

## **Process of Voluntary Lock-in/ Debit freeze facility to Mutual Fund folios**

In accordance with SEBI Circular HO/24/12/12(5)2026-IMD-SEC-1/1/6373/2026 dated March 06, 2026 and AMFI Best Practices Guidelines Circular No. 124/2026-27 dated April 10, 2026 , Investors now have the option to voluntarily lock or "freeze" their mutual fund folios. This facility is designed to enhance security by restricting access to transactions by any entity other than the investor themselves.

**1. Eligibility Criteria:** This facility is available for:

- **Individual Investors:** Both Resident and Non-Resident individuals.
- **First/Sole Holders:** The request must be initiated by the first or sole holder in the folio.
- **Verified Accounts:** Your folio must be KYC complied (Registered or Validated).
- **Contact Details:** You must have a valid Email ID and an Indian Mobile number registered in your folio.
- **Non-Demat Holdings:** This process is specifically for units held in Statement of Account (SoA) or non-demat mode.

**2. Options for locking/ freezing:** Investor will have option to lock any/ all of the following transactions in the folios selected for locking:

- Lock only debit transactions;
- Lock debit and non-financial transactions.

**3. The process of locking/ freezing the folio/s:**

- Investor(s) will log-in to MF central portal after completing all applicable log-in validation process which includes providing PAN, email / mobile and OTP based authentication to the email / mobile.
- On successful validation, investor will be provided with details of all his holdings viz., fund name, scheme, outstanding units and value of units (basis last available NAV) held in SOA form.
- Investors will select the option to lock the transactions.
- Investor will select the Fund Name and folios that he/ she chooses to lock.
- Once selected, OTP would be sent to the registered mobile/ email and upon successful validation of OTP, MF Central will send the requests to the respective RTA who would lock the folio and send confirmation to investor.
- Lock would be marked in the select folio(s) in RTA database instantly for holdings held in SOA form.
- The lock will be "until revoked" by the investor.
- Following disclaimer will be displayed and confirmation, in the form of checkbox, will be taken from the investor before triggering OTP.

"I/ We hereby understand that this facility is voluntary, and I/ We am/ are well aware of related consequences, and I will be solely responsible for any actions regarding transactions viz., transaction rejection, inability to place transactions etc., or communication. I/ We acknowledge that the lock will be applied only for the chosen actions. I/ We acknowledge that AMC/ RTA is not liable for any financial impact due to inability to transact during the lock period."

#### **4. Process for unlocking the Folio/s:**

- Investor(s) will log-in to MF central portal after completing all applicable login validation process which includes providing PAN, email / mobile, OTP based authentication to the email / mobile;
- On successful validation, investor will be provided with details of all his holdings viz., fund name, scheme, outstanding units and value of units (basis last available NAV) held in SOA form;
- Investors will select the option to unlock the transactions;
- Investor will select the Fund Name and folios that he/ she chooses to unlock;
- Two levels of authorization would be mandated by sending different OTPs to the registered mobile and email and both should get validated; or
- After successful validation, MF Central will send the request to the respective RTA who would unlock the folio(s) and send confirmation to investor.

#### **4. Following transactions shall be allowed only after unlocking the folio:**

<b>Financial Transactions</b>	<b>Non-Financial transaction</b>
Redemption	Change/addition of bank mandate
Registration of DTP	Change of broker code
Registration of SWP	Change of Email ID and/ or Mobile number
Registration of STP	Nominee registration/ cancellation
Switches	Change in IDCW option
	Lien marking
	Change in Signature
	Consolidation of folios
	Transfer of Units
	Change of tax status

*All other transactions, other than the above, and existing registered SWP, DTP and STP (registered prior to locking of folios) will continue during the lock.*

**5. Exclusions:** *All non-investor-initiated transactions including updation of address as per KRA feed, IDCW payout / reinvestment etc. will continue during the lock period. Further, in case of request/ orders received from Law Enforcement Authorities (LEAS) or Regulators, RTAs will take the action irrespective of locking of units.*

**6.** Information on Folios locked / unlocked will be made available to the respective MFD / RIA / Source (Channel / exchange / MFU) for them to have corresponding updates done at their end and restrict further transactions on locked folios.

**7.** In case of demat mode, MF Central will provide an option for the investor to lock holdings held in demat account by redirecting investors to online services offered by respective depositories.