SOP FOR VOLUNTARY LOCK-IN / DEBIT FREEZE FACILITY FOR MUTUAL FUND FOLIOS

Pursuant to SEBI Circular No. HO/24/12/12(5)2026-IMD-SEC-1/I/6373/2026 dated March 06, 2026, and the AMFI Best Practices Guidelines Circular No. 124/ 2026-27 dated April 10, 2026, NJ Mutual Fund is introducing a voluntary Lock-in/Debit freeze facility for mutual fund folios under all its schemes, effective from April 30, 2026.

This facility empowers investors to safeguard their investments by voluntarily freezing debit and non-financial transactions to prevent unauthorized access. The details of the facility are as follows:

1. Applicability and Prerequisites

- **Platform:** The facility to lock or unlock folios is exclusively available online through the MFCentral platform for units held in non-demat mode
- **Eligible investors:** The facility is available for all Resident and Non-Resident Individual investors.
- **Who can Execute:** The facility to lock/unlock can be exercised only by the first/sole holder in the folio (held on a single or 'anyone or survivor' basis), or by the guardian of a minor account until the minor attains majority. After the minor attains majority, only the unit holder can exercise this right.
- **Mandatory Requirements:** To avail of this facility, the folio must be KYC compliant ("Registered" or "Validated") and must have both a valid Email ID and an Indian Mobile Number registered in the RTA's records.

2. Options for Locking / Freezing

Investors have the option to either lock **only debit transactions** or lock **both debit and non-financial transactions**.

Option A: Lock Only Debit Transactions: Restricts all investor-initiated debit transactions in any mode (Physical/Online/Channel etc). as mentioned below:	**Option B: Lock Debit + Non-Financial Transactions:** Restricts all debit transactions listed under Option A, plus investor-initiated non-financial transactions as mentioned below
• Redemption (including Insta) • Switch • New STP Registration • New SWP Registration • New DTP Registration	• Change/additions to bank mandate • Change of broker code • Change of Email ID and/or Mobile number • Nominee registration/cancellation • Change in IDCW option • Lien marking • Change in signature • Consolidation of folios • Transfer of units • Change of tax status • SOA to Demat

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3. Permitted Transactions During Lock-in:

The lock-in facility applies strictly to investor-initiated requests. The following transactions and activities will continue to be processed during the lock-in period:

1. All non investor initiated transactions will be allowed.
2. Online SOA generation / Capital Gain statement generation will be allowed.
3. Any Inflow including New Registration of SIP.
4. Existing Lien invocation/revocation, if raised by the financier, and the underlying redemption will be allowed during the lock-in period.
5. Transmission (given that the Lock instruction becomes void post demise of the investor, will be allowed irrespective of lock-in status of the folio).
6. Triggers from systematic transactions like SIP, SWP, STP which are registered prior to the date of Locking the folio will be allowed.
7. Corporate actions like IDCW payout / reinvestment, scheme merger, face value change, maturity payout etc., will continue to get processed in the folio during the lock-in period.
8. Reporting to regulatory authorities/Law Enforcement Authorities would continue.
9. KRA KYC updation will be allowed.
10. Commission, wherever applicable, will continue to get processed and paid to distributors during the lock-in period.
11. Consolidated account statement or any other regulatory communication will continue to get triggered during the lock-in period.
12. Request received from Law Enforcement Authorities / Securities Exchange Board of India / Association of Mutual Funds in India / Central Board of Direct Taxes / Court or other legal entities will continue to get shared during the lock-in period.
13. Irrespective of lock-in status, these folios will be considered for all regulatory reporting purposes and for sending regulatory communications.

4. Process for Locking and Unlocking Folios for Units Held in Non-Demat Mode

I. Locking the Folio(s):

a) Investors must log in to the **MF Central portal** after completing the applicable validation process, which includes providing their PAN, email ID, or mobile number, followed by an OTP-based authentication.

b) Upon successful validation, MFCentral will display only active folios held in Statement of Account (SOA) form. i.e, folios having unit balance, having free units, which are not locked earlier due to any reason. Fund name, Folio, outstanding free units, and Valuation based on the latest available NAV will be displayed.

c) The investor can select the specific Fund Name and folio(s) to lock and choose the lock option.

d) The lock in date will be from the date when investors lock (by default System date) till it is revoked by the Investor.

e) Before triggering the OTP, the investor must accept a disclaimer acknowledging that the facility is voluntary and that the AMC/RTA is not liable for any financial impact due to the inability to transact during the lock period.

f) 2 different OTP will be sent to the registered mobile number and email ID. Upon successful validation, RTA will instantly lock the selected folio(s) and send a confirmation to the investor.

g) Once a folio is locked, investors will not be allowed to unlock the folio for the **next 48 hours.**

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h) Lock reason, Lock Remarks, Lock period (From date/ Until revoked, Type of lock) – will be displayed in the Kbolt enquiry screen.

II. Unlocking the Folio(s):

a) Unlocking will not be allowed for 48 hours from the time/date of locking the folios.
b) Investors log in to the **MF Central portal** and complete the PAN + OTP validation process.
c) The investor selects the option to unlock and chooses the specific Fund Name and folio(s).
d) **Two levels of authorization are mandatory for unlocking:** Different OTPs will be sent to the registered mobile number and the email ID. Both OTPs must be successfully validated.
e) Following validation,the RTA will immediately unlock the folio(s) and send a confirmation to the investor.

5. Process for locking the Folio's of Units Held in Demat Mode

For units held in demat mode, MF Central will provide an option to lock demat account holdings by redirecting the investor to the online services offered by their respective depositories (CDSL / NSDL).

6. Investor Assistance: For any assistance regarding the lock/freeze process, investors can reach out to our dedicated helpline at: 022 68940000 /1860 500 2888 / 040-49763510 or email us at customercare@njmutualfund.com