



**Due Diligence**

**Questionnaire**

**Association of Mutual Funds in India**



**Association of Mutual Funds in India**

**Unified Due Diligence of Mutual Fund Distributors**

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| As per SEBI circular No. Cir/IMD/DF/13/2011 dated August 22, 2011, the Asset Management Companies (AMCs) are required to conduct due diligence in respect of mutual fund distributors (MFDs) who meet any of the following criteria, in order to regulate the distributors:a.    AUM raised over ₹100 crore across the industry in the non-institutional category but including high net-worth individuals. b.    Commission received of over ₹1 crore during the year across the industry.c.     Commission received of over ₹50 lakh from a single mutual fund.d.      Multiple point presence in more than 20 locations.In this regard, AMFI has been organising **unified due diligence** of MFDs on behalf of participating AMCs by engaging the services of professional Chartered Accountants / consultancy firms, so as to avoid duplication of efforts by multiple AMCs and to ensure process efficiency. All distributors identified by AMFI on the basis of the aforesaid criteria, are required to undergo a unified due diligence.To facilitate the due diligence process, AMFI has prepared a detailed Due Diligence Questionnaire (“**DDQ**”) annexed hereto, covering various aspects and requirements specified in the aforesaid SEBI circular, in order to enable the AMCs to understand the distributor’s internal systems, controls and marketing model for mutual fund distribution. All distributors identified the due diligence exercise are required to complete the attached Due Diligence Questionnaire (“**DDQ**”). Please do not leave any question / section unanswered. If any question or section is not applicable, please clearly mention “Not Applicable”. If the space provided is not sufficient to fill in your responses, please use a separate sheet wherever required.The duly completed DDQ should be signed by the distributor (or an authorised official of the distributor in the case of non-individual distributor) certifying that the information provided herein is complete and accurate. Please initial on all pages of the DDQ including supplementary sheets, used if any.The duly completed DDQ should be handed over to the CA/Consultancy firm appointed by AMFI for conducting the Due Diligence. In case additional information or clarification is required, the respective firm in the course of the due diligence process, the distributor is requested to provide the same.Individual AMCs may seek additional information and may also conduct additional/enhanced due diligence. It may also be noted that the due diligence is an ongoing process and not a one-time exercise.Should you require further information to help complete this DDQ, please contact the firm appointed by AMFI to the conduct the Due Diligence. |

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| **Due Diligence Questionnaire**  |
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| **Section 1: Information about the Distributor** |
| **1.1** | Name of the Distributor: **SUJATA KABRAJI** |
| **1.2** | AMFI Registration Number 🡪 ARN -\_**35331**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of initial registration - DD / MMM / YYYY Current validity of ARN – **27/02/2020DD** / MMM / YYYY |
| **1.3** | Current Address (Registered office as well as corporate office, if different)**31 Dharamjyot 2, New Kantwadi Road,****Bandra (W), Mumbai 400 050**If you have offices in 20 or more locations, please provide a list thereof with complete address.  |
| **1.4** | Category: 🞏 Individual 🞏 Proprietorship 🞏 Partnership firm 🞏 LLP 🞏 Public Ltd. Company 🞏 Pvt. Ltd. Company 🞏 Bank 🞏 Public Sector Enterprise🞏 Others (Pl. specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.5** | Registration number of main business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Registered with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place of incorporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.6** | a. Are you registered under SEBI (Investment Advisers) Regulations, 2013? 🞏Yes 🞏No If Yes, please mention your Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Validity DD / MMM / YYYY |
| b. Are you registered under any other SEBI Regulations? 🞏Yes 🞏NoIf Yes, please specify –Name of the Regulations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and Validity DD / MMM / YYYY  |
| c. Are you registered with any other regulator in India? 🞏Yes 🞏No If yes, please provide the details (name of the regulatory authority; registration /license no., place and the validity thereof  |
| d. Are you registered with any regulator Outside India? 🞏Yes 🞏No If yes, please provide the details (name of the regulatory authority; registration /license no., place/country and the validity thereof  |
| **1.7** | Please indicate various business activities you / your firm/organization is engaged in (other than mutual fund distribution)🞏 Banking 🞏 Depository Participant 🞏 Stock Broking 🞏 Investment Advisory🞏 PMS 🞏 AIF 🞏 Wealth Management / Family office 🞏 Small Savings 🞏 Company Deposits 🞏 NPS🞏 Life Insurance 🞏 General Insurance 🞏 Real Estate broking 🞏 Others (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.8** | Please attach the organization chart of your firm / Mutual Fund distribution division of your organisation along with a brief background of the senior / top management.(Please use a separate sheet)  |
| **1.9** | How many employees do you have who are engaged in selling mutual funds? \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **1.10** | Have you appointed any sub-distributors for selling mutual funds 🞏Yes 🞏No If yes, please specify the number of your sub-distributors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.11** | Are you affiliated to any AMC? **[ ]** 🞏Yes 🞏NoIf Yes, please state the name(s) of the AMC(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.12**  | Do you have any associate / subsidiary engaged in MF distribution business? 🞏Yes 🞏NoIf Yes, please provide their names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 2: Mutual Fund Business Activities** |
| ***(●*** |
| **2.1** | 1. Number of years of experience of in mutual fund sales / distribution activities: \_\_\_\_\_\_\_ years
2. Investor segments handled – 🞏Retail 🞏HNI / Mass Affluent

🞏Family Offices 🞏Corporate 🞏Trusts 🞏PSE 🞏ALL categories1. Transaction modes offered - 🞏Physical mode (paper based) 🞏Online Mode 🞏 Both
2. Customer relationship & transaction categories: 🞏Execution only 🞏Advisory 🞏Both
 |
| **2.2** | 1. Please explain your process for selection / recommending a MF scheme based on the customer’s investment objective and risk-profile.
2. Please explain the process followed by you for reviewing the same.

*(Please use a separate sheet to provide your responses to points 2.6(a) & (b) above)*1. How often do you review your customer’s mutual fund portfolio?

🞏 6-monthly 🞏 Annually 🞏 Once every \_\_\_years |
| **2.3** | In cases where your customer relationships / transactions are categorized as “Advisory”, how do you assess the appropriateness of schemes recommended to the customer for specific customer category / risk profile? *Please tick (✓) the applicable response below** 1. Do not recommend MF product beyond upper limit of risk appetite 🞏
	2. Appraise the customer of inherent risks & take necessary steps & customer’s confirmation to upgrade customer risk profile 🞏
	3. Recommend the customer to seek solution from another service provider 🞏
	4. Not applicable since providing Execution Only services for MFs 🞏
1. Do you maintain customer logs\* to ensure the above 🞏Yes 🞏No

(In case you provide Advisory services, please attach extract of sample logs based on 2 actual transactions during review period to highlight point i) *\*Customer logs may include records of discussions/ emails / with investors pertaining to risk profiling, financial planning, investments decisions, recommendations, investment transactions* |
| **2.4** | 1. For cases where your customer relationships / transactions are categorized as “Execution Only”, please indicate the process followed for receiving / executing / tracking the customer’s instructions (e.g., Transaction Slips /Physical (Order) Register; On-line system; Phone-based system etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Please attach copies / extract of sample logs based on 2 actual transactions during review period to illustrate the above*1. If you have reasons to believe that a transaction / product is not appropriate for the customer, do you send a written communication regarding the unsuitability of the same to the customer? 🞏Yes 🞏No

In such a case –1. Do you ensure that the communication is duly acknowledged and accepted by investor? 🞏Yes 🞏No
2. Do you obtain confirmation from the customer to the effect that the transaction is ‘execution only’ notwithstanding your communication about its unsuitability, prior to the execution of the transaction? 🞏Yes 🞏No
3. Do you collect any fees other than transaction charges for Execution services? 🞏Yes 🞏No

If yes, please provide details including the amount of fees collected from the customers. |
| **2.5** | Please mention your aggregate commission from all AMCs during the most recently completed financial year: ₹\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.6** Pleasemention your latest\* AUM and number of clients / folios / SIPs etc. in the table below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **AUM (₹ crore)** | **No. of unique customers** | **No. of Folios** | **No. of Active SIP accounts**  |
|  | Equity | Debt | Liquid | Others |  |  |  |
| Individuals |  |  |  |  |  |  |  |
| Non-Individuals |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

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\* as on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  **Section 3 : Operations & Customer Service Related Processes** |
| ***(Please use separate sheet to provide your responses to the questions below, if the space is not sufficient)*** |
| **3.1** |  Please explain briefly the process followed by you for on-boarding clients through –1. Online Mode
2. Physical mode
 |
| **3.2** | Please explain briefly the process followed by you for conducting IPV of the customer |
| **3.3** | Do you keep track of all mutual fund transactions undertaken by your clients (e.g., Physical Register / Excel sheet / On-line tracking system such as daily transaction feeds from Registrars etc.)? 🞏Yes 🞏NoIf yes, please explain **in brief**, the process followed to by you and also attach a sample copy of the relevant register / log of any day during review period to illustrate the same) |
| **3.4** | Explain the process followed by you / your organization to disseminate the information to your customers w.r.t. –(a) Scheme related information/change in fundamental attribute etc. (b) Scheme Performance(c) Regulatory updates (d) Changes in operational procedures which customer should know |
| **3.5** | Do you assess customer satisfaction? 🞏Yes 🞏NoIf yes, please explain the process and share the feedback for the most recent assessment. |
| **3.6** | Please explain the customer complaint handling process, timelines and escalation matrix followed by you / in your firm / organization.Please provide the number of customer complaints received by you during each of the last 3 years and the nature of complaints and the status thereof.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of complaint | Year | Total | Resolved | Pending |
|  | FY2016 | FY2017 | FY2018 |  |  |  |
| Non-receipt of Statement of Account |  |  |  |  |  |  |
| Discrepancy in Statement of Account |  |  |  |  |  |  |
| Wrong switch between Schemes  |  |  |  |  |  |  |
| Unauthorized switch between Schemes |  |  |  |  |  |  |
| Deviation from Scheme attributes |  |  |  |  |  |  |
| Non-updation of email / mobile no/ bank details, etc |  |  |  |  |  |  |
| Non receipt of Redemption Proceeds |  |  |  |  |  |  |
| Non receipt of Dividend  |  |  |  |  |  |  |
| Mis-selling / Wrong scheme sold |  |  |  |  |  |  |

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| **Section 4 : Compliance and Risk Management** |
| ***(Please use separate sheet to provide your responses to the questions below, if the space is not sufficient)*** |
| **4.1** | Do you have a separate compliance and risk management function? 🞏Yes 🞏No* If yes, please describe any controls / checks performed by this function, including how is it ensured that regulatory changes are implemented and monitored.
* If not, how do you ensure that regulatory changes are implemented and monitored?
 |
| **4.2** | Please provide the no. of your employees holding – (i) NISM Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & (ii) EUIN : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Do all your employees engaged in selling mutual funds hold – 1. Valid NISM Certification? 🞏Yes 🞏No (ii) Valid EUIN? 🞏Yes 🞏No

 If No, please explain the reason and current status of –

|  |  |
| --- | --- |
| NISM Certification | EUIN |

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| **4.3** | Do all your sub-distributors hold –Valid NISM Certification? 🞏Yes 🞏No Valid ARN / EUIN? 🞏Yes 🞏NoIf No, please explain the reason and current status of –

|  |  |
| --- | --- |
| NISM Certification:  | ARN / EUIN: |

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| **4.4** | How do you ensure/keep track of validity of (a) NISM certification and (b) AMFI registration / EUIN of your employees engaged in the selling mutual funds and your sub-distributors, if any? |
| **4.5** | How do you ensure that your employees meet with all regulatory/ compliance requirements? (e.g., SEBI regulations, AMFI Code of Conduct and AMFI best practice guidelines issued from time to time?) |
| **4.6** | Describe the organizational controls to ensure that the following processes are delinked from sales and relationship management processes and personnel:1. Customer risk profiling / investment objective / evaluation of product suitability
2. MF scheme evaluation and assessing its appropriateness thereof to various customer risk categories (i.e., scheme selection).
 |
| **4.7** | Please explain the procedure followed by you to disclose the commission[[1]](#footnote-1) you receive in a particular scheme to your customer. |
| **4.8** | If are you affiliated to any AMC, how do you ensure that no conflict of interest arises while selling mutual funds to customers? Are your customers kept informed about this or the possible conflict of interest that may exist? 🞏Yes 🞏No |
| **4.9** | Do you create / issue your own marketing materials? 🞏Yes 🞏NoIf yes, please describe the process to ensure accuracy and completeness of such materials and adherence to SEBI’s Advertisement guidelines in respect of mutual funds.Do you submit a copy of such advertisements / promotional material prepared and issued by you pertaining to the products of a particular mutual fund to the concerned AMC for compliance clearance / AMC’s information? 🞏Yes 🞏No |
| **4.10** | Do you have any clients who have – (a) **NOT** completed KYC in ALL respects? 🞏Yes 🞏No(b) **NOT** provided PAN? 🞏Yes 🞏No(c) **NOT** provided UBO details? 🞏Yes 🞏No(b) **NOT** provided FATCA self-certification? 🞏Yes 🞏NoIf YES, please mention the number of clients and explain the reason and current status for each for each of the above, and the steps taken by you, if any, to remedy the same. |
| **4.11** | How and where are your customer records maintained? How do you ensure confidentiality of your customers’ details and financial transactions? |
| **4.12** | Do you have a process of regular internal or external audit of transactions, exceptions identification, escalation and resolution? 🞏Yes 🞏NoIf yes, please describe the broad scope / areas covered by the audit and share a copy / extract of the audit observations relating to your mutual fund distribution activity (including online transactions, if applicable). |
| **4.13** | 1. If you are providing **Online** services, please explain briefly the process followed by you for –
2. Clients’ data transmission to RTAs
3. Information security
4. Prevention and identification of 3rd party funds
5. Fraud prevention and identification
6. Business Continuity Plan / Disaster Recovery Plan (during crisis to ensure smooth service to your clients)
7. For purchase transactions, how do you ensure the minimum subscription amount as per SID for the first purchase transaction and additional purchase?
8. Do you pool the clients’ funds in a common bank account? 🞏Yes 🞏No

 If yes, explain briefly the checks & controls to identify and prevent 3rd party funds.1. In this context, have you come across any instances of 3rd party payment? 🞏Yes 🞏No

If yes, was this reported to the concerned AMC? 🞏Yes 🞏No1. What remedial action was taken to prevent recurrence?
2. Do you conduct / undergo “Systems Audit” of your online platform? 🞏Yes 🞏No

 If yes, please share a copy / extract of the latest report. |
| **4.14** | Have there been any instances of fraud by any of your employee/s engaged in the selling mutual funds or your sub-distributors during the past 3 years? 🞏Yes 🞏NoIf yes, please provide details, current status and how the same has been addressed and steps taken to prevent recurrence. |



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| **Section 5: Human Resources Management** |
| **5.1** | Briefly explain your HR policy/process for recruitment of sales team? |
| **5.2** | Please explain the broad parameters used for performance review of your employees engaged in the selling mutual funds and sub-distributors.  |
| **5.3** | Please mention briefly the broad content of the training provided (if any) to your employees engaged in the selling mutual funds and your sub-distributors.What is the frequency of such training programs? |
| **5.4** | How do you keep yourself / your employees updated about the regulatory changes and developments relating to mutual fund industry, changes mutual fund schemes / products / revision in operational matters related to mutual funds etc. |
| **5.5** | How do you ensure that there is no mis-selling by your employees?Have you received any investor complaint/s about mis-selling or providing incorrect information by any of your employees (in the last 3 years)? 🞏Yes 🞏NoIf yes, please provide details, current status and how the same has been addressed and steps taken to prevent recurrence. |

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| **Section 6: Legal (including that of associates & subsidiaries)** |
| **6.1** | Have you / your firm / organization faced any regulatory or statutory fines / penalty / levies imposed or action from SEBI or any other regulatory body /Govt. Agency in the last 5 years? 🞏Yes 🞏NoIf yes, please provide a list along with details, including cause/s and corrective actions taken.  |
| **6.2** | Have you / your firm/ organization’s faced any legal action / litigation (including Consumer Forum complaint/s) from any of your mutual fund customers in the last 5 years? 🞏Yes 🞏NoIf yes, please provide the facts in brief, including the cause and status thereof and any compensations paid to the customer in settlement or court decree.  |
| **6.3** | Have any of your associates or subsidiaries faced any regulatory or statutory fines / penalty imposed or action from any other regulatory body /Govt. Agency in the last 5 years? 🞏Yes 🞏NoIf yes, please provide a list along with details, including cause/s and corrective actions taken.  |
| **6.4** | Has any of your associates or subsidiaries faced any legal action / litigation (including Consumer Forum complaint/s) from their customers in the last 5 years? 🞏Yes 🞏NoIf yes, please provide the facts in brief, including the cause and status thereof and any compensations paid to the customer in settlement or court decree. |

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| **DECLARATION**I/We, hereby declare that the above information is true and correct to the best of my / our knowledge and belief at the time of submission. In case there is/are any change(s) in any of above information, I/we undertake to promptly inform the concerned CA/consultancy firm engaged by AMFI for conducting the due diligence as well as AMFI and the concerned AMC(s). I / We also authorize the CA/consultancy firm which conducted my/our due diligence to release the the above information to AMFI for being passed on to the concerned AMCs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of the distributor / authorized official(s) with official stampName of the signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of the Distributor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ARN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Details of the signatory –Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. As per SEBI circular dated 30-06-2009, distributors should disclose all the commissions (including in the form of trail commission or any other mode) payable to them for different competing schemes of various mutual funds from amongst which a scheme is recommended to the client. [↑](#footnote-ref-1)