

**Transmission request letter**

dd-mmm-yyyy

<Mutual Fund Name>

<Address> - <City>

Sub: Request for transmission of units

I/We \_\_\_\_\_ (claimant name(s)) solely/jointly would like to inform you that Mr. / Ms. \_\_\_\_\_ (investor name) in the below mentioned Folio(s) has expired on <dd-mmm-yyyy>. Please transmit the units in favour of me/us as per the details given below and we have enclosed all requisite documents as indicated in the Annexure A:

Folio No	No of Units Held	Relationship with deceased	% of Transfer*	Course of Action

\* as indicated during Nomination or as per the Will/Court Order/relevant documents.

Address for Record*		Bank Mandate details*	
Address1		Bank Name	
Address2		Branch Name	
Address3		Account Number	
City		Account Type	SB / CA / OD / NRO / NRE / FCNR [ <i>strike out whichever is not applicable</i> ]
Pincode		IFSC/RTGS Code	
State		ECS MICR No.	
Other Information			
Telephone Number(s)		Mobile Number	
Email ID		PAN	

\* If there is more than one claimant, this information should be provided for each of the claimant separately.

In case of any deficiencies identified in the submission of the documents, you can write to me/us, contact us in the above referred contact details/email id and we will submit the requisite documents as required for further processing of my request.

Thanking you.

Yours truly,

<Claimant Name(s) with Signature>

Encl.: Annexure - A

**Banker's attestation:**

This is to certify that the above claimant Mr. / Ms. \_\_\_\_\_ residing in the above address is holding the above specified bank account with our bank branch. Further, the above signature of the claimant is matching with the specimen signature available in our records.

\_\_\_\_\_

Signature of the Bank Manager with Designation & Emp. No. & Date



Seal of the Bank

## Annexure - A

S No	Documents	Please tick where relevant documents enclosed.
1	Original Death Certificate of deceased Unit Holder(s) / Karta or Notarized Copy of the Death Certificate.	
2	Copy of the PAN card of Nominee / Claimant duly attested by ARN Distributor / Notary / Bank Manager <i>[Not applicable if KYC acknowledgment copy is attached]</i>	
3	Copy of the PAN card of Nominee / Claimant [in case Nominee / Claimant being a minor] duly attested by ARN Distributor / Notary / Bank Manager <i>[Not applicable if KYC acknowledgment copy is attached]</i>	
4	Original Notarized / Attested Copy of the Proof of Age [Birth Certificate / PAN with Photo Card / Voter's ID / Ration Card in case of Family Head] in case Nominee / Claimant is Minor	
5	KYC acknowledgement copy for Claimant / Nominee for the respective applicable amount	
6	New Bank Mandate details - duly attested by Bank Manager or original cancelled cheque with Nominee/Claimant Name printed on it.	
7	Letter from the Claimant/Nominee addressed to Mutual Fund.	
8	Indemnity Bond*	
9	Original Notarized / Attested Copy of the Will with Probate of the Will [If available]	
10	Legal Heir / Succession Certificate or Affidavit* from Legal Heir [Individually].	
11	Dissolution Deed / HUF Partition Deed / Settlement Deed.	
12	Appropriate order from the Court / Court Decree.	
13	Any other documents submitted [Please specify].	
	Signature of the Claimant(s)	
	Date:	

**Transmission Requirements Matrix [This is the general matrix given for broad understanding of the requirements and please also refers to the respective Mutual Fund website for Fund specific requirements wherever applicable and also for indemnity/NOC format]**

S No	Documents required for Transmission	Single Holding / on Death of all Unit Holders & Nominee available	Single Holding / on Death of all Unit Holders & Nominee not available	Transmission to Joint Holder(s)	Transmission to new Karta in case of HUF
1	Original Death Certificate of deceased Unit Holder(s) / Karta or Notarized Copy of the Death Certificate.	✓	✓	✓	✓
2	Copy of the PAN card of Nominee / Claimant duly attested by ARN Distributor / Notary / Bank Manager. <i>[Not applicable if KYC acknowledgment copy is attached]</i>	✓	✓	✓	✓
3	Copy of the PAN card of Nominee / Claimant [in case Nominee / Claimant being a minor] duly attested by ARN Distributor / Notary / Bank Manager <i>[Not applicable if KYC acknowledgment copy is attached]</i>	✓	✓	✓	
4	Original Notarized / Attested Copy of the Proof of Age [Birth Certificate / PAN with Photo Card / Voter's ID / Ration Card in case of Family Head] in case Nominee / Claimant is Minor	✓	✓	✓	
5	KYC acknowledgement copy for Claimant / Nominee for the respective applicable amount	✓	✓	✓	✓
6	New Bank Mandate details - duly attested by Bank Manager# - Annexure - IV or original cancelled cheque with Nominee/Claimant Name printed on it.	✓	✓	✓	✓
7	Letter from the Claimant/Nominee addressed to Mutual Fund.	✓	✓	✓	✓
8	Indemnity Bond* [Refer Annexure - I, II & VI]	✓	✓		✓
9	Original Notarized / Attested Copy of the Will with Probate of the Will [If available]		✓		
10	Legal Heir / Succession Certificate or Affidavit* [Annexure - III] from Legal Heir [Individually]		✓		
11	Dissolution Deed / HUF Partition Deed / Settlement Deed				✓
12	Appropriate order from the Court / Court Decree	✓	✓		✓
	* to be executed in non-judicial Stamp Paper of appropriate value as specified by the respective AMC but not less than Rs.20/- and in the presence of Notary Public only				
	# Address mentioned in the Bank's Letter should match with the address mentioned in the Indemnity Bond. In case of mismatch it will be liable for rejection after due consultation with AMC.				