

**Regulatory guidelines for uniform implementation of KYC requirements and providing FATCA/UBO Declaration.**

**Compliance requirement with effect from 1<sup>st</sup> November 2015.**

Regulatory Guidelines	Steps to be initiated
<p>From 1<sup>st</sup> November 2015 - It is mandatory for <b>NEW MF investors</b> to provide Beneficial Ownership details . These details will be taken as account opening requirements.</p>	<p>We need to check if investor has provided Beneficial Ownership details .</p> <p>If details are provided Accept the application.</p> <p>If details are not provided Reject the application</p>
<p>From 1<sup>st</sup> November 2015- It is mandatory for all <b>NEW MF</b> investors to provide Additional KYC details as stated in Part II of account opening form.</p>	<p>Check that the following details are provided</p> <ol style="list-style-type: none"> <li>1. gross annual income</li> <li>2. Net worth;</li> <li>3. PEP status</li> </ol>
<p>From 1<sup>st</sup> November 2015- Any application (New application and Fresh investments of existing investors) where KYC status is KYC on Hold will not be accepted.</p> <p>From 1<sup>st</sup> November 2015-any application where KYC status is KYC on Hold can be accepted ONLY IF the investor submits KYC missing documents to AMC/ CAMS.</p>	<ol style="list-style-type: none"> <li>1. If KYC status is KYC on Hold - reject application.</li> <li>2. If KYC status is KYC on Hold <b>and</b> investor submits KYC missing documents to AMC/ CAMS - accept application <b>and</b> update KRA-KYC system promptly.</li> </ol>

KYC Status	Action till October 31, 2015	Action from November 1, 2015
KYC- registered	Accept	Accept
KYC- On hold	We need to communicate with investors and get additional details	Reject ALL purchases and switches transactions if the missing information is not available.
KYC- under process	Accept	Accept
KYC- Rejected	Reject	Reject
KYC- Not available	Reject	Reject
KYC- Deactivated	Reject	Reject

## PPFAS Mutual Fund

**Note:** SIP and STP mandates already registered till October 31, 2015 is exempted from above requirements.

**Action to be taken for missing/ not available KYC:** In these cases we need to take additional documents from investors till 31<sup>st</sup> December 2015.

**Compliance requirement with effect from 1<sup>st</sup> January 2016.**

AMFI Guidelines	Please check the following details are provided.
From 1 <sup>st</sup> January 2016 for all fresh and additional purchases we need to UBO details	1. If UBO details are provided- accept fresh/ additional purchase application.  2. If UBO details are not provided- reject application (fresh and additional purchase).
From 1 <sup>st</sup> January 2016 Additional KYC details need to be updated for the investor	For existing investor for executing any additional purchase or switch he/ she/ it must have updated Additional KYC details.  If these details are not updated transaction can not be processed.

**Note:** SIP and STP mandates already registered till December, 2015 is exempted from above requirements.

**Above provisions transactions apply to transactions received through online application.**

**FATCA and UBO requirement:**

It is mandatory to provide FATCA / UBO (in case of non individual investors) from 1<sup>st</sup> November 2015. If FATCA / UBO details are not provided, application form will be rejected.