

How to convert the units held in non-demat/SOA (Physical) mode to Demat mode?

In case the unit holder wishes to convert the units held in **non-demat mode (physical) to demat mode** please follow the below steps:

Offline

- Obtain Conversion request form from your DP.
- Submit the duly filled and signed Conversion Request Form signed as per mode of holding together with the Statement of Account issued by the AMC to your Depository Participant(s).
- Depository will send that CRF to the Registrar & Transfer Agency (RTA)
- Post verification, the RTA will confirm the conversion request raised by the DP and the mutual fund units will be credited in your demat account.

Online :

- Login to <https://mfs.kfintech.com/investor/> and visit the section “Transfer of Units held in Non-Demat(SoA)”.
- For eligible PAN, OTP will be sent to the selected contact detail – Email id or Mobile.
- Investor chooses the AMC, Folio and the scheme from the drop down, available free units will be shown on the screen, Investor can view the holder(s) name, PAN and KYC status.
- The screen will prompt the investor to enter the number of units which need to transfer.
- Investors enter the transfer-In folio if already available in the fund with the required joint holder(s), else an option has given on the screen to create a new zero balance folio with all the required validations.
- On successful validation of source and target, request will be submitted for processing.
- Transfer will be processed within T+2 working days, where T being the date of submission of transfer request.

Note : The login screen will allow only the PANs which are eligible to perform the transfer of units held in non-demat SoA mode. Other PAN’ customers will not be allowed to transfer.

Eligibility for Transfer: PANs having Folios in which Minor to Major is processed or Folios in which deletion of Joint holder is processed due to demise or Folios in which transmission is processed in favor of the joint holders due to the demise of First Holder or Folios in which Transmission is executed in favor of the nominee.

1. Investors allowed to submit the Transfer folios, only on validation of the following conditions.

(Please refer to the process note circulated earlier providing the sample cases for every scenario)

A. Source Folios in which Minor to Major processed.

- Source Folio should be in Single mode of holding.
- Target Folio should have joint holders, with the same First holder as Source.

B. Folios in which deletion of Joint holder processed due to demise / Folios in which transmission processed in favor of the joint holders due to the demise of First Holder

- Source Folio can be in Single or with Joint holders.
- If Source is Single, Target should have the same first holder with a new joint holder.
- If the source folio is with joint holder, Target should have the same first and second holder as per the Source, with the new third holder.

C. Source folio in which transmission processed in favor of the nominee.

- Source Folio should be single.
 - When Source is Single, Target can have the same first holder with new joint holders or can have the new first holder with new joint holders (in terms of a legal heir)
- If the request for transfer of units is lodged on the record date, the dividend payout/ reinvestment shall be made to the transferor and then the transfer will be processed.