Processing Note For Transmission Of Units

1. Deletion of names of the deceased unit holders in case of death of 1st and /or 2nd Joint Holder(s).

- Transmission Request Form (**Form 1**) from surviving unitholder(s) requesting for Deletion of Name of Deceased 1st and/or 2nd Joint Holder(s).
- Verifiable Death Certificate of the Deceased Holder - **Any one of the following documents:**
    - Original Death Certificate; or
    - Copy of the Death Certificate attested by the surviving unitholder(s), subject to verification with the original; or
    - Copy of the Death Certificate duly attested by a Notary Public, Gazetted Officer, or Judicial Magistrate First Class (JMFC); or
    - Death Certificate bearing a valid Quick Response (QR) Code for verification.
- Copy of Statement of Account (if available)
- Self-attested copy of PAN of all Surviving holders (If PAN not submitted previously)
- Fresh Bank Mandate Form along with cancelled cheque of the new bank account (only if there is a change in existing bank mandate).
- Fresh **Nomination Form** (or) **Nomination Opt-Out Form** in case there is no nomination or a change in existing nomination is desired by the surviving unit holders.
- KYC of the unit holders must be in "KYC Verified" status.
- FATCA-CRS Declaration in a prescribed format, wherever applicable.

Note:

In case of signature mismatch, obtain banker attestation for claims up to ₹10 lakhs and Notary Public/JMFC attestation for claims above ₹10 lakhs.

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

- Transmission Request Form (**Form 2**) for Transmission of Units to the surviving unitholder/s.
- Verifiable Death Certificate of the Deceased Holder - **Any one of the following documents:**
  - Original Death Certificate; or
  - Copy of the Death Certificate attested by the surviving unitholder(s), subject to verification with the original; or
  - Copy of the Death Certificate duly attested by a Notary Public, Gazetted Officer, or Judicial Magistrate First Class (JMFC); or
  - Death Certificate bearing a valid Quick Response (QR) Code for verification.
- Copy of Statement of Account (if available).
- Self-attested copy of PAN Card of the Surviving Joint Holder(s) (if PAN is not provided already).
- Cancelled Original cheque of the new first unitholder, with the claimant's name pre-printed (**Or**) Recent Bank Statement/Passbook (not more than 3 months old) of the new first holder.
- KYC of the claimant must be in "KYC Verified" status.
- Fresh **Nomination Form** (or) **Nomination Opt-Out Form** in case there is no nomination or a change in existing nomination is desired by the claimant.
- FATCA-CRS Declaration in a prescribed format, wherever applicable.
- Signature shall be attested by a Notary Public, JMFC, or banker. Banker attestation shall include claimant name, PAN, address as per bank records, attesting officer name, employee number, designation, branch name and address, and shall be from the bank account proposed as the payout mandate. (**If applicable**)

3. Transmission of Units to the REGISTERED NOMINEE/s in case of death of Sole or All unitholders (Applicable for all 3 categories – QTP, Simplified, Above Threshold)

- Transmission Request Form (**Form3**) for Transmission of Units in favor of the Nominee(s).
- Verifiable Death Certificate of the Deceased Holder - **Any one of the following documents:**
    - Original Death Certificate; or
    - Copy of the Death Certificate attested by the surviving unitholder(s), subject to verification with the original; or
    - Copy of the Death Certificate duly attested by a Notary Public, Gazetted Officer, or Judicial Magistrate First Class (JMFC); or
    - Death Certificate bearing a valid Quick Response (QR) Code for verification.
- Copy of Statement of Account (if available).
- Self-attested copy of PAN Card of the claimant. (if PAN is not provided already).
- Cancelled cheque with the Nominee's name pre-printed (**Or**) copy of the Nominee's recent Bank Statement/Passbook (which is not more than 3 months old).
- KYC of the claimant must be in "KYC Verified" status.
- Fresh **Nomination Form** (**Or**) **Nomination Opt-Out Form** in case there is no nomination or a change in existing nomination is desired by the claimant.
- FATCA-CRS Declaration in a prescribed format, wherever applicable.
- If the claimant is a minor, any one of the following documents must be submitted as age proof and attested by the natural or legal guardian: **Birth Certificate, School Leaving Certificate, Passport, or Aadhaar Extract (showing the last four digits of the Aadhaar number and Date of Birth).**
- **If the transmission amount is up to ₹10 Lakh:**
  Nominee's signature must be attested by the Banker as per **Annexure 3** If the nominee is a minor, the signature of the natural/legal guardian (as per the minor's bank account or joint bank account held with the guardian) must be attested.
- **If the transmission amount is exceeding ₹10 lakh:**
  Nominee's signature must be attested by a Notary Public or Judicial Magistrate First Class (JMFC), with seal and date, in the signature attestation section of the Transmission Request Form (**Form 3**) below the claimant's signature.

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

A) Category – Quick Transmission Process (QTP) – amount up to 10K Checklist:

- Transmission Request **Form QTP**
- Verifiable Death Certificate of the Deceased Holder - **Any one of the following documents:**
    - Original Death Certificate; or
    - Copy of the Death Certificate attested by the claimant, subject to verification with the original; or
    - Copy of the Death Certificate duly attested by a Notary Public, Gazetted Officer, or Judicial Magistrate First Class (JMFC); or
    - Death Certificate bearing a valid Quick Response (QR) Code for verification.
- Copy of Statement of Account (if available).
- Self-attested copy of PAN Card of the claimant / Guardian (if in case the claimant is a minor).
- Cancelled cheque with the Claimant's name pre-printed OR copy of the Claimant's recent Bank Statement/Passbook (which is not more than 3 months old).
- Fresh **Nomination Form** (**Or**) **Nomination Opt-Out Form** in case there is no nomination or a change in existing nomination is desired by the claimant.
- KYC of the claimant must be in "KYC Verified" status.
- FATCA-CRS Declaration in a prescribed format.
- If the claimant is a minor, any one of the following documents must be submitted as age proof and attested by the natural or legal guardian: **Birth Certificate, School Leaving Certificate, Passport, or Aadhaar Extract (showing the last four digits of the Aadhaar number and Date of Birth).**
- Claimant's signature must be attested by the Banker as per **Annexure 3**. If the nominee is a minor, the signature of the natural/legal guardian (as per the minor's bank account or joint bank account held with the guardian) must be attested.
- Translated copy, with ISC Original Seen & Verified stamp, of documents in vernacular language.

- **Relationship Proof:** If the claimant is the **parent, spouse, child, or parent-in-law** of the deceased unitholder, submit a document evidencing the relationship OR An affidavit as prescribed in **QTP Affidavit Format** can be submitted.
- Undertaking on plain paper as per format as prescribed as part of QTP form.
- **Additional documentation -** ID proof of deceased holder [PAN/Redacted Aadhaar/Voter-ID/Passport or any other valid Officially Valid Document (OVD) as per PMLA guidelines or issued by Government authorities] **OR** Cancelled cheque having the name of the deceased person attested by the claimant(s), duly notarized **OR** originals can be shown at the AMC branches and Original Seen and verified (OSV) seal attested by them.

B) Category - Simplified Process - (Amount up to 10 lakh):

- Transmission Request Form (**Form 3**)
- Verifiable Death Certificate of the Deceased Holder -**Any one of the following documents:**
    - Original Death Certificate; or
    - Copy of the Death Certificate attested by the surviving unitholder(s), subject to verification with the original; or
    - Copy of the Death Certificate duly attested by a Notary Public, Gazetted Officer, or Judicial Magistrate First Class (JMFC); or
    - Death Certificate bearing a valid Quick Response (QR) Code for verification.
- Copy of Statement of Account (if available).
- Self-attested copy of PAN Card of the claimant / Guardian (if in case the claimant is a minor).
- Cancelled cheque with the Claimant's name pre-printed OR copy of the Claimant's recent Bank Statement/Passbook (which is not more than 3 months old).
- Fresh **Nomination Form** (**Or**) **Nomination Opt-Out Form** in case there is no nomination or a change in existing nomination is desired by the claimant.
- KYC of the claimant must be in "KYC Verified" status
- FATCA-CRS Declaration in a prescribed format.
- If the claimant is a minor, any one of the following documents must be submitted as age proof and attested by the natural or legal guardian: **Birth Certificate, School**

Leaving Certificate, Passport or Aadhaar Extract (showing the last four digits of the Aadhaar number and Date of Birth).

- Claimant's signature must be attested by the Banker as per **Annexure 3**. If the nominee is a minor, the signature of the natural/legal guardian (as per the minor's bank account or joint bank account held with the guardian) must be attested.
- Translated copy, with ISC Original Seen & Verified stamp, of documents in vernacular language.
- **Indemnity & Consent Documents**:

  i) **Notarized Indemnity Bond** indemnifying the processing entity, in the format prescribed under (**Indemnity Bond Format**); and

  ii) **Any one of the following documents:**

  - **Notarized Affidavit-cum-NOC** from all legal heirs confirming their identification and claim of legal ownership to the securities and no objection to the transmission, in the format prescribed under **Annexure 2**; **OR**
  - **Copy Of Family Settlement Deed** executed by all legal heirs, duly attested by a Notary Public, Gazetted Officer, or accepted and approved by a Magistrate, Judge or Civil Court.

Note:

- If the claimant submits any Court-issued document such as a **Succession Certificate, Probate of Will, Letter of Administration or Court Decree,** the following documents are **not required:**
  - Notarized Indemnity Bond.
  - Affidavit-cum-NOC from non-claimant legal heir(s).
- **The Indemnity Bond** and **Affidavit-cum-NOC** must be executed on a **non-judicial stamp paper** of appropriate value, as prescribed under the applicable Stamp Act of the state/union territory where the claimant resides.

Additional documentation - ID proof of deceased holder[PAN/Redacted Aadhaar/Voter-ID/Passport or any other valid Officially Valid Document (OVD) as per PMLA guidelines or issued by Government authorities] **OR** Cancelled cheque having the name of the deceased person attested by the claimant(s), duly notarized **OR** originals can be shown at the AMC branches and Original Seen and verified (OSV) seal attested by them.

C) Category - Above Threshold Process - (Amount Above 10 lakh):

- Transmission Request Form (**Form 3**)
- Verifiable Death Certificate of the Deceased Holder -**Any one of the following documents:**
    - Original Death Certificate; or
    - Copy of the Death Certificate attested by the claimant, subject to verification with the original; or
    - Copy of the Death Certificate duly attested by a Notary Public, Gazetted Officer, or Judicial Magistrate First Class (JMFC); or
    - Death Certificate bearing a valid Quick Response (QR) Code for verification.
- Copy of Statement of Account (if available).
- Self-attested copy of PAN Card of the claimant / Guardian (if in case the claimant is a minor).
- Cancelled cheque with the Claimant's name pre-printed OR copy of the Claimant's recent Bank Statement/Passbook (which is not more than 3 months old).
- Fresh **Nomination Form** (**Or**) **Nomination Opt-Out Form** in case there is no nomination or a change in existing nomination is desired by the claimant.
- KYC of the claimant must be in "KYC Verified" status.
- FATCA-CRS Declaration in a prescribed format.
- If the claimant is a minor, any one of the following documents must be submitted as age proof and attested by the natural or legal guardian: **Birth Certificate, School Leaving Certificate, Passport or Aadhaar Extract (showing the last four digits of the Aadhaar number and Date of Birth).**
- Claimant's signature must be attested by a Notary Public or Judicial Magistrate First Class (JMFC), with seal and date, in the signature attestation section of the Transmission Request Form (**Form 3**) below the claimant's signature.
- Translated copy, with ISC Original Seen & Verified stamp, of documents in vernacular language.

Other Mandatory Documents :

i) **Notarized Affidavit-cum-NOC** from all legal heirs confirming their identification and claim of legal ownership to the securities and no objection to the transmission, in the format prescribed under **Annexure 2**; **&**

ii) **Any one of the following documents:**

- a) Copy of Will as may be applicable in terms of Indian Succession Act,1925, along with a notarized indemnity bond from the legal heir(s)/claimant(s) to whom the securities have to be transmitted, as per the format specified.
- b) Legal Heirship Certificate or its equivalent issued by relevant authority which will mean a revenue authority not below the rank of a Tehsildar or equivalent authority, along with a notarized indemnity bond from the legal heir (s)/claimant(s) to whom the securities have to be transmitted, as per the format specified at **Indemnity Bond Format**
- c) Copy of Succession certificate or Letter of Administration or Court Decree.

Note:

- If the claimant submits any Court-issued document such as a **Succession Certificate, Probate of Will, Letter of Administration or Court Decree,** the requirement of Affidavit-cum-NOC from non-claimant legal heir(s) shall not be applicable.
- The processing entities may, for cases above threshold for simplified documentation, seek additional documents over and above those prescribed by SEBI, if so required and for reasons to be recorded in writing.

Additional documentation - ID proof of deceased holder[PAN/Redacted Aadhaar/Voter-ID/Passport or any other valid Officially Valid Document (OVD) as per PMLA guidelines or issued by Government authorities] **OR** Cancelled cheque having the name of the deceased person attested by the claimant(s), duly notarized **OR** originals can be shown at the AMC branches and Original Seen and verified (OSV) seal attested by them.

5. Change of Karta upon death of the Karta of Hindu Undivided Family (HUF) – All Values

If the case of a HUF, the property of the HUF is managed by the KARTA, and the HUF does not come to an end in the event of death of the KARTA. In such a case, the members of the HUF will need to appoint a new KARTA, who needs to submit following documents for transmission:

- Change of KARTA Request Form (Form 4) upon demise of the registered Karta.
- Verifiable Death Certificate of the Deceased Holder - **Any one of the following documents:**
    - Original Death Certificate; or
    - Copy of the Death Certificate attested by the new KARTA subject to verification with the original; or
    - Copy of the Death Certificate duly attested by a Notary Public, Gazetted Officer, or Judicial Magistrate First Class (JMFC); or
    - Death Certificate bearing a valid Quick Response (QR) Code for verification.
- Banker's letter certifying that the signature and details of the new Karta have been updated in the bank account of the HUF & attesting the signature of the new KARTA as per **Annexure 4**
- Self-attested copy of the HUF Entity PAN Card. (If PAN not submitted previously).
- KYC of the HUF Entity must be in "KYC Verified" status.
- Indemnity Bond as per **Annexure 5** signed by all surviving coparceners (including the new Karta).
- Any appropriate document evidencing relationship of the new Karta and the other coparceners with the deceased Karta.
- **If the transmission amount is for up to ₹ 10 lakh,** New Karta signature attested by the Bank as per **Annexure 4**.
- **If the transmission amount is for more than ₹ 10 lakh,** the signature of the new Karta shall be attested by a Notary Public or Judicial Magistrate First Class (JMFC) in the space provided for signature attestation in the TRF itself below the signature of the claimant.

6. 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 - All Values

- Transmission Request Form (**Form 4**) for Transmission of Units to the Claimant.
- Verifiable Death Certificate of the Deceased Holder - **Any one of the following documents:**
    - Original Death Certificate; or
    - Copy of the Death Certificate attested by the surviving unitholder(s), subject to verification with the original; or
    - Copy of the Death Certificate duly attested by a Notary Public, Gazetted Officer, or Judicial Magistrate First Class (JMFC); or
    - Death Certificate bearing a valid Quick Response (QR) Code for verification.
- Self -attested copy of PAN Card of the claimant(s) / guardian (in case the claimant is a minor).
- KYC of the Claimant must be in "KYC Verified" status.
- Cancelled cheque with the Claimant's name pre-printed OR copy of the Claimant's recent Bank Statement/Passbook (which is not more than 3 months old).
- **If the transmission amount is up to ₹10 Lakh,**
  Claimant's signature must be attested by the Banker as per **Annexure 4**. If the nominee is a minor, the signature of the natural/legal guardian (as per the minor's bank account or joint bank account held with the guardian) must be attested.
- **If the transmission amount is for more than ₹10 Lakh,**
  Claimant's signature must be attested by a Notary Public or Judicial Magistrate First Class (JMFC), with seal and date, in the signature attestation section of the Transmission Request Form (**Form 4**) below the claimant's signature.
- Bond of Indemnity to be furnished by the Claimant as per **Annexure 5**.
- If the HUF has been dissolved/partitioned by the surviving members after demise of the Karta, the transmission of units shall be processed on the basis of any of the following documents:

→ Notarized copy of Settlement Deed, OR

→ Notarized copy of Deed of Partition, OR

→ Notarized copy of Decree of the relevant competent Court.

7. The HUF was dissolved at the request of Karta and the coparceners (Karta Alive)

- Request letter signed by the Karta and all coparceners explaining that the HUF has been dissolved/partitioned and requesting transfer of the MF units as per the agreed settlement **Form 4**.
- HUF Initial Deed
- Document evidencing dissolution/partition, such as:

  → Registered/Notarized Deed of Partition; or

  → Registered/Notarized Family Settlement Deed; or

  → Court Decree/Order approving the partition.
- Self -attested copy of PAN Card of the claimant(s) / guardian (in case the claimant is a minor).
- KYC of the Claimant must be in "KYC Verified" status.
- Cancelled cheque with the Claimant's name pre-printed OR copy of the Claimant's recent Bank Statement/Passbook (which is not more than 3 months old).
- FATCA-CRS Declaration in a prescribed format
- Consent/NOC from all coparceners, if the partition deed does not clearly specify allocation or if units are being transferred to fewer than all entitled members.
- **If the transmission amount is up to ₹10 Lakh,**
  Claimant's signature must be attested by the Banker as per **Annexure 4**. If the nominee is a minor, the signature of the natural/legal guardian (as per the minor's bank account or joint bank account held with the guardian) must be attested.
- **If the transmission amount is for more than ₹10 Lakh,**
  Claimant's signature must be attested by a Notary Public or Judicial Magistrate First Class (JMFC), with seal and date, in the signature attestation section of the Transmission Request Form (**Form 4)** below the claimant's signature.
- Bond of Indemnity to be furnished by the Claimant as per **Annexure 5**

Points To Be Remembered:

Apostille: Certificate authenticating the origin of a public document for use in another country party to The Hague Apostille Convention.

Relevant authority: For the purpose of legal heirship certificate or equivalent certificate shall mean a revenue authority not below the rank of a Tehsildar or equivalent authority.

- The value of units shall be determined by the claimant based on the last declared NAV applicable at the time the fresh or re-submitted transmission request is accepted.

- If the cumulative value goes beyond the defined threshold values, all claimant(s) should adhere to the processes defined and should not limit their submission only to the extent of value applicable to them.

- The indemnity and affidavit-cum-NOC shall be executed on non-judicial stamp paper of appropriate value as specified under the Stamp Act of the state where the claimant resides. In case of NRIs, stamp duty applicable would be that of State where AMC registered office is located (Maharashtra in our case i.e. 500/-*) *may change on timely basis

- If the death certificate is **not verifiable** by QR code, a copy of the death certificate shall be accepted only if attested by a Notary Public or verified with an OSV seal by the AMC branch where available, or by the RTA branch where the AMC does not have a branch.

- In cases involving death of an investor outside India, 'proof of death' document is issued by an authority outside the country. In such cases, the entity shall accept the certified true copy of the document issued for 'proof of death', certified in the country of its issuance through any of the following modes:

  - Court Magistrate or Judge or Notary Public in the country of issuance (or)
  - Consularisation by Indian Embassy/ Consulate General in the country of issuance (or)
  - apostilled (or)
  - certification by authorised officials of overseas branches of Scheduled Commercial Banks registered in India (or)
  - certification by authorised officials of branches of overseas banks with whom Indian banks have correspondent banking relationships.

- In case the documents are issued in a language other than English, the claimant shall also submit a self-certified copy of translation of documents into English along with certified copy of the original documents.