

Information regarding dematerialisation and rematerialisation

1) How to apply for / get allotment of units in Demat mode

The Applicant intending to hold the units in Demat form are required to have a beneficiary account with a Depository Participant (DP) registered with NSDL/CDSL and will be required to indicate in the application the DP's name, DP ID Number and the Beneficiary Account Number of the applicant held with the DP at the time of purchasing Units. The unit holder must mandatorily provide the latest client investor master or demat account statement along with the application form. Units will be credited in the demat account only based on fund realization.

2) How to convert the units held in SoA mode to Demat mode

In case, the unit holder desires to hold the units in a demat form at a later date, Unitholders are requested to note that request for conversion of units held in Account Statement (non-demat) form into Demat (electronic) form should be submitted to their Depository Participants directly and not to the AMC or the Registrar and Transfer Agent (RTA) of the Fund.

3) How to convert the units held in Demat mode to Remat mode

Unit holders have the option to rematerialise their existing demat Units by giving rematerialisation requests to the respective Depository Participant (DP). On receiving the confirmation of demat Units balance, an account statement for the physical Units shall be issued where the same number of Units held in the demat mode shall be continued in the physical mode. The rematerialisation of demat Units shall be processed within thirty days or such other days as may be stipulated under SEBI Regulations from the date of receipt of such a request, provided it is complete and valid in all respects.

4) How to redeem the units held in Demat mode

Investors may undertake transactions viz. purchase / redemption / switch through the electronic modes/ sources as communicated by the AMC from time to time and may also submit transactions in electronic mode offered by specified banks, financial institutions, distributors, exchanges, etc., with whom AMC has entered or may enter into specific arrangements including through secured internet sites operated by KFin. Accordingly, the servers (maintained at various locations) of the AMC and KFin will be the Investor

Service Centres for all such electronic transaction facilities offered by the AMC and the server time will be taken as electronic time stamping for the purpose of determining NAV applicability. For the purpose of determining the applicability of NAV, time of transaction would be the time when request for purchase / sale / switch of units is recorded in the servers of AMC/ RTA and clear fund is received and are available for utilisation.

Investors transacting through the National Stock Exchange (NSE) Mutual Fund Service System (MFSS) platform, Bombay Stock Exchange Platform for Allotment and Redemption of Mutual Fund Units (BSE StAR MF) and Indian Commodity Exchange Limited under the electronic order collection system for schemes which are unlisted and Stock Exchange(s) for the listed schemes will have to comply with norms/ rules as prescribed by the Stock Exchange(s). In terms of SEBI Circular SEBI/IMD/CIR No.11/183204/ 2009 dated November 13, 2009 units of the select Schemes of NJMF can be transacted through all the registered stock brokers of the National Stock Exchange of India Limited, BSE Limited, Indian Commodity Exchange Limited and/or any other exchanges providing transaction facility for Mutual Fund. Such stock Brokers should also get themselves registered with AMFI and are empanelled as distributors with AMC. Various facilities of transacting in mutual fund schemes through stock exchange infrastructure such as Systematic Investment Plan (SIP) / Systematic Transfer Plan (STP) / Systematic Withdrawal Plan (SWP) etc. may also be availed by investors through the Stock Exchange Platforms as per notices issued and in accordance with the terms and conditions as may be prescribed by the respective Stock Exchanges from time to time. The facility of transacting in mutual fund schemes through stock exchange infrastructure is available subject to such limits, operating guidelines, terms and conditions as may be prescribed by the respective Stock Exchanges, AMFI and SEBI from time to time.

5) Is switch-transaction permissible if the units are held in Demat

Investors can initiate switch transactions from one scheme to another scheme of NJ Mutual Fund, if the units are held in demat mode or physical mode, subject to statutory restrictions, if any.

6) The procedure for change in investor's profile / bank account details etc. in respect of units held in demat mode (i.e., To whom the investor is required to approach, in case of such requests)

In case of Updation / Change of Bank Details

All individual investors (either singly/jointly) can update or change details of Bank Account, on submission of the following document at any of the Investor Service Centres of the Fund. Following documents shall be required for Change in Bank Mandate by submitting

Change of Bank Mandate Request form.

A. Investor can change bank account details in their account/ folio either through Multiple Bank Account Registration Form or a standalone separate change of Bank Mandate form.

B. In case of standalone change of bank details request, Investors shall provide the supporting documents towards the proof of existing and new bank account. The request form alongwith the list of requisite documents is available on our website www.njmutualfund.com. Details of the documents to be submitted by the investor are as follows:

Documentation for Change of Bank mandate Process:

- i. Request letter / Change of bank request from investor.
- ii. Documents to be submitted for a new bank account:

Any one of the following documents:

- Cancelled original cheque OR
- True copy of Bank Passbook with current entries not older than 3 months and self-attested OR
- Self-attested original bank statement with current entries not older than 3 months

Note: Any of the above document as provided by investor should have first unit holder name, bank account number, IFSC and MICR printed on the proof

- iii. Documents to be submitted for existing bank mandate currently registered in the folio / account:

Any one of the following documents:

- Cancelled original cheque OR
- True copy of Bank Passbook with entries and self-attested OR

- Self-attested original bank statement with entries OR
- In case aforementioned old bank mandate proofs are not available, investors are requested to visit the nearest ISCs / Official Points of Acceptance along with original and self-attested copies of Proof of Identity (POI) and Proof of Address.

Note: Any of the above documents as provided by the investor should have the first unit holder name and bank account number printed on the proof.

With respect to above, investors are also requested to note below points:

- Letter from Bank, attested by banker / branch manager etc. shall not be considered as old and new bank mandate proof
- Handwritten/rubber stamp-based bank passbook or cheque will not be accepted for both old as well as new bank proof
- In case of Minor's folio, bank account of the minor or a joint account of the minor with the guardian must be provided for new bank mandate.

If self-attested photocopies of the above stated documents are submitted, investors must produce original for verification of bank account details to the AMC DISCs/ ISCs of RTA. The original bank account statement or passbook shall be returned to the investors over the counter upon verification. Photocopies can also be attested by the concerned Bank. It should be noted that attestation by the Bank should be done only by the branch manager or authorized personnel of the Bank with the full signature, name, employee code, bank seal and contact number stated on it.

NJAMC may at its own discretion collect additional documents in order to mitigate risk as a Proof of investment such as copy of acknowledgement of investment, debit entry in pass book, counterfoil of the distribution of amount (under IDCW Option) 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.

(*Account statement issued on the current date shall not be treated as investment proof.)

In case if the investor is not able to produce any of the above mentioned supporting documents, NJAMC may devise an alternate procedure to establish genuineness of the request before executing the request or making payment to the investor.

Investors will have an option to choose any of the registered bank accounts towards receipt of redemption proceeds. However, any unregistered bank account or a new bank account forming part of a redemption of redemption request will not be entertained or processed.

In case any change of bank mandate request is received / processed few days prior to submission of redemption request or on the same day as a standalone request or

received along with the redemption request, NJAMC will follow a cooling period of 10 working days for validation and registration of new bank account and dispatch / credit of redemption proceeds shall be completed up to 10 working days. The redemption request will be processed with the NAV on which the request is received subject to cut-off time and the redemption proceeds will be credited upon completion of the cooling period.

The documents to be submitted above should be complete in all respects to the satisfaction of NJMF, failing which NJMF may, at its sole discretion, reject the change of bank mandate request and pay the redemption proceeds in the existing bank account registered with NJMF, either through direct credit to such existing bank account or through a physical redemption warrant. NJMF shall not be responsible for any direct, indirect, special, incidental, consequential, punitive or exemplary damages, of whatsoever nature and by whatsoever name called, arising out of any such action. NJMF shall endeavor to process the request for change of Bank Mandate and thereafter redeem the specified units, within 10 working days, from the date of receipt of request. NJMFs endeavor to dispatch the redemption proceeds within 5 working days of receipt of valid redemption request, shall not be applicable in case redemption request is accompanied by Change of Bank Mandate request.

The AMC / Trustee retain the sole and absolute discretion to reject any application.

Change in Address:

Modification to the process of Change of Address:

In case of KYC Not Complied folios below list of documents will be collected by NJAMC / DISC's of RTA

- i) Proof of new Address (POA)*,
- ii) 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
- iii) Aadhaar Letter issued by Unique Identification Authority of India (UIDAI).

In case of KYC Complied folios the investor is requested to submit the supporting documents:

- i) Proof of new Address (POA) and
- ii) Any other document as specified by KYC Registration Agency (KRA) / Regulators from time to time.

* List of admissible documents for Proof of new Address (POA) and Proof of Identity (POI) above should be in conformity with SEBI circular no. MIRSD/SE/Cir-21/2011 dated October 5, 2011. Copies of all the documents submitted by the applicants/ clients will be self-attested and accompanied by originals for verification. The AMC reserves the right to collect proof of old address on a case to case basis while effecting the change of address. In case the original of any document is not produced for verification, then the copies will be properly attested / verified by entities authorized for attesting/verification of the documents.

No Objection Letter (NOC) or consent letter from the existing guardian or Court Order for the new guardian, in case the existing guardian is alive.

In case of death of existing guardian, death certificate in original or photocopy duly notarized or attested by gazette officer or bank manager (of a Nationalized Bank).

The applications, not conforming to the requirements stipulated by the Fund, shall be liable to be rejected.

Change in guardian

In case of change in guardian, the new guardian must be a natural guardian (i.e. father or mother) or a court appointed legal guardian and such guardian shall mandatorily submit prescribed documentation to the AMC evidencing the relationship/status of the guardian, proof of KYC compliance, FATCA/CRS of new guardian, attestation of signature of new guardian from the bank maintaining the minor's account where the new guardian is registered as the guardian, etc.