

# Steps to claim unclaimed Redemption/Dividend Amount

**Sponsor:** Edelweiss Financial Services Limited.

**Trustee Company:** Edelweiss Trusteeship Company Limited.

**Investment Manager:** Edelweiss Asset Management Limited. Tower 3, Wing B, Ground

Floor, Kohinoor City Mall, Kohinoor City, Kiroli Road, Kurla (W), Mumbai - 400070.

## Steps to claim unclaimed Redemption/Dividends Amount

1. Investor needs to submit a request for releasing the unclaimed Redemption/Dividend at any of the nearest branch/investor service centre of Edelweiss Asset Management Limited. The unclaimed redemption form is available under the download section on the website [www.edelweissmf.com](http://www.edelweissmf.com).
2. The unclaimed Redemption/Dividend amounts request would be processed on the basis of signature verification.
3. Pursuant to SEBI circular no. SEBI/ HO/IMD/DF2/ CIR/P/2016/37 dated February 25, 2016 on treatment of unclaimed redemption and dividend amounts, Edelweiss Trusteeship Company Limited, Trustee to the Fund has approved introduction of four separate Plans under Edelweiss Liquid Fund, an open ended liquid scheme ("the Scheme") for the limited purpose of deployment of unclaimed redemption and dividend amounts with effect from March 30, 2017 ("Effective Date") as under:
  - Edelweiss Liquid Fund - Unclaimed Redemption Plan - Upto 3 Years
  - Edelweiss Liquid Fund - Unclaimed Dividend Plan – Upto 3 Years
  - Edelweiss Liquid Fund - Unclaimed Redemption Plan - Above 3 Years
  - Edelweiss Liquid Fund - Unclaimed Dividend Plan - Above 3 Years

The aforesaid Unclaimed Amount Plans will have only Growth Option.

4. Units will be allotted under the respective Unclaimed Amount Plans at a face value of Rs. 10/- on the Effective Date. Thereafter, separate NAVs will be calculated for each Plan and will be applied accordingly for subsequent investment in/redemption from Unclaimed Amount Plan(s).

Unclaimed redemption/dividend amounts will be deployed under the respective Unclaimed Amount Plans on the Effective Date based on the expiry of the payment instrument.

Subsequently, redemption / dividend amounts remaining unclaimed based on expiry of payment instruments will be identified on a monthly basis and amounts of unclaimed redemption / dividend would be deployed in the respective Unclaimed Amount Plans. Upon completion of three years from the date of expiry of the payment instrument under Unclaimed Amount Plans – Upto 3 Years, such units will be switched to the respective Unclaimed Amount Plans - Above 3 Years, as the case may be.

5. For request submitted on a business day before 3.00 p.m. the closing NAV of the day immediately preceding the next Business Day would be applicable for processing the request. Request received post 3.00 p.m. Closing NAV of the next Business Day shall be applicable.

6. In case there is change in bank account details, the following documents needs to be submitted along with the release request of unclaimed Redemption/Dividend amounts.

*Original of any one of the following documents or copy should be attested by the Bank or originals should be produced for verification of existing and new bank account –*

- Cancelled original cheque with first unit holder's name and bank account number printed on the face of the cheque; OR
  - Original bank account statement or pass book; OR
  - Original letter issued by the Bank on the letterhead confirming the bank account holder with the account details, duly signed by the Branch Manager; OR
  - In case such Bank account is already closed, a duly signed and stamped original letter from such bank on the letter head of bank, confirming the closure of said account.
7. Redemption request under the Unclaimed Amount Plans will be treated as for 'All units'. No partial redemption will be allowed for investors. The investment held under such Plans cannot be switched out to any other plan/option/schemes of the Fund and investor can only claim the said amount by submitting a required application claiming unclaimed amounts.
8. Investors 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. 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. After the third year, the income earned on such unclaimed amounts shall be used for the purpose of investor education.
9. Investors should note that, as and when the investor claims unclaimed redemption / dividend amounts 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. In view of individual nature of tax consequences, each Unit holder / Investor is advised to consult his/her professional tax advisor.

Investors are requested to contact our investor service centre/branch office to get the complete information on their unclaimed redemption/dividends proceeds. The details of our investor service centre and branches are available under the Contact Us section on our website.

Investors may also write us at [emfhelp@edelweissfin.com](mailto:emfhelp@edelweissfin.com), please note the detailed information on unclaimed redemption/dividends will be shared only on the email address registered in our records.

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## For further information:



**TOLL FREE**  
1800 425 0090



**NON TOLL FREE**  
+91-40-23001181



**SMS**  
IQ to 5757590



**WEBSITE**  
[www.edelweissmf.com](http://www.edelweissmf.com)



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