

General Instruction Sheet

Common Instructions:

1. Requests to be signed by all holders as per Mode of Operations.
2. All scan requests to be mailed for registered mail id to: abslamc_pas_ops@adityabirlacapital.com , care.pms@adityabirlacapital.com & enq_pmsbirla@camsonline.com
3. Dates should be mentioned on all requests.
4. DFB Code, Client Name, Broker Name, Scheme Name should be correctly filled.
5. Please refer Instruction & Checklist given on all transaction forms. All proofs as per checklist should accompany such requests.
6. All forms are available on: _____
7. Once the transactions are received at our end, the same will be processed subject to due diligence & acceptance mail will be sent to Investors Registered mail id.

A. Additional Purchase in Existing Folio.

1. Following fields must be filled correctly.
 - Additional in Existing Folio to be clearly ticked.
 - Amount of TOP Up, RTGS/Fund Transfer Reference and Date.
 - Bank Name and Branch to be filled correctly.
2. Only RTGS and Fund Transfer will be accepted. (Cheques and Stock Transfer is excluded).

B. Redemptions

1. Following fields must be filled correctly.
 - Type of Redemption must be ticked correctly.
 - In case of Partial Redemption, amount should be filled correctly.
 - In case full Redemption, whether Liquidation, Stock Transfer or Transfer to Mutual funds should be clearly indicated.
 - For stock transfer redemption Depository Name, Type of Depository, DP ID, and Client ID should be filled correctly.
 - For Liquidation of Portfolio and transfer to MF, correct Scheme Name and Option to be mentioned.

C. Additional Purchase in New Folio

1. Following fields must be filled correctly.
 - Additional in New Folio to be clearly ticked.
 - Amount of TOP Up, RTGS/Fund Transfer Reference and Date.
 - Bank Name and Branch to be filled correctly.
 - Only RTGS and Fund Transfer will be accepted. (Cheques and Stock Transfer is excluded).
 - Fee Schedule, Illustration & Term Sheet should be filled correctly and submitted alongwith Scan request.

D. Switch Requests

1. Following fields must be filled correctly.
 - Partial Switch or Full Switch should be clearly ticked.
 - In case of Partial Switch, Amount of Partial Switch, Switch to Product should be indicated.
 - If partial switch to existing Code, then DFB code to be mentioned, else can be left blank.
 - In case of Full Switch, Amount can be left blank, Switch to Product should be indicated.
 - If full switch to existing Code, then DFB code to be mentioned, else can be left blank.
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