

FAQs on KYD for Mutual Fund Distributors

1. What is KYD?

AMFI has introduced the Know Your Distributor (KYD) process for mutual fund distributors. The KYD process involves obtaining relevant documents and validation of such documents, personal verification and biometrics. With effect from 1st September 2010, all fresh AMFI registrations and renewals have to undergo the KYD process.

2. What is the process to be followed to be KYD compliant?

- The distributors have to submit their applications for ARN registration with AMFI, along with the KYD application and self attested photocopies of relevant documents as mentioned against their respective category in the table below and two self attested passport size color photographs.
- AMFI has engaged the services of Computer Age Management Services Ltd. (CAMS) to carry out the KYD process through their centers in 60 locations initially (hereinafter referred to as “CAMS Point of service” / “CAMS POS”).
- KYD application along with the requisite documents could be submitted at any of the CAMS POS, a list of which is available at www.amfiindia.com or www.camsonline.com.
- The distributors are required to produce, in person, the original documents for over-the-counter verification at the time of submission of their applications along with self attested photocopies of the same.
- The distributor should obtain acknowledgement from the CAMS POS confirming completion of KYD process.
- The said acknowledgement should be submitted along with the relevant documents for empanelment/renewal.
- The existing ARN holders empanelled with us will have to send a photocopy of the said acknowledgement to us. AMFI would be sending communication to all existing ARN holders advising them to send us a copy of the acknowledgement issued by CAMS as a confirmation of having complied with KYD requirements.

3. Where should the distributor go to do the KYD process?

Please click on the link for [POS centers](#).

4. Does an existing distributor have to complete the KYD process?

Yes, the existing ARN holders have to complete KYD requirements by February 2011.

5. What is the cut off date for the completion of the KYD process?

Effective 1st September 2010, KYD is mandatory for fresh ARN registrations/renewals. The existing ARN holders have to complete KYD requirements by February, 2011.

6. Where are the KYD application forms available ?

The soft copy of the KYD forms will be made available on the website of all mutual funds, AMFI and Central Depository Services India Limited (CDSL).

7. What should the distributor do once he/she gets the acknowledgement letter for the KYD compliance?

The distributor should obtain the acknowledgement from the CAMS POS confirming completion of the KYD process. The said acknowledgement should be submitted to the AMC along with the relevant documents for empanelment/renewal or for updation of their records.

8. If an existing ARN is registered prior to 1st September 2010, can he/she get empanelled with AIG Global Asset Management Co. (India) Pvt. Ltd. (AMC) without KYD?

Yes, he/she can get empanelled with us as of now. However, the KYD formalities will have to be completed by February 2011.

9. What if the distributor is unable to complete the KYD process before February 2011?

As per AMFI instructions, post February 2011, payment of brokerage/commission will be suspended/put on hold for the distributors who have not complied with the KYD requirements.

11. What are the KYD documents requirements for a Mutual Fund Distributor? (Contd.,)

Documentation Checklist

Category of ARN Holder	KYD Documents required to be submitted	
	Documents for Identity proof	Documents for address proof (any one of the following)
Partnership Firm/Society/Trust	PAN Card of Firm	i) Latest Utility Bill (Electricity / Municipal Tax/Water Tax/Land Telephone)* ii) Lease/Sale Agreement iii) Latest Bank Account Statement/Bank Passbook**
Corporates (Pvt./Public Ltd. Co., Banks, NBFC)	PAN Card of the Corporate Entity	i) Latest Utility Bill (Electricity/Municipal Tax/Water Tax/Land Telephone)* ii) Lease/Sale Agreement iii) Latest Bank Account Statement/Bank Passbook**

* Not more than 2 months old. ** Where bank account statement is submitted as a proof of address, the said bank account should have been opened at least six months prior to the submission of application and the statement should not be more than 2 months old. For any other category of Distributors not covered in the above list, please contact AMFI/CAMS for assistance.

12. Should the distributor visit the CAMS POS personally to obtain KYD Compliance?

Yes. The distributor is required to produce, in person, the original documents for an over-the-counter verification at the time of submission of the application along with self attested photocopies of the same.

13. What should the distributor submit to AMC?

The distributor needs to send across a copy of acknowledgment issued by CAMS as a confirmation of having complied with the KYD process to the nearest AIG AMC office.

14. Can the distributor submit the documents for KYD to AMC?

No, AMFI has engaged the services of Computer Age Management Services Ltd. (CAMS) to carry out the KYD process through their centers in 60 locations initially (hereinafter referred to as "CAMS Point of service" / "CAMS POS").

15. What is Biometrics and how is it carried out in case of Individual/Non-Individual Entities?

The Biometrics process involves taking impression of the right hand index finger and registering the same for identification purpose. The said process will be carried out at the CAMS POS at the time of submission of application for registration or renewal of ARN along with KYD application form.

- Individual and Senior Citizen Category Distributors are required to visit in person for Biometric registration.
- In case of non-individual entities, biometrics is required to be carried out for the authorized persons/officials as indicated in the table below:

Category of ARN holder	Persons required to undergo biometric process
Proprietary Concern	Proprietor
Partnership firm	All the Partners
HUF	Karta of HUF and the signatory to the application (if the signatory is a person other than the Karta).
Societies & Trust	Principal Officer/Chief Trustee and the signatory to the application (if the signatory is a person other than these officials)
Corporates (Pvt./ Public Ltd. Co., Banks, NBFC)	Authorized official who has signed the ARN application

In case of non-individual entities, the persons who are required to undertake the biometric process as indicated in the above table are also required to comply with the document verification process by submitting the required documents i.e. proof of identity and proof of address as applicable to individual applicants.

16. Will there be any charges to be KYD and Biometrics compliant?

Currently, there are no charges; however, this is solely on the discretion of AMFI and SEBI.

17. Should the KYD application form be submitted along with the Biometrics?

Yes.

18. If the distributor has submitted the Self Declaration Certificate but not done the KYD, will the brokerage still be withheld ?

In the above case, if KYD is not submitted, then the brokerage will be suspended/put on hold thereafter till submission. The ARN holder has to comply with all circulars issued by AMFI and SEBI.

For more information, you can contact AMFI/CAMS or any of our AIG AMC offices.

AIG AMC BRANCH OFFICES

- Mumbai** : 604, 6th Floor, Peninsula Tower, Peninsula Corporate Park, G.K. Marg, Lower Parel, Mumbai 400013.
- New Delhi** : 9A & 9C, Vandana Building, 9th Floor, 11 Tolstoy Marg, Connaught Place, New Delhi-110001.
- Kolkata** : Lords Suite-503, 5th Floor, 7/1 Lord Sinha Road, Kolkata - 700071.
- Chennai** : EL Heights, 3 CMM Street, Kodambakkam High Road, Nungambakkam, Chennai - 600034.
- Bangalore** : Imperial Court, 1st Floor, Unit no - 11, 33 Cunningham Road, Bangalore - 560052.
- Ahmedabad** : 101, Sampada Complex, Behind A. K. Patel House, Near Mithakali Six Roads, Navrangpura, Ahmedabad -380 009.
- Pune** : 304, Business Guild, Law College Road, Opp Krishna Dining Hall, Pune - 411004.
- Vadodara** : 202, B Dwardesh Complex, Opp Panorama, R. C. Dutt Road, Alkapuri, Vadodara -390007.
- Chandigarh** : Cabin#103, 1st floor, SCO-117-118, Sector-17B, Chandigarh - 160022.
- Hyderabad** : DBS House ,#310, 3rd Floor, 1-7-43-46, Sardar Patel Road, Hyderabad -500003.
- Lucknow** : Office No -6, Ground Floor, Saran Chambers - 1,5, Park Road, Hazratganj, Lucknow -226001.