COB WITHOUT EXISTING BANK PROOF FORM-

To be submitted along with Documentary Proof for New Bank Mandate and self attested PAN/ self attested Valid Photo identity proof.

Date:

To,
Sundaram Mutual Fund

Subject: **Change of Bank Account Details**

Reference: **Folio Number :** ___________________

Dear Sir,

This has reference to the captioned subject. I/We confirm that I/we had provided the following bank account details and the same is appearing in my/our aforesaid folio as on date.

Bank Account No. :
Bank Name :
Branch Name :
Email id :
Contact No. (Land line) :
Contact No. (Mobile) :

However, I/we would like to confirm that I/we do not have the documentary proof of the above bank mandate as required by the AMC to change the bank mandate for the below reason: Please tick the appropriate reason

☐ Bank Account is Closed/ Non operational.
☐ Shifted residence.
☐ Incorrect Bank account details provided.
☐ Any other reason ____

In view of the aforesaid facts, I/we would like to hereby request to update my/our bank account details, as mentioned herein below.

Bank Account No. :
Bank Account Type : SB
Bank Name :
Branch Address :
MICR No :
IFSC Code for RTGS :
IFSC Code for NEFT :
(If different from IFSC code for RTGS)

Documents enclosed (mandatory)

☐ Self attested PAN copy. OR ☐ Self attested valid photo-identity copy.

I/We agree to furnish such other documents for effecting the change of my/our bank details, as may be required by the AMC. I/We hereby further agree to indemnify and keep the AMC fully indemnified against any loss, cost, charges, levies, penalties, etc. as may be imposed upon the AMC on account of my/our furnishing incorrect particulars or requesting for the updation of my/our bank account details.

Thanking You,

Yours faithfully,

Signature of 1st unitholder	Signature of 2nd unitholder	Signature of 3rd unitholder
Name:	Name:	Name:
Pan:	Pan:	Pan

INSTRUCTIONS

1 .The **COB WITHOUT EXISTING BANK PROOF FORM** is to be used only for change in bank mandate where documentary proof for existing bank mandate registered in the folio is not available.

2. The first /sole unit holder is required to submit the self-attested PAN copy along with this form. In case PAN is not available, self-attested valid photo-identity proof can be submitted**.**

3. In case there is more than one holder in the folio then the form needs to be signed by all the holders as per the mode of operation.

4. The first/sole unit holder in the folio should be one of the holders of the bank account being registered.

5. Unit holders will be required to submit the duly filled in COB WITHOUT EXISTING BANK PROOF Form along with a cancelled original cheque leaf of the new bank account (where the account number and first unit holder name is printed on the face of the cheque). Unit holders should without fail cancel the cheque and write 'Cancelled' on the face of it to prevent any possible misuse.

6. Where such name is not printed on the original cheque, the Unit holder may submit a letter from the bank on its letterhead certifying that the Unit holder maintains an account with the bank, the bank account information like bank account number, bank branch, account type, the MICR code of the branch & IFSC Code (where available).
In case of non-availability of any of these documents, a self attested copy of the bank pass book or a statement of bank account with current entries not older than 3 months having the name and address of the first unit holder and account number.
Note: The above documents shall be submitted in Original. If copies are furnished, the same must be submitted at the ISCs where they will be verified with the original documents to the satisfaction of the Fund. The originals documents will be returned across the counter to the Unit holder after due verification. In case the original of any document is not produced for verification, then the copies should be attested by the bank manager with his / her full signature, name, employee code, bank seal and contact number.
In the event of a request for change in bank account information being invalid / incomplete / not satisfactory in respect of signature mismatch/document insufficiency/ not meeting any requirements more specifically as indicated, the request for such change will not be processed. Redemptions / dividend payments, if any, will be processed and the last registered bank account information will be used for such payments to Unit holders.
Unit holders may note that it is desirable to submit their requests for change in bank details atleast 10 working days prior to date of redemption / dividend payment, if any and ensure that the request for change in bank mandate has been processed before submitting the redemption request. If change in bank mandate has not been processed, payment will be made in the existing bank account registered in the folio. Further, in the event of a request for redemption of units being received within 10 working days of change in bank account details, the normal processing time as specified in the Scheme Information Document, may not necessarily apply, however it shall be within the regulatory limits. Any unregistered bank account or a new bank account mentioned by the Unit holder along with the redemption request may not be considered for payment of redemption /dividend proceeds.

7. Resident individuals can either select bank account type as SB (Savings Account) or CA (Current Account). Non Resident Individuals need to mandatorily provide NRO or NRE Bank account details.

8. Any charges levied by the investor's bank for receiving payment through ECS/RTGS/NEFT will be borne by the investor. The Mutual Fund / AMC will not accept any request for refund of such bank charges.
SUNDARAM Mutual Fund have arrangement with ICICI Bank Ltd./HDFC Bank Ltd./Axis Bank/IDBI Bank/Standard Chartered Bank/Kotak Mahindra Bank/ HSBC Bank/Deutsche Bank/Royal Bank of Scotland/Citi Bank/ State Bank of India (Core banking centers only - subject to validation) to directly credit the redemption/Dividend/Refund payout into the investor's Bank account. Investors need to provide a cancelled cheque leaf having core banking account number and name of the investor printed on it for verification. The list of bank is subject to change from time to time.
Investors to note that the instruction to the bank for Direct Credit/NEFT/ECS will be given by the Mutual Fund & such instruction will be adequate discharge of Mutual Fund towards redemption/dividend/refund proceeds.
SUNDARAM Mutual Fund will not be responsible In case the bank does not credit the investor's bank account with/without assigning any reason thereof or if the transaction is delayed or not effected at all for reasons of incomplete or incorrect information.
SUNDARAM Mutual Fund will not be liable for any losses/claims, etc. arising on account of processing the direct credit of redemption / dividend proceeds on the basis of the Bank Account details as provided by the investor in the application form.
Further, the Mutual Fund reserves the right to issue a demand draft/payable at par cheque in case it is not possible to make payment by DC/NEFT/ECS.

9. Bank account change details request will be accepted and processed only if all the details are correctly filled and the necessary documents are submitted. The request is liable to be rejected if any information is missing or incorrectly filled or if there is deficiency in the documents submitted.