



# MF Utilities India Pvt. Ltd.

103-105, Orion Business Park, Ghodbunder Road, Kapurbawdi  
Thane (West) - 400 610  
CIN : U74120MH2013PTC242939

APPLICATION NO:  
AF

TIME-STAMP NUMBER:

## CAN Transaction Form - SWP Registration

GORN Distributor / MFU user to write the system generated reference number here

Please read all the instructions carefully before filling the form  
Please fill in ENGLISH and in BLOCK LETTERS with black ink

Fields marked with (\*) are mandatory and if not filled, the form is liable for rejection

A. \* Please tick (✓) anyone. In the absence of indication of the option the form is liable to be rejected

NEW REGISTRATION

CANCELLATION

B. \* UNITHOLDER INFORMATION (If you have a CAN, please fill in the details):-

Common Account Number (CAN)

Name of the First/Sole Holder

C. \* Scheme / Withdrawal Details:- Note : Minimum gap of 10 days is required from the date of submission and the first instalment.

Scheme 1	AMC / Mutual Fund	specify AMC / Mutual Fund name				Folio Number	specify folio number														
	Scheme / Plan%	specify scheme / plan				% - Please write the appropriate scheme and plan name. If incorrect, transaction is liable for rejection															
	Option (please tick (✓))	Growth <input type="checkbox"/>	Dividend Payout <input type="checkbox"/>	Dividend Reinvestment <input type="checkbox"/>	Others	please specify															
	SWP Option <sup>s</sup>	Capital Appreciation/Variable (please tick (✓)) <input type="checkbox"/>	(OR)	Fixed Amount ₹	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Withdrawal Date <sup>s</sup>	D	D	\$ - If not offered by the scheme, will be processed as per business rules of the AMC									
	Frequency <sup>s</sup> (please tick (✓) anyone) (refer instruction B)	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Half-Yearly <input type="checkbox"/>	Annual <input type="checkbox"/>	Start Month & Year <sup>o</sup>	M	M	/	Y	Y	Y	Y	End Month & Year	M	M	/	Y	Y	Y	Y

Scheme 2	AMC / Mutual Fund	specify AMC / Mutual Fund name				Folio Number	specify folio number														
	Scheme / Plan%	specify scheme / plan				% - Please write the appropriate scheme and plan name. If incorrect, transaction is liable for rejection															
	Option (please tick (✓))	Growth <input type="checkbox"/>	Dividend Payout <input type="checkbox"/>	Dividend Reinvestment <input type="checkbox"/>	Others	please specify															
	SWP Option <sup>s</sup>	Capital Appreciation/Variable (please tick (✓)) <input type="checkbox"/>	(OR)	Fixed Amount ₹	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Withdrawal Date <sup>s</sup>	D	D	\$ - If not offered by the scheme, will be processed as per business rules of the AMC									
	Frequency <sup>s</sup> (please tick (✓) anyone) (refer instruction B)	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Half-Yearly <input type="checkbox"/>	Annual <input type="checkbox"/>	Start Month & Year <sup>o</sup>	M	M	/	Y	Y	Y	Y	End Month & Year	M	M	/	Y	Y	Y	Y

Scheme 3	AMC / Mutual Fund	specify AMC / Mutual Fund name				Folio Number	specify folio number														
	Scheme / Plan%	specify scheme / plan				% - Please write the appropriate scheme and plan name. If incorrect, transaction is liable for rejection															
	Option (please tick (✓))	Growth <input type="checkbox"/>	Dividend Payout <input type="checkbox"/>	Dividend Reinvestment <input type="checkbox"/>	Others	please specify															
	SWP Option <sup>s</sup>	Capital Appreciation/Variable (please tick (✓)) <input type="checkbox"/>	(OR)	Fixed Amount ₹	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Withdrawal Date <sup>s</sup>	D	D	\$ - If not offered by the scheme, will be processed as per business rules of the AMC									
	Frequency <sup>s</sup> (please tick (✓) anyone) (refer instruction B)	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Half-Yearly <input type="checkbox"/>	Annual <input type="checkbox"/>	Start Month & Year <sup>o</sup>	M	M	/	Y	Y	Y	Y	End Month & Year	M	M	/	Y	Y	Y	Y

Scheme 4	AMC / Mutual Fund	specify AMC / Mutual Fund name				Folio Number	specify folio number														
	Scheme / Plan%	specify scheme / plan				% - Please write the appropriate scheme and plan name. If incorrect, transaction is liable for rejection															
	Option (please tick (✓))	Growth <input type="checkbox"/>	Dividend Payout <input type="checkbox"/>	Dividend Reinvestment <input type="checkbox"/>	Others	please specify															
	SWP Option <sup>s</sup>	Capital Appreciation/Variable (please tick (✓)) <input type="checkbox"/>	(OR)	Fixed Amount ₹	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Withdrawal Date <sup>s</sup>	D	D	\$ - If not offered by the scheme, will be processed as per business rules of the AMC									
	Frequency <sup>s</sup> (please tick (✓) anyone) (refer instruction B)	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Half-Yearly <input type="checkbox"/>	Annual <input type="checkbox"/>	Start Month & Year <sup>o</sup>	M	M	/	Y	Y	Y	Y	End Month & Year	M	M	/	Y	Y	Y	Y

D. Declaration and Signature(s):-

I/We have read and understood the terms and conditions related to submission of this SWP Registration request and shall not hold MFU or the AMCs/Mutual Funds or its/their RTAs for not being able to process my request due to incomplete information provided by me.

Date :

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

Sign Here	Sign Here	Sign Here
Sole/First Applicant / Guardian / POA Holder	Second Applicant	Third Applicant

ACKNOWLEDGEMENT SLIP (to be filled in by the investor). For any queries please contact the nearest MFU "Point of Service" or call us at 1800-266-1415 (Toll Free) or +91 22 3952 6363.

MF UTILITIES INDIA PVT. LTD., Address: 103-105, 1st Floor, Orion Business Park, Ghodbunder Road, Kapurbawdi, Thane (West) - 400 610, India

Received from Mr. / Ms. M/s. \_\_\_\_\_

an application for SWP as per details mentioned below:-

AMC / Fund	Scheme	Plan	Option	Amount (Rs.) / Capital Appreciation

POINT OF SERVICE STAMP & SIGNATURE

AF

## TERMS AND CONDITIONS

### A General Instructions:

- 1 The CAN Transaction form can be used for SWP Registrations, only by investors who already have a CAN registered with MFU.
- 2 If you do not have a CAN and wish to register for SWP under existing folios, you will have to fill-up separate forms for each Mutual Fund & Folio combination. CAN Transaction forms without CAN but with SWP Registrations under different Mutual Fund & Folio combination are liable for rejection.
- 3 The CAN Transaction form can be used for New Registrations (if the scheme offers SWP facility), Cancellation of an existing SWP and Change in Withdrawal Amount for an existing SWP. Please tick the appropriate option.
- 4 SWP Registrations will not be accepted for units held in the depository account.
- 5 The Application Form should be completed in ENGLISH and in BLOCK LETTERS only.
- 6 Information marked (\*) are mandatory. Under the respective sections, all relevant details should be provided, failing which the application is liable for rejection.
- 7 Please tick in the appropriate box for relevant options wherever applicable. Do not overwrite. For any correction / changes if made in the Application Form, the Applicant(s) shall enter the correct details pursuant to cancellation of incorrect details and authenticate the corrected details by counter-signing against the changes. Applications with any such changes not counter-signed by the applicants are liable for rejection.
- 8 Applications complete in all respects, may be submitted at any of the "Points of Services" of MFU. For a list of authorised points of service of MFU, please visit our web site [www.mfuindia.com](http://www.mfuindia.com).
- 9 Applications incomplete in any respect are liable to be rejected. MFU / AMC / RTA shall have absolute discretion to reject any such Application Forms.
- 10 Applications received at any point of service of MFU would be time-stamped on receipt to evidence time of receipt of the application. An acknowledgement may be issued across the counter confirming the date and time of receipt of the Application.
- 11 Investors are advised to retain this acknowledgement slip till they receive a confirmation of processing of their transaction from the respective Mutual Fund/RTA.
- 12 MFU would, based on your request, transmit your SWP Registration transaction to the respective Mutual Funds for processing, indicating the date and time of receipt of your request.
- 13 Subject to your request for SWP Registration being in order, each Mutual Fund to which you have placed a request, would process your SWP Registration.
- 14 Upon processing of your SWP instalment on the due dates, your payout proceeds, subject to deduction of exit load, STT and TDS (if applicable) would be paid out to you into your default bank details registered under your CAN or any other registered bank details specified by you, within the payment timelines for the respective scheme(s).
- 15 The payout proceeds would be paid out to you directly by the respective AMCs.

### B SWP Registration Details:

- 1 You can use this form to make SWP Registrations as below:
  - (a) If CAN based - Up to 4 schemes across various Mutual Funds (participating in MFU)
  - (b) If Folio based (without CAN) - Up to 4 schemes within the same Folio of a participating Mutual Fund
 For the list of Mutual Funds participating in MFU, please visit our web site [www.mfuindia.com](http://www.mfuindia.com)
- 2 Please ensure to specify all the required information in the respective sections. Forms where the required information is not provided are liable to be rejected. If you do not specify the end month & year, your SWP will continue till withdrawal of your entire investments in the scheme or till you instruct discontinuation of your SWP, whichever is earlier or as per the business rules of the respective AMC.
- 3 Please refer the Scheme Information Document of the respective schemes for applicable terms and conditions for SWPs across various Mutual Fund Schemes including stipulations on minimum instalment size, minimum number of instalments, available frequencies, available SWP dates, etc. Applications not qualifying the terms and conditions of the respective schemes are liable to be rejected. Your SWP Application would be processed by the respective fund houses subject to your SWP application fulfilling these terms and conditions.
- 4 Where the balance in the scheme / plan / option after taking into account the withdrawal is below the minimum size (either in amount or in units whichever is less), the transaction will be processed as per the Business rules of the respective AMC/Mutual Fund.
- 5 Please note that payout proceeds would not be paid into a bank account which is not registered under your CAN / Folio No. as on the date of payout. In case you desire so, you may have to submit a request for addition / change of Bank account separately.
- 6 To safeguard investors against fraudulent action on their investments, where a SWP registration request is received together with a request for change of address and/or change in bank details, the AMC may release the payout proceeds only after completing necessary additional checks.

### C Declaration and Signatures:

- 1 Signature(s) should be in English or in any Indian Language.
- 2 Thumb impressions should be from the left hand for males and the right hand for females and in all cases to be attested by a Magistrate or Notary Public under his/her official seal.
- 3 The SWP Registration request needs to be signed in accordance with your mode of operation of your CAN / Folio. If the mode of operation of your CAN is "Joint", the request needs to be signed by all unit holders.
- 4 SWP Registrations on behalf of minors should be signed by their natural parent/legal Guardian.
- 5 If the request for SWP Registration is being signed by a Power of Attorney Holder, please ensure that the Power of Attorney is registered with MFU or the respective Mutual Fund before submission of the SWP Registration request.
- 6 SWP Registration requests signed by Authorized Signatories of a Non-individual investor should be affixed with the Official stamp.

### Common Complaint System (CCM)

S I N G L E	<b>Place for Registration</b>	Complaints can be lodged at a single place for the entire Mutual Fund industry. No need to write to different entities at different addresses for any complaints related to Mutual Fund investments.
	<b>Place for Tracking</b>	Complaints lodged can be tracked at a single place. No need to wait for the responses from the entities to know the status of the complaint. The entire history of the complaints can be tracked online at one place.
	<b>Place for Redressal</b>	Complaints lodged can be redressed or reassigned to an appropriate authority for resolution. The resolution status can be updated instantly at one place.

### Common Transaction Form (CTF)

O N E	<b>Form for multiple transactions</b>	No need to fill and submit separate transaction forms for transactions in different schemes/Mutual Funds, Burden of handling multiple documents reduced.
	<b>Time-stamp for multiple transactions</b>	One time-stamp applied uniformly for all transactions in the form. Burden of submitting transactions at different offices / locations reduced.
	<b>Payment for multiple Investments</b>	No need to issue separate payments for different schemes/Mutual Funds. Burden of handling multiple payment instructions reduced.