

## **1. How to apply for / get allotment of units in Demat mode?**

Invesco Mutual Fund offer units of various schemes (Direct and Regular both option) in demat form during NFO and ongoing subscriptions. All you need to do is mandatorily mention the details of depository name (NSDL / CDSL) and Beneficiary ID (in case of CDSL: 16 digits and in case of NSDL, DP id 8 digit and client id 8 digit) in the subscription form. Please enclose copy of latest Client Master List (CML) received from your Depository Participant along with complete application form. Investor must ensure that the Demat account mentioned is in active status and should not be inactive /closed/suspended for debit/credit. Investor must ensure that Name (s) of the applicants, PAN, Tax status, holding pattern mentioned in the application form should match with Client master list. Post allotment, the said units shall be credited to the Demat account mentioned in the application form. Investor can verify the same in his holding statement obtained from his DP. Rest of the subscription process remains as it is.

## **2. How to convert the units held in SoA mode to Demat mode?**

If you are holding units in any mutual fund scheme in physical form (Statement of Account), you may convert them easily in demat form through your DP. If you are already having a demat account, then you need not to open a separate demat account just for this purpose. The procedure for converting mutual funds units held in paper form to demat form is as below: -

- Obtain Conversion Request Form (CRF) from your DP.
- Fill-up the CRF and sign it (as per the signature available in the application). In case of joint holders, all holders should sign the form.
- The holding pattern in DP (as per Client master list) should match with SOA and also ensure to update PAN number in RTA record thru NCT request in case of investment is in the name of minor.
- Submit the CRF along-with the Statement of Account to your DP.
- Please mention correct folio number (refer SOA) in the appropriate place in the CRF.
- In case of lock-in (ELSS scheme), please fill up separate CRFs i.e., lock in date wise.
- After due verification, the DP would send the CRF to respective depository in which client is having an account.
- Depository will send that CRF details to Asset Management Company (AMC) / Registrar and Transfer Agent (RTA).
- Post verification, the AMC / RTA will confirm the conversion request raised by the DP and the mutual fund units will be credited in your demat account.
- In case of rejection, necessary communication will be sent to the investor.

Details of your existing investments in mutual fund units in physical form can be found in the statement of account received from AMC or its RTA. This information is also available in Consolidated Account Statement (CAS) that you receive. All existing mutual fund investments through SIP mode can also be converted into demat form.

### **3. How to convert the units held in Demat mode to Remat mode?**

Re-materialisation is the process of converting units from demat mode to physical mode, SOA mode,

To re-materialise mutual funds, submit the following documents:

- Remat request forms (PDF) signed in signature with DP and signature with RTA fields for each ISIN, fund, or folio.
- Self-attested Address proof. Proof can be any one of the following: Voters ID, driving licence, passport, Aadhaar, bank statement.
- Self-attested PAN. If Aadhaar is being submitted as proof, ensure that a masked Aadhaar is submitted, i.e., black out the first 8 digits of the Aadhaar number. Only the last four digits should be visible.
- Upon verification, DP shall forward the documents to AMC/RTA for further processing.
- Post verification, the AMC / RTA will confirm the conversion request executed by DP and the mutual fund units are extinguished from the investor's demat account and units are converted to physical and reflected in SOA.

### **4. How to Redeem mutual fund units held in demat form?**

You can redeem your mutual fund units held in demat form through your DP or stock exchanges (through stockbroker).

#### **Through your DP,**

- Obtain Redemption Request Form (RRF) from your DP.
- Fill-up the RRF and sign it. In case of joint holders, all holders should sign the form.
- During filling RRF, you should mention free units only as lock-in and pledged units are not eligible for redemption.
- Submit the RRF to your DP.
- After due verification, your DP will execute electronic redemption request. It will be electronically forwarded to the respective depository in which client is having a demat account.
- Depository will send all RRF electronic request to respective Asset Management Company (AMC) / Registrar and Transfer Agent (RTA)
- The AMC / RTA will verify the redemption request and if in order, confirm it in depository system. This will result in debit/extinguishment of mutual fund units in your demat account.
- AMC / RTA will arrange the credit of redemption amount to bank account which is linked to your demat account on the schedule date.
- In case of successful processing, units will be extinguished from your DP account and in case of rejections, units will become free.

#### **Through your broker in exchange platform.**

- Place your sale/redemption order to your stockbroker.
- Deliver/transfer the required number of units sold/redeem to your broker by submitting a delivery instruction slip (DIS) to your DP.

- Delivery should be in favour of designated CM Pool account of the concerned Clearing Corporation. Take care to ensure that delivery instruction is submitted as per the timelines prescribed by your DP. DIS slip should be filled with proper market type, settlement no, ISIN and number of units.
- Upon receipt of the valid order and units, RTA /AMC process the redemption with appropriate NAV and transfer the funds to clearing house as per schedule.
- The Clearing Corporation will credit the funds to investor's bank account directly as per UCC through usual settlement process.

#### **5. Is switch-transaction permissible if the units are held in Demat,**

- Yes, demat switch transactions are processed in demat holding through exchange/clearing corporation. The mechanism is same as in case of normal redemption and subscription. Post processing of switch-out redemption, instead of funding to the investor, switch-in (subscription) is processed and equivalent units are settled to clearing house for on-ward credit to the investor's DP account.
- However, STP & SWP are not permitted in demat.

#### **6. How to change the investor's profile / bank account details etc. in respect of units held in demat mode?**

In case of any modifications of bank account, address, contact details etc in the demat folios, the investor needs to get it modified in his DP account through depositories participant (DP). DP follows prescribed guidelines for such profile modifications as formulated by respective Depositories (NSDL/CDSL) in their operating manual. There is no need for the investors to provide any NCT request to RTA as the basic information are shared by both NSDL/CDSL to RTAs on weekly basis.

However, few processes are outlined below based upon the information collated from depositories operating manual. The said process mentioned here is just for information only. Therefore, the investor is advised to approach his DP and provide appropriate documents and information as per depository process.

##### **i.Change of bank account registered.**

Yes, you can change bank account details registered in your demat account any time by submitting a written request (prescribed format) to your DP signed by all holders. You will also need to provide supporting documents for your new bank account such copy of passbook or account statement or cancelled cheque leaf, containing your name, bank account number, bank name, MICR code and IFSC.

##### **ii.How do I change my address with my DP?**

You can change your address in the depository system by submitting a written request (prescribed format) to your DP. Such a request should be signed by all the joint holders, if the account is jointly held. Following documents should be submitted along with the request -

- a) Latest Transaction Statement of the demat account.
- b) Self-attested copy of any proof of identity document like PAN card, Passport, Voter's identity card, Aadhaar card, Driving license, NREGA card.

- c) Self-attested copy of any document as proof of new address Passport, Voter's identity card, Aadhaar card, Driving license.

You may be required to produce original document for the purpose of verification of photocopy by your DP. You or your authorized representative should sign the application once again in the presence of the officials of the Participant. Once the request for change in address is processed in the depository system, an email is sent by NSDL to the account holder(s) informing the update, in addition to intimation from the DP.