

## Annexure E

### Know Your Distributor (KYD) Process for Mutual Fund Distributors

#### A. Document Verification

The distributors will have to submit their applications for registration with AMFI, alongwith the KYD application and self attested photocopies of relevant documents as mentioned against their respective category in the table below. AMFI has engaged the services of Computer Age Management Services Ltd. (CAMS) to carry out the KYD process through their centres in 60 locations initially (hereinafter referred to as "CAMS Point of service" / "CAMS POS"). KYD application along with the requisite documents could be submitted at any of the CAMS POS, . The distributors are required to produce, in person, the original documents for over the counter verification at the time of submission of their applications along with self attested photocopies of the same.

Category of ARN holder	KYD Documents required to be submitted	
	Documents for Identity Proof	Documents for address proof (any one of the following)
<b>Individuals &amp; Senior Citizens</b>	Photo PAN Card (Mandatory)	<ul style="list-style-type: none"> <li>i) Ration Card (Vernacular language)</li> <li>ii) Passport</li> <li>iii) Latest Demat/ Bank Account Statement **</li> <li>iv) Voter Identity Card</li> <li>v) Latest Utility (Electricity / Municipal tax/ Water-tax/ Land Line Telephone) Bill*</li> <li>vi) Driving License</li> <li>vii) Lease / Sale Agreement of Residence</li> </ul>
<b>Proprietary Concern</b>	<ul style="list-style-type: none"> <li>i) PAN card of the Concern (if available) or</li> <li>ii) Photo PAN card of the Proprietor</li> </ul>	<p>If the address of the proprietary concern and the proprietor is same, the following documents in the name of proprietor :</p> <ul style="list-style-type: none"> <li>i) Ration Card (Vernacular language)</li> <li>ii) Passport</li> <li>iii) Latest Demat / Bank Account Statement **</li> <li>iv) Voter Identity Card</li> <li>v) Latest Utility (Electricity/ Municipal tax/ Water-tax/ Land Line Telephone) Bill*</li> <li>vi) Driving License</li> <li>vii) Lease / Sale Agreement of Residence</li> </ul> <p>In case location of concern is different, then the following documents in the name of proprietary concern:</p> <ul style="list-style-type: none"> <li>i) Latest Bank Account Statement **</li> <li>ii) Latest Utility (Electricity/ Municipal tax/ Water-tax/ Land Line Telephone) Bill *</li> <li>iii) Lease/ Sale Agreement of</li> </ul>

		office
<b>HUF</b>	PAN card of HUF	<p>If the address of the HUF and the Karta of HUF are same, the following documents in the name of Karta:</p> <ul style="list-style-type: none"> <li>i) Ration Card (Vernacular language)</li> <li>ii) Passport</li> <li>iii) Latest Demat/ Bank Account Statement **</li> <li>iv) Voter Identity Card</li> <li>v) Latest Utility (Electricity/ Municipal tax/ Water-tax/ Land Line Telephone) Bill *</li> <li>vi) Driving License</li> <li>vii) Lease / Sale Agreement of Residence</li> </ul> <p>In case location of HUF is different, then the following documents in the name of HUF:</p> <ul style="list-style-type: none"> <li>i) Latest Bank Account Statement **</li> <li>ii) Latest Utility (Electricity/ Municipal tax/ Water-tax/ Land Line Telephone) Bill *</li> <li>iii) Lease / Sale Agreement of Office</li> </ul>
<b>Partnership Firm/ Societies/ Trust</b>	PAN card of Firm	<ul style="list-style-type: none"> <li>i) Latest Utility (Electricity/ Municipal tax/ Water-tax/ Landline Telephone) bill *</li> <li>ii) Lease / Sale Agreement</li> <li>iii) Latest Bank Account Statement / Bank Passbook **</li> </ul>
<b>Corporates (Pvt./ Public Ltd. Co., Banks, NBFC)</b>	PAN card of the corporate entity	<ul style="list-style-type: none"> <li>i) Latest Utility (Electricity/ Municipal tax/ Water-tax/ Landline Telephone) bill *</li> <li>ii) Lease / Sale Agreement</li> <li>iii) Latest Bank Account Statement / Bank Passbook **</li> </ul>

\* Not more than 2 months old.

\*\* Where bank account statement is submitted as proof of address, the said bank account should have been opened at least six months prior to the submission of application and the statement should not be more than 2 months old.

For any other category of Distributors not covered in the above list, please contact AMFI/ CAMS for assistance.

## B. Bio-metric :

The Bio-metric process involves taking impression of right hand index finger and registering the same for identification purpose. The said process will be carried out at the CAMS POS, at the time of submission of applications for registration or renewal of ARN alongwith KYD application form.

- Individual and Senior Citizen Category Distributors are required to visit in person for Biometric registration.
- In case of non individual entities, bio-metric is required to be carried out for the authorised persons/ officials as indicated in the below mentioned table:-

<b>Category of ARN holder</b>	<b>Persons required to undergo bio-metric process</b>
Proprietary Concern	Proprietor
Partnership firm	All the Partners
HUF	Karta of HUF and the signatory to the application (if the signatory is a person other than the Karta).
Societies & Trust	Principal Officer/Chief Trustee and the signatory to the application (if the signatory is a person other than these officials).
Corporates (Pvt./ Public Ltd. Co., Banks, NBFC)	Authorized official who has signed ARN application

In case of non individual entities, the persons who are required to undertake bio-metric process as indicated in the above table are also required to comply with the document verification process by submitting the required documents i.e. proof of identity and proof of address as applicable to individual applicants.

## C. KYD Process flow

- 1) Distributors have to visit nearest CAMS POS with duly completed KYD applications, self attested photocopies of relevant documents and 2 self attested passport size color photographs.
- 2) Also carry original documents and get the photocopies verified with original by CAMS official.
- 3) Obtain the acknowledgement from the CAMS POS confirming completion of KYD process.
- 4) The existing ARN holders will have to send photocopy of the said acknowledgement to the AMCs with which you are empanelled.

## D. New change of broker code concept with reference to AMFI Best Practice Guidelines Circular No.15/2010-11 dated 7th May 2010.

- i) Only request letter for change of broker code from the investor duly signed is necessary.
- ii) No brokerage will be paid on trial, annualized or any incentive to either old or new distributor after the change of broker code with effect from 7th May 2010.
- iii) However, the old distributor is eligible for trial brokerage up to the date on which change of broker was effected.
- iv) From value date of change of broker, the brokerage should be computed and tagged separately for transferring to 'Investor Education Fund'

- v) No service tax should be calculated on such cases (flagged transactions for 'Investors Education Fund')
- vi) Upfront and Incentive (upfront natured incentive) shall be paid as per existing practice for change of broker code transactions to old broker or new brokers as applicable.
- vii) This circular shall not apply for any merger or AUM transfer due to company merger, acquisition etc. However, respective unit may take it up with AMC to decide the applicability of this circular on case to case basis. Accordingly, the tag "Correction" or "Change" can be selected at the time of request processing.
- viii) Brokerage will not be paid for any Change which is handled through "Change" option and brokerage will be paid for those cases where the change is handled through "Correction".
- ix) For future SIP transactions value date need to be considered while computing trail/annualized brokerage.
- x) If any reversal and reprocess is done after change of broker, the user has to reprocess with old broker code and then do the change of broker so that value date will be updated in the reprocessed transactions.
- xi) If transmission happens after change of broker code, the value date should be carried forward to Transfer In transaction also, as brokerage should not be paid for those transactions.