



INSTRUCTIONS

1. This form can be used by the existing investors who intend to change the address in the records of the AMC. Only investors who are "KYC not complied" can apply to AMC / RTA for change in address. The investors who are "KYC Complied" shall apply to the KYC Registration Agency (KRA) / CDSL Ventures Limited (CVL), as applicable, along with document / form that will be prescribed by them from time to time.
2. The self attested copies of following documents shall be submitted for change in address along with original for verification at any of the AMC branches / ISCs of SBFS. In case the original of any document is not produced for verification, then the copies should be properly attested / verified by entities authorized for attesting/verification of the documents.
 - a) For KYC not complied folios:
 - Proof of new address and
 - Proof of identity (POI): Only PAN card copy shall be considered if PAN is updated in the folio or other proof of identity if PAN is not updated in the folio.
 - b) For KYC complied folios:
 - Proof of new address (POA) and
 - Any other document/ form that the KYC Registration Agency (KRA) may specify from time to time.
3. The AMC reserves the right to collect the proof of old address on a case to case basis while effecting the change of address.
4. The self attested copies of above stated documents shall be submitted along with original for verification at any of the AMC branches / ISCs of SBFS. The original document shall be returned to the investors over the counter upon verification. In case the original of any document is not produced for verification, then the copies should be properly attested / verified by entities authorized for attesting/verification of the documents.
5. In case of NRIs / FII's, 'Overseas Address' is mandatory.
6. AMC reserves the right to reject the invalid, incomplete and dissatisfactory request.
7. Investors are requested to note that provisions stated in Scheme related documents, [i.e. Scheme Information Document (SID), Key Information Memorandum (KIM) and Statement of Additional Information (SAI)], SEBI Regulations applicable to Mutual Funds along with circulars / guidelines / notifications issued thereafter from time to time, circulars issued by Association of Mutual Funds in India (AMFI) from time to time shall be applicable.
8. All investors are requested to note that as a part of "Go Green" initiative, electronic mail (e-mail) shall be the default mode of communication for those investors whose e-mail id is available in the database of BNP Paribas Mutual Fund. In case, email address is not available, the AMC shall send all the communication in physical copies at the address available in the records of the AMC. In case the unitholder submits a request to receive any communication in physical mode then AMC shall provide the same within five working days from the date of receipt of request. In case an investor wish to receive via physical copies, please tick the option provided.

In accordance with SEBI Circular No. Cir/ IMD/ DF/16/ 2011 dated September 8, 2011, in order to bring cost effectiveness in printing and dispatching the annual reports or abridged summary thereof, the following shall be applicable:

 - In case the unit holder has provided the email address, the AMC shall send the scheme annual reports or abridged summary only via email.
 - In case email address is not available, the AMC shall send the physical copies of these reports at the address available in the records of the AMC.
 - In case of any request from the unit holder for physical copies notwithstanding their registration of email addresses, AMC shall provide the same within five working days from the date of receipt of request.
9. List of admissible documents for POI:
 - (i) PAN card with photograph.
 - (ii) Unique Identification Number (UID) (Aadhaar)
 - (iii) Passport
 - (iv) Voter ID card
 - (v) Driving license
 - (vi) Identity card/ document with applicant's Photo issued by any of the following:
 - Central/State Government and its Departments
 - Statutory/Regulatory Authorities
 - Public Sector Undertakings
 - Scheduled Commercial Banks
 - Public Financial Institutions
 - Colleges affiliated to Universities
 - Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their members
 - Credit cards/Debit cards issued by Banks
10. List of admissible documents for POA: (**Documents having an expiry date should be valid on the date of submission.*)
 - (i) Passport/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy
 - (ii) Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old
 - (iii) Bank Account Statement/Passbook -Not more than 3 months old
 - (iv) Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts
 - (v) Proof of address issued by any of the following:
 - Bank Managers of Scheduled Commercial Banks/Scheduled Co-operative Bank/ Multinational Foreign Banks/
 - Gazetted Officer/Notary public/ Elected representatives to the Legislative Assembly or Parliament/ Documents issued by any Govt. or Statutory Authority.
 - (vi) Identity card/document with address issued by any of the following:
 - Central/State Government and its Departments,
 - Statutory/Regulatory Authorities,
 - Public Sector Undertakings,
 - Scheduled Commercial Banks,
 - Public Financial Institutions,
 - Colleges affiliated to Universities and
 - Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc. to their members.
 - (vii) The proof of address in the name of the spouse may be accepted.
11. List of people authorized to attest the documents after verification with the originals:
 - (i) Authorised officials of Asset Management Companies (AMC).
 - (ii) Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.
 - (iii) KYD compliant mutual fund distributors.
 - (iv) Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
 - (v) In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India,
 - (vi) Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.