

Non Commercial Transaction Form

*To be filled in capital letters. *Please strike off the irrelevant fields in the form wherever details are not updated

Folio/Account No: _____

Investor Details

Name of First / Sole applicant _____

Name of Guardian (In case of Minor) _____

Name of Second Applicant _____

Name of Third Applicant _____

Change/Updation of Phone/Fax

Tel. No. STD Code _____ Office _____ Residence _____ Fax _____ Mobile _____

Investors providing the Mobile No shall receive SMS alerts for transactions done in their account.

Change/Updation of Email Id

E-mail Id _____ I N B L O C K L E T T E R S

Investors providing Email Id would mandatorily receive only E - Statement of Accounts in lieu of physical Statement of Accounts.

Change of Mode Of Operation (Applicable only if there are more than one applicant in the Folio)

Joint

Any One or Survivor(s)

Change of Status

Resident Indian to Non Resident Indian

Non Resident Indian to Resident Indian

Minor to Major

*Please refer the instructions for the documents to be submitted.

Registration of Power of Attorney (POA)

Name of POA Holder: _____ PAN No. _____

*Please refer the instructions for the documents to be submitted.

Cancellation of Power of Attorney (POA)

Name of POA Holder: _____

Change of Dividend Option

Scheme	Option	
	<input type="checkbox"/> Payout to Reinvestment	<input type="checkbox"/> Reinvestment to Payout

Updation/Correction of PAN

First / Sole applicant	PAN No. _____	PAN Proof Enclosed <input type="checkbox"/>
Guardian (In case of Minor)	PAN No. _____	PAN Proof Enclosed <input type="checkbox"/>
Second Applicant	PAN No. _____	PAN Proof Enclosed <input type="checkbox"/>
Third Applicant	PAN No. _____	PAN Proof Enclosed <input type="checkbox"/>

*Please refer the instructions for the documents to be submitted.

KYC Updation

(Please Tick) First / Sole applicant Guardian (In case of Minor) Second Applicant Third Applicant

*Please refer the instructions for the documents to be submitted.

SIGNATURE/S

Sole / 1st applicant/Guardian/ Authorised Signatory

2nd applicant

3rd applicant

ACKNOWLEDGEMENT SLIP (To be filled by the investor)

Folio/Account No: _____

Received from Mr./Mrs. _____

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Change/Updation of Phone/Fax | <input type="checkbox"/> Change/Updation of Email Id | <input type="checkbox"/> Change of Mode of Operation | <input type="checkbox"/> Change of Status |
| <input type="checkbox"/> Registration of Power of Attorney (POA) | <input type="checkbox"/> Cancellation of Power of Attorney (POA) | <input type="checkbox"/> Change of Dividend Option | <input type="checkbox"/> Updation/Correction of PAN |
| <input type="checkbox"/> KYC Updation | | | |

INSTRUCTIONS

1. This form should be used to update the below mentioned Non Commercial requests

- a) Change /Updation of Phone /Fax
 - b) Change / Updation of Email Id
 - c) Change of Mode of Operation
 - d) Change of Status (RI to NRI and vice versa)
 - e) Registration of POA
 - f) Cancellation of POA
 - g) Change of Dividend Option
 - h) Updation/Correction of PAN
 - i) KYC Updation
2. In case there is more than one holder in the folio then the form needs to be signed as per the mode of holding.
3. Separate NCT forms need to be filled for separate folios of the investor.
4. In case of Updation of PAN self attested copy of the PAN Card needs to be submitted.
5. In case of updation of KYC copy of the KYC acknowledgment issued by CVL needs to be submitted.
6. In case of Change of Mode of Operation both the holders need to mandatorily sign on the NCT form in order to have consent of both the holders.
7. In case of Change of Status from Resident Indian to Non Resident Indian, Banker letter (which should not be more than three (3) months old from the date of the request) confirming the account details or cheque copy of the existing bank of the unit holder, reflecting the change in his status from resident to Non-resident.
8. **Documents to be submitted for the registration of Power of Attorney**
- a) Copy of Power of Attorney on Rs. 100/- stamp paper, duly signed by all the unitholder(s) and the Power of Attorney Holder, and Original attestation by Notary public \ Gazetted officer.
 - b) 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.
 - c) Pan and KYC of the POA holder
9. If the investor has an existing POA registered in the folio and wishes to change the same then he has to fill in the details under both Cancellation & Registration of POA.
10. Documents to be submitted for the Change of Status from Minor to Major
- i) New Bank mandate where account changed from minor to major.
 - ii) Signature attestation of the major by a manager of a scheduled bank / Bank Certificate / Letter.
 - iii) KYC acknowledgement of the major.
11. In case the investor wishes to change the Dividend Option for multiple schemes in the folio then separate NCT forms need to be filled for each scheme.
12. **Communications to the investor**
- If the investor(s) has /have provided his/their email address in the application form or any subsequent communication in any of the folio belonging to the investor(s), RMF /AMC reserves the right to use Electronic Mail (email) as the default mode to send various communication which includes account statements for transactions done by the investor(s).

The investor(s) may request for a physical account statement by writing or calling RMF's Investor Service center/Registrar & Transfer Agent. In case of specific request received from the investor(s), RMF shall endeavor to provide the account statement to the investor(s) within 5 working days from the receipt of such request. RMF shall comply with SEBI Circular No IMD/CIR/12/80083/2006 dated November 20,2006 with respect to dispatch of Account Statement.

13. Investors may submit the duly completed application forms along with the requisite documents at any of the Designated Investor Service Centres. The addresses of the Designated Investor Service Centres are available on the website www.reliancemutual.com.
14. Pursuant to implementation of Know Your Customer (KYC) norms under Prevention of Money Laundering Act, 2002 (PMLA) through CDSL Ventures Limited (CVL), it may be noted that KYC Compliance will be mandatory for all the Investors with effect from January 01, 2011 irrespective of the amount of investment except for investments through Micro Systematic Investment Plan (MICRO SIP) upto Rs. 50,000 per year per investor and for investments from investors residing in Sikkim. Please refer to Statement of Additional Information for details.
15. In terms of SEBI circular number MRD/DoP/Cir- 05/2007 dated April 27, 2007, Permanent Account Number (PAN) shall be the sole identification number for all participants transacting in the securities market, irrespective of the amount of transaction with effect from July 2, 2007. Accordingly, it is mandatory for investors to provide their PAN along with a self attested copy of PAN Card. If the investment is being made on behalf of a minor, the PAN of the minor or father or mother or the guardian, who represents the minor, should be provided. Please refer to Statement of Additional Information for details.

ACKNOWLEDGEMENT SLIP (To be filled in by the Applicant)

One Indiabulls Centre, Tower 1, 11th & 12th Floor, Jupiter Mill Compound, 841, Senapati Bapat Marg Elphinstone Road, Mumbai-400 013

Toll free: 1800-300-11111 | www.reliancemutual.com

RELIANCE

Mutual Fund