	NRI / Foreign Nationals can invest with a new AMC with a "KYC-Registered" status without a need for Re-KYC till 30 th April 2025.
KYC - Validated (Applicable to NRI investors)	Allowed to transact	Allowed to transact	If Proof provided is Aadhaar and if the KYC status is Validated - Allowed to transact as a New and Existing investor
Note: Aadhaar being universally accepted it is recommended that the investor does a onetime KYC / KYC Modification using Aadhaar.			

The KYC status can be checked through the following links:

KRA	URL
CVL	https://www.cvlkra.com/
CAMS	https://www.camskra.com/
NDML	https://kra.ndml.in/ClientInitiatedKYC-webApp/#/ClientinitiatedKYC
KARVY	https://www.karvykra.com/
NSE KRA (Earlier known as DOTEX KRA)	https://www.nsekra.com/

Additional KYC:

Place of Birth	Country of Birth	Nationality:
a*. Occupation Details (Please✓))	<input type="checkbox"/> Private Sector <input type="checkbox"/> Business <input type="checkbox"/> Public Sector <input type="checkbox"/> Retired <input type="checkbox"/> Government Service <input type="checkbox"/> Agriculture	<input type="checkbox"/> Student <input type="checkbox"/> Proprietorship <input type="checkbox"/> Professional <input type="checkbox"/> Housewife <input type="checkbox"/> Others _____
b*. Politically Exposed Person (PEP) Status	<input type="checkbox"/> m PEP <input type="checkbox"/> I am Related to PEP <input type="checkbox"/> Not Applicable	
c*. Gross Annual Income (₹) [Please✓))	<input type="checkbox"/> Below 1 Lakh <input type="checkbox"/> 1-5 Lakhs <input type="checkbox"/> 5-10 Lakhs <input type="checkbox"/> 10-25 Lakhs <input type="checkbox"/> >25 Lakhs <input type="checkbox"/> > 1 Crore	
d*. Net-worth ₹ _____ as on _____ (Not older than 1 year)		

These details form a part of the Common Application form where the investor needs to mandatorily fill up failing to which the application is liable for rejection.

- ❖ The investor will have to mandatorily declare the Income slab he falls into failing which his/her investment shall be liable for rejection.
- ❖ The Politically Exposed Person (PEP) status needs to be mandatorily specified.
- ❖ In case of Non-Individuals, the Net-worth information is mandatory.

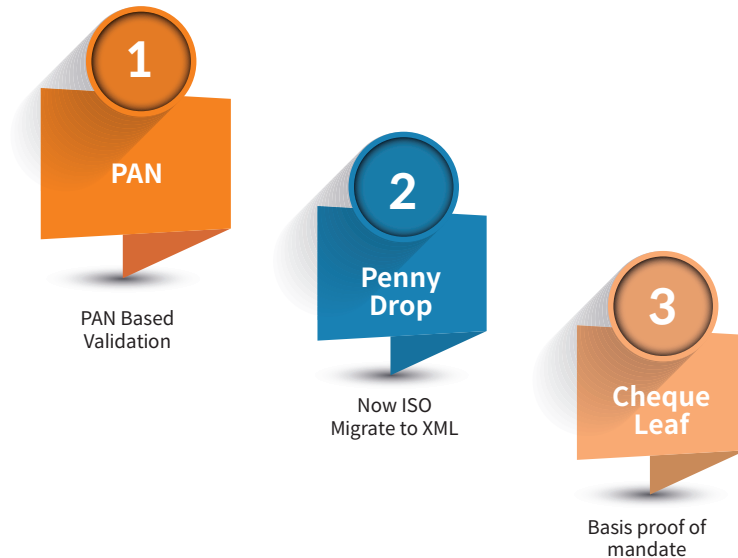
KYC

Bank Account Validation:

The bank details have to be updated mandatorily in Mutual fund records. The Bank account should be of the First named Holder only.

For ease of Transacting the Investor has a choice of updating Multiple bank accounts specifying one of them as the Default Bank account (or) Primary Bank Account. An Individual can update up to Five (5) Bank accounts & Non-Individuals up to Ten (10) Bank accounts. The bank account details specified by the investor has to be validated before updating the same in the records.

The method of bank validation has been prescribed by SEBI:



Some Point to note in case of Bank Validation:

- In case of NRIs- NPCI IMPS Name Match is carried out where no Penny drop happens.
- Bank Account validation is carried out in case of Minor folios as well.
- Change of Bank including the Additional bank mandate are to be validated.
- Transmission: Before Transmission to the claimant bank validation is done.

Nomination:

Pursuant to the SEBI circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated June 10, 2024 folios not complied with the nomination or opt out requirements shall not be frozen for debit transaction. No restrictions will be placed for legacy folios without nomination or opt out.

Further, all new folios with single holding capacity needs to mandatorily comply with the nomination or opt out.

The mandatory fields for nomination are:

- ❖ Nominee name
- ❖ Nomination percentage (if there are multiple nominees)
- ❖ Relationship with the first holder.
- ❖ If nominee is minor, date of birth and guardian name are mandatory.

Some Key points to Note in case of Nomination:

- ❖ There can be up to Three (3) Nominees under a folio. In case of more than one nominee appointed the percentage, share should be explicitly specified. In case if the same is not specified it is deemed to be 50% each in case of two Nominees and 33%, 33% and 34% respectively.
- ❖ Minors cannot Nominate.
- ❖ Unit Holders have the choice of Updating / Modifying nominees in the folio. In case of modification of the existing nomination there should be an explicit consent given by all unit holders in the folio immaterial of the Mode of Holding.

Nomination can be updated using the following methods:

- ❖ Mirae Asset Portal – Logged in section (<https://www.miraeassetmf.co.in/>). This facility is available only for single mode of holding.
- ❖ K-Fintech Portal: <https://mfs.kfintech.com/investor/general/nctnominationupdatation>
- ❖ MF Central: <https://www.mfcentral.com/>.
- ❖ Physical requests at nearest AMC branch, or K-Fintech ISC's. The form can be downloaded from our website: www.miraeassetmf.co.in.



PAN – Name Validation for Investors:

Basis directives from Income Tax Department (ITD) there has been changes in the existing process of Online PAN Verification. The new API webservice effective 30th April 2024.

- ❖ For all the holders [1st Sole Applicant / 2nd Applicant / 3rd Applicant], POA, Guardian in case of Minor Applicant, UBOs - Name as per PAN card should be mentioned in the existing field of "Investor Name". If a different name is mentioned other than the PAN card, transaction may get rejected based on the values received from UTIITSL PAN validation API.
- ❖ Date of Birth for every holder is mandatory. RTA system will be enhanced to have the DOB field for all the holder(s) including Guardian.
- ❖ For Non-Individuals, Date of Incorporation is mandatory.
- ❖ In order to avoid any data entry concerns, it is advisable to share a clear PAN card copy of all the applicant(s) or POAs, Guardian in case of Minor Applicant, UBOs along with the applications of all the New Investors effective 30th April 2024.
- ❖ For all the Digital transactions, especially in New to Mirae Asset Mutual Fund journey will require the information as specified in point 1 and 2.

Parameter	Allowed Response Parameter
PAN Status	Exist and Valid or Existing & Valid
Name on Card	Yes
DOB/DOI	Yes/No
Aadhaar Seeding status	Operative/ In operative/NA

Impact of this change:

As per the new process, PAN, Name of the Investor and DOB/DOI - are mandatory as Input Parameters. API will be modified to accommodate the following four fields [PAN, Name as per PAN, DOB/DOI and Aadhaar Status (No Input required)] and will be pushed to UTIITSL. RTA will consider only the following fields and the respective valid responses given below, to allow a transaction. If any other response is received, such transactions will be considered as NIGO and rejected

Some Examples to understand the PAN Validation methodology:

S. No.	Name as per MF application / KYC application (indicative names – not actual names)	Name as per ITD / PAN Card (indicative names not actual names)	How it will be considered after April 29, 2024
1	Suresh Mehta	SURESH MEHTA	Matched (subject to the flag received from ITD feeds)
2	Mark Anthony	MARK ANTHONY	Matched (subject to the flag received from ITD feeds)
3	S K Raja	SUPER KRISHNA RAJA	Not matched
4	XYZ Industries Pvt. Ltd.	XYZ Industries Private Limited	Not matched
5	R K Singh (HUF)	R K Singh HUF	Not matched
6	Mohd. Irfan	Mohammed Irfan	Not matched
7	ABC & Co	ABC AND CO.	Not matched
8	Kumar Babu	Babu Kumar	Not matched
9	Srinivasan Kumar Kannan	Kannan Srinivasan K	Not matched
10	Kumar S Shah	Kumarbhai S Shah	Not matched

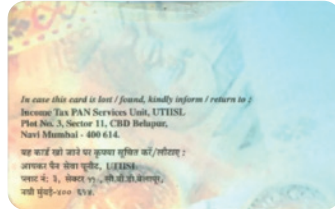
How to know whether your PAN is issued by UTIITSL or NSDL?

Please check on the reverse side of your PAN to know whether the PAN was issued by UTIITSL or NSDL/Protean.

NSDL issued PAN



UTIITSL issued PAN



How to gain access of e-PAN if you are not carrying the same and need to check the name as per PAN while investing in Mutual Fund?

URL to access e-PAN issued by UTIITSL:

https://www.pan.utiit.com/PAN_ONLINE/ePANCard

UTI Infrastructure Technology And Limited

Facility for download of e-PAN Card

PAN *

Month & Year of (Date of Birth / Incorporation / Agreement / Partnership or Trust Deed / Formation of Body of Individuals / Association of Persons) (Format : MM/YYYY) *

GSTIN Number

Captcha

Enter the text shown in above Captcha *

* Mark fields are mandatory.

Instructions :

PAN applicants can now download their e-PANs through this UTIITSL's website / Mobile App.

The e-PAN download facility on this website is available only for the applicants,


1. Who have applied for PAN Card through PAN Application Form or applied for change/correction and issued through UTIITSL.
2. The ePAN will be send only on the eMail ID available as per PAN records with Income Tax Department.

The Applicants will receive their e-PAN in PDF form "free of cost" only if their e-PAN was issued within last one month. For requests received after one month of last issuance of their e-PAN, the Applicant shall have to make an online payment of Rs 8.26 (inclusive of taxes) against every request of their e-PAN.


Note: (scroll down to read more)

1. The request for e-PAN will be verified with OTP based

Users are requested to contact UTIITSL Helpdesk number **033 40802999** in case of any discrepancy observed in their e-PAN Card downloaded from this website.




Facility for download of e-PAN Card




PAN

Email Id. @gmail.com


Captcha 

Enter the text shown in above Captcha *

☒ "I hereby confirm that the PAN submitted in this request has been allotted to me by Income Tax Department (ITD). I assure that the details displayed pertain to me and agree that on submission of this request, my e-PAN Card will be generated as per the latest details available in ITD records."



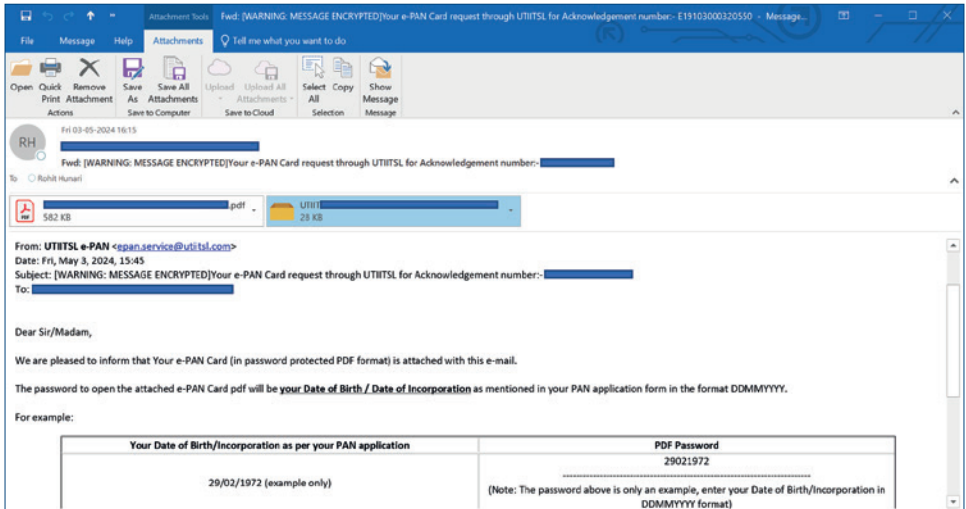
Facility for download of e-PAN Card



PAN Number

Email Id. @gmail.com

Enter OTP received in your Email ID.



URL to access e-PAN issued by NSDL:

<https://www.onlineservices.nsdli.com/paam/requestAndDownloadEPAN.html>

Tax Information Network
of Income Tax Department

☐ Acknowledgement Number ☒ PAN

PAN*

Aadhaar Number(Only for Individual)*

Date of Birth / Incorporation / Formation*

Month of Birth* Year of Birth*

Nov... [REDACTED]

GSTN (Optional)

Instructions:

a) This facility is available for PAN holders whose latest application was processed through Protean.

b) For the PAN applications submitted to Protean where PAN is allotted or changes are confirmed by ITD within last 30 days, e-PAN card can be delivered on email ID registered in PAN application free of cost three times.

→ c) If the PAN is allotted / changes in PAN Data are confirmed by ITD prior to 30 days then charges applicable to get delivery of e-PAN Card on registered email ID is Rs.8.26/- (inclusive of taxes).

Tax Information Network of Income Tax Department

PAN	<input type="text"/>
Mobile Number	<input type="text"/>
Email ID	<input type="text" value="GMAIL.COM"/>
Pin Code	<input type="text"/>
Zip Code	<input type="text" value="Not Applicable"/>

Select from Below options to receive OTP

- ☐ Email ID
☐ Mobile Number
☐ Both

☐ I hereby confirm that the PAN submitted in this request has been allotted to me by Income Tax Department (ITD). I hereby confirm that the details displayed pertain to me and agree that on submission of this request, my e-PAN Card will be generated as per the latest details available in ITD PAN Database. One time password (OTP) will be sent to your Registered Mobile Number/e-mail ID. If OTP not received on your registered mobile number/e-mail ID, Please [click here](#) to fill & submit the PAN Change Request application form to update mobile number/e-mail ID for receiving OTP.

Tax Information Network of Income Tax Department

Home

Get e-PAN Card

OTP has been sent to your registered Mobile Number and e-mail ID which will be valid for 10 minutes

Enter OTP

Validate

Note - One time password (OTP) will be sent to your Registered Mobile Number/e-mail ID. If OTP not received on your registered mobile number/e-mail ID, Please [click here](#) to fill & submit the PAN Change Request application form to update mobile number/e-mail ID to receive e-PAN Card.



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Tax Information Network of Income Tax Department

Home

Get e-PAN Card

Your free attempt for e-PAN request is exhausted you may proceed with paid functionality

Continue with paid e-PAN download facility

Tax Information Network of Income Tax Department

☒ Online payment through PAYTM ☐ Online payment through Bill Desk



Payment Charges Information

Payment made by debit card / credit card / net-banking is irreversible.
Usage of the credit card / debit card / net banking is governed by the Terms and Conditions of the issuing bank

Fee including GST

8.26

#	Mode of Payment	Charges *
1	Get e-PAN Card	- Only e-PAN Card in PDF format will be dispatched at e-mail address available in PAN database. Physical PAN Card will not be dispatched at communication address. Charges applicable for download of e-PAN Card is Rs.8.26/-
2	Reprint of PAN Card	- Applicant will receive physical PAN Card at communication address and e-PAN Card in PDF format at e-mail address available in PAN database. Fees Applicable

Tax Information Network of Income Tax Department

[Home](#) / [Payment](#)

Get e-PAN Card

Confirm Payment

Fee including GST

8.26

Transaction ID

[Redacted Transaction ID]

[Pay Confirm](#) ➔



Tax Information Network
of Income Tax Department

Home / Payment Receipt

Get e-PAN Card

Transaction Status
SUCCESS

Transaction Reference Number
[REDACTED]

Date & Time of Transaction
2024-05-03 15:53:14.0

Payment Amount
8.28

Bank Reference Number
[REDACTED]

[Continue](#)

Tax Information Network
of Income Tax Department

Home / Login

Get e-PAN Card

[Go to Payment Receipt](#)

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Page last modified on: February 26, 2016

Tax Information Network
of Income Tax Department

Home / Payment

Get e-PAN Card

Thank you for using online e-PAN generation facility.
Your request is processed successfully & e-PAN is sent at your email ID linked to your PAN [REDACTED]

[Download PDF](#)

Tax Invoice cum Payment Receipt of e-PAN Request

Tax Invoice cum	N [REDACTED]	Date- 03/05/2024
Category	INDIVIDUAL	GSTIN of Applicant : NA
PAN	[REDACTED]	
Mobile Number	[REDACTED]	

Significance of PAN / PEKRN Updation in records:

Basis directives from Income Tax any folio where PAN / PEKRN is not updated shall be restricted for any Financial / Non-Financial transactions including Systematic transactions.

Email and Mobile Number validation:

It is desirable that the Investor's own email id / mobile number is registered in their folios. The Email ID/ Mobile number validation is carried out by tracking the delivery status as well at the RTA's end.

Basis SEBI regulations Email IDs / Mobile number of Distributors / AMC / RTA employees should not be registered against a folio unless it is an own investment. In case if the email / mobile number updated is found to be matching with that of an AMC / RTA Employee / Distributor the same is systemically removed from the Investor records.

In case of Updation of Email/ Mobile number there is a declaration and Investors have to declare if the Email / Mobile number pertains to Self / Family member(s).

Foreign Account Tax Compliance Act (FATCA):

- ❖ FATCA declaration is a mandatory requirement by all Unit Holders of the folio.
- ❖ All Categories of investors including Non-Individuals / NRIs need to provide FATCA.
- ❖ The TIN Number or its equivalent of all holders needs to be specified if the investor is a Tax payer / Citizen/ Resident outside India.

Ultimate Beneficiary Owner and Non-Profit Organization:

Non-Individual Investors are required to provide details of UBO(s) and submit KYC documents and a duly signed declaration form. As per Prevention of Money-laundering (Maintenance of Records) Amendment Rules controlling ownership interest equal to or above 10% for Corporate/ Trust to be consider as an Ultimate Beneficiary Owner (UBO).

Any Society / Trust needs to submit an additional Non-Profit Organization (NPO) declaration. Any Non-Profit Organization needs to also register under DARPAN Portal and furnish the NITI Aayog ID along with the registration acknowledgement.

TYPES & MODES OF TRANSACTION

TYPES & MODES OF TRANSACTIONS

Types of Transactions:

A transaction can be either Financial or Non-Financial in nature.

A Financial Transaction is something where there is a monetary consideration and a non-financial transaction is related to the Profile of the investor.

Modes of Transaction:

The investor has a choice of placing his request through the following modes:

- ❖ Physical Transactions
- ❖ Digital Transactions
 - Demat
 - Channel Distributors
 - K-Fintech Cart
 - K-Fintech DIT
 - Website
 - Mobile app
 - WhatsApp Bot
 - Distributor Portal
 - K-Fintech Portal
 - MF-Central
 - Mutual Funds Utility

Cut of Timings:

Category	Cut Off Time
Equity and Debt Schemes excluding Liquid and Overnight schemes	3:00 PM
Purchases in Liquid & Overnight Schemes	1:30 PM
Redemption / Switch in Liquid & Overnight Schemes	3:00 PM

****For liquid and Overnight funds: Redemptions received on a day followed by non- business day, the closing NAV of the day immediately preceding the next Business Day is applied. Example, for redemptions reported on Friday, NAV of Sunday is applied. In case Monday is also a holiday, then NAV of Monday will be applicable for the transaction and pay-out will be done on Tuesday.**



FINANCIAL TRANSACTIONS

Financial Transaction:

- ❖ Fresh Purchase
- ❖ Additional Purchase
- ❖ Redemption
- ❖ Switch
- ❖ Systematic Transaction
 - Systematic Investment Plan
 - Systemic Transfer Plan
 - Systematic Withdrawal Plan

Fresh Purchase:

Fresh Purchase through Physical Mode:

A Fresh Purchase request is submitted either when an investor invests with an AMC for the first time or it can be done by an existing investor. A new folio gets created as and when a Fresh purchase request is submitted.

Pre-requisites for a Fresh Investment through Physical Mode:

- ❖ Duly Filled application form
- ❖ KYC Verified Acknowledgement of all Holder/s
- ❖ PAN Card Copy of all the Holder/s
- ❖ PAN-Aadhaar linking wherever applicable
- ❖ In case if the pay-out bank account number is other than that of the investment a Pre-Printed original Cheque copy (Or) In case if Pre-Printed Cheque copy is not available then additionally like Bank Statement / Bank Passbook bearing the latest three months entries reflecting should also be furnished.
- ❖ CTS complied Cheque (From the First Named Unit Holder's bank account (If the same is not a Pre-Printed instrument an additional proof like Bank Statement / Bank Passbook bearing the latest three months entries reflecting should also be furnished for Third party Validation).

Note: In case the investor has done the transfer directly via NEFT / RTGS the request letter should clearly have the proof on the From and To Account Number and Name clearly mentioned along with a proof of debit in the form of a UTR Slip / Acknowledgment from the banker.

Fresh Purchase through Online:

A new investor or an existing investor has an option of opening a new folio through Online namely www.miraeeasetsmf.co.in where the investor needs to provide the PAN number for KYC compliance status and proceed with the journey accordingly. The regulatory compliance aspects like PAN Aadhaar linking / PAN and Name validation are also ascertained simultaneously.

- ❖ The PAN number / Investor name and date of Birth as per PAN Card is inputted and if found and if the KYC status is Validated the page is automatically re-directed to the Investor details section followed by the investment details.
- ❖ The investor has the choice of transferring funds through UPI / NEFT/ RTGS / Net Banking.

New Investor Journey – Online with new KYC:

- ❖ Investor to fill-in additional details – Resident status, Occupation etc.
- ❖ Signed cancelled cheque to be uploaded by Investor.
- ❖ IMPS validation basis the cheque uploaded to match name on cheque with the name in PAN.
- ❖ If there is a specified Fuzzy logic % Name Match, Investor will proceed to upload E-signature.
- ❖ Upon successful submission of details, KYC status becomes – “Under Process” and the fresh purchase becomes successful.

Additional Purchase:

An additional purchase can be done by an investor under a pre-existing folio number. It can be done for investments under the same scheme or a new scheme retaining the same folio number. In case of an additional purchase as details are already available there is no need to specify additional information on the profile of the investor.

Pre-requisites for an Additional Purchase – Physical:

- ❖ Duly Filled additional purchase form
- ❖ KYC Verified Acknowledgement of all Holder/s if the folio is not KYC Verified
- ❖ CTS complied Cheque (From the First Named Unit Holder's bank account (If the same is not a Pre-Printed instrument an additional proof like Bank Statement / Bank Passbook bearing the latest three months entries reflecting should also be furnished for Third party Validation).

Pre-requisites for an Online Additional Purchase:

- ❖ It can be done online with or without Login. The process is a guided journey similar to a fresh purchase.
- ❖ Investor shall be able to make the payment through a registered bank account only.
- ❖ The investor has the choice of transferring funds through UPI / OTM/ NEFT/ RTGS / Net Banking.
- ❖ In case of a Cheque return the Original Cheque along with the Return Memo is dispatched to the address available in the records.

Some points to note for all Financial Transactions:

- ❖ In case of a Demat transaction Details on application form must match with the depository participant (DP) details, else request for units in demat will be rejected, and units will be allotted in physical mode.
- ❖ No NCT or any other request except additional purchase to be accepted for DEMAT folio. For additional purchase under the same folio investor will need to submit Client Master List (CML) copy with every additional purchase request.
- ❖ Redemption transaction does not need the above requirement, redemption can also be done online through our website <https://www.miraeassetmf.co.in/> or RTAs digital platform.
- ❖ For Systematic transactions like SIP, STP, SWP the requirements stated under point no. 2 above is required only at the time of registration. Future instalment will be processed in normal course like any other systematic transaction.
- ❖ In case of an Investment through a Power of Attorney the KYC compliance is a must for the POA as well.
- ❖ Minor can invest through a Natural/ Court appointed guardian. The KYC of the guardian is mandatory. There cannot be any Joint Holders / Nominee in Minor folio.
- ❖ Investment amount can be from minors account or from the account of guardian registered in the folio. guardian must mandatorily provide PAN and should be KYC complied.
- ❖ Overseas address is mandatory in case of NRI Investments.
- ❖ IFSC Code needs to be specified mandatorily in the Bank account for validation purposes.

Redemption:

Redemption of units denotes selling of units. The investor has the choice of either redeeming the complete units held or partial units.

Redemption of units is restricted in the following scenarios:

- ❖ Units of Close-ended schemes (Units can be transferred to another buyer through exchange)
- ❖ Units that are marked under Pledge
- ❖ ELSS Schemes where there is a lock in period

Also note, Redemption with Change in Bank is not processed.

The modes through which a redemption can be placed are as under:

- ❖ Physical
- ❖ Digital
 - Online
 - Mobile app
 - K-Fintech DIT
 - K-Fintech Cart
 - Channel Distributor
 - Exchange
 - MF Central
 - Mutual Fund Utility

Scheme Category	Settlement Cycle
Equity (Excluding FOF and Overseas schemes)	T+2
Debt (Excluding FOF and Overseas schemes)	T+1
Liquid	T+1
Fund of Funds	T+2
Schemes Investing in Overseas Securities	T+5

Some points to note in case of Redemptions:

- ❖ In case of a folio held under Joint Holding the Signature of all holders is mandatory.
- ❖ For a Minor folio the pay-out account should be that of a Minor or an account held where the Minor is a Joint account holder only.
- ❖ Whenever any change of bank mandate request is received simultaneously with, or just prior to submission of, a redemption request, mutual funds / RTAs allow a cooling period of ten days as a matter of precaution against unauthorized/fraudulent transactions.
- ❖ Also, in case of Bank account validation failure a warrant is issued and dispatched to the registered address.
- ❖ Kindly ensure to check the corresponding Exit load details before submission of redemption.
- ❖ PAN Validation, KYC Compliance and FATCA Compliance are mandatory for redemption to be successfully processed.
- ❖ In case of NRI investors where there is only an overseas address and IMPS validation fails the warrant is printed and dispatched to the investor's bank branch along with the FIRC confirmation.
- ❖ Before placing the redemption request kindly check for applicability of Exit load (If any)

Switch:

Switch is a Redemption from Source Scheme and a Purchase in Target Scheme. This provides convenience to the investor of providing a single transaction rather than go through the hassle of providing two requests. A investor has the choice of providing a switch request for moving units from one Scheme / Plan / Option. The modes through which a Switch Request can be placed are as under:

- ❖ Physical
- ❖ Digital
 - Online
 - Mobile app
 - K-Fintech DIT
 - K-Fintech Cart
 - Channel Distributor
 - Exchange
 - MF Central
 - Mutual Fund Utility

Some Points to note in case of Switch:

- ❖ The minimum amount criteria for both the source and target scheme needs to be available for Switch to be processed.
- ❖ In case of Close ended schemes or schemes under lock in or pledge switch will not be allowed.
- ❖ The capital gains and exit load need to be checked before giving a switch from one scheme to another or a plan to another.
- ❖ A Valid KYC status, PAN Validation, FATCA Compliance is mandatory for Switch to be processed.

Switch Type	TAT	Transaction	Exit load
Growth - IDCW & Vice-versa in same scheme	Same Day	Switch	No exit load
IDCW Payout to Reinvestment & Vice-Versa in Same Scheme	Same Day	NCT	No exit load
Inter Scheme - One Scheme to another	Redemption	Switch	Exit load applicable as per scheme norms
Plan Change - Direct to Regular in same scheme	Same Day	Switch	No exit load
Plan Change - Regular to Direct in same scheme	Same Day	Switch	Exit load applicable as per scheme norms

Systematic Transactions:

Unlike an investor-initiated transaction these are set up in the system and happens either on a periodic basis or on the occurrence of an event. Systematic requests are registered for a specific period by the investor.

Types of Systematic Transactions:

- ❖ Systematic Investment Plan
- ❖ Systematic Transfer Plan
- ❖ Systematic Withdrawal Plan

Facility	Frequency	Day/Date	Criteria*
STP and Flex STP	Daily	Monday to Friday	Minimum 5 Transfers of Rs.1000 each and in multiples of Re. 1/- thereafter. Minimum balance amount at the time of enrolment of STP and Flex STP: NIL
	Weekly	Every Wednesday	
	Fortnightly	Every Wednesday of the alternate week	
STP and Flex STP	Monthly	01 st , 10 th , 15 th , 21 st and 28 th	
	Quarterly		
SIP	Monthly	01 st to 28 th except the last three calendar dates 29 th , 30 th and 31 st .	Minimum: Rs.500 & in multiples of Re. 1 thereafter.
	Quarterly		

***Notes:** Each STP/Flex STP Instalment 'OUT' to / of Mirae Asset ELSS Tax Saver Fund will be subject to a lock-in period of three years from the date of allotment of Units proposed to be redeemed. Hence, Mirae Asset ELSS Tax Saver Fund shall act as Source Scheme for STP/Flex STP post completion of the said lock-in period.

Systematic Investment Plan (SIP):

Systematic Investment Plan or SIP is a disciplined approach towards investment where an investor places a request for a debit from his/ her account at a pre-defined interval for a defined period. The investor has a choice of investing in an existing folio or under a new folio.

Frequency	Monthly	Quarterly		
Types	Normal SIP	Multi SIP	Top-up SIP	Goal SIP
Debit Modes - Physical	OTM			
Debit Modes - Digital	ISIP	E-NACH	UPI	

Modes through which SIP Can be registered:

- ❖ Physical
- ❖ Digital
 - Mirae Website – Investor Login
 - Mirae Mobile app
 - Mirae WhatsApp bot
 - Mirae DIT Portal
 - K-Fintech DIT
 - K-Fintech Cart
 - Channel distributor
 - Exchange
 - MF Central
 - Mutual Fund Utility

One Time Mandate (OTM):

A One-Time mandate is a mandate set up at a folio level and registered at the Investor's bank for debiting the investor's account.

- ❖ An OTM can be used for investments for SIPs and Lumpsum purchases
- ❖ Maximum Tenure for which an OTM can be registered is Forty (40) years.
- ❖ Maximum Amount is at a Transaction level and hence he can also have multiple transactions triggered for the maximum amount opted for.
- ❖ All details to be duly filled and there should not be any alteration in the mandate.
- ❖ The UMRN number is the reference number that needs to be quoted as and when the investor uses the same bank mandate to register another SIP.
- ❖ OTM will be registered at a Folio level. In a Single Folio, Investor will be able to register 5 separate OTMs with different banks. Separate OTMs will need to be registered for separate Folios. Once registered OTM Debit Mandate enables periodic deduction of Systematic Investment Plan transactions.



Normal SIP:

- ❖ Normal SIP is registered along with a Lumpsum Purchase / SIP purchase or as a Standalone prospective SIP.
- ❖ SIP can be registered under Monthly / Quarterly Option.
- ❖ We offer SIP registration for any day between 01 – 28th of every month.
- ❖ The instalment start date should be minimum of 25 calendar days but shall not be later than 100 calendar days from date of application submission date.
- ❖ In case if no date is opted, the Default date considered shall be 05th of every month.



Multi Goal SIP:

- ❖ Multi SIP can be registered up-to Three schemes using a single request.
- ❖ Cheque will be in favour of: Mirae Asset Multi SIP Collection A/ c.
- ❖ SIP Top up is not allowed in Multi SIP.
- ❖ Can be done through offline mode only.
- ❖ Existing OTM can be used and if not, then new OTM form is mandatory.
- ❖ OTM limit must be the total of all the schemes or more.
- ❖ Multi SIP should be requested through Multi SIP form only.

Top Up SIP:

- ❖ SIP Top-up is a facility wherein an investor who wishes to enrol for SIP, has an option to increase the amount of the SIP instalment by a fixed amount at pre -defined intervals i.e., half yearly and yearly. The SIP Top-up amount should be filled in the SIP Enrolment Form itself.
- ❖ The SIP Top-up minimum amount is Rs.500/- & in multiples of Re. 1/- thereafter.
- ❖ The Default option for TOP up is Yearly frequency.
- ❖ SIP Top-up Facility is not available under Micro SIPs.

Scan to know more



Documentary Requirements in case of SIPs through Physical Mode:

- ❖ Common Application form (In case if a new folio is opted)
- ❖ SIP application with OTM.
- ❖ One Time Mandate (in case if OTM is not registered)
- ❖ Original cancelled cheque (or a copy) with name and account number pre -printed of the First named Unit Holder.
- ❖ Bank Proof for the Bank account to be registered or bank account verification letter for registration of the mandate in case if the payment is from a different bank than that of the mandate.
- ❖ PAN Card Copy of all unit Holders (Applicable for new folios and Folios where PAN validation is not yet complied with)
- ❖ Duly filled KYC Form of all unit holders / KYC Acknowledgement with KYC status as “KYC Verified” / “KYC-Validated”.
- ❖ Email Id and mobile Number

Registration available under Online for new and existing investors:

- ❖ **E-NACH** – E-NACH Mandate is an electronic mandate which has been a recent entrant into the mutual fund investment process, in a bid to make the entire investment process digital and paperless. Investors will need to login into their transact online account and select the ENACH mandate registration option. The self-help mechanism will help complete the registrations process swiftly. The process is instant; however, it can get delayed due to any technical issue at the bank's end or NPCI site. The entire process whether successfully registered or not, generally, will not take more than one business day. One cannot do change of bank of registered ENACH Mandate, the existing ENACH mandate has to be cancelled and a new ENACH Mandate has to be registered. Also SIPs registered under the old Mandate will stand terminated as soon as the Mandate is cancelled.
- ❖ A Maximum amount of **Rs 1,00,00,000/-** is allowed and the maximum period is 40 years, the investor can avail E-NACH only if the account type is Savings Account in bank records. E-NACH mandate status under ENACH Registration Summary.

Once the E-NACH is registered the investor can register the **SIP immediately, the instalment start date should be minimum of 10 calendar days.**

The screenshot displays the E-NACH registration form. On the left, a sidebar contains navigation links: 'Mandate Registration' (active), 'UPI Autopay Registration', 'ENACH Registration', 'Mandate Registration Summary', 'My Transactions', and 'Statements'. The main form area is divided into two columns. The left column contains fields for 'Account Number*' (XXXXXXX3893733), 'UPI ID*', 'Max. Amount*' (100000, with a note '(Rupees One Lakh Only)'), and 'UPI Registration Start Date' (28-03-2024). The right column contains fields for 'Confirm Account Number*', 'Bank' (HDFC BANK - XXXXXXXXXX3733), 'Frequency' (As & When Presented), and 'UPI Registration Validity Date' (28-03-2064). At the top right, there are buttons for 'Transact Now' and 'Savings Account'. A checkbox labeled 'Until Cancelled' is located at the bottom right of the form.

- ❖ **ISIP:** An online platform for our New and Existing investors to start a Systematic Investment Plan (SIP) in our Mutual Fund Schemes without any paper work. All Applicants having online banking access with any of the listed banks 37 banks can avail this seamless facility.

New Investor Journey - ISIP:

New Investors can follow the simple steps, and can quickly register a SIP:

- Step 1 : Specify the PAN under “New Investor” tab.
- Step 2 : Validate and confirm FATCA details.
- Step 3 : Fill in the Applicant Details with Contact, Bank and Nominee credentials.
- Step 4 : Select SIP in Bank Details.
- Step 5 : Select the Scheme, Plan, SIP Amount, SIP Date and the Duration/Period.
- Step 6 : Fill Nomination (If applicable) and distributor details.
- Step 7 : Confirm Undertaking and Terms and Conditions.
- Step 8 : A Unique Registration Number (URN) will be generated for the intended registration.
- Step 9 : The same URN has to be listed/registered with your bank on or before the expiry date of URN.

UPI (only available for existing investor):

UPI AUTO PAY Mandate is an option to setup electronic mandate that enables users to make recurring payments seamlessly through the UPI apps. Investors can now enable recurring e-mandate using any UPI application supported by NPCI for recurring investment option such Systematic Investment Plan. This makes the entire investment process digital and paperless.

The maximum amount up to which the UPI Mandate can be registered is Rs 1,00,000/-

Investors need to login with their credentials on Mirae Asset Mutual Fund Website (<https://www.miraeassetmf.co.in/>) and select the UPI AUTO PAY mandate registration under Mandate registration option. This self-help mechanism will help complete the registration process swiftly.

The process of UPI Autopay mandate registration is instant; however, it can get delayed due to any technical issue at the investor's bank or NPCI.

On login into Mirae Asset Mutual Fund website with your credentials, one can check the mandate status UPI AUTO PAY Registration Summary.

One can register multiple SIPs up to the maximum amount registered under the mandate by selecting UMRN under UPI AUTO PAY Registration Summary.

One cannot change the bank of registered UPI AUTO PAY Mandate, you have to cancel the existing UPI AUTO PAY mandate and will need to register New UPI AUTO PAY Mandate. Also note that the SIPs registered under the Mandate will stand terminated as soon as the Mandate is cancelled.

Once the Auto Pay mandate is registered the Investor will be able to register a SIP within 3 day's time.

Value added Services under SIPs:

SIP Pause

- ❖ Investor can Pause SIP at any time, by filling in the SIP Pause form and submitting the same at any Mirae Asset MF/ K-fintech branch. This facility is also available through AMC digital platforms.
- ❖ The facility can be availed by investor only twice during the entire tenure of SIP Registration.
- ❖ To avail the facility a valid application should be submitted to AMC/K-Fintech at least 10 calendar days prior to the next monthly SIP instalment date (i.e., excluding the request date and the next SIP instalment date).
- ❖ Investor cannot cancel the facility once requested.
- ❖ The facility is only available under monthly SIP frequency.
- ❖ The facility can only be availed by investors who have completed a minimum of Six valid SIP instalments.
- ❖ The SIP shall restart automatically from the immediate next eligible instalment after the completion of specified pause period.
- ❖ This facility is not available for the SIPs sourced/registered through MF Utilities India Pvt. Ltd. ("MFUI"), Stock Exchange Platforms of NSE & BSE and Channel Distributor platforms, as the SIP mandates are registered by the respective entities.
- ❖ Further, this facility is also not available for SIP registered vide Standing Instructions vide the respective banks.
- ❖ This facility is not available for SIPs registered as Multi SIP.
- ❖ In case of multiple SIPs registered in a scheme, the facility will be made applicable only for those SIP instalments whose SIP date, frequency, amount, and Plan is specified clearly in the form. If requisite information is not clearly filled, all SIPs in the scheme will be considered for Pause.

Modification of SIP:

SIP modification is a value-added feature where the investors can now have the option to Change the SIP date / Frequency / Amount / SIP End date/ Scheme Option without cancelling the existing registered SIP. This feature will avoid all the cancellations and re-registration process involved at various stages of the SIP process. If the investor wishes to modify SIP scheme, in such cases the existing SIP scheme will cease and New SIP scheme will get registered under the folio.

- ❖ SIP Modification facility is available for SIP registered through Physical mode, Internet SIP and Sip through E-NACH and UPI Autopay. This facility will not be available for Exchange registered SIP, SIP through Channel distributor and MFU.
- ❖ SIP Modification request has to be submitted at least 15 days prior to the next SIP instalment date (excluding the request date and the next SIP instalment date).
- ❖ Investor can change his/her existing sip Instalment amount however unit holder needs to verify limit set in existing NACH/OTM/ENACH mandate, if modification exceeds the maximum amount for debit, then the request to modify SIP instalment amount will be rejected.
- ❖ Change of distributor is not allowed through the SIP modification facility. Sip will continue with existing Distributor code.
- ❖ SIP modification cannot be done if the SIP is paused.
- ❖ SIP scheme modification into Overseas Scheme is not applicable.
- ❖ Plan level modification is not allowed i.e. Direct to Regular or Vice-Versa is not allowed under SIP modification.
- ❖ The SIP registrations Live with Top up facility is not eligible for any modification.
- ❖ In case of Amount modification, the scheme minimum amount criteria should be met.

SIP Cancellation:

In case if an Investor does not wish to continue with his existing SIP Registration a SIP Cancellation request needs to be availed. This can be done either Digitally or through a Physical request.

- ❖ As per the SEBI guidelines on ease of exit to the investors can cancel SIP's registered through Exchange / MFU / MF-Central / Channel distributors / Physical or Online (Our Digital Assets and K-Fintech digital assets) can be cancelled by placing a request with Mirae Asset Mutual Fund.
- ❖ SIP Cancellation requests need to be placed at-least 10 days prior to the next instalment date.

Missed SIP Facility:

In case if the SIP instalment was not successful the investor is given an opportunity to ensure continuity of his missed SIP Trigger digitally by sending a limited period link, the same will be considered as an Additional purchase and the NAV will be allotted as per Credit realization.

- ❖ After clicking on the link investor has to mention his PAN number and registered e-mail id to login.
- ❖ Link will be active for 10 calendar days and also once transaction is completed successfully link will expire.
- ❖ Investor can edit the transaction amount but it should not be less than the sip minimum amount criteria defined for that scheme.
- ❖ Units will be allotted as per credit realisation.
- ❖ The investor has the choice of remitting his funds via the following modes: Net-banking, NEFT and UPI.
- ❖ For Aadhaar/pan link or KYC related rejections investor has to first clear these objections post which they will be able to use the facility.

Corporate SIP (Formerly known as GROUP INVESTMENT PLAN - GRIP):

Corporate SIP (C-SIP) allows the employer to make investments for employees by investing into selected open-ended schemes of Mirae Asset Mutual Fund. The application form needs to be submitted by the Employee to the Salary Department of its Organization. The Salary Department will detach the portion authorizing the salary deduction and send the remaining portion of the form to Mirae Asset Mutual Fund along with a copy of authorization form AMC person.

SPECIFIC INSTRUCTION FOR MIRAE ASSET CORPORATE SIP (C-SIP)

- ❖ All schemes available under the C - SIP facility
- ❖ This form should be submitted at least 5 working days before the salary date. Investor shall have the option of choosing any date of the month as the SIP date from 01st to 28th except the last three calendar dates 29th, 30th and 31st. The minimum investment amount per deduction is Rs. 500 and in multiples of Re.1 thereafter.
- ❖ KYC of all the employees as well as the employer is mandatory
- ❖ All C-SIP purchases are subject to realization of the Cheque / fund transfer by the Salary Department of the Organisation.
- ❖ The employer needs to sign the third-party declaration form while making the cumulative SIP investments on behalf of its employees.
- ❖ Units to be allotted in Physical Mode only. Option to hold units in demat mode will not be available.
- ❖ NRI will not be able to invest through this facility.
- ❖ The employee has to be the First / Sole Applicant for the facility.
- ❖ Cheque drawn on the bank not participating in the clearing house will not be accepted.
- ❖ Payment through Stock invest, outstation cheques and cash will not be accepted.
- ❖ Organisations in Centres where the Investors service Centres of the mutual fund are not located are requested to make payment electronic mode/Funds Transfer. Any Banking charges would not be borne by the fund.
- ❖ The Organisation has to remit/transfer C-SIP amount of the respective amount of the Employee aggregated total amount as per participating in C-SIP and it should tally with the amount in the upload file/ xls.



Systematic Transfer Plan:

This facility enables Unit Holders to transfer fixed sums from their Unit accounts in the Scheme to the existing schemes or other schemes launched by the Fund from time to time. The transfer will commence from the date mentioned by the Unit Holder in the Application Form for the facility.

- ❖ A minimum period of 5 days shall be required for registration under STP.
- ❖ The Units will be allotted / redeemed at the Applicable NAV of the respective dates of the Scheme on which such transfers are sought from the Scheme.
- ❖ In case the day on which the transfer is sought is a non-Business Day for the Scheme, then the application for the facility will be deemed to have been received on the immediately following Business Day.
- ❖ STP is not available for investments under lock-in period and for investments which are pledged.
- ❖ The Unitholder has to ensure to maintain minimum balance in accordance with Plans selected in the Transferor Scheme on the transfer date / execution date under Systematic Transfer Plan.
- ❖ If the investor continues to have insufficient balance / unclear units for 3 consecutive months, the STP will be discontinued.



STP and / FLEX STP Synopsis		
Daily	Monday to Friday	Minimum of 5 Transfers of Rs 1000 each in multiples of Rs 1 thereafter. Minimum balance at the time of enrolment is: Nil
Weekly	Every Wednesday	
Fortnightly	Every Wednesday of alternate week	
Monthly	01 st , 10 th , 15 th , 21 st and 28 th	
Quarterly	01 st , 10 th , 15 th , 21 st and 28 th	

FLEX STP (formerly known as Variable Transfer Plan-VTP):

Mirae Asset FLEX STP is a facility wherein unit holder(s) of designated open-ended Scheme(s) of Mirae Asset Mutual Fund can opt to transfer variable amount(s) linked to value of investments under FLEX STP on the date of transfer at per-determined intervals from designated open-ended Scheme(s) of Mirae Asset Mutual Fund (Transferor Scheme) to the designated open-ended Scheme(s) of Mirae Asset Mutual Fund (Transferee Scheme).

- ❖ Under the Flex STP, unit holders will be eligible to transfer:
 - Fixed Amount per installment (OR)
 - The amount as determined by the following formula: - [(Fixed amount to be transferred per installment X Number of installments including the current installment) - Market value of the investments through Flex STP in the Target Scheme on the date of transfer] whichever is higher, on the date of transfer.
- ❖ The first FLEX STP instalment will be processed basis the fixed installment amount specified by the unit holder at the time of enrolment. From the second FLEX STP instalment onwards, the transfer amount shall be computed as per formula stated above.
- ❖ In case of FLEX STP - Daily, Weekly, Monthly, Quarterly and Fortnightly Interval, the commencement date shall be within 7 business days from the date of receipt of a valid request.
- ❖ For Daily, Weekly, Monthly, Fortnightly or Quarterly FLEX STP falling on a Friday or on any business day where the next day is a non-business day, the NAV applicable shall be the Transaction date i.e. before 3.00 PM for both source and the target scheme.
- ❖ In order to discontinue the facility, a written request must be submitted at least 7 business days prior to the next applicable transfer date for the selected frequency.

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Systematic Withdrawal Plan:

This facility enables the Unit Holders to withdraw from the Scheme at periodic intervals through a one-time request. The withdrawals will commence from the Start Date mentioned by the investor while availing the facility.

- ❖ A minimum period of 5 days shall be required for registration under SWP.
- ❖ The Units will be redeemed at the Applicable NAV of the respective dates on which such withdrawals are sought. However, if any of the dates on which the redemption is sought is a non-Business Day, the Units will be redeemed at the Applicable NAV of the next Business Day.
- ❖ SWP is not available for investments under lock-in period and for investments which are pledged.
- ❖ Choice of SWP Withdrawal:
 - Fixed Withdrawal: Minimum Amount for Fixed withdrawal is Rs.1,000/- each and above
- ❖ The scheme applicable exit load (If any) shall be applicable at the time of withdrawal for the respective installment.

Facility	Frequency	Date	Criteria
SWP	Monthly	1 st or 10 th or 15 th or 21 st or 28 th	Minimum 5 Transfers of Rs.1000 each and in multiples of Re. 1/- thereafter. Minimum balance amount at the time of enrolment of SWP: NIL
	Quarterly		
	Semi-Annually		
	Annually		

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NON-FINANCIAL TRANSACTIONS

NON-FINANCIAL TRANSACTIONS

Non-Financial Transactions:

A non-financial transaction is one where there is no monetary consideration involved and hence the concept of Trade date or NAV date does not apply.

Change in Bank Details:

- ❖ Request letter signed by all the unit holder(s) according to the Mode of operation.
- ❖ Documents to be submitted for new bank account proof
 - Cancelled original cheque of the new bank mandate carrying the first unit holder's name and bank account number printed on the face of the cheque, or a self-attested photocopy along with the original (for verification & return across the counter) or a copy duly attested by the Bank. (Or)
 - Self-attested copy of new Bank statement, with entries not more than 3-month old (Or)
 - Bank passbook with current entries not older than 3 months. (Or)
 - In case of Minor's folio, any of the above-mentioned proof, from the bank account of the minor or from a joint account of the minor with the guardian must be provided.
- ❖ Documents to be submitted for existing bank mandate currently registered in the folio.
 - Cancelled original cheque of the new bank mandate carrying the first unit holder's name and bank account number printed on the face of the cheque, or a self-attested photocopy along with the original (for verification & return across the counter) or a copy duly attested by the Banker/notary public. (Or)
 - Original bank account statement / Pass book (Or)
 - In case such bank account is already closed, a duly signed and stamped original letter from such bank on the letter head of the bank confirming the closure of the said account or Self-attested photocopy of the letter (for verification & return across the counter).
- ❖ As per AMFI guidelines as a Risk mitigant there shall be a cooling period of 10 days post Updation of the new bank. Hence Redemptions (If any) during the intervening period the date of pay-out shall be altered accordingly.

Multiple Bank Mandate Registration:

- ❖ "Multiple Bank Mandate Registration" Form (To be Mentioned Default Bank)
- ❖ A Copy of the Bank Proof (Pre-Existing – Default bank mandate registered) to be provided mandatorily.
- ❖ Any one from the below documents:
 - Cancelled original cheque of the new bank mandate carrying the first unit holder's name and bank account number printed on the face of the cheque, or a self-attested photocopy along with the original (for verification & return across the counter) or a copy duly attested by the Bank.
 - Self-attested copy of latest bank statement or bank passbook with current entries not older than 3 months
 - A Maximum of 5 banks can be registered under Individual folios and a maximum of up to 10 banks can be registered in a non-individual folio.
- ❖ Deletion of Registered Bank (Non-Default bank)
 - Duly filled deletion of bank details in the MBR Form of the Bank details which is to be deleted

Updation of Contact details - Email / Mobile Number:

Request letter (mentioning contact details belongs to section i.e. Family Declaration) signed by all the unit holders according to the mode of operation. In case of Anyone & Either of survivor anybody can sign the request.



Updation / Change of Mode of Holding:

Request letter signed by all the unit holders.

Registration, Cancellation, Change and opt out of Nominee:

Pursuant to the SEBI circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated June 10, 2024 folios not complied with the nomination or opt out requirements shall not be frozen for debit transaction. No restrictions will be placed for legacy folios without nomination or opt out.

Further, all new folios with single holding capacity needs to mandatorily comply with the nomination or opt out.

The mandatory fields for nomination are:

- ❖ Nominee name
- ❖ Nomination percentage (If there are multiple nominees)
- ❖ Relationship with the first holder.
- ❖ If nominee is minor, date of birth and guardian name are mandatory.

Some Key points to Note in case of Nomination:

- ❖ There can be up to Three (3) Nominees under a folio. In case of more than one nominee appointed the percentage, share should be explicitly specified. In case if the same is not specified it is deemed to be 50% each in case of two Nominees and 33%, 33% and 34% respectively.
- ❖ Minors cannot Nominate.
- ❖ Unit Holders have the choice of Updating / Modifying nominees in the folio. In case of modification of the existing nomination there should be an explicit consent given by all unit holders in the folio immaterial of the Mode of Holding.

Nomination Form duly filled and signed by all the unit holders (irrespective of mode of operation), specifying the percentage-wise allocation to each nominee in case of more than one nominee.

Note:

- ❖ Nomination/opt Out mandatory for all Individual / Sole Proprietor- Single Holding folios created new
- ❖ The percentage allocation should add up to 100%. As per SEBI guidelines maximum 3 nominees will be allowed equal to 100%.
- ❖ Indian residents which can be nominated:
 - Individuals;
 - Minors through parent / legal guardian (whose name and address must be provided)
 - Religious or charitable trusts;
 - Central Government, State Government, a local authority or any person designated by virtue of his office.
- ❖ Nomination shall not be allowed in a folio/ account held on behalf of a minor.
- ❖ For Joint Holding Investment if Nominee is Minor – 1st Holder may appoint 2nd Holder as Nominee Guardian and Vice Versa.
- ❖ Non-Individual Entities including HUF, nomination is not allowed.
- ❖ Nomination form cannot be signed by Power of attorney (POA) holders and every new nomination shall overwrite the existing nomination in the folio/ account.
- ❖ Investors who hold / who are desirous of holding a folio in Single Mode of Holding capacity and do not wish to nominate any person as a nominee in their folio, must separately on the application form confirming their non-intention to nominate.

Investor can update the nomination or opt out of nomination through below methods:

- ❖ Logging into www.miraeassetmf.co.in. This facility is available only for single mode of holding.
- ❖ K-fintech services fund: <https://mfs.kfintech.com/investor/General/NCTNomineeUpdate>
- ❖ Across AMCs on MF Central platform at <https://www.mfcentral.com/>
- ❖ Alternatively, investors can submit a written request or nomination form at nearest AMC branch, or K-fintech investor service centre signed by all holders. Nomination forms are available on www.miraeassetmf.co.in.

Consolidation of Folios:

Request letter signed by all the unit holders according to the mode of operation, mentioning target and source folios which need to be consolidated.

Following points are to be noted in case of Consolidation:

- ❖ All the folios should have below identical non-financial transaction i.e.
 - Investor Name and Holding Pattern
 - Mode of Holding
 - Tax Status (Resident Individuals and Non-Resident Individuals)
 - Primary Bank Details
 - Nomination

Change in Guardian of Minor Unit Holder:

- ❖ Request Letter for Change in Guardian of Minor Unitholder.
- ❖ Copy of PAN Card of the new Guardian
- ❖ KYC Acknowledgment OR CKYC form of the new Guardian
- ❖ Attested* copy of Death Certificate of the Guardian (if applicable)
- ❖ Attested* copy of the court order if the change guardian is due to appointment of Legal Guardian by the court.
- ❖ Documentary evidence showing relationship of the new Guardian with the Minor (such as the minor's Passport/ birth certificate/ PAN Card / School Leaving Certificate etc. of wherein name of the new guardian is mentioned)
- ❖ A cancelled cheque evidencing the change of guardian in respect of the minor's registered bank account with the new Guardian's name (If applicable)
- ❖ FATCA and CRS Details
- ❖ PAN Validation will be done before the new Guardian is updated In the folio.

* To be duly attested by a Notary Public or a Judicial Magistrate First Class (JMFC) or a Gazetted Officer.

Transmission of Folios:

Deletion of name of the deceased unit holder in case of death of 2nd or 3rd Holder:

- ❖ T1 Form
- ❖ Death Certificate of deceased Unit Holder/s in original or Photocopy duly self attested and attested by a Notary Public or a Gazetted Officer
- ❖ Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
- ❖ Nomination / Opt-out form
- ❖ Additional proof of the deceased proof attested by the claimant: Redacted Aadhaar / PAN etc
- ❖ Self-attested PAN Copy of the Primary Holder and Joint Holder/s if not submitted previously
- ❖ KYC Acknowledgment OR KYC Form of the surviving unit holder(s), if not KYC compliant.
- ❖ Kindly check for the PAN Aadhaar linkage status of the Surviving Holders
- ❖ FATCA & CRS Details (If not submitted)

Note: Folio Number will continue to remain the same post transmission as well.

Transmission of Units to surviving unit holder(s) in case of death of the 1st holder:

- ❖ T2 Form
- ❖ Death Certificate of deceased Unit Holder/s in original or Photocopy duly self attested and attested by a Notary Public or a Gazetted Officer
- ❖ KYC of the Claimant / New Karta / Guardian (in case of nominee /claimant being a minor / of unsound mind).
- ❖ Nomination / Opt-out Request
- ❖ Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager if there is a change in bank details if there is no change Proof not needed.
- ❖ Additional proof of the deceased proof attested by the claimant: Redacted Aadhaar / PAN etc
- ❖ Self-attested PAN Copy of the Primary Holder and Joint Holder/s if not submitted previously
- ❖ KYC Acknowledgment OR KYC Form of the surviving unit holder(s), if not KYC compliant.
- ❖ Copy of birth certificate if claimant is minor.
- ❖ Kindly check for the PAN Aadhaar linkage status of the Surviving Holders
- ❖ FATCA & CRS Details (If not complaint)

Note: A New Folio will be Created.

Transmission of Units to the registered Nominee/s in case of death of Sole or All unitholders

- ❖ T3 Form
- ❖ Death Certificate of deceased Unit Holder/s in original or Photocopy duly self attested and attested by a Notary Public or a Gazetted Officer
- ❖ KYC of the Claimant/Guardian (in case of nominee /claimant being a minor/of unsound mind)
- ❖ Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
- ❖ Additional proof of the deceased proof attested by the claimant: Redacted Aadhaar / PAN etc
- ❖ Copy of Birth Certificate, in case the Nominee is a minor.
- ❖ Copy of PAN Card of the Nominee(s)/Guardian (in case the Nominee is a minor)
- ❖ Nomination/opt Out Form by the claimant(s).
- ❖ FATCA & CRS Details (If not complaint)
- ❖ Kindly check for the PAN Aadhaar linkage status of the Nominee.
- ❖ For PAN level value up to Rs 5 Lakhs –
- ❖ Bank Attestation of Signature of the Claimant/Guardian (in case the Claimant is a minor) by the Bank Manager as per Annexure-I(A) where Transmission value up to Rs 5,00,000.

For PAN level value above Rs 5 Lakhs –

- ❖ Attestation of Signature of the Claimant/Guardian by a Notary Public or a Judicial Magistrate First Class, if the Transmission value more than Rs 5,00,000 in T3 form.

Note: New Folio will be Created.

Transmission of Units to the Claimant/s on death of Sole unitholder or All unitholders, where there is NO NOMINATION registered:

- ❖ T3 Form
- ❖ Death Certificate of deceased Unit Holder/s / Karta in original or Photocopy duly self attested and attested by a Notary Public or a Gazetted Officer
- ❖ KYC of the Claimant / New Karta / Guardian (in case of nominee /claimant being a minor / of unsound mind).
- ❖ Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
- ❖ Self-Attested PAN Card copy of the Claimant/Guardian (in case the Claimant is a minor)
- ❖ Indemnity Bond duly signed and executed by all legal heir/s confirming the claimants (Annexure II) - duly notarised – Stamp Paper Amount 500/-
- ❖ Individual Affidavit by all legal heir/s (Annexure III) - duly Notarised – Stamp Paper Amount 100/-
- ❖ Copy of Birth Certificate in case the Claimant is a minor
- ❖ Nomination/opt Out Form by the claimant(s)
- ❖ FATCA & CRS Details (If not complaint)

For PAN Level value up to Rs 5 Lakhs –

- ❖ Bank Attestation of Signature of the Claimant/ Guardian (in case the Claimant is a minor) by the Bank Manager as per Annexure-I where Transmission value up to ₹5,00,000
- ❖ Identity proof of all legal heirs signing the NOC/Affidavit other than claimants (This excludes the claimants mentioned in probate/ LOA/ Succession certificate)
- ❖ Document evidencing relationship of the claimant/s with the deceased unitholder/s / PAN Card/Redacted Aadhar card copy of the deceased attested by the claimant
- ❖ NOC from other Legal Heirs (Annexure – IV): If the value at PAN Level is up to Rs 5 Lakh a notarized indemnity bond from the legal heir(s)/claimants to whom the securities are to be transmitted, in the specified format is required. However, no objection from non-claimants shall be required only when there are multiple beneficiaries as per the registered will, but all of them have renounced their claim and have no objection to the applicant (Claimant) making the claim for transmission of units. In such cases PAN/ OVD also to be obtained along with the NOC duly attested by Notary public or by a gazetted officer as per the specified format.

For PAN Level value is above Rs 5 Lakhs but up to Rs 10 Lakhs –

- ❖ Attestation of Signature of the Claimant by a Notary Public or a Judicial Magistrate First Class, if the Transmission value in more than ₹500,000
- ❖ (i) Notarised copy of the Probated or Registered Will. In case of a Registered Will, the same shall be accompanied with a notarised Indemnity Bond from the claimant (i.e. appropriate beneficiary of the will) OR
- ❖ (ii) Legal Heir certificate or its equivalent along with (i) A Notarized indemnity bond from the legal heir(s)/claimant(s) to whom the securities are transmitted, as per the format. (ii) NOC from all the non-claimants (Remaining legal heirs), duly attested by a notary public or by a gazetted officer as per the format.

For PAN Level value is above Rs 10 Lakhs –

- ❖ Any one of the below documents:
 - i. Notarized copy of the Probated will (or)
 - ii. Succession Certificate issued by a competent court (or)
 - iii. Letter of Administration or Court decree in case of intestate succession

Note: In case if the docs specified for Rs 10 Lakhs and above is provided then an indemnity bond is not required as mentioned in the documents list above.

Note: New Folio will be Created.

Change of Karta upon death of the Karta of Hindu Undivided Family (HUF):

- ❖ T4 Form
- ❖ Death Certificate of the deceased Karta in original OR photocopy of the death certificate selfattested and attested by a notary public/gazette officer in original.
- ❖ Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
- ❖ Banker's letter certifying / attesting the signature and details of new Karta in the bank account of the HUF as per Annexure-1a for less than Rs 5 Lakhs and attestation of Signature by a Notary Public / Judicial Magistrate for value more than Rs 5 Lakhs.
- ❖ Indemnity bond signed by all co-parceners including the new Karta (Annexure V)
- ❖ KYC should be in Verified state for the HUF
- ❖ PAN Aadhaar Linking status for New Karta
- ❖ PAN and Investor Name validation
- ❖ Self-Attested PAN Copy of the New Karta

For PAN level value up to Rs 5 Lakhs –

Any appropriate document evidencing relationship of the new Karta and the other coparceners with the deceased Karta.

For PAN Level value is above Rs 5 Lakhs –

- ❖ Notarized copy of signature of the new Karta by a Notary Public or JMFC

Note: New Folio will be Created.

Transmission of Units to the Claimant/s upon death of the Karta of HUF, where there is no surviving co-parcener or the HUF has been dissolved/partitioned after demise of the Karta:

- ❖ T5 Form
- ❖ Death certificate of the deceased Karta in original OR photocopy thereof attested by a notary public/gazette officer in original copy of birth certificate.
- ❖ Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
- ❖ Bank's letter certifying / attesting the signature and details of new Karta in the bank account of the HUF as per Annexure-1a
- ❖ Indemnity bond signed by the Claimant, where there is no surviving co-parcener or the HUF has been dissolved/partitioned after demise of the Karta (Annexure VI)
- ❖ Self-attested PAN Card of the Claimant
- ❖ KYC Acknowledgment OR KYC Form of the Claimant(s) / Guardian (in case the Claimant is a Minor)
- ❖ FATCA, CRS and UBO (if not complaint as per applicability)

For PAN level value up to Rs 5 Lakhs –

- ❖ Bank Attestation of Signature of the Claimant/ Guardian (in case the Claimant is a minor) by the Bank Manager as per Annexure-1A where Transmission value up to ₹5,00,000

For PAN Level value is above Rs 5 Lakhs –

- ❖ Attestation of Signature of the Claimant by a Notary Public or a Judicial Magistrate First Class, if the Transmission value is more than ₹5,00,000.
- ❖ Notarized copy of – Deed of Settlement or Deed of Partition or Decree of the relevant competent Court In case of no surviving co-parceners and the transmission value is more than ₹5,00,000 OR where there is an objection from any surviving members of the HUF

Note: New Folio will be Created.

Updation of PAN:

- ❖ Request letter signed by all the unit holders according to the mode of operation
- ❖ Self-attested copy of the PAN card.
- ❖ Provided PAN should be KYC, FATCA and CRS compliant
- ❖ PAN & Aadhar to be linked
- ❖ Name validation and DOB/DOI is done before the PAN is successfully updated in the records.

Change of PAN:

- ❖ Request letter signed by all the unit holders according to the mode of operation
- ❖ Self-attested copy of the NEW PAN card.
- ❖ Provided PAN should be KYC, FATCA and CRS compliant
- ❖ New PAN & Aadhar to be linked
- ❖ Old PAN submission acknowledgment to Income Tax/Surrender Copy
- ❖ Name validation and DOB/DOI validation is done before PAN is updated in the records.

Lien Marking / Pledge:

- ❖ Pledge request letter (preferably in our standard format) signed by all the unit holders (irrespective of mode of operation).
- ❖ Pledge request letter (preferably in our standard format or as near thereto as possible) by the Pledgee.
- ❖ Valid KYC Status, PAN Aadhaar linking, Name validation shall be done before the Lien marking is updated in the records.
- ❖ List of authorized signatories of the Pledgee.
- ❖ On successful lien marking a confirmation is sent both to the Investor and Financier.

Lien Un-Marking / Un-Pledge:

- ❖ Request letter for un-pledge of units (preferably in our standard format or as near thereto as possible) by the Pledgee in original
- ❖ List of authorized signatories of the Pledgee (if any changes on existing ASL)

Registration of Power of Attorney:

Request letter signed by all the unit holders (irrespective of mode of operation)

- ❖ Copy of Power of Attorney on Rs. 100 stamp paper, duly signed by all the unit holders and the Power of Attorney Holder, and Original attestation by Notary public/Gazetted officer
- ❖ In case of the POA holder being a company, the POA holder to provide the list of its authorized signatories, with their signatures duly attested by the POA holder company
- ❖ KYC, FATCA, UBO & CRS of the POA holder/s (as per the applicability)

Revocation / Cancellation of Power of Attorney:

Request letter signed by all the unit holders (irrespective of mode of operation).

Change of Tax Status from Minor to Major:

- ❖ MAM AMFI Designated Request Form
- ❖ The signature attestation of the Major can be done by the Guardian in MAM Form or by the Banker in the Request form (Annexure 1A)
- ❖ New and Old Bank Cancelled cheque with applicant's name pre-printed OR Applicant's Bank Statement/Passbook
- ❖ Copy of PAN Card of applicant
- ❖ KYC Acknowledgment OR KYC form of applicant
- ❖ FATCA & CRS details
- ❖ Nomination/Opt Out Form

Change of Signature:

- ❖ Request letter by the claimant
- ❖ New Signature Attestation in Annexure 1A by bank manager
- ❖ Proof of Identity (POI) document
- ❖ Client should submit the above documents in person with any of the below mentioned valid identity Proofs:
 - Voter Identity Card
 - Driving License
 - Government / Défense Identification Card
 - Passport
 - Photo Ration Card
 - Photo Debit Card Employee ID cards issued by companies registered with Registrar of Companies
 - Senior Citizen / Freedom Fighter ID Card issued by the Government
 - Photo Identification issued by Bank Managers of Scheduled Commercial Banks / Gazetted officer / Elected Representatives to the Legislative assembly/ Parliament
 - ID card issued to employees of Scheduled Commercial / State / District C-operatives Banks
 - Cards issued by universities / deemed universities or institutes under statutes like ICAI, ICWAI, ICSI
 - Permanent Retirement Account N(PRAN) card issued to New Pension System (NPS) subscribers by CRA (NSDL)
 - Any other photo ID card issued by the Central Government / State Government / Municipal Authorities / Government organizations like ESIC / EPFO
 - Permanent Account Number (PAN)
- ❖ Old and New Bank Proof (If Signature Attestation not from Existing Bank)

Revalidation of Warrant:

- ❖ Request letter signed by all the unit holders according to the mode of operation.
- ❖ In case of change in Bank details, documents to be submitted for new bank account (Any one of the below documents)
 - Cancelled original cheque of the new bank mandate carrying the first unit holder's name and bank account number printed on the face of the cheque, or a self-attested photocopy along with the original (for verification & return across the counter) or a copy duly attested by the Bank.
 - Self-attested copy of bank statement
 - Bank passbook with current entries not older than 3 months
 - Bank letter duly signed by the branch manager/authorized personnel with Employee Code and Bank Seal
- ❖ Documents to be submitted for existing bank mandate currently registered in the folio /account (Any one of the below documents)
 - Cancelled original cheque with first unit holder's name and bank account number printed on the face of the cheque
 - Original bank account statement / Pass book
 - In case such bank account is already closed, a duly signed and stamped original letter from such bank on the letter head of the bank confirming the closure of the said account.

Change of status from Resident Individual to Non-Resident Individual (Vice versa):

- ❖ Request letter signed by all the unit holders according to the mode of operation.
- ❖ New KYC Documents
- ❖ FATCA and CRS Details
- ❖ If both the Old and New Bank particulars are same only Bank A/c type changed, Banker letter confirming the change in existing bank account details (like SB to NRO or Vice versa) in bank's letter head with Bank Employee Sign and Emp Code required.
- ❖ Change of Bank Form along with Old and New Bank Proof.
 - **Documents to be submitted for new bank account proof.**
 - ❖ Cancelled original cheque of the new bank mandate carrying the first unit holder's name and bank account number printed on the face of the cheque, or a self-attested photocopy along with the original (for verification & return across the counter) or a copy duly attested by the Banker/notary public.
 - ❖ Self-attested copy of new Bank statement, with entries not more than 3-month old
 - ❖ Bank passbook with current entries not older than 3 months.
 - **Documents to be submitted for existing bank mandate currently registered in the folio.**
 - ❖ Cancelled original cheque of the new bank mandate carrying the first unit holder's name and bank account number printed on the face of the cheque, or a self-attested photocopy along with the original (for verification & return across the counter) or a copy duly attested by the Banker/notary public.
 - ❖ Original bank account statement / Pass book
 - ❖ In case such bank account is already closed, a duly signed and stamped original letter from such bank on the letter head of the bank confirming the closure of the said account.

Note: Handwritten/ Rubber stamp-based Passbook with Bank Stamp with signature, Employee Code and Designation of bank employee may be accepted.

Points to Remember:

Change in Tax status - Scenarios		
From Bank Acct type	To Bank Acct Type	Permissible
SB	NRO	Yes
SB	NRE	No
NRO	NRE	No
NRO	SB	Yes
NRE	SB	Yes
NRE	NRO	Yes

Updation of Date of Birth:

- ❖ Request letter signed by all the unit holders according to the mode of operation.
- ❖ Any one from the below suitable proof evidencing the date of birth.
 - Birth Certificate
 - School leaving certificate
 - Passport
 - Mark Sheet issued by CBSE, ICSE or Higher Secondary Board of the respective states mentioning the date of birth of the minor
 - Aadhar Card (If full DOB available)

Updation of IFSC and MICR Code:

- ❖ Request letter signed by all the unit holders according to the mode of operation.
- ❖ Any one from the below supporting documents
 - Cancelled original cheque of the Existing bank account with first unit holder's name and bank account number printed on the face of the cheque
 - Self-attested copy of bank statement with MICR and IFSC code
 - Bank passbook MICR and IFSC code and with current entries not older than 3 months
 - Bank Letter duly signed by branch manager/authorized personnel with MICR and IFSC code.

Thumb Impression Updation:

- ❖ Request letter from investor
- ❖ Banker attestation
- ❖ Pan copy
- ❖ Cancelled cheque (Original)
- ❖ Doctor's certificate (In situations warranting)

Note:

- ❖ 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. In case of an HUF, the Karta will sign on behalf of the HUF.
- ❖ Once a Thumb impression is updated any future transaction request with Thumb impression has to be mandatorily notarized every time.

FATCA Details Updation:

FATCA declaration is a mandatory requirement by all Unit Holders of the folio.

- ❖ All Categories of investors including Non-Individuals / NRIs need to provide FATCA.
- ❖ The TIN Number or its equivalent of all holders needs to be specified if the investor is a Tax payer / Citizen/ Resident outside India.
- ❖ Signed Designated Form for updating the FATCA details

Note: All the holder's FATCA need to be compliant irrespective of MOH



UBO Updation:

Non-Individual Investors are required to provide details of UBO(s) and submit KYC documents and a duly signed declaration form. As per Prevention of Money-laundering (Maintenance of Records) Amendment Rules controlling ownership interest equal to or above 10% for Corporate/ Trust to be consider as an Ultimate Beneficiary Owner (UBO).

Any Society / Trust needs to submit an additional Non-Profit Organization (NPO) declaration. Any Non-Profit Organization needs to also register under DARPAN Portal and furnish the NITI Aayog ID along with the registration acknowledgement.

- ❖ Signed Designated Form for updating the UBO details
- ❖ KYC Compliance of All eligible Ultimate beneficiaries.
- ❖ Listed Entities need to submit the UBO declaration with the ISIN Number and the details of Exchange where their entity is listed.

Note: Applicable only for Non-Individual Entity (Company, Trust, Firm etc.)

NPO Updation:

- ❖ Signed Designated Form for updating the NPO details
- ❖ DARPAN Number if enrolled as NPO.

Note: Applicable only for Trust/Society.

DTAA Updation:

DTAA benefits can be availed by the investors residing in those countries with whom India has entered into a DTAA Agreement. By submitting the DTAA form there shall not be a TDS Levy in case of Redemptions initiated.

TDS shall continue to be levied for IDCW.

- ❖ Designated Signed Request letter (ANNEXURE S: DECLARATION FOR AVAILING DTAA BENEFIT)
- ❖ Valid TRC (Tax Residency Certificate)
- ❖ Passport Copy
- ❖ Investor declaration
- ❖ Form 10F
- ❖ Address Proof (recent 6 months)
- ❖ PAN Copy

Form 15H / Form 15G Updation:

A Form 15H/15G is provided by a Resident Individual declaring the income does not cross the threshold defined. By submitting a valid form there shall not be any TDS levy for IDCW income earned.

- ❖ Signed Designated Form 15 G & H as per applicability
- ❖ Part I is applicable for the investor and Part II is for the Deductor, i.e. AMC.
- ❖ PAN mentioned in 15G or 15H should match with PAN available in our data base.
- ❖ Updation of form 15G or 15H will happen for all the folios in the AMC against the given PAN
- ❖ Reporting to be at PAN level & IH number to be generated for all folios against the PAN within the AMC

Conditions specific to Form 15G:

- ❖ Individual or HUF or Trust or any other assesses but not a company or a firm
- ❖ The assessee should be less than 60 years old.
- ❖ Tax calculated on Dividend Income is NIL basis the declaration provided by the Investor.
- ❖ If PAN Aadhaar linking is not done higher TDS shall be charged

Conditions specific to Form 15H:

- ❖ Form 15H will only be acceptable for senior citizen
- ❖ Tax will not be deducted basis declaration provided by the investor
- ❖ If PAN Aadhaar linking is not done higher TDS will be applicable for eligible cases

Unclaimed IDCW / Redemption:

Investment moves into an unclaimed IDCW/ Redemption scheme in either of the scenarios:

- ❖ Folio is not regulatorily complaint e.g. KYC Rejected / KYC On Hold/ KYC De-activated etc
- ❖ Folio is Debarred / Locked for transactions.
- ❖ Folio is Freezed on account of Transmission intimation received.
- ❖ Minor attained Major – Tax status documents not submitted.
- ❖ Return undelivered warrant post validity of the warrant money is transferred to the unclaimed scheme.

Only Direct Plan is available under Unclaimed hence this information will not form a part of the mail back reports. Also, there are two classifications under Unclaimed schemes one is up to 3 years and another above three years.

Process for claiming the investments under unclaimed schemes:

- ❖ Signed Request letter mentioning bank, scheme, unit and amount details/ Designated Form
- ❖ Original New and Old Bank Proof or Self Attested Photocopy (for verification & return across the counter) Subject to bank need to be changed.
- ❖ Only IFSC Updation – Old Bank Proof not required
- ❖ Once bank details are validated and updated in the folio there shall be an auto redemption in the scheme and proceeds shall be directly remitted to the investor's account if the banks account validation turns successful.

Change of Name:

Pursuant to the name validation revised guidelines effective 30 April 2024 all name change requests shall be updated on successful name validation against the ITD of both the Name and DOB/ DOI only.

Scenarios	Documentations List
General	Request letter signed by the unit holders according to the mode of operation
	For correction of name, for individual investors (Including NRI), Affidavit from the unit holder on stamp paper of value Rs.100/-
	New Signature Attested Banker (Annexure 1A)
	Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
	Self-Attested New PAN Copy & KYC with new name
	FATCA & CRS with new Name
Name Correction	Request letter signed by the unit holders according to the mode of operation
	Self-Attested New PAN Copy & KYC with new name
Marriage	Request letter signed by the unit holders according to the mode of operation
	New Signature Attested Banker (Annexure 1A) - If changes in Signature
	Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager. If Signature Attestation done from new bank old bank proof also required
	Self-Attested Marriage Certificate Photocopy - Notarized
	Self-Attested New PAN Copy & KYC with new name
	FATCA & CRS with new Name
Divorce	Request letter signed by the unit holders according to the mode of operation
	New Signature Attested Banker (Annexure 1A) - If changes in Signature
	Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager. If Signature Attestation done from new bank old bank proof also required
	Self-Attested Divorce Decree Photocopy - Notarized
	Self-Attested New PAN Copy & KYC with new name
	FATCA & CRS with new Name

Scenarios	Documentations List
	Due to Divorce, if first and last name both changed, any of the following required. A) Marriage Certificate which reflects Both Maiden and Post Marriage Name or B) Certificate true copy State Gazette
Trust Name Change	Written request from the authorized signatory on Trust letter head
	Certified copy of the Resolution passed by the Board of Trustee for name change & ASL
	Certified copy of the Consent of name change signed by all the Trustees
	Attested photocopy of Trust Deed
	Pan and KYC with new name
	Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
	FATCA & UBO details
	NPO Form
PVT. LTD to Public LTD	Written request from new entity and Acknowledgement Request from Old Entity on their respective letter head
	Attested copy of Incorporation certificate or High court order
	MOA & AOA of new entity
	New entity Pan or KYC
	BR & ASL of new entity
	Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
	FATCA & UBO details
PVT LTD to LLP	Written request from new entity and Acknowledgement Request from Old Entity on their respective letter head
	Attested copy of LLP deed
	Attested copy of Incorporation certificate or High court order
	BR & ASL of new entity
	New entity Pan or KYC
	Old and New Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
	FATCA & UBO details

Scenarios	Documentations List
LLP to Individual	Written request from Individual Person or Request from Old Entity(LLP) on their letter head
	Attested copy of LLP deed or Dissolution
	BR & ASL of LLP
	Individual Self Attested Pan or KYC Documents (If not complaint)
	Individual Signature Attested Banker (Annexure 1A)
	Old and New Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
	FATCA & CRS details
	PAN and Aadhar to be Linked
Proprietorship Firm to Individual	Request letter
	Change of bank form with New Bank & Old Bank Proof.
	Pan copy (Individual)
	Proprietorship Surrender Proof (GST, VAT etc)
	KYC Documents
	FATCA & CRS Details
Merger/Demerger/Amalgamation/Acquisition	Written request from new entity and Acknowledgement Request from Old Entity on their respective letter head
	The Order of the respective High Court(s) or appropriate Tribunal / Authority for approval of merger along with the Scheme of Merger / De-merger, duly notarized - Amalgamation Deed
	The Form 21 or Form 28 filed with ROC, for submitting High Court or appropriate Tribunal / Authority Order, along with copy of Payment Challan (filed by both companies)
	New entity Pan or KYC
	Attested copy of Incorporation certificate of new entity
	MOA & AOA of new entity
	BR & ASL of new entity
	Cancelled cheque leaf with name and bank account number pre-printed (OR) Copy of bank statement / Photocopy of Bank Passbook with current entries (not older than 3 months) attested by a Notary Public or a Gazetted Officer or Bank Manager.
	FATCA & UBO details

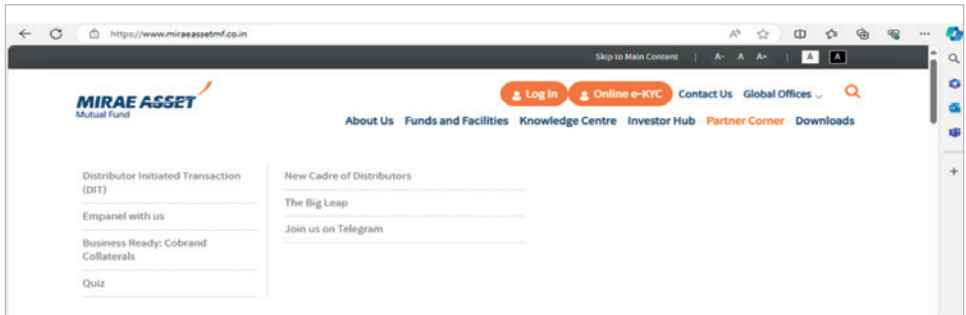
OUR DIGITAL ASSETS

DISTRIBUTOR INITIATED TRANSACTIONS - PORTAL

Distributor Initiated Transaction Portal:

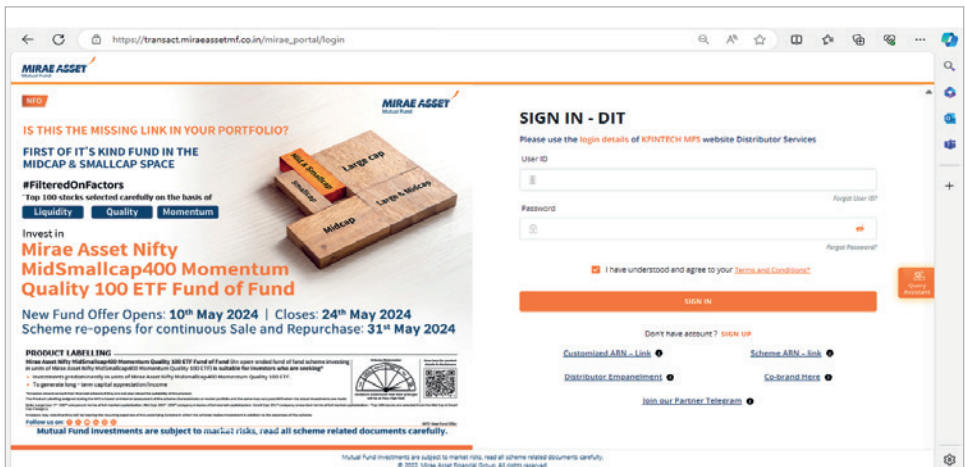
Please click in the distributor Corner in by visiting our website <https://www.miraeassetmf.co.in> for accessing our DIT portal.

This section can be also used for Empanelment as a Mutual Fund Distributor with us.



The Login Credentials used for K-Fintech Distributor services can be used, there is no need for a separate Registration.

- ❖ There is a provision to initiate a Customized ARN Link for Transactions which can also be done against a specific scheme recommendation.



MY AUM As on: 06-09-2024

	AUM (₹)
Schemes	23
Investors	

Type	Percentage	AUM
Debt	0.45 %	
Equity	99.55 %	
Liquid	0 %	₹0


TRANSACTION SUMMARY As on: 06-09-2024

Authorization Expired 09	Authorization Approved 01	Authorization Pending 0
SIPs 0		

NEW INVESTORS Requested reports

New Investors 0	Active Investors 3	Inactive Investors
---------------------------	------------------------------	-------------------------------

Brokerage Details (last 6 months)

<div> <div>  Dashboard </div> <div> Investor Types </div> </div>			
<h2>MIRAE AUM Investors List</h2>			
New Investors		Inactive Investors	
		Active Investors	
Investor Name	PAN	Mobile Number	Email id

❖ Transaction Report	❖ Transaction wise investor Master
❖ Net AUM Report	❖ SIP / STP Report
❖ Client wise AUM Report	❖ Valid Case PAN Level KYC Report
❖ Brokerage Report	❖ Registered on Hold Invalid case PAN Level KYC Report
❖ Investor Master information	
❖ NAV Report	
❖ Rejection Report	

AUM SUMMARY		FREQUENT REPORTS			
Transaction Report >	Net AUM Report >	Client-wise AUM Report >	Brokerage Report >	Investor Master Information >	
NAV Report >	Rejection Report >	Transaction wise Investor Master >	SIP/STP Report >	Valid Case PAN Level KYC Report >	
Registered On Hold Invalid Case PAN Level KYC Report >					

Under the Investor Tab the search can be performed using PAN/ Folio Number / Mobile / Email:

Search by:
☐ PAN
☐ Folio No.
☒ Mobile No.
☐ Email ID

Distributor Initiated Transaction Types:

The Distributor can initiate the following transactions from his side which can be approved by the investor:

- ❖ Lumpsum
- ❖ Additional Purchase
- ❖ Redemption
- ❖ Switch
- ❖ Systematic Investment Plan
- ❖ Systematic Transfer Plan
- ❖ Systematic Withdrawal Plan
- ❖ SIP Pause / Cancellation

Dashboard
Investors
New Transaction
Create NFO Link
NAV
Mailback Request
Transaction History
e-KYC
View My Earnings

Select Transaction Type

Lumpsum
 Additional Purchase
 Redemption
 Switch
 SIP
 STP
 SWP
 Pause/Cancellation

NFO Link:

The distributor has the option of triggering a link to his investors with Hard coded ARN using the logged in section as and when there is a New Fund offer. This option is available under Create NFO Link section.

Mirae Asset Mutual Fund <input type="button" value="Link"/>	Mirae Asset Mutual Fund <input type="button" value="Link"/>
Scheme Mirae Asset Nifty MidSmallcap400 Momentum Quality 100 ETF	Scheme Mirae Asset Nifty MidSmallcap400 Momentum Quality 100 ETF Fund of Fund
Opening Date 06/05/2024	Opening Date 10/05/2024
Closing Date 17/05/2024	Closing Date 24/05/2024

ARN

ARN -

Sub ARN Code

ARN -

Scheme

Select Scheme

Sub Broker Code

EUI Declaration

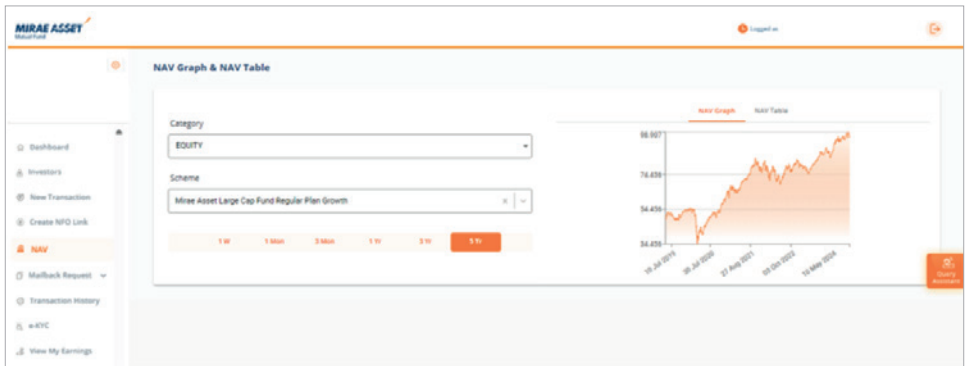
☒ YES
 ☐ NO

(I/We hereby confirm that the EUI box has been intentionally left the blank by me/us as this is an 'execution-only' transaction without any interaction or advice by any personnel of the above distributor or notwithstanding the advice of an appropriateness, if any provided by any personnel of the distributor and the distributor has not charged any advisory fees on this transaction.

Submit

NAV:

The Scheme level NAV for all schemes across different time horizons is readily available under the NAV section.



Mail back Reports:

The distributor can generate the following reports in DBF / Excel Format from the Mail back Request → Myself section. The report time period can be customized. The report is triggered as a password protected file to the Registered Email ID.

- ❖ Transaction Report
- ❖ Net AUM Report
- ❖ Client wise AUM Report
- ❖ Brokerage Report
- ❖ Investor Master Information
- ❖ NAV Report
- ❖ Rejection Report
- ❖ Transaction wise Investor Master
- ❖ SIP/ STP Report
- ❖ Valid KYC PAN Level KYC Report
- ❖ Registered on Hold Invalid case PAN Level KYC Report

Mail back Self reports

AMC:

Report Type:

From Date:

To Date:

Select Report:

Password To Open:

Mail back requests – Investor:

The various statements that can generated / emailed to the Investor are:

- ❖ Mail back SOA
- ❖ Consolidated Account statement
- ❖ ELSS Statement
- ❖ Capital Gains statement
- ❖ Grand Fathering Account statement
- ❖ Net worth report

Mailback Requests - Investor

Net Worth Report

Consolidated Account Statement

Bulk Account Statement

Capital Gains Statement

Grandfathering Account Statement

Transaction History:

The Transaction History Tab details the list of Recent transactions done at an Investor level. This section also details if the Transaction was Successful or not. There is an option to initiate a new transaction from this section.

E-KYC Section:

The Distributor can initiate a E-KYC from his end. by doing this there shall be a link triggered to the Email ID of the investor to complete the KYC process. The investor will have to upload the relevant documents and complete the video KYC process.

e-KYC Form

AMIC:

KYC Type:

PAN:

Name:

Email ID:

Phone:

Instructions Box:

- This process will send an email to your client for completing KYC process
- Your client has to upload relevant documents and record a video of self by showing the documents.
- Please inform and guide your client accordingly.

E-KYC under Distributor -KYC option:

The investor has to have the masked downloaded Aadhaar ready, this is an Aadhaar based KYC.

e-KYC Form

AMIC:

KYC Type:

PAN:

Name:

Email ID:

Phone:

Required Documents

- Aadhaar XMI, or PDF File
- Share code

☒ Perform Inperson Verification (PIV)

Instructions Box:

- This process is based on e-Aadhaar, please keep the masked e-Aadhaar copy and password ready before initiating.
- First investment is allowed only towards the fund selected.

View My Earnings:

This section provides the details the brokerage the distributor has earned in the last 6 months.

WEBSITE – INVESTOR PORTAL

Investor Profile:

This section comprises of:

- ❖ Investor Details
- ❖ Nominee details
- ❖ Bank Details
- ❖ PAN/KYC Details

Investor Details:

Modification of Email / Mobile Number can be done using this option.

Bank Details		PAN/KYC Details	
Name	PAN Number	Address	
	← KYC Compliant		
Email Id	Phone Number		
INVESTOR PROFILE			
Last Distributor	Occupation	Status	
DIRECT	SERVICE	INDIVIDUAL	
Mode of Holding	Date of Birth		
EITHER OR SURVIVOR			

Nominee Details:

Investor Details	Nominees	Bank Details	PAN/KYC Details
<div> Nominee 1 </div> <div> Name : Share : 100 DOB : Relationship : Daughter </div>			

Add Bank section:

Investor Details	Nominees	Bank Details	PAN/KYC Details
<div> HDFC BANK Default Bank Account </div> <div> Bank A/C Number : XXXXXXXXXXX9780 Bank A/C Type : Saving IFSC Code : HDFC0000269 Branch Address : COIMBATORE - R 5 PURAM, </div>			
+ Add Bank			

KYC Modification is allowed under Modification Section for all applicants including Joint Holders:

Investor Details

Nominees

Bank Details

PAN/KYC Details

PAN Details

Applicant

Co Applicant (NA)

2nd Applicant (NA)

Name

PAN

KYC Compliant

KYC Validated

Modify KYC

Modify KYC

Modify KYC

Dashboard View:

Dashboard Summary

(As on 03 May 2024)

INVESTED VALUE

₹ 5,000.00

MARKET VALUE

₹ 5,284.91

NUMBER OF SCHEMES INVESTED

EQUITY	HYBRID	OTHER	DEBT	Total
1	0	0	0	1

Folios

1 Folios

Schemes

Purchase

Redemption

Folio

Schemes

Investor Name

I

Invested Value

₹ 5,000.00

Market Value

₹ 5,284.91

PAN

Mode Of Holding

E

FATCA Status

Completed

Mirae Asset Flexi Cap Fund - Direct Plan - Growth

EQUITY

Absolute Returns + 5.7 %

Invested Value

₹ 5,000.00

Market Value

₹ 5,284.91

XIRR%

19.8 % ↑

Current NAV

14.048

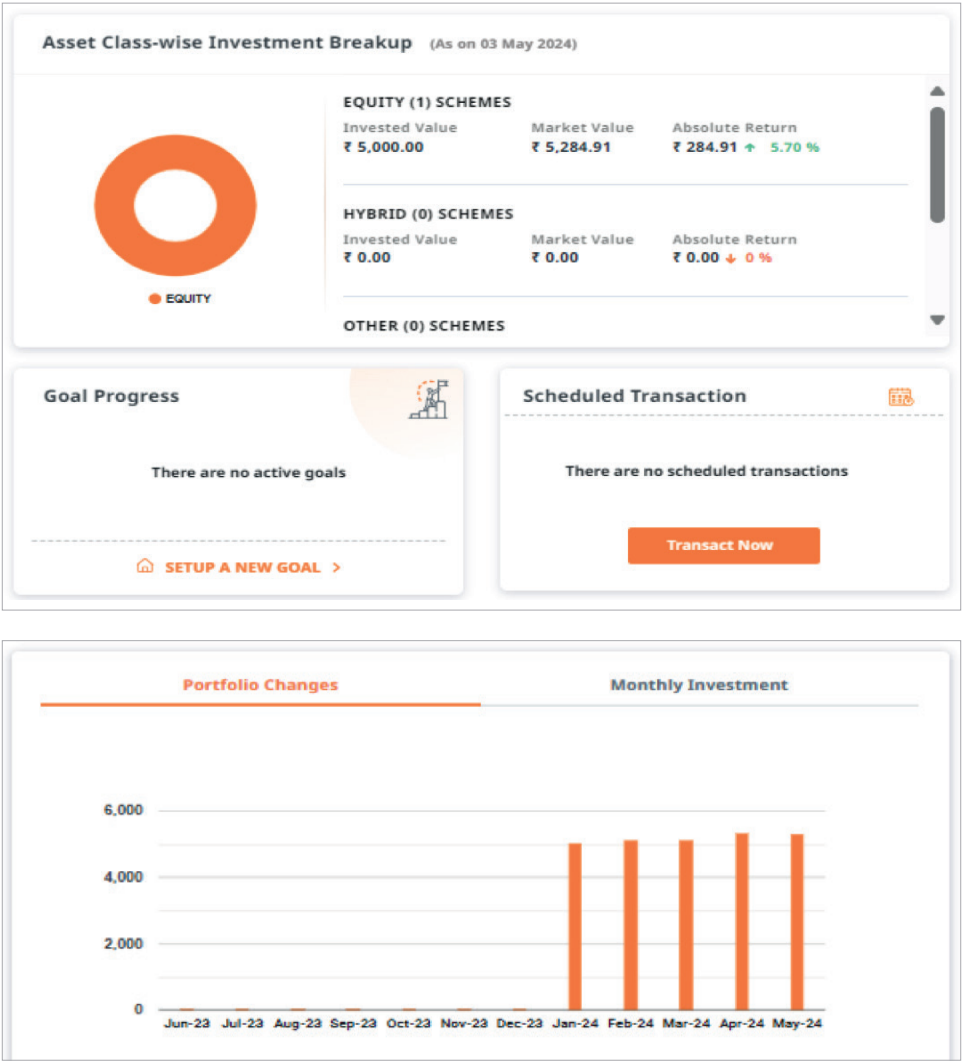
As on 03 May 2024

Purchase >

SIP >

More -

Portfolio Section:



Transact Section:

The Investor has the choice of transacting via all Financial transactions through our Online portal. He/She can also register e-Nach / UPI / ISIP through our portal.

Transact
[View Guidelines >](#)

Make New Transactions
Have you planned your Financial Future and Goals? Start investing and aim to achieve your goals with Mirae Asset Mutual Fund

Purchase

eNACH Mandate Registration

UPI Autopay Mandate Registration

ISIP (Online SIP)

Manage Your Transactions
Manage your transactions with our switch, redemption, transfer or withdrawal from any scheme with few quick steps.

Redemption

STP

Switch

SWP

Systematic Transactions Section:

The details of Active / Cancelled / Expired / Terminated / Paused / Pending systematic transactions can be viewed in this section.

Systematic Investment Plan

SIP
SWP
STP
ENACH/OTM

Folio -
Active

No Data Found [Start ISIP](#)

Scheme Name	Status	Type	Amount	Frequency	IH No	Registration Date	Start Date	End Date	Action
No Data Found									

Modify Systematic Investment Plan [Know more about SIP Modification](#)

Folio - 79

No Data Found

Scheme Name	Status	Type	Amount	Frequency	IH No	Registration Date	Start Date
No Data Found							

My Transactions Section:

The Last ten transactions are available in the first tab.

A Transaction can also be scheduled for a later date using this section.

All transactions Pending feature under the Pending for Action section.

My Transactions

Last 10 Transactions
Favourite Transactions
Scheduled Transactions
Pending for Action

Folio:
Status:
Date Range:

Scheme Name	Type	Date	Status	Amount / Units	IH No	Action
	New Purchase	12/01/2024	Processed	(₹4999.75)/0		Transact

Account Statement:

The investor has the choice of generating a statement as per his choice either folio / PAN Based.

He / She can also generate SOA for the Previous financial year / Current Financial year / Date Range / Since inception and also a Capital Gains statement.

We also provide an auto Scheduling option under Weekly / Monthly / Quarterly.

Generate Statement
Schedule Statement

To open this statement, we request you to enter the Permanent Account Number (PAN) of the First Unit Holder in capital letters.

☒ Folio
Or
☐ PAN

Folio:

Frequency
☐ Current Year
☐ Previous Year
☐ As On Date
☒ Specific Date Range

From Date*
To Date*

Select Date
 Select Date

Schemes
☐ All Schemes
☐ Mirae Asset Fund - Growth

Mobile Application Facility:

Investors will have to download the Mobile App on their mobile phones through iOS App Store or Android Google Play Store.

- ❖ Portfolio Valuation (Folio Level & Scheme Level) – Provides comprehensive overview of mutual fund portfolio, including current values.
- ❖ Transaction Status: Helps to check mutual fund transaction status on the go and keep a track of recent transactions.
- ❖ Transact: Initiate Purchase, Additional Purchase, Register Internet SIP (iSIP)/ SIP using existing Mandate (eNACH) & UPI Auto Pay, STP/ SWP, switch, redeem in the open-ended schemes of our Mirae Asset Mutual Fund.
- ❖ Account Statements: Statement of Account reflecting the transaction details and Capital Gains Statement as per the period / frequency requested.
- ❖ Knowledge Centre: Explore the knowledge centre which contain educative and informative articles, investor education content and videos.
- ❖ ETF (Exchange Traded Funds): Buy/Sell units of Mirae Asset ETF schemes within the app using your existing Demat account.
- ❖ Further, the Mobile App also has the feature to check KYC status of PAN, registered nominees, default bank accounts and many more additional services.

QR Code for Android and IOS Applications:

QR Code for iOS App Store link



QR Code for Android Playstore link



Whatsapp and Chat-Bot Facility:

Investors will have to save “+91 88794 44000” on their mobile phones and send “Hi” on WhatsApp through their registered mobile number.

Services under Whatsapp Facility:

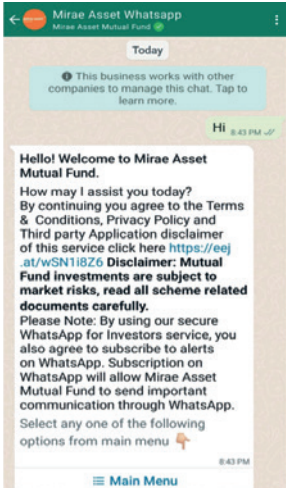
- ❖ Portfolio Valuation (Folio Level & Scheme Level) – Provides comprehensive overview of mutual fund portfolio, including current values.
- ❖ Transaction Status: Helps to check mutual fund transaction status on the go and keep a track of recent transactions.
- ❖ Transact: Initiate Purchase, Additional Purchase, Register SIP/STP/SWP, Mandate (eNACH) Registration, Switch, Redeem in the open-ended schemes of our Mirae Asset Mutual Fund.
- ❖ Explore NAV: Get the latest or Historic NAV of the schemes, helping you stay informed about your portfolio's performance.
- ❖ Account Statements: Statement of Account reflecting the transaction details and Capital Gain Statement as per the period / frequency requested.

WhatsApp Chatbot also has the query to check your PAN's KYC, FATCA & OTM status, SIP calculator, branch locator to help investors find offices of Mirae Asset Mutual Fund and many more additional services.

Whats App Investor Portal Features:

After Hi message in Main Menu following options are available

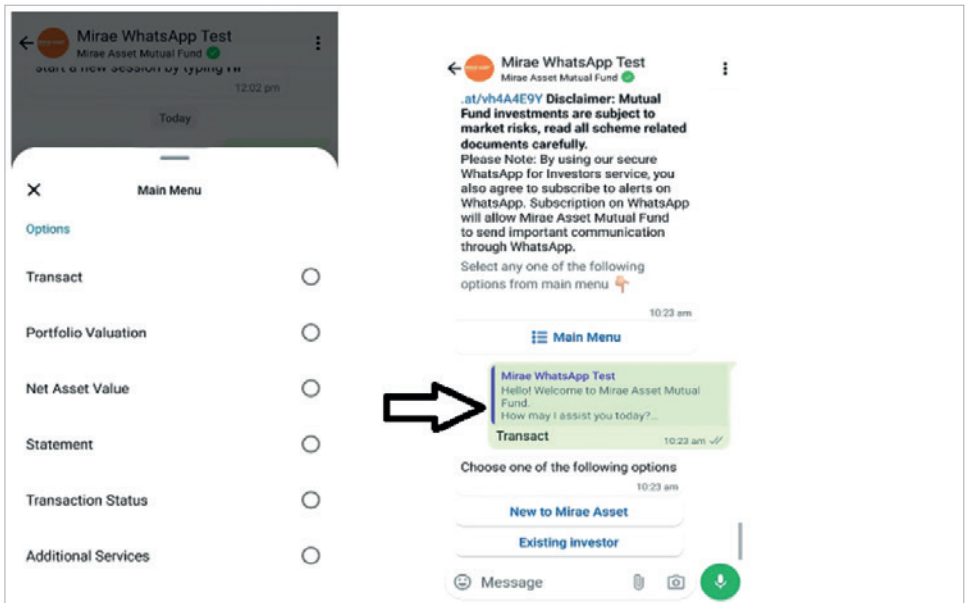
Welcome Message



Under **Transact** Menu the below options are available:

- Transact
- Portfolio valuation
- Net asset value
- Statement
- Transaction status
- Additional service

After selecting Transact, we have an option for existing and New and existing Investor, for New investors it will be redirected to the website.



Transact:

The below Transaction options are available for existing investor.

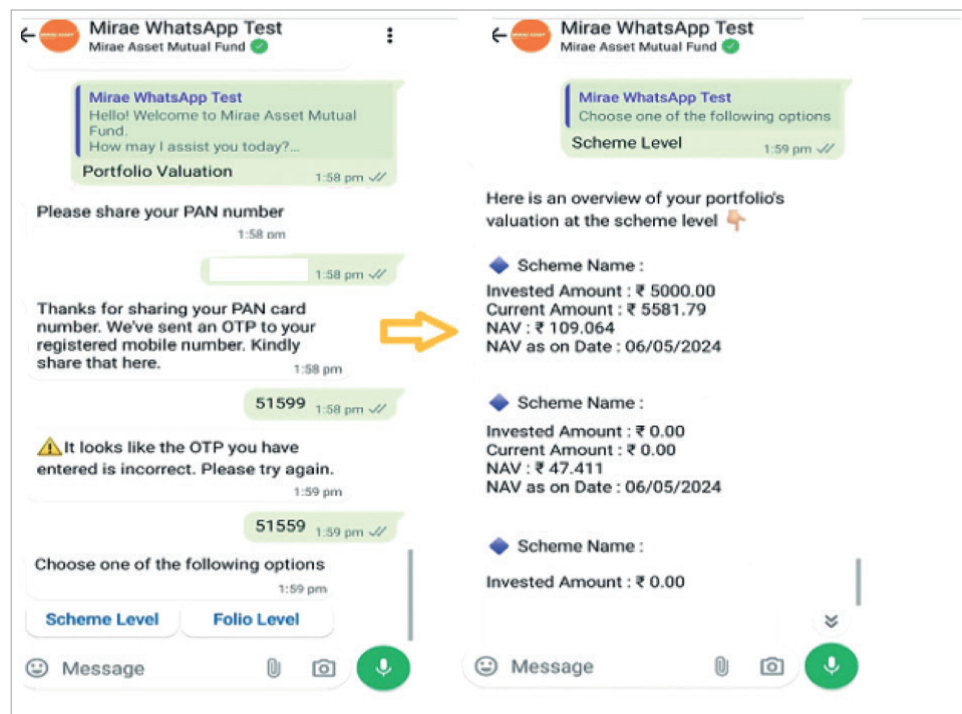
- ❖ Lumpsum Purchase
- ❖ SIP
- ❖ Redeem
- ❖ ETF
- ❖ Switch
- ❖ STP
- ❖ SWP
- ❖ Mandate Registration
- ❖ Cancellation (SIP/STP/SWP)

Portfolio Valuation:

The investor has the choice of the following options:

Enter Pan number--> Enter OTP --> 2 options are available (Scheme level & Folio level)

- ❖ Scheme level- All schemes Current valuation & NAV is available
- ❖ Folio level- All folios available, select folio number for which valuation is needed.



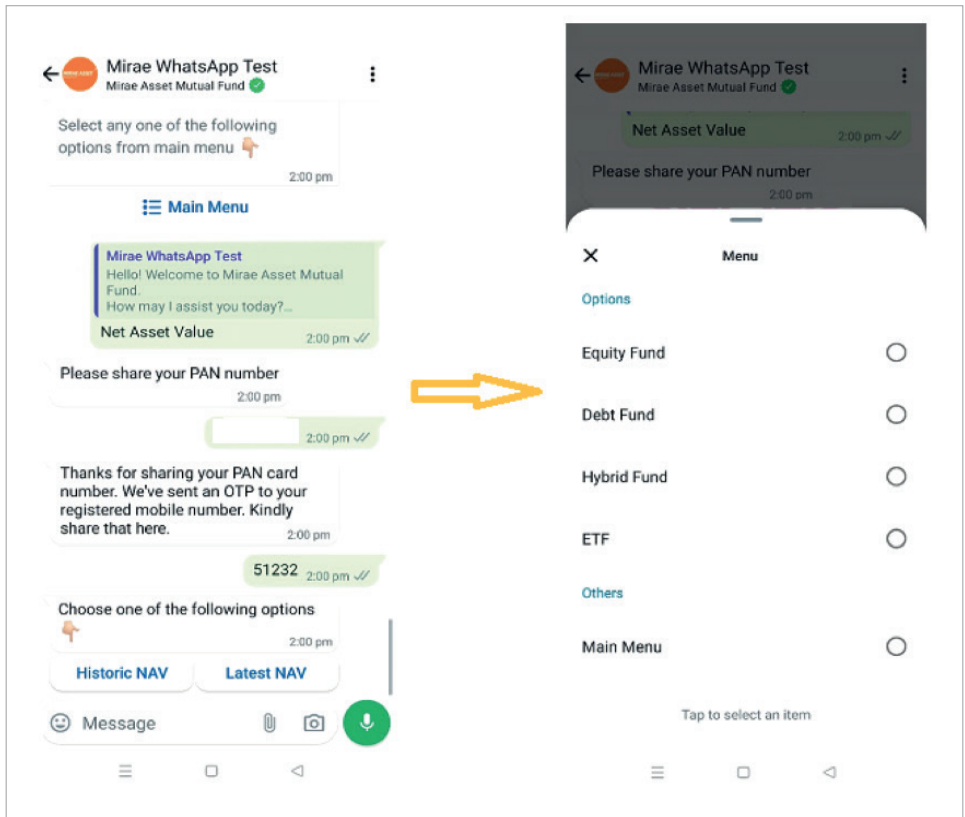
Net Asset Value:

Enter Pan number -->Enter OTP --> 2 options are available

- ❖ Historic NAV &
- ❖ Latest NAV

Latest NAV: Select scheme for Specific NAV

Historic NAV: Page is re-directed route to our website



Statement:

Enter Pan number --> Enter OTP --> Two options are available

- ❖ Pan based &
- ❖ Folio based

Pan based: Two options are available

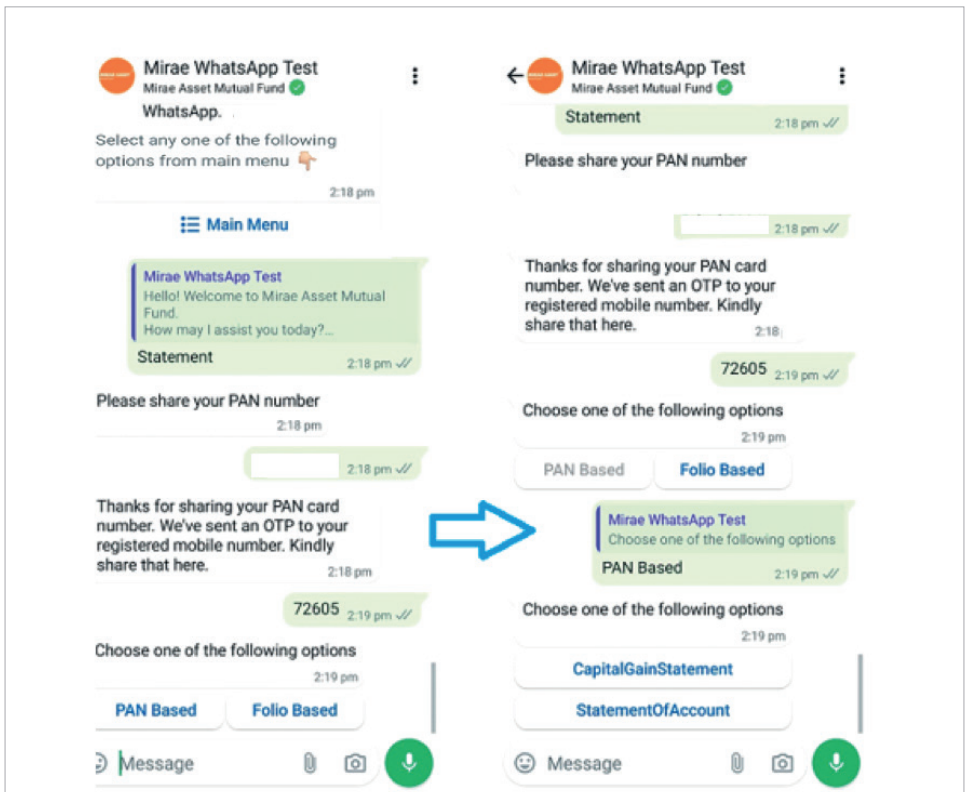
- ❖ Capital gain &
- ❖ Statement of account

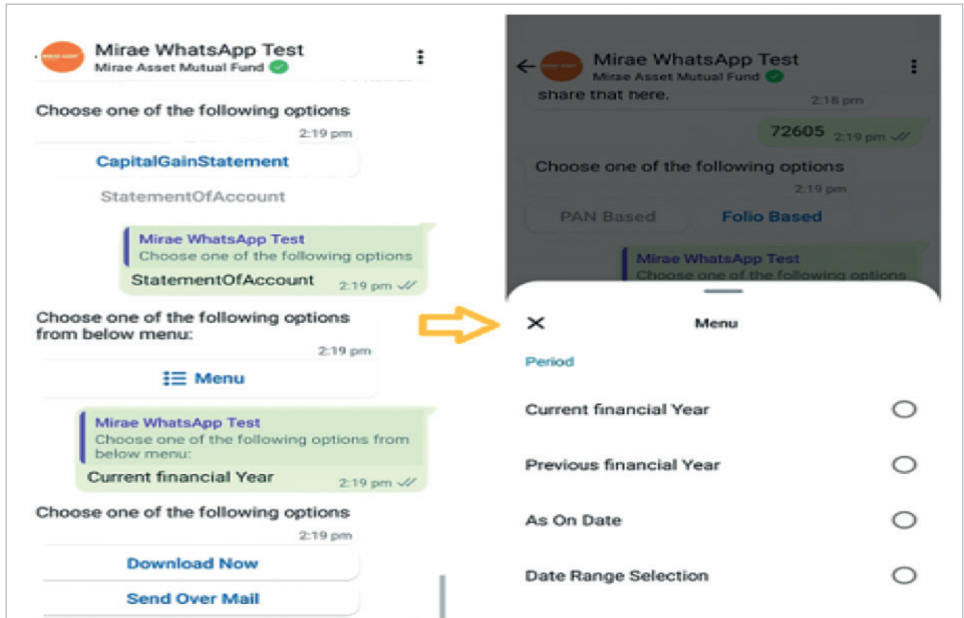
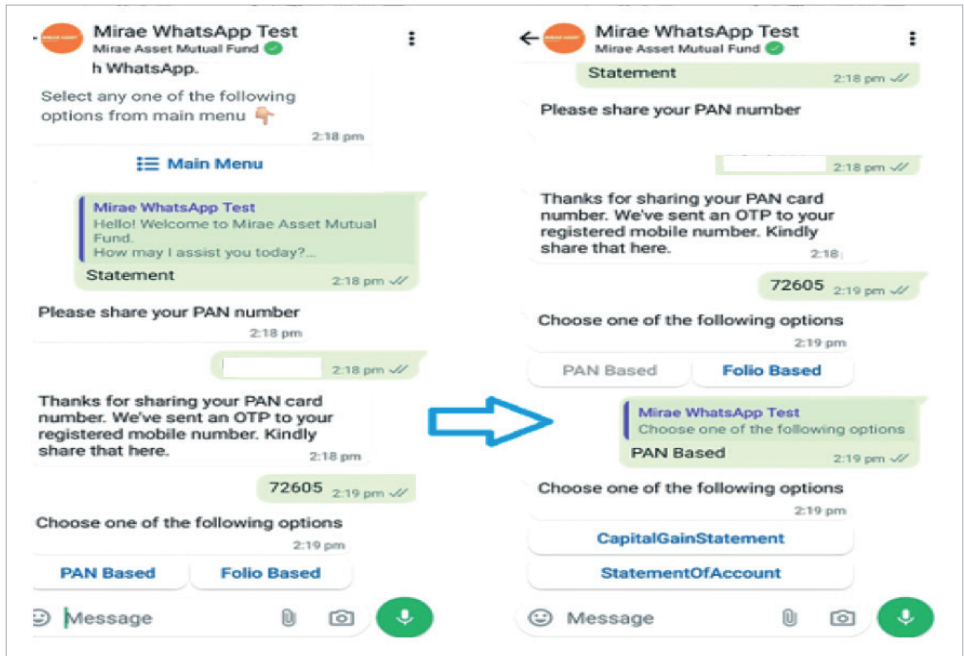
One can download statement for the following time frames:

- ❖ Current Financial year
- ❖ Previous financial year
- ❖ Specific date range selection &
- ❖ As on date

Two choices are available:

- ❖ Download Now &
- ❖ Send over email - Under folio-based folio number to be chosen



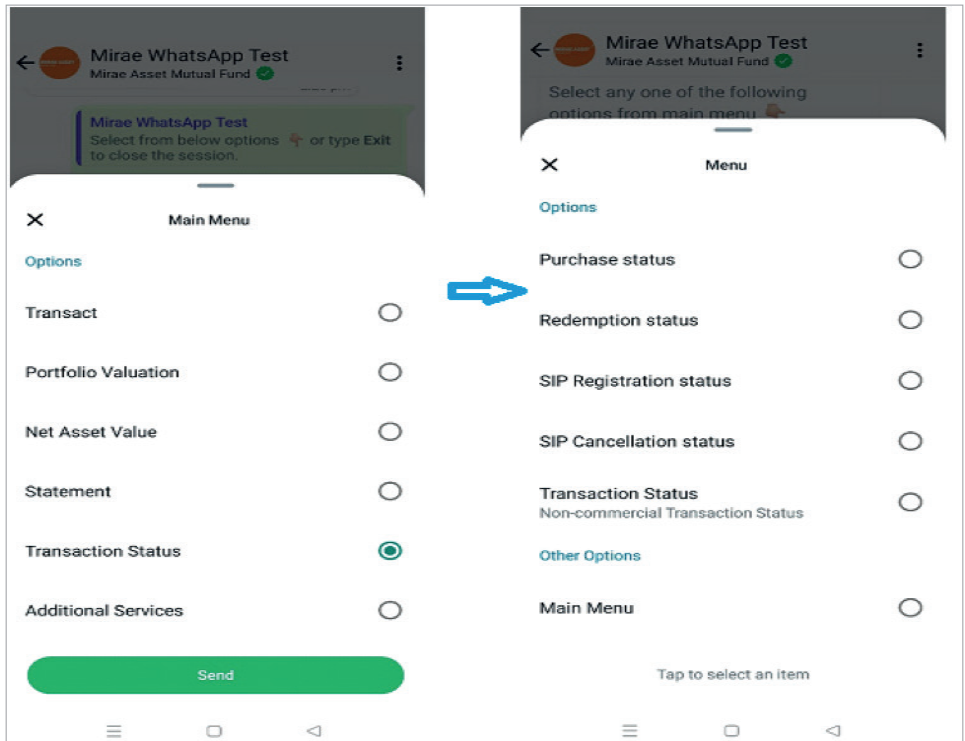


Transaction Status:

Transaction Status --> Enter PAN Number --> Enter OTP

Following options are available:

- (a) Purchase status (Select folio number and purchase transaction status will appear)
- (b) Redemption status (Select folio number and redemption status will appear)
- (c) SIP registration status (Select folio number and SIP registration status will appear)
- (d) SIP cancellation status
- (e) Non-commercial Transaction status



Additional service:

Except for the option Know the status, for other services automatic re-direction to website happens.

- (a) Know the status: Know your - KYC FATCA & OTM status
- (b) Fund explorer
- (c) FAQ
- (d) Download
- (e) Calculator
- (f) Branch Locator
- (g) Knowledge centre

Know the status: Know your KYC FATCA & OTM status of 1st holders KYC FATCA & OTM status
 - In OTM status Bank name, UMRN number, OTM start & end date and OTM amount is available.
 The Following Calculators are also available:

- ❖ SIP calculator
- ❖ Top up calculator
- ❖ SWP calculator
- ❖ STP calculator
- ❖ Retirement calculator
- ❖ Child education calculator

For Lumpsum Purchase:

Main menu → Transact → Lumpsum Purchase → Enter PAN Number → Enter OTP → Select Folio → Select scheme (Existing / New) → Select Scheme → Enter Amount → Select Bank → Select Mode of payment (Net Banking / UPI) → Validate the Transaction summary → Enter OTP Transaction ID is populated → Click the link & Make payment.

For SIP Registration:

Main menu → Transact → New to Mirae Asset or Existing Investor → SIP → enter PAN number → enter OTP → select folio → Select scheme (existing/new) → choose SIP registration mode (ENACH(OTM)/iSIP) → Existing Mandate → Select mandate → Select SIP frequency → Select SIP Start date → Select End date or Setup perpetual → Enter SIP amount → Set Top up SIP (Yes/No) Validate the SIP details & Select Yes/No to proceed → Enter OTP → SIP is Registered successfully.

For Redemption:

Main menu → Transact → Redeem → Enter PAN Number → Enter OTP → Select folio → Choose scheme → Choose from options (Amount/Unit/All units) → Enter Amount / Unit for Redemption → Choose bank → Redemption details gets displayed along with the applicable Exit load & STT charges, post validating details on confirming Enter OTP → Redemption is processed.

For STP:

Main menu → Transact → New to Mirae Asset or Existing Investor → STP → Enter PAN Number → Enter OTP → Select folio → Choose STP FROM scheme → choose registration mode → Choose STP TO scheme and option → Select STP frequency → Enter STP Start date → Enter STP End date → Enter STP amount → Validate the STP details & Select Yes/No to proceed → Enter OTP → STP is Registered successfully.

For SWP:

Main menu → Transact → New to Mirae Asset or Existing Investor → SWP → Enter PAN Number → Enter OTP → Select folio → Choose SWP scheme → Select SWP frequency → Enter SWP Start date → Enter SWP End date → Enter SWP amount → Select the preferred bank in which pay-out to be done → Validate the SWP details & Select Yes/No to proceed → Enter OTP → SWP is registered successfully.

For Mandate Registration:

Main menu → Transact → Mandate Registration → Enter PAN Number → Enter OTP → ENACH → Select Folio → Select from the registered banks → Enter Account number → Enter the mandate max Limit → Select mandate start date → Select mandate End date or Setup perpetual → Validate the Mandate details & Select Yes/No to proceed → Enter OTP → Select Net banking Option → Authorize the link in order to register ENACH → Login into Netbanking → Enter OTP → ENACH is Registered successfully.

For SIP/STP/SWP Cancellation:

Main menu → Transact → [New to Mirae Asset or Existing Investor](#) → Cancellation SIP/STP/SWP → Enter PAN Number → Enter OTP → Select folio → Choose SIP/STP/SWP Cancellation option → Select the details from displayed options that needs to be cancelled accordingly → Validate the details & Select Yes/No to proceed → Enter OTP → Cancellation SIP/STP/SWP is done successfully.



REGULATORY PROCESS - DISTRIBUTOR

REGULATORY PROCESS - DISTRIBUTOR

KYD (Know your Distributor):

AMFI introduced KYD for distributors in September 2010. As part of this process AMFI collects proof of address, proof of bank mandate, etc. and the distributor data is verified with supporting document. There is a Central Distributor Service which at present, Distributor data is being maintained by each AMC hence when distributors submit requests for change of address, bank mandate, telephone no etc to each of the AMCs, which has empanelled them. If a distributor is empanelled with 15 AMCs, the distributor is submitting 15 such requests. The present process puts a burden on Distributors and AMCs. To make the life simpler for Distributors and AMCs, distributor Services was introduced by AMFI.

AMFI had appointed CAMS to provide ARN services to all AMCs for Central distributor database of AMFI to populate static distributor details like address, contact person, contact details, Annual Self Certification etc only once to AMFI. Bank details may be required to be updated separately with each AMC for payment of commission.

Empanelment:

Brokerage is paid only to empanelled distributors. In case of applications received from distributors prior to their empanelment, the transaction is recorded with ARN code "Not Empanelled". The brokerage computed for the period prior to empanelment is withheld and paid to the distributor on empanelment at the time of payment of monthly brokerages brokerage for non-empanelled distributors is subject to forfeiture if the empanelment is not processed within 6 months.

Guidelines for Processing of transactions received under Regular Plan with Invalid ARN:

Transactions received in Regular Plan with Invalid ARN to be processed in Direct Plan of the same Scheme (even if reported in Regular Plan), applying the below logic:

Transaction Type	Primary ARN			SUB distributor ARN		EUIN*	Execution Only Mentioned	Regular Plan / Direct Plan
	Valid	Invalid	Empanelled	Valid	Invalid	Valid	Yes	
Lump Sum/ Registration	Y		Y				Y	Regular
	Y		N	Not applicable				Direct
	Y		Y	N.A.	N.A.	N.A.	N	Regular*
	Y		Y	Y		Y		Regular
		Y						Direct
	Y		Y	Y			Y	Regular
	Y		Y		Y			Direct
Trigger	Y			Not applicable				Regular
		Y		Not applicable				Direct

Change of Distributor Code:

Pursuant to the AMFI Best Practices Guidelines Circular No.112 /2023-24 dated March 05, 2024 for any investor-initiated change of distributor request the payment of trail commission to the transferee distributor shall be done after a cooling off period of six months from the date of change of distributor code in the Unitholder database. If the distributor code is changed back to the original ARN code within the cooling off period of 6 months, then the cooling off period of further 6 months shall restart from such date of change of distributor code.

The payment of commission to the new (transferee) distributor shall be based on the lower of the commission rate (as applicable on the date of change of distributor code) of the transferor and transferee distributor. Other than the trail commission referred to above, no other payments of any nature whatsoever, including incentives or commissions shall be made on account of change of distributor code, on a prospective basis.

AUM Transfer:

Standard Process for Transfer of AUM from one distributor to another:

For transfer of mutual fund clientele/AUM from one distributor to another, the transferee distributor should be necessarily empanelled with all the AMCs with whom the transferor distributor is empanelled.

The transferor distributor needs to have an up-to-date list of mutual fund clients under his/her/its ARN. The distributor may obtain the same from the K-Fintech' mailbox services or K-Fintech distributor portal or submit a written request to K-Fintech to provide the same.

The transferor distributor needs to send a written communication to all his/her/its mutual fund clients by email or letter informing them about the proposed change in ARN in their folios in accordance with AMFI Best Practice Guidelines circular no. 135/BP/ 106 /2022-23 dated March 21, 2023, requesting the clients to write to the respective AMC/s within 15 days if they have any objection in moving their MF folios under the transferee distributor's ARN.

The letter/email should clearly mention the last date by which the client should inform the AMC (since there is a cooling period of 15 days from the last date of sending the communication to the clients). The letter/email should also mention the email ID and address of the K -FinTech to which the investors may send their response to. A specimen of the communication to be sent by the transferor distributor to the mutual fund clients in this regard is attached herewith as Annexure 1(a) & Annexure 1(b).

The transferor distributor may send a common letter/email to the clients for various mutual fund schemes in which clients have invested.

Thereafter, the Transferor distributor needs to submit AMC-wise application for Transfer of AUM in the prescribed format i.e. Annexure 2 to the respective RTAs with a covering letter in the prescribed format i.e. Annexure 3. The reason for the proposed AUM transfer /merger (in case of the transferor MFD tying up with a principal MFD as a sub-distributor) shall be clearly mentioned in the application for transfer of AUM (since the reason for transfer of AUM has a direct bearing on the trail commission rate computation i.e. to determine whether the existing rate or lower rate of trail commission would be applicable).

Along with the application for Transfer of AUM in the prescribed format, the Transferor distributor needs to submit the following documents:

- ❖ A sample of the communication sent to the mutual fund clients.
- ❖ Proof of dispatch/certificate of posting (in case of physical letters) OR email logs.
- ❖ List of the investors to whom the communication has been sent, mentioning their PAN & folio numbers.
- ❖ Declaration from the Transferee distributor i.e. Annexure 4.

Application of cancellation of Transferor's ARN post transfer of AUM. (Not applicable in case the transferor distributor is tying up with a Principal distributor as a sub-distributor).

K-Fintech shall initiate the AUM transfer process after a cooling-off period of 15 days from the date of communication to the investors (last date of communication in case the period is spread over multiple days). K-Fintech shall complete the AUM transfer across all the AMCs serviced by them within 15 calendar days of submission of AUM transfer request/completion or cooling period and send an email confirmation to the transferor and transferee distributor.

K-Fintech shall simultaneously send a confirmation of completion of AUM transfer to CAMS - AMFI unit along with the application for cancellation of ARN submitted by the transferor distributor (wherever applicable).

CAMS-AMFI Unit shall process the cancellation of Transferor ARN within 2 working days from the receipt of the intimation from RTAs.

Rules for AUM transfer:

Merger / AUM transfer is done after the cooling period of 15 days from the date of sending of investor letters by the source distributor.

If the completion of cooling period coincides with the monthly brokerage payment cycle, the asset transfer is processed after the payment of brokerage for that month.

Both source and target ARN codes have to be valid at the time of merger.

Target distributor will get trail fee from the date of merger after submission of ARN card of source code to AMFI / AUM transfer at the applicable rate on the date of receipt

Transactions of source distributor will continue to be paid at the applicable rate to source code.

Old distributor code is replaced with the new distributor code in the system.

Brokerage treatment as per AMFI circular after AUM transfer mentioned below. In case of change of name / legal status of the distributor, the transferor or source rate will be applicable in transferred AUM.

Mergers / acquisitions/ consolidation of business/ transfer of business/ de-mergers/ dissolution of business/change in partnership firms or LLP/new code acquired by the distributors (ARN Holders) transferrer or source rate will be applicable in transferred AUM.

When sub distributor under principal ARN holder wants to move out from principal ARN, lower of the rate will be applicable to source and target distributors will be applied to the transferred.

In case of voluntary cessation of business, his investor may opt to change their mutual fund distributor to any other mutual fund distributor of their own choice, for their future service requirements/ MF investments, in that case lower off Commission will be applied on transferred asset.

ARN Expiry:

As per AMFI guidelines, the payment of brokerage on business procured after expiry of validity period of the ARN has to be suspended and the same can be released only after the receipt of confirmation of renewal of ARN from AMFI. The RTA tracks the renewal of ARN from AMFI and updates the same in the system accordingly. ARN renewal grace period has been reduced from 6 months to 3 months. ARN/EUIN can be renewed through online mode.

Submission of Annual declaration of self-declaration form (SDC):

All distributors are expected to furnish an annual declaration that they have complied with the AMFI guidelines and code of conduct in a prescribed format. This DSC or SDF has to be submitted for the period ending 31st of March each financial year in the month of April every year. The distributor has to submit the DSC / SDF to the RTA which will register the submission across all mutual funds serviced by them.

AMC sends SMS reminders for submission of self-declaration form to distributors from April to June.

The brokerage payable is held back until the SDF is submitted. On submission the withheld brokerage is released to the distributor at the time of processing the next brokerage pay-out.

As per recent AMFI circular, if the distributor does not submit the DSC by 31st of December then the accrued withheld brokerage will be forfeited.

As per new circular dated 25 July 2022, grace period for submitting the declaration of self-declaration has been reduced from 6 months to 3 months at the distributor fails to submit the DSC BY 30th of September the withheld brokerage from June to September is liable to be forfeited.

EUIN Remediation:

AMFI, has allotted employee unique identification number (EUIN) to all the employees who are registered with AMFI and having a valid registration. It is mandatory to quote the EUIN on all mutual fund schemes application forms to eligible for brokerage.

In case of distributors not furnishing the EUIN for transactions of investors under their ARN code for greater than the prescribed remediation period of 30 days as per AMFI guidelines from the date of the transaction, the Commission payable on the transaction will be forfeited permanently.

The data on transactions where EUIN is not available/ invalid is communicated to the distributor by DSS/ periodically.

Distributor can provide the EUIN related details / declaration using the EUIN remediation form and if the same is furnished within the remediation period (i.e. 30 days), the Commission of the distributor will be released in the next cycle.



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Mutual Fund investments are subject to market risks, read all scheme related documents carefully.