

## ANNEXURE A

### LETTER OF UNDERTAKING FOR COMPLETING EUIN MAPPING SUBSEQUENTLY For conversion of MF distribution business from 'Individual' to a corporate model

Date: \_\_\_\_\_

To,  
**Association of Mutual Funds in India**  
C-701 Naman Corporate Link,  
Plot Nos. C-31 / C-32, G Block,  
Bandra Kurla Complex, Bandra – East,  
Mumbai – 400 051

Dear sirs,

#### Letter of undertaking for Completing EUIN mapping subsequently

1. I, Mr./Ms. \_\_\_\_\_  
(Name of the individual ARN holder):  
having ARN: \_\_\_\_\_ and EUIN \_\_\_\_\_ have decided to convert my distribution business into a corporate model for which I have already formed a company /LLP named \_\_\_\_\_.  
(Name of the company / LLP):
2. The PAN of the new entity is \_\_\_\_\_ and CIN is \_\_\_\_\_
3. Accordingly, I hereby submit the application for ARN in the name of the abovenamed entity in which I am a Director\* / Partner\*. (*\*Delete whichever is not applicable*)
4. I am aware that for obtaining the ARN as a company / LLP, along with the application for ARN, the entity needs to compulsorily submit an application for grant of EUIN and/or request EUIN-mapping of at least one employee who holds a valid NISM certificate for having cleared NISM-Series-V-A: Mutual Fund Distributors Certification Examination.
5. Being a new start-up, it will take the new entity some more time for hiring sales personnel. Since I already hold a valid EUIN in my individual capacity, I intend to map my EUIN to the ARN of the new entity, being a director / partner. However, since the same EUIN cannot be mapped to two separate ARNs at the same time, I request you to permit me to apply for corporate ARN provisionally without the requirement of EUIN mapping upfront, and allow the entity to comply with EUIN mapping subsequently within 6 months, so that I may continue to operate under my individual ARN using my above EUIN till the date of AUM transfer from my individual ARN to the ARN of the new entity, in terms of AMFI guidelines.
6. In this regard, I hereby undertake to complete the empanelment with AMCs and mapping my EUIN to the ARN of the new entity within 6 months from the date of ARN application.
7. Accordingly, I request AMFI to grant the ARN to the abovementioned entity provisionally, subject to the entity completing EUIN mapping within six months.
8. In this regard, I hereby undertake to inform all my clients through email / letters to their registered email / address about the proposed change of distributor / ARN code in respect of their MF investments and the reason for the same, along with the details of the new corporate entity who will be servicing them after the transfer of assets as soon as I receive the provisional ARN in the name of the new entity.

9. The clients shall also be advised therein that if they have any objection for the change in the distributor/ARN, they must urgently write to the respective AMC directly and that in case no objection is received from the clients, the AMCs will effect the change in the ARN in the client's folios after a cooling off period of 15 days from the date of receipt of distributor's letter / email.
10. I am fully aware and agree that -
- (i) In case there is any deficiency or discrepancy in the information provided herein and/or the supporting documents submitted herewith, my application is liable to be rejected by the AMC/RTA.
  - (ii) In case the new entity does not complete the EUIN mapping within the stipulated time limit, the ARN allotted to the entity/firm provisionally will be cancelled and the ARN registration fees paid by the entity shall be forfeited.
  - (iii) The new entity is not eligible to do any mutual fund distribution business under the provisional ARN, until and unless the entity complies with EUIN registration /EUIN mapping of at least one employee holding valid NISM certificate under its ARN.
  - (iv) **If any investments / purchase transactions are submitted / booked under the provisional ARN, the same shall be processed under Direct Plan by the AMC/RTA and there will be no recourse to any appeal in this regard.**

Thanking you,

Signature of individual (Transferor) Distributor

**Checklist of Documents to be submitted:**

- 1)  Corporate ARN Application form duly completed along with applicable registration fees and supporting documents specified on AMFI Website at : <https://www.amfiindia.com/Themes/Theme1/downloads/ARN-EUIN-RegistrationFeeStructure.pdf>.
- 2)  Copy of the PAN card of the entity
- 3)  Copy of certificate of registration of the new entity issued by ROC.
- 4)  KYD\* application form (for non-individuals) along with self-attested photocopies of relevant documents as mentioned at <https://www.amfiindia.com/distributor-corner/know-your-distributor-kyd-guidelines>

\*KYD process involves bio-metric process of taking impression of right-hand index finger and registering the same for identification purpose. The said process will be carried out at the CAMS POS, at the time of submission of applications for registration.