

# Annexure 1(C)

Sample of letter to be sent by nominee / legal heir of deceased MFD to MF clients of deceased MFD for change of ARN code

On the Distributor's Letter Head

Date: \_\_\_\_\_

To,

Name &

Address of Investor:  
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Dear Sir/ Madam,

**Sub:: Change of distributor code (ARN) in respect of your Mutual Fund Folios**

At the outset, I would like to thank you for being a valued mutual fund investor and client of late Mr./ Ms. \_\_\_\_\_ who has unfortunately passed away on DD-MMM-YYYY.

I, Mr./Ms. \_\_\_\_\_ being his/her nominee / legal heir, have decided to carry on his/her mutual fund distribution business under my AMFI Registration number (ARN) \_\_\_\_\_ so that I may continue to service his/her clients, subject to their concurrence.

In this regard, I have requested all the respective asset management companies (AMCs) to replace the ARN code of the deceased distributor in the MF folios of all his/her mutual fund clients (including yourself) under all the schemes of the respective mutual funds with my ARN \_\_\_\_\_.

Once the respective AMCs complete the necessary action in this regard, the ARN / distributor code of the deceased distributor will be replaced by my ARN \_\_\_\_\_ in all of your mutual fund folios linked to your PAN \_\_\_\_\_ and going forward, I will be servicing you in respect of all your mutual fund investments made by you under the ARN of the late Mr./ Ms. \_\_\_\_\_.

If you do not wish to shift your MF holdings/folios under my distributorship / ARN and instead wish to shift to some other mutual fund distributor, OR wish to SWITCH your units to Direct Plan, you are requested to write to the concerned mutual funds/ AMCs accordingly within 15 days from the date of this letter /email i.e. by DD-MMM-YYYY.

Kindly note that if the AMC(s) do not receive any written communication from you in this regard within 15 days i.e., by DD-MMM-YYYY, it will be deemed that you have no objection for the proposed change of distributor / ARN code and the concerned AMC/RTA shall proceed with the change the ARN code in your mutual fund folios, i.e., the distributor code (ARN - \_\_\_\_\_) of the deceased distributor in your existing MF folio/s and all your existing SIP/ STP mandates, if any, shall be replaced with my ARN \_\_\_\_\_.

On change of the ARN in your folios, you will receive an appropriate communication from the concerned AMC/RTA giving details of your accounts/folios which are mapped to my ARN.

**Kindly note that if you are agreeable to the aforesaid change of distributor / ARN code in respect of your MF holdings/folios to my ARN \_\_\_\_\_, then no action is required from you.**

If you choose to shift your mutual fund holding / folios under my/our ARN to some other mutual fund distributor of your choice, you need to submit a written request to the concerned mutual fund / RTA specifying the name and ARN the mutual fund distributor within 15 days of this email.

If you decide to Switch your unitholding to Direct Plan, you need to submit a Switch request to the concerned mutual fund/RTA, to shift the mutual fund units in all your folios to Direct Plan within 15 days of this email/letter. Please note that the Switch transaction to Direct Plan shall be processed by the mutual fund at applicable NAV as per the applicable cut-off timing regulations for MF transactions as per the date and time of receipt of the switch request. Please also note that as per current Income Tax laws, switching of Units from a Regular Plan to a Direct Plan within the same mutual fund scheme is subjected to Capital Gains Tax, even though there is no cashflow involved.

I look forward to your patronage and will be happy to provide my services in respect of all your mutual fund investments.

If you have any queries, please feel free to contact me on my Tel./ Mobile no: \_\_\_\_\_  
or Email ID: \_\_\_\_\_

Thanking you,

Yours sincerely,

\_\_\_\_\_  
Name of Nominee / legal of the deceased distributor [ARN \_\_\_\_\_ ]