



ASSOCIATION OF MUTUAL FUNDS IN INDIA



NATIONAL INSTITUTE OF SECURITIES MARKETS

**Annexure - I**

**New Bank Mandate Details with Attestation from Bank Branch Manager**

*<To be given on Bank's Letter Head> or with <Bank Branch seal, employee name and number seal>*

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that

Mr. / Ms. (#)

S/o or D/o:

residing at

is holding the following account in our bank and branch

Bank Name

Branch Name

Bank A/c No

A/c Type (Please ☒)

☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR ☐ Others.....

MICR Code

(09 digit)

IFSC Code

(11 digit)

Signature of the above A/c holder as  
per Bank's records

Signature of the Bank Manager:

Bank & Branch Seal

With employee name and number

Date:

Place:

(#) = Name of the claimant



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**ANNEXURE - II**

(To be given by the Nominee/s)

**INDEMNITY BOND WITH RESPECT TO TRANSFER OF THE MUTUAL FUND UNITS HELD BY THE DECEASED HOLDER WITH PRODUCTION OF LEGAL REPRESENTATION.**

(In case of Transmission of Mutual Fund Units held by a Single Holder/ on death of all unit holders in case of Joint Holding and where there is nominee registration)

I/We do hereby Solemnly affirm and sincerely state on oath as follows,

I/We inform you that “Mr. / Ms. <sup>(\*)</sup> \_\_\_\_\_” passed away on \_\_\_\_\_ and he/she was holding the following Mutual Fund Units:

S No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold

I /We further inform you that he/she has nominated me/us as the nominee of the mutual fund units standing in his/ her name.

I/We have, therefore, approached you with a request to transfer the aforesaid Mutual fund units in the name of the undersigns

“Mr. / Ms. <sup>(#)</sup> \_\_\_\_\_”

without insisting of production of a succession certificate or an order of the court of competent jurisdiction for which I /We execute an indemnity as is herein contained and on relying on the information herein given by us believing the same to be true.

In consideration therefore of my / our request to transfer above said Mutual Fund units to my/our name/s, I/We agree to receive the said units only as an agent and trustee for the legal heirs or legatees of the said unit holder/s. I/We hereby further agree and undertake to indemnify and keep indemnified, saved, defended, harmless you and your successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my request, transferring the said mutual fund units as herein above mentioned, to my / our name/s without insisting on production of a succession certificate or an order of the court of competent jurisdiction.

IN WITNESS WHEREOF THE said “Mr. / Ms. <sup>(#)</sup> \_\_\_\_\_” has/have here unto set their respective hands and seals this \_\_\_\_\_ day of \_\_\_\_\_.

Signed and delivered by the said applicant/s

1. _____	_____
2. _____	_____
3. _____	_____
Name & Address of Nominee(s)	Signature of the Nominee(s)

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

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary [with Name and Seal]

<sup>(\*)</sup> =Name of the deceased unit holder/s

<sup>(#)</sup> =Name/s of the claimant/s



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**ANNEXURE – III:**

(To be signed jointly by all the Legal Heirs)

**INDEMNITY BOND WITH RESPECT TO TRANSFER OF THE MUTUAL FUND UNITS HELD BY THE DECEASED HOLDER  
WITH OUT PRODUCTION OF LEGAL REPRESENTATION**

(In case of Transmission of Mutual Fund Units held by a Single Holder/ on death of all unit holders in case of Joint Holding and where there is no nominee registration).

I/We do hereby solemnly affirm and sincerely state on oath as follows,

I/We state that “Mr. / Ms. <sup>(\*)</sup> \_\_\_\_\_” passed away on \_\_\_\_\_ and he/she was holding the following Mutual Fund Units:

S No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold

The said unit holder died intestate or without registering any nominee/s in folio/s on the \_\_\_\_\_ day of \_\_\_\_\_.

We further inform you that he / she left behind him/her only surviving heirs and next of kin, the following persons according to the Law of Intestate Succession application to him/her by which he/she governed at the time of his/her death.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have, therefore, approached you with a request to transfer the aforesaid Mutual Fund units in the name of the undersigns

“Mr. / Ms. <sup>(#)</sup> \_\_\_\_\_”

on my/our behalf without insisting of production of a succession certificate or an order of the court of competent jurisdiction for which we or any one on our behalf execute an indemnity as is herein contained and on relying on the information herein given by us believing the same to be true.

In consideration therefore of my/our request to transfer above said Mutual Fund units to the name of the undersigned “Mr. / Ms. <sup>(#)</sup> \_\_\_\_\_”.

I / we hereby jointly and severely agree and undertake to indemnify and keep indemnified, saved, defended, harmless you and your successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my/our request, transferring the said Mutual Fund units as herein above mentioned, to the undersigned “Mr. / Ms. <sup>(#)</sup> \_\_\_\_\_” without insisting on production of a succession certificate or letter of administration or an order of the court of competent jurisdiction.

IN WITNESS WHEREOF THE said “Mr. / Ms. <sup>(#)</sup> \_\_\_\_\_” have here unto set their respective hands and seals this \_\_\_\_\_ day of \_\_\_\_\_.



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Signed and delivered by the said legal heir(s).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Name & Address of the Legal Heir/s

1. \_\_\_\_\_

2. \_\_\_\_\_

Suretie/s Name and Address [Mandatory]

\_\_\_\_\_

\_\_\_\_\_

Signature of the  
Legal Heir/s

\_\_\_\_\_

\_\_\_\_\_

Suretie/s Signature

\_\_\_\_\_  
Signature of the Notary with Name & Seal

<sup>(\*)</sup> = *Name of the deceased unit holder*

<sup>(#)</sup> = *Name of the claimant*



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**Annexure - IV:**

**Individual Affidavits by the Legal Heirs**

(In case of Transmission of Mutual Fund Units held by a Single Holder / on death of all unit holders in case of Joint Holding and where there is no nominee registration)

I <sup>(\*)</sup> \_\_\_\_\_ "son / daughter / spouse of \_\_\_\_\_  
\_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_

do hereby solemnly affirm and sincerely state on oath as follows.

That Mr. / Mrs. . <sup>(#)</sup> \_\_\_\_\_ "the deceased was holding the following mutual fund units in his / her name as single holder / joint holders:

Sl. No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold

That the deceased had died intestate on \_\_\_\_\_ for which we are attaching a Death Certificate.

The following are the only legal heir(s) of late Mr. / Mrs. . <sup>(#)</sup> \_\_\_\_\_ "for which we are attaching a Legal Heirship Certificate/ Succession Certificate.

Sl. No.	Name of the Legal Heirs	Address	Age	Relationship with the deceased
1				
2				
3				

That out of aforesaid legal heirs Master / Kumari. \_\_\_\_\_ Aged \_\_\_\_\_ years is a minor and he / she is being represented by Mr. / Ms. <sup>(§)</sup> \_\_\_\_\_ "who is none other than his / her father / mother as natural guardian.

We also confirm that there is no other legal heir as stated above to the deceased, <sup>(#)</sup> \_\_\_\_\_ "

We also indemnify the concerned mutual fund and its authorized Registrar and Transfer Agent in a separate indemnity letter with a third party sureties.

DEPONENT SIGNATURE: \_\_\_\_\_

**VERIFICATION**

We hereby solemnly affirm and state on oath that what is stated herein above is true and correct Original Death Certificate or original attested copy of the death certificate. and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned mutual fund units of the deceased.

Solemnly affirmed at  
Signed before me at \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary with Official Seal of Notary

**Note:** 1. Each deponent shall sign separate affidavits.

<sup>(\*)</sup> = Name of the deceased unit holder <sup>(#)</sup> = Name of the legal heir <sup>§</sup> Name of the guardian



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**Annexure -V**

(To be signed jointly by all the coparceners and the new Karta)

**INDEMNITY BOND WITH RESPECT CHANGE OF KARTA / TO TRANSFER OF THE MUTUAL FUND UNITS  
HELD BY THE DECEASED KARTA WITH PRODUCTION OF DEATH**

**CERTIFICATE OF KARTA**

I/We do hereby solemnly affirm and sincerely state on oath as follows:

I/We inform you that "Mr. / Ms. <sup>(\*)</sup> \_\_\_\_\_" passed away on \_\_\_\_\_ and he was the Karta of the HUF and holding the following Mutual Fund Units:

S No.	Name of Mutual Fund	Scheme Name	Folio No	No. of Units Hold

I /We inform you that the following are the only living members of the \_\_\_\_\_  
(Name of the HUF) and that there are no other members / coparceners for the said HUF:

Sl.No.	Name	Age	D.O.B.
--------	------	-----	--------

1

2

I /We further inform you that Mr. "Mr. / Ms. <sup>(#)</sup> \_\_\_\_\_" is the senior most coparcener of the HUF/ is the new Karta duly appointed by all the members.

I/We have, therefore, approached you with a request to replace the name of the deceased Karta with the name of the new Karta Mr. "Mr. / Ms. <sup>(#)</sup> \_\_\_\_\_" for which I /We execute an indemnity as is herein contained and on relying on the information herein given by us believing the same to be true.

In consideration thereof my / our request to replace the name of the Karta in the above said Mutual Fund units in the place of deceased Karta I/We hereby agree and undertake to indemnify and keep indemnified, saved, defended, harmless you and your successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my/ our request.

IN WITNESS WHEREOF THE said "Mr. / Ms. <sup>(S)</sup> \_\_\_\_\_" has here unto set their respective hands and seals this \_\_\_\_\_ day of \_\_\_\_\_.

Signed and delivered by the said applicant. (Name of the Karta)

1. \_\_\_\_\_

Name & Address of members of the HUF	Signature of the members of the HUF
--------------------------------------	-------------------------------------

1. \_\_\_\_\_

2. \_\_\_\_\_

Sureties Name and Address [Mandatory]	Sureties Signature
---------------------------------------	--------------------

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

Place: _____	Signature of notary [With name and seal]
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<sup>(\*)</sup> = Name of the deceased Karta [Unit Holder]  
= Name of the members of HUF

<sup>(#)</sup> = Name of the new Karta <sup>(S)</sup>  
Add additional lines wherever applicable



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Transmission Documents Matrix - Ready Reckoner

Annexure VI

Sr. No	Documents Required for Transmission	Transmission to Surviving Joint Holders	Demise of Sole/All unit holders & Nominee/s registered.	Demise of Sole/All unit holders & Nominee/s NOT registered.	Demise of Karta of an HUF.
<b>Basic Documents</b>					
1	Letter from the Nominee/s or the Claimant/s or new Karta addressed to the AMC/Fund/Registrar.	✓	✓	✓	✓
2	Death Certificate of deceased Unit Holder/s / Karta in original or Photocopy duly notarized.	✓	✓	✓	✓
3	KYC of Nominee/s or Claimant/s or Surviving Unit holders or HUF & New Karta, Or KYC of the Guardian (in case of nominee /claimant being a minor / of unsound mind).	✓	✓	✓	✓
4	New Bank Mandate details - duly attested by Bank Manager - (Annexure I) or Cheque copy with account number and holders' name printed on the cheque.	✓	✓	✓	✓
<b>Legal Documents</b> (Indemnity Bonds to be on minimum Rs 20/- stamp paper and duly notarized. KYC acknowledgement address should match with the address mentioned in the Indemnity Bond.)					
1	Indemnity bond signed by Nominee/s (Annexure II) if the transmission amount exceeds 100,000		✓		
2 A	Indemnity bond signed by all legal heir/s confirming the claimant/s (Annexure III)			✓	
2 B	Individual Affidavit by the Legal Heir/s (Annexure IV)			✓	
2 C	<b>Transmission value Less than Rs 1,00,000:</b> Document evidencing relationship of the claimant/s with the deceased unitholder/s. <b>Transmission value Rs. 1,00,000/- or more:</b> Notarised copy of the Probated Will OR Legal Heir / Succession / Claimant certificate by a competent court OR Letter of Administration, in case of Inestate Succession.			✓	
3 A	Indemnity Bond signed by all the co-parceners appointing the new karta (Annexure V)				✓
3 B	Notarized copy of Settlement Deed OR Deed of Partition OR Decree of the relevant competent Court: (In case of no surviving co-parceners and the transmission <b>value Rs. 1,00,000/- or more</b> , OR where there is an objection from any surviving members of the HUF)				✓