

## DEMAT ACCOUNT APPLICATION FORM

### NATIONAL SECURITIES DEPOSITORY LIMITED (NSDL)

Depository

Participant Name DP ID No.  Beneficiary Account No. 

### CENTRAL DEPOSITORY SERVICES (INDIA) LIMITED (CDSL)

Depository

Participant Name DP ID No.  Target ID No. 

#### **Process Note for Dematerialization and Re-materialization of Mutual Fund Units**

An existing investor who wants to dematerialize demat units to his account has to approach his Depository Participant (DP) directly and follow the procedure given below:

Complete Conversion Request Form [CRF] in triplicate and submit duly signed by the unit holder(s) along with statement of account, if any, Consolidate Account Statement detailing the Mutual Fund units you wish to dematerialize.

DP will check the information filled in the CRF with enclosure, and if found valid in all respects, will give the 3rd copy of the CRF duly signed and stamped as acknowledgement to the investor, retaining the other 2 copies.

DP will further process the request in his system to register the request when an electronic number gets generated [CRF] in his system.

DP will write down this CRF on the physical CRF request and release the CRF to the NSDL central system and send the physical request to the RTA.

RTA has to receive both electronic file from NSDL/CDSL and the physical request from DP for processing.

RTA will verify for holdings in their records, vis-à-vis CRF received from the DP; the signatures and the CRF soft feed received from NSDL/CDSL.

Karvy will process / reject the transaction based on the feed file received from the DP.

Please note that this entire process for conversion from physical to Demat would take a week to 15 days from the date of submission of the request to the DP, including transit time. request to the DP, including transit time.

#### **Process Note for Redemption Mutual Fund Units**

Post conversion of into Demat, the investor has to approach his / her DP for redemption. The DP should also be a Broker in order to place sell requisition in the market.

#### **Instructions for subscribing to units in dematerialized form.**

1. Effective October 01, 2011, all investors have the option of subscribing to the units of the schemes of Baroda Mutual Fund in demat form. Please mention your demat account details, as solicited above, if you wish to receive credit of units into your demat account.
2. Units which are in demat form may be purchased or redeemed through the stock exchange mechanism.
3. Until further notice, the facilities of switch, SIP, SWP and STP will not be offered to investors who subscribe to / hold units in demat form.
4. Until further notice, investors who opt to subscribe to / hold units in demat form will not be offered the option of investing in the dividend reinvestment sub-option under any scheme/plan of Baroda Mutual Fund. In the case of investors who choose this sub-option of a scheme/plan in the application form, units will be allotted in the dividend payout sub-option of the same scheme/plan. Likewise, Daily/Weekly Dividend Option will not be available for investors who subscribe to / wish to hold Units in demat form.
5. Units held in demat form will be freely transferable, subject to the provisions laid down in the Combined Scheme Information Documents.
6. For the detailed provisions relating to demat, transacting through the stock exchange mechanism, risks associated with transacting through the stock exchange mechanism, restrictions, if any, and re-materialisation, please read carefully the Combined Scheme Information Documents.