

KYC PROCEDURE INFO

KYC (Know Your Customer)

We wish to inform you that SEBI has introduced some changes in guidelines on Know Your Client (KYC) norms. This step has been taken to make the KYC process investor friendly and to make it uniform across various SEBI regulated intermediaries in the securities market viz. Mutual Funds, Portfolio Managers, Depository Participants, Stock Brokers, Venture Capital Funds, Collective Investment Schemes, etc. Depository Participants, Mutual Funds, Stock Brokers, Portfolio Managers, etc. These changes aim to eliminate duplication of KYC process across these intermediaries and will make investing more investor friendly.

Thus KYC registration is being centralized through KYC Registration Agencies (KRAs) registered with SEBI. With this Each investor has to undergo KYC process only once in the securities market and the details would be shared with other intermediaries by the KRAs.

Mutual funds are required to formulate and implement a customer identification program as well as verify and maintain records of the identity and address(es) of investors in accordance with the Prevention of Money laundering Act, 2002 ('PMLA'), the rules issued there under from time to time and the guidelines/circulars issued by SEBI.

Documents required to be submitted along with KYC application:

- **Proof of identity**
- **Proof of address**
- **Passport copy**
- **Passport Size Photograph**

Key Changes in the KYC norms for Mutual Funds with effect from 1st January 2012:

A. Revised KYC Application Form – Enhancement has been made in the KYC application form to capture additional information from the investors. The revised new KYC forms are available on our website www.sbimf.com.

B. In-Person Verification (IPV) – With the new KYC compliance procedure, it is mandatory for all the intermediaries to carry out IPV of their clients. For Mutual Fund investors, the IPV can be carried out by the AMC personnel SBI Funds Management Pvt. Ltd or the Registrar and Transfer Agents (RTA) or Mutual Fund distributors who have successfully completed the Know Your Distributor (KYD) procedure. The IPV carried out by any SEBI registered intermediary can be relied upon by the Mutual Fund.

How important it is for you Will this be applicable to you?

Scenario 1: If you are an existing Mutual Fund investor and have completed the Mutual Fund KYC procedure prior to 1st January 2012 at any of the erstwhile Point of Services (POS): You would be deemed to be KYC compliant for the purpose of MF investments & no further action is required. You can continue to use the KYC acknowledgment issued to you by CVL for MF investments only. However for investments in securities market through any SEBI registered intermediary other than mutual funds, you will have to follow the new KYC procedure.

Scenario 2: In case you are a nNew linvestor i.e. you have not completed the KYC procedure with any intermediaries; the above mentioned revised KYC procedure is applicable to you. The KYC acknowledgment issued by the KRA can be used for mutual fund investments and other investments in the securities market.

Scenario 3: In case you are a Nnew Mutual Fund investor i.e. you have completed the KYC procedure with an intermediary other than a Mutual Fund prior to 1st January 2012; the above mentioned revised KYC procedure is applicable and you would be required to complete the new KYC process through KRA for investing in mutual funds.

Investors may contact their investment advisors or us at any of the Investor Service Centres (ISCs) or Registrar to know more about KYC applicability and process.

For more details on KYC, investors can also visit <http://www.cvlindia.com/>