

Process to Claim Unclaimed Amounts

SEBI vide circular no. [SEBI/HO/IMD/DF2/CIR/P/2016/37](#) dated February 25, 2016 has mandated Mutual Funds to provide on their website, the list of names and addresses of investors in whose folios there are unclaimed amounts (redemption / dividend). Further, Mutual Funds are also required to provide information on the process of claiming the unclaimed amount(s) and the necessary forms / documents required for the same.

1. Investor who claim the unclaimed amounts during a period of three years from the due date shall be paid initial unclaimed amount along-with the income earned on its deployment.
2. Investors, who claim these amounts after 3 years, shall be paid initial unclaimed amount along-with the income earned on its deployment till the end of the third year.
3. After the third year, the income earned on such unclaimed amounts shall be used for investor education initiatives.

Please download the [Claim Request Letter](#). The Claim Request letter along with required documents, if any, can be submitted at any of the [AMC Investor Service Centre](#) or at any [Karvy Service Centre](#). Such requests need to be duly signed as per the mode of holding.

To process the claim, bank account details are mandatory. Investors are requested to get the bank account updated in their folio, if not updated already. Any one of the following documents can be submitted along with the Form for updation of bank details and release of the unclaimed amount, if there is any change in bank account:

- Cancelled Original Cheque leaf with name & account pre-printed
- Bank statement with current entries and not older than 3 months
- Photo copy of Bank Passbook with current entries and not older than 3 months current entries and not older than 3 months
- Letter issued by the bank on the letterhead, duly signed and stamped by the Branch Manager / Authorised Personnel

Note: The above documents should be either in original or self-attested copy with original produced for verification.

- The request will be processed with applicable NAV and the amount shall be electronically credited in the bank account. In case any of rejection, a cheque shall be issued.
- Request would be processed with the NAV as on the date of receipt of the request and will be treated for 'All units'.
- For request submitted on a business day before 3.00pm, the closing NAV of the day immediately preceding the next business day would be applicable for processing the request. Request received post 3.00pm closing NAV of the next business day shall be applicable. Payment will be made on T+3 business days.
- Please note that, as and when the investor claims unclaimed redemption or dividend amount after such amounts were invested in Unclaimed Amount Plan(s), redemption from Unclaimed Amount Plan(s) and subsequent payment to concerned investor may entail tax consequences. For individual tax applicability, each unit holder / investor is advised to consult his/her professional tax advisor.
- TDS as applicable would be deducted on capital gains, if any, earned by the investor, if the investor is an NRI.