Uniform Procedure for Updation / Change of Address & Change/Updation of Bank details

Investors of UTI Mutual Fund are hereby informed with respect to the existing procedure for Change / Updation of Bank details and Change of Address, as given below:

A] Updation / Change of address:

Investors are requested to update their change of address within 30 days from the date of change.

In case of Know Your Client (KYC) complied folios, Investors are required to submit the documents to the intermediaries of KYC Registration Agency (KRA) [viz. CDSL Ventures Limited website: www.cvlkra.com], as may be specified by them, from time to time.

In case of non-KYC complied folios, Investors are required to submit self attested copy of any one of the following documents, having validity at the time of submission, each towards Proof of Identity and proof of old and new address:

Proof of identity:
PAN card with photograph, Photo ration card, Unique Identification Number (UID) (Aadhaar), Voter Identity card, Driving Licence, Photo Identity Cards issued by State / Central Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, , Passport, Photo Debit Card and Senior Citizen / Freedom fighter ID card issued by Government.

Proof of old as well as new address:
Landline Telephone bill, Electricity Bill, Gas Bill, Demat account statement, Bank passbook/statement (all not more than 3 months old) Ration card, Voter ID card, Passport, Property Tax Receipt, Registered Lease or Sale Agreement of Residence, Driving Licence, Flat
B) Updation / Change of bank details:

Investors are requested to update/change their bank details using the Form for registration of multiple bank accounts separately and in future, it shall not be accompanied with redemption request. Such request shall be submitted prior to submission of the redemption request. Investors are required to submit self attested copy of any one of the following documents, having validity at the time of submission, each towards Proof of Identity and proof of old and new bank accounts for updating / changing the bank details:

B.1) Proof of identity:
   PAN card with photograph, Photo ration card, Unique Identification Number (UID) (Aadhaar), Voter Identity card, Driving Licence, Photo Identity Cards issued by State / Central Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council et., to their Members, Passport, Photo Debit Card and Senior Citizen / Freedom fighter ID card issued by Government.

B.2) Proof of new bank account details:
   “Cancelled” original cheque leaf bearing account number and first unit holder name printed on the face of the cheque OR bank account statement/passbook with current entries not older than 3 months OR Original letter issued by the bank on the letterhead confirming the bank account holder with the account details, duly signed and stamped by the Branch Manager.
B.3) Proof of existing/old bank account details:

“Cancelled” original cheque leaf bearing account number and first unit holder name printed on the face of the cheque (mandatory in case of new generation/MNC banks) OR bank account statement/passbook OR Original letter issued by the bank on the letterhead confirming the bank account holder with the account details, duly signed and stamped by the Branch Manager. In case the bank account is already closed, a duly signed and stamped original letter from such bank on the letter head of bank, confirming the closure of said account.

B.4) In case of the old investments where bank details are not updated, in addition to documents stated at B.1 and B.2 above, any one document of the following will be required to be submitted towards proof of investment:

Copy of acknowledgement of investment, debit entry of passbook, counterfoil of the dividend warrant or original Account Statement, on the preprinted stationery (issued by erstwhile Registrar prior to November 2007 / Membership Advice/ certificate / from where the investment has been converted/merged to the present scheme, if applicable, Original receipts of Two Renewal Contributions paid (applicable in case of UTI ULIP)

B.5) In case of updation of bank details for the investments made in the name of minor child on attaining majority, in addition to B.1 and B.2, the signature of the minor child now become major will have to be attested by the bank manager where the account is held.

C) Cooling period:

In case the change of address and/or Updation / change of bank details are submitted together with the redemption request or standalone request within the period of 12 months prior to submission of redemption request, the redemption payment will be made after a cooling period
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of upto 8 working days and in any case within SEBI stipulated 10 working days from the date of such redemption request.

The copies of all the documents valid at the time of submission will be required to be self attested (original may please be produced for verification across the counter). In case of non-submission of required documents, UTI Mutual Fund at its sole and absolute discretion may reject the transaction or may decide alternate method of processing such requests.

All other terms and conditions of the schemes remain unchanged.

This addendum is an integral part of the SID / Key Information Memorandum (KIM) of all schemes and shall be read in conjunction with the SID/ KIM.

For UTI Asset Management Company Limited

Sd/-

Authorised Signatory

In case any further information is required, the nearest UTI Financial Centre may please be contacted.