

Mandatory Contents /Disclosures

This is applicable for Investor Awareness Programs/ Seminars (IAPs), Print, Handbook/Reading Material, Social Media, Television, Radio, and Websites

1. **Know your Customer (KYC)** – To invest in the schemes of Mutual Fund (MF), an investor needs to be compliant with the KYC (Know Your Customer) norms.

Kindly refer the guidelines on the KYC form and please find below the documentary requirements and procedures for completing one time KYC.

- **Proof of Identity** – Any one of the "Officially valid document" (OVD) such as Passport / Voter ID / Driving License/ Aadhaar /NREGA job card/ any other valid documents as mentioned in the form (Self attested and verification to be carried out)
- **Proof of Address** - Any one of document such as such as Passport / Voter ID / Driving License/ Aadhaar /NREGA job card / any other valid documents as mentioned in the form (Self attested and verification to be carried out)
- **PAN Card** (Self attested and verification to be carried out)
- **Photograph**

Investor needs to submit the duly filled form along with all of the above mentioned documents. Copies of all documents submitted should be self-attested and show the originals for verification during IPV (In-Person Verification). The authorized officials of Asset Management Companies (AMC), Mutual Fund Distributor and other such personnel / entities authorized have the authorization to carry out IPV and attest as per guidelines. You can visit the nearest office in person with the required documents to complete the KYC formalities.

2. Details of the various procedures relating to mutual fund investments

- i. **Modification to the existing details as mentioned in KYC Records like Address / Contact Details / Name etc.**— For any modifications to be done to the existing KYC details, the process remains same as mentioned above (i.e. Process for KYC), except that only the details which are required to be changed should be mentioned on the form along with PAN and submit the form along with the relevant proofs and IPV.

ii. **Modification to the existing details in Fund House's Records like Contact Details/ Name / Tax Status/ Change in Bank Mandate / Nomination/ FATCA etc.**

- Please visit the website of the respective Fund House (in case of IDBI Mutual Fund please visit <https://www.idbimutual.co.in>) and download and submit the relevant forms OR reach out to the customer service team of the respective Fund House (in case of IDBI Mutual Fund please mail on contactus@idbimutual.co.in). **Kindly note, Change in Address request for folios that are KYC compliant will not be registered by the fund and investor should get the address updated with KYC records.**

3. **Dealing with the registered Mutual Funds**

Investors are urged to deal with registered Mutual funds only, which can be verified on the SEBI website (www.sebi.gov.in) under "Intermediaries/market Infrastructure Institutions".

4. **Redressal of complaints-** If you have a queries/ complaints/ grievances regarding your fund house w.r.t. your investment, you may reach out to them at their customer service contact number or write to their respective customer service email IDs. Alternatively, you may also contact their Investor Relation representatives at the branch office listed on their website. Additionally to this, you may also contact their Compliance Officer(s) for further escalation or you may also contact the Managing Director of the fund house with your grievance.

In case if you are not satisfied with the response received from respective Fund House, you may register your complaints with SEBI through SEBI Complaints Redress System ("SCORES" portal). It is an online platform specially designed by SEBI for speedy redressal of investors' grievances. (for more details kindly visit <https://scores.gov.in/>)

For any queries, feedback or assistance, please contact SEBI Office on Toll Free Helpline at 1800227575 / 18002667575.