

INDIABULLS ASSET MANAGEMENT COMPANY LIMITED
Corporate Office:

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NON FINANCIAL TRANSACTION FORM (For Existing Unit Holders only)

Please read the instructions overleaf carefully and complete the relevant section legibly in black/dark coloured ink and in BLOCK CAPITALS. Please strike out sections that you intend to leave blank

Distributor / Broker Code	Sub Broker Code	Branch Code	Date & Time of Receipt
ARN - (ARN stamp here)			

1 | UNIT HOLDERS' DETAILS (MANDATORY)
Sole / First Unit Holder

Name	Mr	Ms	M/s	FIRST	MIDDLE	LAST	Folio No	
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2 | CHANGE IN BANK ACCOUNT DETAILS Refer Instruction No. I

A/c Type please (✓)	<input type="checkbox"/> SB	<input type="checkbox"/> Current	<input type="checkbox"/> NRO	<input type="checkbox"/> NRE	A/c Number	
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Bank Name	
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Branch		City	
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PIN CODE		11 Digit IFSC Code		9 Digit MICR Code	
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Please ensure a cancelled cheque leaf of above A/c. In the absence of this, your request would not be processed.

3 | CHANGE OF ADDRESS (Mailing Address of Sole / First Unit Holder - PO Box is not sufficient) Refer Instruction No. II

ADDRESS LINE 1

ADDRESS LINE 2	CITY
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STATE	COUNTRY	PIN CODE
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4 | CHANGE IN CONTACT DETAILS (Contact Details of Sole / First Unit Holder) Refer Instruction No. III

STD Code		Residence		Office		Fax	
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Mobile No		Email Id	
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I / We wish to receive Account Statement, Annual Report & All other Statutory Information through physical mode in lieu of email

5 | CONSOLIDATION OF FOLIOS Refer Instruction No. IV

Source Folios	1	2	3	Mention all source folios i.e the folios to be consolidated here
	4	5	6	

Target Folio Number for Consolidation

Only one, where all folios need to be consolidated

6 | CANCELLATION FORM FOR SYSTEMATIC TRANSACTIONS Refer Instruction No. V

Source Scheme	Plan	Option
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Transaction Type (✓)	<input type="checkbox"/> SWP	<input type="checkbox"/> STP	Transfer Date (✓)	<input type="checkbox"/> 2nd	<input type="checkbox"/> 8th	<input type="checkbox"/> 15th	<input type="checkbox"/> 23rd
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Amount ₹	Withdrawal From	D D M M Y Y	To	D D M M Y Y
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(First Installment)

(Last Installment)

7 | UNIT HOLDER(S) SIGNATURE(S) To be signed by ALL UNIT HOLDERS if mode of holding is 'Joint'.

I/We have read and understood the contents of the respective Scheme Information Document, Statement of Additional Information and Key Information Memorandum of Indiabulls Mutual Fund. I/We have neither received nor been induced by any rebate or gifts, directly or indirectly in making this transaction. The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us.

Sole / 1st Applicant / Guardian / Authorised Signatory	2nd Applicant / Authorised Signatory	3rd Applicant / Authorised Signatory
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ACKNOWLEDGMENT SLIP To be filled in by the Investor

Folio No.	
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(To be filled in by the First Applicant / Authorised Signatory):

CHANGE OF	CONSOLIDATION OF FOLIOS	CANCELLATION OF SYSTEMATIC TRANSACTIONS	STAMP SIGNATURE & DATE
<input type="checkbox"/> BANK DETAILS <input type="checkbox"/> ADDRESS <input type="checkbox"/> CONTACT DETAILS	Source Folio's		
		From	
		To	
	Target Folio	Date (✓)	2nd 8th 15th 23rd
		From	D D M M Y Y
		To	D D M M Y Y

INSTRUCTIONS NON FINANCIAL TRANSACTION FORM

I. CHANGE IN BANK DETAILS:

1. In case there is more than one holder in the folio then the form should be signed by all the holders as per mode of operation in the folio
2. The first /sole unit holder in the folio should be one of the holders of bank account being registered
3. If the bank account number on cheque leaf is handwritten or investor name is not printed on the face of cheque, bank account statement or passbook having the name, address and the account number should be enclosed. If photocopies are submitted, investors must produce original for verification.
4. 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.
5. After this request is processed, your future entitlements of Dividend and Redemption proceeds would be paid to the Sole/First Unit holder favoring the new bank Account.
6. 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
7. IFSC & MICR code are important for dividend /redemption credits into your account through NEFT or ECS mode.
8. Indiabulls Mutual Fund (IBMF) is also providing a facility to the investors to register multiple bank accounts to receive redemption /dividend proceeds by registering multiple bank accounts. These account details will also be used by IBMF for verification of instrument used for subscription, except as permitted. Investors are requested to avail the facility of registering multiple bank accounts by filling in the Multiple Bank Registration form available on our website www.indiabullsmf.com or visit any of our Investor Service Centre (ISC) or RTA.

II. CHANGE OF ADDRESS:

1. If the KYC status of the Sole/First Unit holder is "Verified", the address in our records would be drawn from CVL. Hence, any request for change of address should be made to a POS of CVL. For more details please visit www.cvlindia.com . **The transaction slip cannot be used for a change-of-address request.**
2. If the KYC status of the Sole/First Unit holder is "Not Available" or "Pending" or "Failed", the transaction slip should be used for a change of address request. Please fill complete postal address including pincode before signing and submitting it to any of our ISC.

III. CHANGE OF CONTACT DETAILS:

1. Please mention your complete contact details (with STD/ISD Code), Mobile No. and E-Mail ID. Requests for change in contact details must be submitted to your nearest ISC/IBMF/RTA.
2. If you wish to receive communication from us on E-mail instead of printed communication, please indicate the type of communication you would prefer on E-mail by ticking against the boxes provided for the purpose.

IV. CONSOLIDATION OF FOLIOS:

Consolidation of folios can be made only, if the investment details i.e. Name of the holders, Bank Mandate, Mode of holding & Nominee are in the same order. Folios where special products like SIP, STP and SWP is under process cannot be consolidated.

If the units are held jointly, all joint holders have to sign the consolidation request.

V. CANCELLATION OF SWP/STP:

Investor can cancel the SWP/ STP request at any time by giving a written request for the same. The cancellation of a registered SWP/STP request would take 8 calendar days from the date of receipt of request.

For any queries contact us at:

 1800-2666-002  customercare@indiabullsmf.com  www.indiabullsmf.com

Lines open from 9.30 am to 6.30 pm on all business day

INSTRUCTIONS FINANCIAL TRANSACTION FORM

I. GENERAL INSTRUCTION:

1. This transaction form would help you make additional purchases in our various schemes, switch or redeem your existing investments or register for our Systematic Withdrawal Plan (SWP) or Systematic Transfer Plan (STP). Please read the respective SID / SAI or KIM carefully before investing.
2. Please strike off sections that are not relevant/ applicable. Please counter-sign in line with your mode of holding against any corrections made in the Transaction Form.
3. Please refer the 'GUIDANCE NOTES' below while filling the form.
4. Completed Transaction Forms should be submitted to your nearest Investor Service Centre (ISC) of Indiabulls Mutual Fund (IBMF) or Registrar and Transfer Agent (RTA).

II. UNITHOLDERS' DETAILS

1. Please furnish the name of the Sole/First Unit Holder and the Folio Number.

III. ADDITIONAL PURCHASE:

1. Please Specify your scheme details, investment amount and investment cheque details.
2. Your Investment cheque should be drawn in favour of scheme name in which you propose to invest.
3. Separate cheques and form should be given for each separate investment in a different scheme, plan or option.
4. If you are NRI Investor please indicate source of funds for investment the following mode of payments is not valid and applications accompanied by such payments is liable to be rejected: i) Outstation cheque ii) Third party cheques iii) Cash/Money Order / Postal Order iv) Post Dated cheques v) Multiple cheques for investment in one scheme or single cheque for investments in multiple schemes.

Third party cheque(s) for investment/subscription shall be accepted, only in exceptional circumstances, as detailed below: 1) Payment by Parents/Grand-Parents/related persons for investment made on behalf of a minor. 2) Payment by Employer on behalf of employee under Systematic Investment Plans through Payroll deductions. 3) Custodian on behalf of a Foreign Institutional Investor (FII) or a client.

IV. REDEMPTION:

1. Please specify the scheme details and the amount/number of units you wish to redeem. If you wish to redeem all units, tick against the box provided for the purpose. If your redemption request specifies both amount and units for redemption, the latter would be processed.
2. Redemption payout would be made only to the Sole/First unit holder favouring the bank account appearing in our records.
3. If the balance in the Scheme/Plan/option after taking into account the redemption is below the minimum redemption size (either in amount or in units whichever is less), the AMC reserves the right to redeem the units and refunded.
4. The fund offers a facility to register multiple bank accounts and designate one of the bank account as "Default Bank Account"
5. BANK ACCOUNT FOR REDEMPTION PROCEEDS: Please note the following important points related to payment of redemption proceeds: 1. Proceeds of any redemption request will be sent only to a bank account that is already registered and validated in the folio at the time of redemption transaction processing. 2. Unit holder(s) may choose to mention any of the existing registered bank accounts with redemption request for receiving redemption proceeds. If no. registered bank account is mentioned, default bank account will be used.
6. If a new non-registered bank account is specified in the redemption request for receiving redemption proceed, then Default Bank Account will be used for redemption payout.

V. SWITCH

1. Please specify the source and target scheme details and amount/number of units you wish to switch.
2. If you wish to switch all units, please tick against the box provided for the purpose. If your switch request specifies both amount and units, the latter would be processed.
3. If the balance in the source Scheme/Plan/Option after taking into account the switch is below the minimum redemption size (either in amount or in units whichever is less), the AMC reserve the rights to switch entire balance in the source scheme to the target scheme.

VI. SYSTEMATIC WITHDRAWAL PLAN (SWP)

1. Please indicate a fixed amount you wish to withdraw. Please also specify the scheme details, the number of installments, the total withdrawal sought, the withdrawal frequency and the withdrawal period.
2. Minimum Transfer Size Rs. 1000/- in multiples of Re. 1.
3. Please note that your SWP request would be registered with us within 8 days from the date of lodgement of your SWP request. You can cancel the SWP request at any time by giving a written request for the same. The cancellation of a registered SWP request would take 8 days.
4. The investors can choose any one of the dates among 2nd, 8th, 15th or 23rd of every month as the SWP date (in case any of these days fall on a non-business day, the transaction will be effected on the next business day of the Scheme). The default SWP date and frequency will be 8th of every month and monthly option.

VII. SYSTEMATIC TRANSFER PLAN (STP)

1. Please specify the scheme details, your transfer installment amount, the number of installments, the total amount sought to be transferred, the transfer frequency and the transfer period
2. Minimum Transfer Size for Weekly and Monthly frequency is Rs.1000/- and in multiples of Re.1. (At the time of registration, the minimum invested amount in the source scheme should be Rs.6000/-). The minimum period will be 6 weeks in case of Weekly option and 6 months in case of Monthly option.
3. Minimum Transfer Size for Daily frequency is Rs.50/- and in multiples of Re.1. (At the time of registration, the minimum invested amount in the source scheme should be Rs.500/-). The minimum registration period will be 6 months.
4. The investors can choose any one of the dates among 2nd, 8th, 15th or 23rd of every month as the STP date in case of Monthly option (if any of these days fall on a non-business day, the transaction will be effected on the next business day of the Scheme). STP for Weekly option will be processed on every Friday. Daily STP will not be processed on Saturday, Sunday & Public Holidays. The default STP date will be 15th of every month. The STP frequency will be monthly.

Transfer Out / Switch Out Scheme	Indiabulls Liquid Fund Indiabulls Ultra Short Term Fund
Transfer In / Switch In Scheme	Indiabulls Blue Chip Fund Indiabulls Income Fund Indiabulls Short Term Fund Indiabulls Gilt Fund

5. Please note that your STP request would be registered with us within 8 days from the date of lodgement of your STP Request. You can cancel the STP request at any time by giving a written request for the same. The cancellation of a registered STP request would take 8 days.
6. The STP will be automatically terminated if all units are liquidated or withdrawn from the source scheme or pledged or upon receipt of intimation of death of the unitholder. The units marked under lien or pledged in the source scheme shall not be eligible for STP.

Indiabulls Asset Management Company Limited

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