

INSTRUCTIONS (PLEASE READ BEFORE FILLING UP THE FORM)

1. This KYC application form is for use by **NON-INDIVIDUALS** only. A separate form is provided for **INDIVIDUAL** entities.
2. This form is only meant for providing information and documents required for KYC compliance. The applicant must be KYC compliant while investing with JPMorgan Mutual Fund (JPMMF) for the purpose of this KYC compliance.
3. Subscription to JPMMF units can be made only after obtaining the KYC acknowledgement at any of its respective designated Investor Service Centres (ISC).
4. **Power of Attorney (PoA) holder:** Investors desirous of investing through a PoA must note that the KYC requirements are mandatory for both the PoA issuer (i.e. investor) and the Attorney (i.e., the holder of the PoA), both of whom should obtain KYC compliance in their independent capacity and quote them while investing.
5. JPMMF will not be liable for any errors or omissions on the part of the applicant / unit holders in the KYC compliance.
6. JPMMF requires investors to provide their identity and address information, supported by documentary evidence for the "Know Your Client" requirements laid down by the Prevention of Money Laundering Act, 2002 (PMLA). It reserves the right to seek any additional information / documentation in terms of the PMLA at any point of time.

GUIDELINES FOR FILLING UP THE KYC APPLICATION FORM

General

1. The application form should be completed in **ENGLISH** and in **BLOCK LETTERS**.
2. Please tick in the appropriate box wherever applicable.
3. Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by cancelling and re-writing, and such corrections should be countersigned by the applicant.
4. Applications incomplete in any respect and / or not accompanied by required documents are liable to be rejected.
5. Applications complete in all respects and carrying necessary documentary attachments should be submitted at the designated ISC or at JPMMF offices.

A. Identity details

1. Name: **This should match exactly with the name mentioned in the PAN card, otherwise the application is liable to be rejected. If the PAN card has a name by which the applicant has been known differently in the past, then requisite proof should be provided, e.g. a name change certificate.**
2. Please mention the date of incorporation or registration of your organisation. If your company is listed on the National Stock Exchange of India Limited, please mention the scrip symbol.
3. Please indicate the status as applicable.
4. It is **MANDATORY** to mention your PAN in the space provided and attach a self-attested photocopy of the PAN card. It is also necessary to bring along the original PAN card as proof, which will be returned over the counter after verification.

B. Address details

1. Address for communication: Please provide here the address where you wish to receive all communications sent by JPMMF. The address you give here will supersede existing information in the records of JPMorgan's Mutual Fund / Registrar and Transfer agent.
2. Permanent address / registered address / overseas address: FIs / other entities must quote the permanent overseas address supported by required documents duly certified.
3. Contact details: Please provide the contact person's name / telephone / email contact details for JPMMF to communicate with you.

C. Other details

1. Latest audited annual accounts/revenue accounts duly attested: Please tick the applicable box indicating that you have submitted copies of your latest audited annual accounts/revenue accounts, duly attested.
2. All documents indicated here are **MANDATORY**. Please ensure that you submit the documents as under:

- Original documents + self-attested photocopies (originals will be returned over-the-counter after verification) **OR**
- True copies attested by Company Secretary / Director / Notary Public / Gazetted Officer / Manager of a Scheduled Commercial Bank (name, designation and seal should be affixed on the copy). Unattested photocopies of an original document or of notarised copies are not acceptable.
- If the above documents including attestation / certifications are in regional language or foreign language then the same must be translated into English for submission, duly attested.

After you have completely filled up the form, please submit the same along with the entire set to the ISC. Please also submit a photocopy of the form for acknowledgement purpose, which you can retain for your records.

Other important notes, after the KYC compliance is allotted to you:

1. Please preserve the document which confirms the KYC compliance requirements allotted to you. You will need to attach photocopies of this document when you make additional investments for the first time in every folio, in JPMMF.
2. If you observe any error in the details as captured by JPMMF, you are requested to approach the nearest designated ISC.
3. If you are already holding investments in any of the JPMMF funds, please communicate your KYC compliance to the Fund or their Registrars, giving details of your folio / account numbers with them. Please note that your signature on the KYC application form should match with that on the records of JPMMF.
4. In respect of new investors, signature on the application form for investing / transacting in JPMMF should match with that on this KYC application form.
5. Applications for Financial Transactions and Non Financial Transactions, other than Change of Address / Name / Status / Signature / Authorised Signatories must not be submitted at the nearest designated ISC along with KYC application forms, but submitted only at the designated Investor Service Centres of JPMMF applicants / Unitholders must quote their KYC acknowledgement no. along with every financial / non financial transaction.
6. After allotment of KYC compliance, if there is any change(s) in the Applicant's details such as Name, Address, Status, Income bracket, Occupation or Signature / Authorised Signatories, the change should be registered with JPMMF at its designated ISC expeditiously, by using the KYC Modification form. It should be noted that only after such registration will the change be reflected in the JPMMF records. Particularly with respect to change of address, investors should register such change giving 10 days time for the subsequent communications from JPMMF to reach them at the new address. Original / Attested copies of documents supporting the change will be required to be submitted together with the KYC Modification Form.

The Mutual Fund, its Asset Management Company, Trustee Company and Directors, employees and agents shall not be liable in any manner for any claims arising whatsoever on account of freezing the folios / rejection of any application / non-allotment of units or mandatory redemption of units / refund due to non-compliance with the provisions of the PMLA, SEBI guidelines or where the AMC / Mutual Fund believes that transaction(s) by an applicant / investors is / are suspicious in nature within the purview of the PMLA and SEBI guidelines and requires reporting the same to the Financial Intelligence Unit - India (FIU-IND).

JPMMF will, on a best effort basis, ensure that the documents received in support of KYC requirements are verified. Acceptance of the application form along with document(s) is subject to verification and final confirmation from JPMMF. In the event of any KYC application form being subsequently rejected for lack of information / deficiency / insufficiency of mandatory documentation, the investment transaction will be cancelled and the amount may be redeemed at the applicable NAV, subject to payment of an exit load, wherever applicable. Such redemption proceeds will be despatched within a maximum period of 21 days from date of acceptance of the application. (In the case of an ELS scheme or a New Fund Offer, allotment will be done only on confirmation from JPMMF or its Investor Service Centre (ISC) that the KYC compliance is final and if either of these informs that the KYC compliance requirement is cancelled on account of it being incomplete/ inadequate, the original amount invested will be refunded.)

CHECKLIST

(Before submitting this form, please go through the following checklist)

1. Please ensure that the form is completed in all respects and signed by the authorised signatories.
2. Foreign Institutional Investors must mention their overseas address in B(2).
3. Please attach all required documents. These should be either original + photocopies or attested / notarised photocopies.
4. Please submit a photocopy of the duly filled up KYC application form.

For assistance or enquiries please approach the ISC where you had submitted your KYC application form.