

## Annexure -1(a)

Sample of letter to be sent MF clients in case of change of distributor code (ARN) is due to transfer of mutual fund distribution business (including voluntary cessation or retirement of MFD) OR merger & acquisition/ consolidation etc.

On the Distributor's Letter Head

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

To,

Name &

Address of Investor:  
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Dear Sir/ Madam,

**Sub:: Change of distributor code (ARN) in respect of your Mutual Fund Folios under our ARN**

At the outset, I/we would like to thank you for being my/our valued client and investing in mutual funds through my/our distributorship under AMFI Registration Number (ARN \_\_\_\_\_).

This is to inform you that I/ we have decided to transfer / merge my/our mutual fund distribution business activities\* to/with the below named mutual fund distributor, who will be servicing you henceforth :

\_\_\_\_\_  
Name of Transferee Distributor [ARN \_\_\_\_\_]

Address: \_\_\_\_\_

Email ID: \_\_\_\_\_ Tel./ Mobile no: \_\_\_\_\_

In this regard, I /we have requested all the concerned asset management companies (AMCs) to replace the ARN code in the MF folios of all my mutual fund clients (including yourself) currently linked to my/our ARN \_\_\_\_\_ under all the schemes of their respective mutual funds with the ARN \_\_\_\_\_ of above mentioned the Transferee distributor.

Once the respective AMCs complete the necessary action in this regard, my / our ARN / distributor code in all of your mutual fund folios will be replaced by ARN \_\_\_\_\_ of <<<Name of the Transferee Distributor>>> and going forward, you will be serviced by the aforesaid Distributor in respect of all your mutual fund investments which are being currently serviced by me/us. Please note that there will be no change in your mutual fund holdings whatsoever.

In this regard, if you do not wish to transfer your MF holdings/folios to ARN \_\_\_\_\_ of the aforesaid transferee distributor, and wish to shift to some other mutual fund distributor or investment adviser of your choice, OR wish to SWITCH your units to Direct Plan, you are requested to inform the concerned mutual funds/ AMCs accordingly through a written communication within 15 days from the date of this letter /email i.e. by DD-MMM-YYYY.

Please note that if the AMC(s) do not receive any written communication/objection for the proposed change in the distributor/ARN code from you within 15 days i.e., by DD-MMM-YYYY, it will be deemed that you have no objection for the aforesaid change of distributor code and the concerned AMC/RTA shall proceed with the change the ARN code in your mutual fund folios as above, i.e., the distributor code in your existing MF folio/s and all your existing SIP/ STP mandates, if any, along with the holdings under my/our ARN - \_\_\_\_\_ shall be shifted by the mutual fund under the ARN \_\_\_\_\_ of the aforesaid transferee distributor.

On change of the ARN in your folios, you will receive an appropriate communication from the concerned AMC/RTA giving details of your accounts/folios which are mapped to ARN \_\_\_\_\_ of << Name of Transferee Distributor>>.

**Kindly note that if you are agreeable to the aforesaid change of distributor / ARN code in respect of your MF holdings/folios to ARN \_\_\_\_\_ of the aforesaid transferee distributor, then no action is required from you.**

If you choose to shift your mutual fund holding / folios under my/our ARN to any other mutual fund distributor of your choice, please submit a written request to the concerned mutual fund / RTA specifying the name and ARN the mutual fund distributor within 15 days of this email.

If you decide to Switch your unitholding to Direct Plan, please submit a Switch request to shift all mutual fund units in your folio under my/our ARN \_\_\_\_\_ to Direct Plan in the prescribed format to the concerned mutual fund/RTA, within 15 days of this email/letter. Please note that the Switch transaction to Direct Plan shall be processed by the mutual fund at applicable NAV as per the applicable cut-off timing regulations for MF transactions as per the date and time of receipt of the switch request.

[Note: Please note that as per current Income Tax laws, switching of Units from a Regular Plan to a Direct Plan (or vice-versa) within the same mutual fund scheme is subjected to Capital Gains Tax, even though there is no cashflow involved.]

Thanking you,

Yours sincerely,

Name:

ARN:

## Annexure -1(b)

Sample of letter to be sent to MF clients in case of change of distributor code (ARN) is due to the existing distributor deciding to become sub-distributor of a Principal MFD and decides to merge his/her/ its clientele / AUM under the ARN of Principal MFD.

On the Distributor's Letter Head

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

To,

Name & Address of Investor:

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Dear Sir/ Madam,

**Subject: Change of distributor code (ARN) in respect of your Mutual Fund Folios under PAN**

From : \_\_\_\_\_ Name of Transferor Distributor \_\_\_\_\_ [ ARN \_\_\_\_\_ ]

To: \_\_\_\_\_ Name of Transferee Distributor \_\_\_\_\_ [ARN \_\_\_\_\_ ]

Address: \_\_\_\_\_

Email ID: \_\_\_\_\_

Mobile no: \_\_\_\_\_

At the outset, I/we would like to thank you for being my/our valued client and for investing in mutual funds through my / our distributor code / AMFI Registration Number (ARN) \_\_\_\_\_.

This is to inform you that I/ we have decided to become a sub-distributor of \_\_\_\_\_ Name of Transferee Distributor \_\_\_\_\_ and shall be integrating my/our mutual fund distribution business under his/her/their ARN \_\_\_\_\_, and have requested all the concerned mutual funds / AMCs to shift the mutual fund investments under my/our ARN code to the ARN of \_\_\_\_\_ Name of Transferee Distributor \_\_\_\_\_.

Once all concerned mutual funds / AMCs/ RTAs complete the necessary action in this regard, my / our ARN / distributor code will be replaced by ARN \_\_\_\_\_ of \_\_\_\_\_ Name of Transferee Distributor \_\_\_\_\_ in all of your mutual fund folios.

However, this change in distributor /ARN code will not affect your existing relationship with me/us, as I/we shall continue to service you as a sub-distributor of <<< \_\_\_\_\_ Name of the Transferee Distributor \_\_\_\_\_ >>. Also, please note that there will be no change in your mutual fund holdings whatsoever, as this is merely a change in distributor code.

In this regard, if you do not wish to transfer your MF holdings/folios to ARN \_\_\_\_\_ of the aforesaid transferee distributor, and wish to shift to some other mutual fund distributor or investment adviser of your choice, OR wish to SWITCH your units to Direct Plan, you are requested to inform the concerned mutual funds/ AMCs accordingly through a written communication within 15 days from the date of this letter /email i.e. by DD-MMM-YYYY.

Please note that if the AMC(s) do not receive any written communication/objection for the proposed change in the distributor/ARN code from you within 15 days i.e., by DD-MMM-YYYY, it will be deemed that you have no objection for the aforesaid change of distributor code and the concerned AMC/RTA shall proceed with the change the ARN code in your mutual fund folios as above, i.e., the distributor code in your existing MF folio/s and all your existing SIP/ STP mandates, if any, along with the holdings under my/our ARN - \_\_\_\_\_ shall be shifted by the mutual fund under the ARN \_\_\_\_\_ of the aforesaid transferee distributor.

On change of the ARN in your folios, you will receive an appropriate communication from the concerned AMC/RTA giving details of your accounts/folios which are mapped to ARN \_\_\_\_\_ of << Name of Transferee Distributor >>.

**Kindly note that if you are agreeable to the aforesaid change of distributor / ARN code in respect of your MF holdings/folios to ARN \_\_\_\_\_ of the aforesaid transferee distributor, then no action is required from you.**

If you choose to shift your mutual fund holding / folios under my/our ARN to any other mutual fund distributor of your choice, please submit a written request to the concerned mutual fund / RTA specifying the name and ARN the mutual fund distributor within 15 days of this communication i.e., by DD-MMM-YYYY.

If you decide to switch your unitholding to Direct Plan, please submit a Switch request in the prescribed format, to the concerned mutual fund/RTA requesting them to shift all mutual fund units in your folio under my/our ARN \_\_\_\_\_ to Direct Plan within 15 days of this email/letter i.e., by DD-MMM-YYYY. Please note that the Switch transaction to Direct Plan shall be processed by the mutual fund at applicable NAV as per the applicable cut-off timing regulations for MF transactions as per the date and time of receipt of the switch request.

[Note: Please note that as per current Income Tax laws, switching of Units from a Regular Plan to a Direct Plan (or vice-versa) within the same mutual fund scheme is subjected to Capital Gains Tax, even though there is no cashflow involved.]

I/We look forward continue to provide you my/our services in respect of all your mutual fund investments as done so far, but as a sub-distributor of \_\_\_\_\_ Name of Transferee Distributor mentioned hereinabove.

Thanking you,

Yours sincerely,

Name:

ARN: