

## **Conversion of Physical units into Electronic format**

This is in reference to the circular issued by NSDL - NSDL/POLICY/2010/0075 dated 1st July, 2010 regarding the facility available to investors for conversion of their Mutual Fund units, represented by Statement of Account, into dematerialized form through Depository Participants.

The detailed process to be followed, by the clients for converting their existing Mutual Fund units, represented by Statement of Account, is as under:

### **Process for Clients:**

1. Every client desirous of converting Mutual Fund units, represented by Statement of Account (SOA), into dematerialized form through a Depository Participant shall submit the Conversion Request Form (CRF), in triplicate, along-with the SOA giving the evidence of holding of mutual fund units. The specimen of CRF is given in [Annexure B](#) (attached herewith).
2. The client submitting the CRF shall declare to the Depository Participant that the units sought to be held in dematerialized form are in the name of the client itself and are not already dematerialized and no certificates are issued against these units (Note: This declaration is self contained in the CRF).
3. The client shall submit a separate CRF for multiple SOAs, representing different Scheme names and ISINs, held under the same Folio number.
4. The client shall submit a separate CRF for each Demat Account held with the Depository Participant.
5. The client shall submit a separate CRF for locked in and free units held under the same ISIN.