

CIR/ARN-12/10-11

March 1, 2011

To All Members

Dear All,

**Unified AMFI Guidelines for AMFI REGISTERED MUTUAL FUND ADVISOR
(ARMFA)**

**GUIDELINES REGARDING REGISTRATION OF INTERMEDIARIES AND
EMPANELMENT OF ARMFA**

REVISION IN FORMATS FOR DECLARATION OF SELF CERTIFICATION

This has reference to our circulars no. CIR/ ARN-09/ 08-09 dated July 18, 2008, CIR/ ARN-10/09-10 dated June 9, 2009 and CIR/ARN-11/09-10 dated August 11, 2009 issued on the captioned subject.

SEBI has revised Code of Conduct for Mutual Fund Distributors vide its Circular No. SEBI/ IMD/ Cir. No. 8/ 174648/ 2009 dated August 27, 2009. Also, all the distributors are required to comply with the Know Your Distributor (KYD) process w.e.f. September 1, 2010.

Based on the recommendations of the Committee on Registration of AMFI Certified Distributors, we have made suitable changes in the formats for Declaration of Self - Certification (DSC) and the revised formats for DSC to be obtained from different classes of distributors are attached.

You are, therefore, requested to forward a copy of the relevant revised format to the distributor concerned empanelled with your AMC for due compliance and also advise your R & T accordingly.

With kind regards,

Yours sincerely,

V Ramesh
Dy. Chief Executive

Annexures to circular :

Revised Format 'A' - Format for Corporate ARMFA who does not have Sub-brokers

Revised Format 'A1' - Format for Corporate ARMFA who has Sub-brokers

Revised Format 'B' - Format for ARMFA who is Sub-Broker, to be submitted to Principal ARMFA

Revised Format 'C' - Format for ARMFA who is Individual/ Karta of HUF

Form No. A

Format for Declaration of Self Certification for Corporate ARMFA who does not have sub-brokers

On appropriate letterhead of corporate body

Date: _____

AMFI Registration Number (ARN): _____ **From:** _____

- * Landline: _____
- * Mobile: _____
- * Email: _____

The Registrar and Transfer Agent of Mutual Funds
(Please tick as applicable)

CAMS	<input type="checkbox"/>	Franklin Templeton	<input type="checkbox"/>
Karvy CPL	<input type="checkbox"/>	Deutsche ISPL	<input type="checkbox"/>
Escorts	<input type="checkbox"/>	Sundaram BNP Paribas FSL	<input type="checkbox"/>

Sub: Declaration of Self-Certification (DSC): Period _____ / Financial Year _____

"This is to certify that, in the course of my/our business in the distribution of mutual fund products during the period / financial year ended March 31, _____ I/we have adhered to the Code of Conduct contained in SEBI circular no. SEBI/IMD/CIR No. 8/174648/2009 dated August 27, 2009 and to the requirements as prescribed in SEBI's circular no. MFD/CIR/20/23230/2002 dated November 28, 2002 and the AMFI circular no: CIR/ARN-09/08-09 dated July 18, 2008 in this regard."

In compliance with SEBI Circular no. SEBI/ IMD/CIR/No.4/168230/09 dated June 30, 2009, I/ we have disclosed to investors all the commissions (in the form of trail commission or any other mode) payable to me /us for the different competing schemes of various mutual funds from amongst which the scheme was recommended to our investors.

We also certify that we have complied with the Know Your Distributor (KYD) requirements as per AMFI Guidelines.

We further certify that we have adhered to the SEBI and AMFI Guidelines issued from time to time.

Kindly update this DSC on your records and with all the Fund Houses where we are empanelled.

For _____ (firm name)

Authorised Signatory (ies)

** Information of principal contact desirable for all important communication to be disseminated efficiently*

Form No. A1

Format for Declaration of Self Certification for Corporate ARMFA who has sub-brokers

On appropriate letterhead of corporate body

Date: _____

From: _____

AMFI Registration Number (ARN): _____

* Landline:

* Mobile:

* Email:

The Registrar and Transfer Agent of Mutual Funds
(Please tick as applicable)

CAMS	<input type="checkbox"/>	Franklin Templeton	<input type="checkbox"/>
Karvy CPL	<input type="checkbox"/>	Deutsche ISPL	<input type="checkbox"/>
Escorts	<input type="checkbox"/>	Sundaram BNP Paribas FSL	<input type="checkbox"/>

Sub: Declaration of Self-Certification (DSC): Period _____ / Financial Year _____

"This is to certify that, in the course of my/our business in the distribution of mutual fund products during the period / financial year ended March 31,_____. I/we have adhered to the Code of Conduct contained in SEBI circular no. SEBI/IMD/CIR No. 8/174648/2009 dated August 27, 2009 and to the requirements as prescribed in SEBI's circular no. MFD/CIR/20/23230/2002 dated November 28, 2002 and the AMFI circular no: CIR/ARN-09/08-09 dated July 18, 2008 in this regard.

We further certify that we have AMFI certified ARMFA empanelled with us acting as sub-brokers for distribution of mutual funds and that they have in turn met all certification requirements in terms of the above mentioned circulars from SEBI. We confirm that the necessary DSC for the financial year as above has been submitted by them to us"

In compliance with SEBI Circular no. SEBI/ IMD/CIR/No.4/168230/09 dated June 30, 2009, I/ we have disclosed to investors all the commissions (in the form of trail commission or any other mode) payable to me /us for the different competing schemes of various mutual funds from amongst which the scheme was recommended to our investors.

We also certify that we have complied with the Know Your Distributor (KYD) requirements as per AMFI Guidelines. We further certify that all the sub-brokers empanelled with us have complied with KYD requirements.

We further certify that we have adhered to the SEBI and AMFI Guidelines issued from time to time.

Kindly update this DSC on your records and with all the Fund Houses where we are empanelled.

For _____ (firm name)

Authorised Signatory (ies)

* Information of principal contact desirable for all important communication to be disseminated efficiently

Form No. B

Format for Declaration of Self Certification by the ARMFA who is sub-broker to be submitted to **principal ARMFA**

On appropriate letterhead (if available) by **sub broker to be addressed to principal ARMFA**

Date: _____

AMFI Registration Number (ARN): _____ From: _____

* Landline:

* Mobile:

* Email:

_____ (Principal ARMFA name)

Address 1

Address 2

Address 3

Pin

Sub: Declaration of Self-Certification (DSC): Period _____ / Financial Year _____

"I/we as sub-brokers to yourselves for the purpose of distribution of mutual funds hereby declare that all provisions made under the prescribed code of conduct under SEBI circular no. SEBI/IMD/CIR No. 8/174648/2009 dated August 27, 2009 and those prescribed under SEBI's circular no. MFD/CIR/20/23230/2002 dated November 28, 2002 and the AMFI circular no: CIR/ARN-09/08-09 dated July 18, 2008 have been adhered to."

In compliance with SEBI Circular no. SEBI/ IMD/CIR/No.4/168230/09 dated June 30, 2009, I/ we have disclosed to investors all the commissions (in the form of trail commission or any other mode) payable to me /us for the different competing schemes of various mutual funds from amongst which the scheme was recommended to our investors.

I also certify that I have complied with the Know Your Distributor (KYD) requirements as per AMFI Guidelines.

I further certify that I have adhered to the SEBI and AMFI Guidelines issued from time to time.

For _____ (firm name / individual name)

Authorised Signatory (ies) / Signature of sub-broker

* Information of principal contact / sub-broker desirable for all important communication to be disseminated efficiently

Note: This declaration has to be stored by the principal ARMFA for a period of at least 8 years

Form No. C

Format for Declaration of Self Certification for the ARMFA who is an individual/karta of HUF

On appropriate letterhead (if available)

Date: _____

AMFI Registration Number (ARN): _____ From: _____

* Landline:

* Mobile:

* Email:

The Registrar and Transfer Agent of Mutual Funds
(Please tick as applicable)

CAMS	<input type="checkbox"/>	Franklin Templeton	<input type="checkbox"/>
Karvy CPL	<input type="checkbox"/>	Deutsche ISPL	<input type="checkbox"/>
Escorts	<input type="checkbox"/>	Sundaram BNP Paribas FSL	<input type="checkbox"/>

Sub: Declaration of Self-Certification (DSC): Period / Financial Year _____

"This is to certify that, in the course of my/our business in the distribution of mutual fund products during the period / financial year ended March 31_____. I/we have adhered to the Code of Conduct contained in SEBI circular no. SEBI/IMD/CIR No. 8/174648/2009 dated August 27, 2009 and to the requirements as prescribed in SEBI's circular no. MFD/CIR/20/23230/2002 dated November 28, 2002 and the AMFI circular no. CIR/ARN-09/08-09 dated July 18, 2008 has been adhered to."

In compliance with SEBI Circular no. SEBI/ IMD/CIR/No.4/168230/09 dated June 30, 2009, I/ we have disclosed to investors all the commissions (in the form of trail commission or any other mode) payable to me /us for the different competing schemes of various mutual funds from amongst which the scheme was recommended to our investors.

I/ We also certify that I/ we have complied with the Know Your Distributor (KYD) requirements as per AMFI Guidelines.

I/ We further certify that I/ we have adhered to the SEBI and AMFI Guidelines issued from time to time.

Kindly update this DSC on your records and with all the Fund Houses where we are empanelled.

For _____ (firm name)

Authorised Signatory (ies)

** Information is desirable for all important communication to be disseminated efficiently*