



**IDBI Asset Management Limited**

CIN: U65100MH2010PLC199319

Registered Office: IDBI Tower, WTC Complex, Cuffe Parade, Colaba, Mumbai - 400005

Corporate Office: 4th Floor, IDBI Tower, WTC Complex, Cuffe Parade,  
Colaba, Mumbai - 400 005, Maharashtra

Tel: (022) 66442800 Fax: 66442801 Website: [www.idbimutual.co.in](http://www.idbimutual.co.in)

E-mail: [contactus@idbimutual.co.in](mailto:contactus@idbimutual.co.in)

### **NOTICE No. 1/2020-21**

In the light of the recent outbreak of coronavirus (Covid-19), investors of IDBI Mutual Fund are requested to note that pursuant to the Government directives and in line with AMFI public notice issued to Mutual Funds, Investors and Distributors, all our branches and R&T Investor Service Centres (Official Point of Acceptance) have been temporarily closed and thereby not accepting any physical transactions till further notice.

Instructions in relation to transaction processing through Email and stoppage of on-going SIP's are as under:

#### **1. TRANSACTIONS THROUGH ELECTRONIC MODE DUE TO COVID-19**

We request investors to adopt online mode of transacting through various electronic modes, using our websites / various digital platforms /apps and any other online platform meant for transacting.

However, in order to help investors transact during this lock down period, IDBI Asset Management Limited (IDBI AMC) shall accept the financial transactions requests sent at [salesreport@idbimutual.co.in](mailto:salesreport@idbimutual.co.in) (The designated Email ID). Please also note that, the time of receipt of such requests at above mentioned email id on IDBI AMC server, will be considered as time of receipt of these transactions for applicability of NAV in line with SEBI guidelines.

- a. Transaction requests such as additional purchase, redemption and switches are to be sent from investors registered email id to the designated email id i.e. ([salesreport@idbimutual.co.in](mailto:salesreport@idbimutual.co.in)) of IDBI AMC.
- b. In case of additional purchase, duly filled and signed transaction slips, forms along with relevant supporting documents such as RTGS / NEFT / Transfer letter are required to be sent from investors registered email id which is registered in the folio to the designated email id mentioned above within the applicable cut off timings. No cheque payment will be accepted for additional purchase. Also, to ensure that your funds are smoothly deployed, we seek your co-operation to route additional purchase through RTGS/NEFT in the designated following banks common collection account only. The details of the same are as below:

<b>BANK</b>	<b>IDBI BANK</b>	<b>HDFC BANK</b>
<b>Title of the Account</b>	IDBI MF Collection Account	IDBI MF Collection Account
<b>Type of Account</b>	CURRENT	CURRENT
<b>Account Number</b>	004103000042255	00600350084706
<b>Bank</b>	IDBI BANK	HDFC BANK
<b>Branch</b>	Nariman Point, Mumbai	Fort, Mumbai
<b>IFSC Code</b>	IBKL0000004	HDFC0000060



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Currently funds transfer (Account to Account within same Bank) is acceptable in IDBI, HDFC, SBI, ICICI, AXIS, HSBC and YES Bank.

- c. Duly filled and signed transaction slips pertaining to Switch / Redemption with all details mentioned should be sent to the designated email id within the applicable cut off timings. Redemption payment will be made only to the unit holders registered bank account.
- d. Investors are requested to mention the transaction type such as Additional Purchase, Switch or Redemption along with their folio number in the subject line, while sending such transaction requests.
- e. Please ensure the attachments are in PDF or TIFF format and size is restricted to 2MB per mail.
- f. The transaction requests needs to be complete in all respects. In the absence of any information or in case of any ambiguity, the Fund / RTA reserve the right to reject such transaction.
- g. In case the transaction request received from an unregistered email id, the IDBI AMC reserves the right to process / reject such transactions after carrying out necessary validations.

## **2. FACILITY TO SUBMIT REQUEST TO STOP ONGOING SIP**

Notice is hereby given that in case, the existing investor/s in the Scheme/s of IDBI Mutual Fund decides to cancel the on-going SIP/s, duly filled and signed cancellation request form (available on our website) or letter along with below mentioned details can be sent from registered email id to [contactus@idbimutual.co.in](mailto:contactus@idbimutual.co.in)

- Folio Number
- Investor Name
- Scheme/Plan/Option
- SIP Date
- SIP Amount
- Frequency
- Investor Bank Name and Investor Bank Account Number

Cancellation can be done by submitting the request at least 21 days in advance and the cancellation is subject to acceptance by Investor Banker. Investor will not hold IDBI Mutual Fund and its service providers responsible if the transaction is delayed or not affected by the Investor's Bank due to various reasons.

## **3. INVESTOR INDEMINIFICATION**

Investor shall indemnify IDBI AMC from and against all claims, liability, loss, damage, cost and expenses incurred by the IDBI AMC arising out of or relating to:

- a. Acting pursuant to, in accordance with or relying upon any email requests received.



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- b. Processing or not processing the email requests for any reason.
- c. Any unauthorised or fraudulent email request received.
- d. Since it is a web based service and that transmissions may not be properly received and may be inadvertently read.

The investor also agrees and undertakes to execute any other documents indemnifying the IDBI AMC and kindly note, this facility is provided for temporary phase and AMC / R&T shall not be liable or responsible for errors, omissions or for acts done in good faith.

For **IDBI Asset Management Limited**  
(Investment Manager to IDBI Mutual Fund)

Place: Mumbai

Date: April 02, 2020

Sd/-

**Head –Compliance and Risk Management**

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**Statutory Details:** IDBI Mutual Fund has been set up as a trust sponsored by IDBI Bank Limited with IDBI MF Trustee Company Limited as the Trustee (“Trustee” under the Indian Trusts Act, 1882) and with IDBI Asset Management Limited as the Investment Manager.

**Mutual Fund investments are subject to market risks, read all scheme related documents carefully.**