

General Instructions

- This Transaction Form would help you make purchases in our various schemes, switch or redeem your existing investments. This form is meant for use by existing Unitholders only. New applicants and investors who want to avail the SIP/Liq-uity facility need to fill in a separate common application form/ SIP/ Liq-uity form respectively.
- Please read the Scheme Information Document of the respective schemes carefully before investing.
- Please strike off any sections that are not relevant / applicable. Please counter-sign in accordance with your mode of holding against any corrections that you make in the Transaction Form.
- Permanent Account Number (PAN): Please note that furnishing of PAN with a copy of the PAN Card is mandatory for all Unitholders.
- Know Your Customer (KYC) Compliance: attested / certified copy of 'Know Your Customer' Acknowledgement ("KYC Acknowledgement") issued by CDSL/Ventures Limited (CVL)/NSDL for all fresh investment transactions, including additional purchases, switches and transactions under fresh SIP/STP / Liq-uity facilities registered from above date, irrespective of the value of such transactions.
- Non-Individual Investors: Please intimate us of any change in your list of signatories immediately after the change giving us a certified copy of the Board Resolution and List of Authorised Signatories.
- Please refer the 'Guidance Notes' below. This should help you fill in the necessary details correctly and completely.
- Completed Transaction Forms should be submitted to your nearest Investor Service Center of BOI AXA Mutual Fund or Karvy Computershare Pvt. Ltd.
- Section 8 to Section 12 of this Transaction form would help you to make changes to your existing Profile details in each Folios. This form is meant for use by existing Unitholders only. New Applicants would need to fill in the Common Application Form, which is available on the AMC Website.
- Duly filled in Transaction form should be submitted to your nearest Investor Service Center of BOI AXA Mutual Fund or Karvy Computershare Pvt. Ltd.
- If you have more than one transaction to fulfill, please use separate form for each transaction.
- Third party cheques shall not be accepted.

GUIDANCE NOTES TO HELP YOU FILL IN THE TRANSACTION SLIP.**Section 1 – DISTRIBUTOR INFORMATION**

- In case the subscription amount is ₹ 10,000/- or more and your Distributor has opted to receive Transaction Charges, ₹ 150/- (for first time mutual fund investor) or ₹ 100/- (for investor other than first time mutual fund investor) will be deducted from your subscription amount and paid directly to the distributor. Units will be issued against the balance amount invested.
- Any edition or cancellation of the Distributor Information should be countersigned by the investor else the same is liable to be rejected.

Section 2 – UNIT HOLDERS DETAILS

- Please furnish the name of the sole / first Unit Holder and the existing Folio Number.
- Please fulfill requirement specified in General Instruction 4 & 5 for all Unit holders.

Section 3 – PURCHASE REQUEST

- Please specify the scheme details, your investment amount and your investment cheque details.
- Your Investment cheque should be drawn in favour of the Scheme name in which you propose to invest.
- If you are an NRI Investor please indicate source of funds for investment.
- The following mode of payments is not valid and applications accompanied by such payments is liable to be rejected:
 - Outstation cheques
 - Third Party Cheques.
 - Cash / Money Order / Postal Order
 - Post-dated cheques
 - Multiple cheques for investments in one scheme or single cheque for investments in multiple schemes.

Section 4 – SWITCH REQUEST

- Please specify the source and target Scheme – Plan (Option) for the switch.
- Please specify the amount / number of units you wish to switch. If you wish to switch all units, please tick against the box provided for the purpose.
- If the balance in the Scheme – Plan (Option) after taking into account the switch is below the minimum switch size (either in amount or in units whichever is less), the entire balance would be switched to the target scheme.
- If your switch request specifies both amount and units for switch, the latter would be processed.

Section 5 – REDEMPTION REQUEST

- Please specify the scheme/plan/option details and the amount / number of units you wish to redeem. If you wish to redeem all units, please tick against the box provided for the purpose.
- If the balance in the Scheme – Plan (Option) after taking into account the redemption is below the minimum redemption size (either in amount or in units whichever is less), the entire balance would be redeemed and paid out.
- If your redemption request specifies both amount and units for redemption, the latter would be processed.
- Redemption payout would be made only to the Sole / First Unit holder favouring the bank account appearing in our records.
- Redemption payouts would be made through Demand Draft, Direct Credit with specific banks and RTGS / NEFT mode of payment.
- You are requested to furnish a copy of cheque leaf so that your bank account details can be validated at our end.
- Please note that pending verification of your bank details, your redemption proceeds / dividend would compulsorily be paid in the Cheque mode even if you hold an account with a bank through whom we offer direct credit facility.

Section 6 - DECLARATION AND SIGNATURES

- All signatures should be in English or any Indian language. Thumb impressions should be from the left hand for males and the right hand for females and in all cases be attested by a Magistrate, Notary Public or Special Executive Magistrate.
- Applications by minors should be signed by their guardians. In the case of a Hindu Undivided Family (HUF), the Karta should sign on behalf of the HUF.
- Authorised officials should sign the form under their official designation and company seal. A list of authorised officials, duly certified and attested, should also be attached to the application form. In the case of a trust fund, a resolution from the trustee(s) authorising such purchase or investment must be submitted.

- If you are investing through your constituted attorney, please ensure that the POA document is signed by you and your Constituted Attorney. The signature in the Application Form, then, needs to clearly indicate that the signature is by the Constituted Attorney on your behalf.

Section 7 – UNIT HOLDERS DETAILS

- Please furnish the name of the sole / first Unit Holder and the existing Folio Number.
- Please fulfill requirement specified in General Instruction 4 & 5 for all Unit holders.

Section 8 – NOMINATION DETAILS

- The nomination can be made only by individuals applying for/holding units on their own behalf singly or jointly. Non-individuals including society, trust, body corporate, partnership firm, karta of Hindu undivided family, holder of Power of Attorney cannot nominate. If the units are held jointly, all joint holders will sign the nomination form.
- Minor(s) can be nominated and in that event, the name, address and signature of the guardian of the minor nominee(s) shall be provided by the unitholder. Nomination can also be in favour of the Central Government, State Government, a local authority, any person designated by virtue of his office or a religious or charitable trust.
- The Nominee shall not be a trust, other than a religious or charitable trust, society, body corporate, partnership firm, karta of Hindu undivided family or a Power of Attorney holder. A non-resident Indian can be a Nominee subject to the exchange controls in force, from time to time.
- Nomination in respect of the units stands rescinded upon the transfer or redemption of units.
- Nomination can be made for maximum number of three nominees. In case of multiple nominees, the percentage of allocation/share in favour of each of the nominees should be indicated against their name and such allocation/share should be in whole numbers without any decimals making a total of 100 percent.
- In the event of the Unitholders not indicating the percentage of allocation/share for each of the nominees, BOI AXA Mutual Fund / BOI AXA Investment Managers Pvt. Ltd. (AMC), by invoking default option shall settle the claim equally amongst all the nominees for whom the percentage is not specified.
- Transfer of units in favour of Nominee(s) shall be valid discharge by the AMC against the legal heir.
- The cancellation of nomination can be made only by those individuals who hold units on their own behalf singly or jointly and who made the original nomination.
- When a nomination is cancelled / revoked, the AMC shall not be under any obligation to transfer the units in favour of the Nominee(s).

Section 9 - EMAIL COMMUNICATION

- Account Statements / Newsletters / Annual Reports / Other statutory information (as required under SEBI (Mutual Funds) Regulations, 1996) can be sent to each Unit holder by courier / post / e-mail. Unit holders who have opted to receive these documents by e-mail will be send all documents by email only and no physical documents will be send. Should the Unit holder experience any difficulty in accessing the electronically delivered documents, the Unit holder may request the Fund for delivery the same through alternate means.
- Investors choosing Eco Plan will be receiving all communications from AMC via e-mail only.
- It is deemed that the Unit holder is aware of all security risks including possible third party interception of the documents and contents of the documents becoming known to third parties.
- The Newsletter, shall be displayed at the AMC Website. The Unit holders can request for a copy of the Newsletter by post / e-mail.
- All communication and payments shall be made in the name of and favouring the first/sole applicant only.

Section 10 – CHANGE OF ADDRESS

- Investors/Unit holders are requested to note that in partial modification to the notice cum addendum No. 28/2010 dated November 11, 2010 and pursuant to Association of Mutual Funds in India (AMFI) Best Practice Guidelines Circular No.26/2011-12 dated March 21, 2012, with effect from May 1, 2012, the self attested copies of below mentioned documents shall be submitted along with duly filled in "Change of address form":
 - For KYC not complied folios:
 - Proof of new address ("POA"); and
 - Proof of identity ("POI"): Only PAN card copy shall be considered if PAN is updated in the folio or other proof of identity if PAN is not updated in the folio.
 - For KYC complied folios:
 - Proof of new address; and
 - Any other document/ form that the KYC Registration Agency (KRA) may specify from time to time.

The self attested copies of above stated documents shall be submitted along with original for verification at any of the KRA Point of Acceptance.

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. List of admissible documents for POA & POI (for PAN exempted cases) mentioned in SEBI Circular MIRSD/SE/Cir-21/2011 dated October 05, 2011 shall be considered.

Section 11 – CHANGE OF CONTACT DETAILS

- Investors are requested to provide the change in Contact Details by filling up this Transaction Form.
- Investors should note that if there is any change in the Mobile Numbers, then the same would be over written on the Customer ID across all Folios. An SMS Alert would be sent on the Old and New Mobile Numbers confirming the change.
- Investors are requested to provide one Mobile Number across all Folios.

Section 12 - DECLARATION AND SIGNATURES

- All signatures should be in English or any Indian language. Thumb impressions should be from the left hand for males and the right hand for females and in all cases be attested by a Magistrate, Notary Public or Special Executive Magistrate.
- Applications by minors should be signed by their guardians. In the case of a Hindu Undivided Family (HUF), the Karta should sign on behalf of the HUF.
- Authorised officials should sign the form under their official designation and company seal. A list of authorised officials, duly certified and attested, should also be attached to the application form. In the case of a trust fund, a resolution from the trustee(s) authorising such purchase or investment must be submitted.
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