**Annexure A (With track changes)**

**11.7** **CONVERSION OF MUTUAL FUND UNITS REPRESENTED BY STATEMENT OF ACCOUNT INTO DEMATERIALIZED FORM THROUGH A PARTICIPANT**

11.7.1 Every Client desirous of converting mutual fund units represented by Statement of Account into dematerialised form through a Participant shall submit to the Participant the Conversion Request Form alongwith the Statement of Account evidencing the holding of mutual fund units. The specimen of Conversion Request Form is given in FORM 2.

11.7.2 The Client submitting the Conversion Request Form shall declare to the Participant that the units sought to be held in dematerialised form are in the name of the client itself and are not already dematerialised and no certificates are issued against these units.

11.7.3 ~~The Client shall submit separate Conversion Request Form for its each folio number with the Issuer and/or its Registrar and Transfer Agent and for each of its account with the Participant.~~

11.7.4 ~~The Client shall submit a separate Conversion Request Form for locked in and free units under the same ISIN.~~

11.7.3 ~~5~~ The Participant shall first ensure that the mutual fund units submitted by its Client for conversion belong to the list of securities admitted by the Depository as eligible to be held in dematerialised form.

11.7.4 ~~6~~ The Participant shall ensure that the Conversion Request Form submitted by its Client is completely filled and duly signed.

11.7.5 ~~7~~ The Participant shall verify the name and the pattern of holding of the Client's account with the name and the pattern of holdings as mentioned on the Statement of Account and Conversion Request Form. ~~Further, the Participant shall verify all other details and verify the number of pages of Statement of Account mentioned on the Conversion Request Form with the Statement of Account submitted by the Client.~~

11.7.6 ~~8~~ The Participant shall intimate the Conversion Request to the Depository within five days from the date of accepting the same from its Client by initiating the request in the DPM system. ~~After writing the Conversion Request Number on the Conversion Request Form and retaining a~~

~~copy of the form, forward the Conversion Request Form alongwith the Statement of Account to the Issuer or its Registrar and Transfer Agent.~~

~~11.7.9    The Conversion Request Form shall be forwarded by the Participant to the Issuer or its Registrar and Transfer Agent within seven days of accepting the same from its Client.~~

11.7.7 ~~10~~ Upon receipt of electronic conversion request from the Depository, ~~T~~the Issuer or its Registrar and Transfer Agent shall after due verification including the verification of signature of Clients from the DPM (SHR) system with their records, ~~promptly~~ confirm the conversion request to the Depository for credit of the units into the account of the Client within two days from the date of receipt of request.

11.7.8 ~~11~~ In case any objection memo has been received for such units from the Issuer or its Registrar and Transfer Agent, the Participant shall facilitate the correction of such objections on a timely basis.

## 11.8    RECONVERSION OF MUTUAL FUND UNITS INTO STATEMENT OF ACCOUNT FORM (*SOA FORM*).

11.8.1.   Every Client desirous of reconverting units held in dematerialised form to units in SOA, shall submit to the Participant Reconversion Request Form. The specimen of the same is given in FORM 3.

11.8.2.   The Client shall submit separate Reconversion Request Form (*i.e. FORM 3*) for each Issuer separately.

11.8.3.   The Client shall submit a separate Reconversion Request Form for locked in and free units under the same ISIN.

11.8.4.   The Participant shall ensure that the Reconversion Request Form (*i.e. FORM 3*) submitted by its Client is completely filled and duly signed.

11.8.5.   The Participant shall ensure that the Client has sufficient free or locked-in units in its account maintained in electronic form and also verify the signatures on each Reconversion Request Form (*i.e. FORM 3*) with the signatures held with it and authorise each Reconversion Request Form (*i.e. FORM 3*) before forwarding it to the Issuer or its Registrar and Transfer Agent.

11.8.6. The Participant shall intimate the Reconversion Request to the Depository. After writing the Reconversion Request Number on the Reconversion Request Form (*i.e. FORM 3*) and retaining a copy of the form, forward the Reconversion Request Form (*i.e. FORM 3*) to the Issuer or its Registrar and Transfer Agent.

11.8.7. The Reconversion Request Form shall be forwarded by the Participant to the Issuer or its Registrar and Transfer Agent within seven days of accepting the same from its Client.

11.8.8. The units issued at the time of reconversion of units into SOA form shall be in the name(s) of the person(s) who held the account in respect of such units. At the time of reconversion of units, the units in SOA form shall be issued to the persons as per the pattern of holdings in the account of the Participant from which such units are reconverted.

11.8.9. The Issuer or its Registrar and Transfer Agent shall after due verification ~~promptly~~ confirm the reconversion request to the Depository for debit of units from the account of the Client within five days from receipt of request.

11.8.10. In case any objection memo has been received for such units from the Issuer or its Registrar and Transfer Agent, the Participant shall facilitate the correction of such objections on a timely basis.