

Registration Form for facility to transact through email for new investors through empaneled distributors



Please read the terms and conditions applicable to this Facility which are mentioned overleaf.

1. Name of the Distributor:

2. ARN No.:

3. Registered Email ID* of the Distributor:

**Note: In case the Distributor is a bank/ financial institution, then the Distributor can provide a list of authorised email IDs (which would be considered as registered email ID of the Distributor for the purposes of this Facility) from which the AMC can accept transactions from the Distributor under this Facility. Such a list can be attached as an annexure to this form.*

4. Declarations by Distributor for transactions submitted by the Distributor under this Facility:

- a) The Distributor hereby declares that depending on the applications submitted to the AMC under this Facility, the Distributor will ensure that the Distributor is in possession of the duly completed original purchase applications signed by the investors including the requisite supporting documents (as per applicable laws including guidelines under the Prevention of Money Laundering Act and scheme related documents) before submitting the scanned copy of the applications along with the supporting documents to the AMC under this Facility.
Further, the Distributor hereby declares that all supporting documents which are copies would be duly verified by the Distributor with the originals.
- b) The Distributor hereby declares that all documents referred above will be submitted by the Distributor to Union Asset Management Company Private Limited within 45 days from the date of submission of application under this facility.
- c) The Distributor hereby agrees that in case the originals are not submitted to the AMC, the AMC reserves the right to:
 - i. block all further financial transactions (including redemptions) and non-financial transactions through any mode of transaction under the respective folio held by the investor until the aforesaid originals are submitted to the AMC and / or
 - ii. withhold any commission payable to the Distributor until the aforesaid originals are submitted to the AMC.
- d) The Distributor hereby agrees that, before submitting the investor's application along with requisite documents to the AMC under this facility, the Distributor shall inform the investor that in case the originals are not submitted by the Distributor to the AMC, the investor will not be able to undertake any further financial transactions (including redemptions) and non-financial transactions under the respective folio through any mode of transaction until the originals are submitted to the AMC by the Distributor.
- e) The Distributor hereby confirms that the mobile number and email ID that would be provided in the application form belongs to the investor and not to the Distributor/ any employee of the Distributor.
- f) The Distributor hereby agrees to indemnify Union Asset Management Company Private Limited ("the AMC")/ Union Mutual Fund ("the Fund") / Union Trustee Company Private Limited ("the Trustee Company") / Registrar and Transfer Agent ("the Registrar") from and against all claims, liabilities, losses, damages, costs and expenses that would be incurred by the AMC/ the Fund/ the Trustee Company/ the Registrar arising out of or relating to:
 - i. The AMC/ the Fund/ the Trustee Company / the Registrar acting pursuant to, in accordance with or relying upon any email requests received from the Distributor or the AMC/ the Fund/ the Trustee Company / the Registrar not processing the email requests for any reason.
 - ii. Any unauthorized or fraudulent email request received by the AMC/the Fund/ the Trustee Company / the Registrar from the registered email ID of the Distributor.
- g) The Distributor understands that the AMC shall not be responsible or liable for any email bounce back and/or rejection of any transaction requests which have not been received or has been rejected by the AMC's email server for delivery, due to email exceeding the prescribed file size of 3 MB or due to quarantine or rejection by the AMCs email security or spam filters or any other reason as may be applicable. Additionally, the Distributor understands that the auto-reply response received on submission of the request is just an acknowledgement for the receipt of the request and in no way confirms or can be deemed as an acceptance of the transaction request.
- h) The Distributor hereby agrees that this facility is subject to provisions of cut off timing for applicability of NAV and time stamping requirements, applicable terms and conditions of the Facility to transact through email, provisions of the Statement of Additional Information (SAI) of Union Mutual Fund and the respective Scheme Information Document (SID) of the Schemes of Union Mutual Fund including the provisions of the 'Prevention of Money Laundering and Know Your Client (KYC) Requirements' as detailed in the SAI, and any other applicable laws, rules and regulations as may be enforced from time to time.
- i) The Distributor hereby confirms that the Distributor would keep the investor informed about all the terms and conditions of this Facility, and that the use of this facility by the investor / distributor will be deemed as the investor's/ distributor's confirmation that the investor / distributor understands and agrees to be bound by all of the terms and conditions applicable to this facility, as amended from time to time.
- j) The Distributor hereby undertakes to abide by the terms and conditions stated in this form, the provisions of the Statement of Additional Information (SAI) of Union Mutual Fund and the respective Scheme Information Document (SID) of the Schemes of Union Mutual Fund, as amended from time to time.

Name of the Authorised Signatory:		Signature of the Distributor:								
Designation of the authorised signatory:										
Branch Name (if Distributor is a bank):										
Branch Code (if Distributor is a bank):										
Place:		Date: <table border="1" style="display: inline-table; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
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TERMS AND CONDITIONS

All sections should be completed and signed by the Distributor / authorised signatories of the Distributor, and the duly signed form should be submitted to Union Asset Management Company Private Limited ("the AMC"). The AMC at its sole discretion reserves the right to accept or reject any registration request received for this Facility and such decision shall be final and binding on the Distributor.

Under this facility, distributors empaneled with the AMC can submit transactions of new investors (i.e. investors not having a folio with Union Mutual Fund) whose KYC is verified, from the distributor's registered email ID to a designated email ID of Union Mutual Fund which is **new.investor@unionmf.com** ("Designated Email ID"). This facility shall be available under all the open-ended schemes of Union Mutual Fund. The terms and conditions applicable to this Facility are as follows:

- Eligible Investors:** This facility shall only be available for **new investors (i.e. individual or non-individual investors not having a folio with Union Mutual Fund) whose KYC is verified.** For non-individual investors, submission of corporate documents is mandatory. Any transaction received from an existing unit holder of Union Mutual Fund under this facility will be rejected.
- Empaneled Distributors:** This facility is available only to distributors who are empaneled with the AMC. Further, to avail this facility, the distributor would have to submit a registration form containing requisite declarations to the AMC. Under this facility, a distributor can submit transactions of new investors whose KYC is verified to the Designated Email ID of the AMC. The email should be sent from the registered email ID of the empaneled distributor to the Designated Email ID of the AMC.
- Transactions permitted through the Facility: Only lumpsum first time purchase applications or application for creation of zero balance folio** will be permitted under this facility. Under this facility, units will be allotted in physical mode only.
- The Designated Email ID will be an Official Point of Acceptance for transactions. The AMC reserves the right to change the Designated Email ID/designate more than one email ID as Designated Email IDs. The transaction request sent on the Designated Email ID will be time-stamped as per the date and time of the email received on the server of the AMC, and such time stamp shall be considered as final and binding for determining the applicable Net Asset Value (NAV) for the transaction in accordance with the SEBI (Mutual Funds) Regulations, 1996.
- Submission of the Permanent Account Number (PAN), proof of KYC compliance, email address and mobile number of the new investor will be mandatory. The PAN of the new investor will be verified by the AMC with the Income Tax Database before allotment of units. Further, the AMC shall verify the KYC compliance status of the investor to ensure that the KYC is verified. In case the name of the investor does not match with the name of the PAN holder as per the Income Tax Database, or the PAN submitted by the investor is invalid, or the KYC is not verified then the application will be rejected.
- The subscription amount shall be credited to any of the designated bank accounts of Union Mutual Fund. The details of the payment instrument shall be provided to the AMC.

Following are the designated bank accounts of Union Mutual Fund for this facility. The investor needs to transfer the funds into any one of the following bank accounts:

Account Name	Bank Name	Account Number	IFSC	Branch
Union Mutual Fund	HDFC Bank	57500000437847	HDFC0000060	Fort, Mumbai
Union Mutual Fund	ICICI Bank	000405124263	ICIC0000106	Backbay Reclamation, Mumbai

- This facility will be available only in locations where there are no offices which are Official Points of Acceptance in the close vicinity of the Investor and the Distributor and there are travel restrictions on account of the Coronavirus Disease (COVID-19) outbreak.
- Mandatory requirements:** Scanned copy of the relevant duly filled-in and signed purchase application form, proof of KYC compliance, proof of transfer/remittance of funds/copy of cheque (dully filled-in and signed) and copy of cheque deposit receipt from the bank along with details as mentioned below in an excel spreadsheet should be emailed by the empaneled distributor to the Designated Email ID:
 - Mandatory details:**
 - Investor's PAN:
 - Investor's name:
 - Scheme:
 - Amount (in ₹):
 - Name of the Bank where the amount is transferred into:
 - Confirmation that KYC is verified:

g. **For Non-individual Investors only:**

- o Certified copy of the Board Resolution authorizing investments/disinvestments in Mutual Funds Schemes, certified by the Company Secretary/authorised signatory.
- o List containing names and signatures of the signatories, authorised as per the above Board Resolution, duly attested by the Notary/Company Secretary/ any of the Directors of the Company on the Company's letterhead.
- o Copy of the Memorandum and Articles of Association of the Company, duly attested by the Company Secretary or any other authorised signatory.
- o Other relevant documents governing the statute (in case of Body Corporate not covered under the Companies Act).

Multiple transaction applications received from the distributor through a single email will not be accepted under the Facility. The distributor will have to submit each such transaction application over a separate email.

All the above documents including the supporting files should be sent in a single attachment file in PDF/JPEG format and the attachment file size should not exceed 3 MB. PDF attachment should not be password protected. Any PDF/JPEG attachment should not be zipped while sending. Images taken from a high resolution camera may not convert or may take longer time while processing transactions hence it is recommended to keep image resolution as low as possible / printable quality. Transaction documents should be sent in "Black and White", preferably in PDF format.

- With a view to avoid money laundering risk and fraud risk, the AMC will use the penny drop mechanism (process of validating the name of the bank account holder by crediting a minor amount in the bank account for which the name is being validated) to ensure that the bank account belongs to the investor. Since the penny drop mechanism validates only the name of the first holder in the bank account, it will be mandatory that the first holder in the folio opened through this facility is the first holder in the bank account. Further, the pay-in and the pay-out bank account of the new investor mentioned on the application should be one and the same.
- The AMC at its sole discretion reserves the right to reject any transaction/application received through this facility and such decision shall be final and binding on the investor/ distributor.
- This facility shall be subject to provisions of cut off timing for applicability of NAV and time stamping requirements, applicable terms and conditions of the Facility to transact through email, provisions of the SAI and the respective SID including the provisions of the 'Prevention of Money Laundering and Know Your Client (KYC) requirements' as detailed in the SAI, and any other applicable laws, rules and regulations as may be enforced from time to time.
- The use of this facility by the investor / distributor will be deemed as the investor's/distributor's confirmation that the investor / distributor understands and agrees to be bound by all of the terms and conditions applicable to this facility, as amended from time to time.
- The Distributor shall ensure that the Distributor is in possession of the duly completed original purchase applications signed by the investors including the requisite supporting documents (as per applicable laws including guidelines under the Prevention of Money Laundering Act and scheme related documents) before submitting the scanned copy of the applications along with the supporting documents to the AMC under this Facility. Further, the Distributor shall ensure that all supporting documents which are copies are duly verified by the Distributor with the originals. It shall be the responsibility of the Distributor to submit all documents referred above to the nearest AMC office within 45 days from the date of submission of application under this facility. The Distributors and Investors availing this facility may note that, in case the originals are not submitted to the AMC, the AMC reserves the right to:
 - block all further financial transactions (including redemptions) and non-financial transactions through any mode of transaction under the respective folio held by the investor until the aforesaid originals are submitted to the AMC and / or
 - withhold any commission payable to the respective Distributor until the aforesaid originals are submitted to the AMC.
- The Distributor using this facility agrees that, before submitting the investor's application along with requisite documents to the AMC under this facility, the Distributor shall inform the investor that in case the originals are not submitted to the AMC, the investor will not be able to undertake any further financial transactions (including redemptions) and non-financial transactions under the respective folio through any mode of transaction until the originals are submitted to the AMC by the Distributor.
- The AMC reserves the right to modify the above terms and conditions/ facility.



Please address all future communication(s) in connection with this application to the Registrar & Transfer Agent of the Scheme:

Computer Age Management Services Ltd.,

Unit: Union Mutual Fund

158, Rayala Tower 1, 1st Floor, Anna Salai, Chennai, Tamil Nadu - 600002.

Email: enq_uk@camsonline.com | Website: www.camsonline.com

Union Asset Management Company Pvt. Ltd.

Unit 503, 5th Floor, Leela Business Park, Andheri Kurla Road, Andheri (East), Mumbai - 400059

Toll Free : 18002002268/18005722268 | Tel No. : 022 67483333

Website: www.unionmf.com | Email: investorcare@unionmf.com

Give a missed call from your registered mobile number on 08010421326 and get an Account Statement via SMS.