

Addendum No 15– April 2012

Addendum dated April 27, 2012 to the Scheme Information Document / Key Information Memorandum of the schemes of IDFC Mutual Fund

The Operational guidelines mandated by AMFI shall be implemented with effect from May 01, 2012

I. Change of Bank details: Document Requirements, Forms and Processes

- Updation of bank accounts in a customer's account/folio shall be either through Multiple Bank Account Registration Form or a standalone separate Change of Bank Mandate form.
- In case of standalone change of bank details, AMC shall collect the supporting documents towards the proof of new bank details as detailed below under the para on change of bank mandate standalone request. Based on AMC's internal risk assessment, AMC may also consider collecting proof of old bank account and proof of identity of the clients, while effecting a change of bank account.
- AMCs shall segregate the forms for redemption request and change of bank account request to ensure that the two different requests are handled and executed separately for all existing and new customers.
- Forms like common transaction forms, or any other form containing redemption request shall not have the facility to change the bank mandate or update a new bank mandate.
- AMCs shall also advise distributors to segregate forms for redemption and change of bank account where the distributors use their own transaction slips and have combined redemption and change of bank mandate request.
- Customers shall be encouraged to register multiple bank accounts and choose any of the registered bank accounts towards receipt of redemption proceeds.
- Any unregistered bank account or a new bank account forming part of redemption request shall not be entertained or processed.
- In case of folios/accounts where the bank details were not provided by the investor at the time of making investment (pertains to the period when bank details were not mandatory), AMCs shall collect the documents such as proof of new bank details and photo identity proof as detailed below under the para on updation of bank details.
- Where in a folio held on behalf of minor, when the minor attains the age of majority, AMC shall collect the documents relating to his/her bank mandate registration.

Change of Bank Mandate Standalone Request

Change of Bank Request (Standalone Request)	1] <u>New bank account:</u> Original of any one of the following documents or originals should be produced for verification or copy should be attested by the Bank: <ul style="list-style-type: none"> • Cancelled original cheque of the new bank mandate with first unit holder name and bank account number printed on the face of the cheque. <p align="center">OR</p> <ul style="list-style-type: none"> • Self attested copy of bank statement <p align="center">OR</p>
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	<ul style="list-style-type: none"> • Bank passbook with current entries not older than 3 months. OR • Bank Letter duly signed by branch manager/authorized personnel <p style="text-align: center;">AND</p> <p>2] Existing bank mandate currently registered (Optional, based on AMC's risk assessment): Original of any one of the following documents or copy should be attested by the Bank or originals should be produced for verification:</p> <ul style="list-style-type: none"> • Cancelled original cheque with first unit holder name and bank account number printed on the face of the cheque. OR • Original bank account statement / Pass book. OR • Original letter issued by the bank on the letterhead confirming the bank account holder with the account details, duly signed and stamped by the Branch Manager. OR • In case such bank account is already closed, a duly signed and stamped original letter from such bank on the letter head of bank, confirming the closure of said account.
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Updation of Bank Details:

Updation of bank details wherein bank details were not recorded with us/Registrar/ not available in SoA (Legacy folios)	<p>1] New bank account:</p> <p>Original of any one of the following documents or originals should be produced for verification or copy should be attested by the Bank:</p> <ul style="list-style-type: none"> • Cancelled original cheque of the new bank mandate with first unit holder name and bank account number printed on the face of the cheque. OR • Self attested copy of bank statement OR • Bank passbook with current entries not older than 3 months. OR • Bank Letter duly signed by branch manager/authorized personnel <p style="text-align: center;">AND</p> <p>2] Self attested copy of any one of the documents prescribed below as list of documents admissible as Proof of Identity (PoI) provided the document is valid at the time of submission:</p>
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	<p>1. Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.</p> <p>2. PAN card with photograph.</p> <p>3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.</p> <p style="text-align: center;">AND</p> <p>3] Proof of investment (Optional, based on AMC's risk assessment) such as copy of acknowledgement of investment, debit entry in pass book, counterfoil of the dividend warrant or SoA (issue date more than 2 years old)*/ Membership Advice/ certificate from where the investment has been converted / merged to the present scheme, if applicable. <i>*Account statement issued on current date shall not be treated as investment proof.</i></p>
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II. Change of Address: Document Requirements and Processes

1. KYC Not Complied Folios/Clients: In case of change of address for KYC Not Complied Folios, AMC shall collect the following supporting documents:
 - Proof of new Address (POA), and
 - Proof of Identity (POI): Only PAN card copy if PAN is updated in the folio, or PAN/other proof of identity if PAN is not updated in the folio.
 - Based on AMCs internal risk assessment, AMC may also consider collecting proof of old address, while effecting a change of address.
2. KYC Complied Folios/Clients: In case of change of address for KYC Complied Folios, Mutual Fund Intermediaries shall collect the following supporting documents:
 - Proof of new Address (POA),
 - Any other document/form that the KRA may specify form time to time.
3. Copies of all the documents submitted by the applicants/clients should be self-attested and accompanied by originals for verification.
4. In case the original of any document is not produced for verification, then the copies should be properly attested / verified by entities authorized for attesting/verification of the documents as per extant KYC guidelines.

III. Cooling period

1. AMCs shall follow the concept of cooling period whenever any change of bank mandate request is received / processed few days prior to submission of a redemption request or on the same day as a standalone change request.

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2. The entire activity of verification of cooling period cases and release of redemption payment shall be carried out within the period of 10 working days from the date of redemption.

IV. Intimation to Investors

1. The mode of communication to the investor regarding any changes or rejection of their requests may be by more than one mode like letters, emails and SMS.
2. On receipt of change of address or change of bank account requests and after carrying out any changes in their records, Mutual Funds or their respective Registrars & Transfer Agents (RTA) shall follow the verification process of sending intimation letter to both old and new addresses; as well as intimation via email and/or sms to the clients.
3. In case of rejection of change of address request due to any reason like signature difference etc, the rejection intimation letter shall be sent to both old and new the address mentioned, as well as via email and/or sms to the clients.
4. Similar procedure of intimation to clients shall also be followed for address updation in case of KYC Complied Folios.
5. In case of change of email ID or mobile number, the change intimation shall be sent to both old and new email IDs and/or mobile numbers.

All the other provisions of the Scheme Information Document/ Key Information Memorandum except as specifically modified herein above remain unchanged.

This Addendum forms an integral part of the Scheme Information Document/ Key Information Memorandum of the aforesaid Schemes IDFC Mutual Fund, as amended from time to time.

Dated: April 27, 2012