

Sr.No.	Manual and Handbook	Custodian	Electronic format	Printed format	Free of cost	At a reasonable cost	English	Vernacular/ Local Language	Last date of Annual updation	Location where available
<b>I All Mutual Fund Form</b>										
1	Individual KYC Form	MF Marketing Department	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://utiitsl.com/downloadMFforms?MfFileName=Individual%20KYC%20Form.pdf">https://utiitsl.com/downloadMFforms?MfFileName=Individual%20KYC%20Form.pdf</a>
2	Non-Individual KYC Form	MF Marketing Department	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://utiitsl.com/downloadMFforms?MfFileName=Non%20Individual%20KYC%20Form.pdf">https://utiitsl.com/downloadMFforms?MfFileName=Non%20Individual%20KYC%20Form.pdf</a>
3	Individual KYC Details Change Form	MF Marketing Department	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://utiitsl.com/downloadMFforms?MfFileName=Individual%20KYC%20Updated%20for%20already%20KYC%20Compliant.pdf">https://utiitsl.com/downloadMFforms?MfFileName=Individual%20KYC%20Updated%20for%20already%20KYC%20Compliant.pdf</a>
<b>II PAN Application Form</b>										
1	Form 49A	PAN Department	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.pan.utiitsl.com/PAN/downloadFile?FileName=49A_Form_Updated.pdf">https://www.pan.utiitsl.com/PAN/downloadFile?FileName=49A_Form_Updated.pdf</a>
2	Form 49AA	PAN Department	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.pan.utiitsl.com/PAN/downloadFile?FileName=49AA_Form_Updated.pdf">https://www.pan.utiitsl.com/PAN/downloadFile?FileName=49AA_Form_Updated.pdf</a>
3	Change/Correction Request Form (CSF)	PAN Department	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.pan.utiitsl.com/PAN/downloadFile?FileName=CSF_Form_Updated.pdf">https://www.pan.utiitsl.com/PAN/downloadFile?FileName=CSF_Form_Updated.pdf</a>
<b>III PFRDA NPS</b>										
1	PFRDA Refund Process	PFRDA NPS	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadFile?FileName=PFRDA%20refund%20process.pdf">https://www.utiitsl.com/downloadFile?FileName=PFRDA%20refund%20process.pdf</a>
2	PFRDA Claim Format	PFRDA NPS	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadFile?FileName=PFRDA%20claim%20Format.pdf">https://www.utiitsl.com/downloadFile?FileName=PFRDA%20claim%20Format.pdf</a>
<b>IV Tenders</b>										
1	Tender Notice, Tender Documents and Corrigendum	Respective Department	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/tenders">https://www.utiitsl.com/tenders</a>
<b>V Annual Reports</b>										
1	Annual Report 2014-2015	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadAnnualReport?AnFileName=AnnualReport2014-2015.pdf">https://www.utiitsl.com/downloadAnnualReport?AnFileName=AnnualReport2014-2015.pdf</a>
2	Annual Report 2015-2016	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report%202015-2016.pdf">https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report%202015-2016.pdf</a>
3	Annual Report 2016-2017	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report%202016-2017.pdf">https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report%202016-2017.pdf</a>
4	Annual Report 2017-2018	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report2017-18.pdf">https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report2017-18.pdf</a>
5	Annual Report 2018-2019	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report2018-19.pdf">https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report2018-19.pdf</a>
6	Annual Report 2019-2020	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report2019-20.pdf">https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report2019-20.pdf</a>
7	Annual Report 2020-2021	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report%202020-21.pdf">https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report%202020-21.pdf</a>
8	Form MGT-7 - Annual Return report for 2021-22	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadAnnualReport?AnFileName=Form_MGT_7-2021-22_Signed.pdf">https://www.utiitsl.com/downloadAnnualReport?AnFileName=Form_MGT_7-2021-22_Signed.pdf</a>
9	Annual Report 2021-2022	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report%202021-22.pdf">https://www.utiitsl.com/downloadAnnualReport?AnFileName=Annual%20Report%202021-22.pdf</a>
<b>VI Vigilance and Procurement Manuals</b>										
1	Vigilance Manual (Updated 2021)	Vigilance Department	Yes	Yes	Yes	No	Yes	Yes	03/10/2023 & 22-03-2024	<a href="https://www.utiitsl.com/rti">https://www.utiitsl.com/rti</a>

2	Manual for Procurement of Goods	Vigilance Department	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadFile?FileName=Procurement%20of%20Goods.pdf">https://www.utiitsl.com/downloadFile?FileName=Procurement%20of%20Goods.pdf</a>
3	Manual for Procurement of Works	Vigilance Department	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadFile?FileName=Procurement%20of%20Works.pdf">https://www.utiitsl.com/downloadFile?FileName=Procurement%20of%20Works.pdf</a>
4	Manual for Procurement of Consultancy & other Services	Vigilance Department	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/downloadFile?FileName=Procurement%20of%20Consultancy%20and%20Other%20Services.pdf">https://www.utiitsl.com/downloadFile?FileName=Procurement%20of%20Consultancy%20and%20Other%20Services.pdf</a>
5	GFR-2017	Vigilance Department	Yes	Yes	Yes	No	Yes	Yes	22/03/2024	<a href="https://www.utiitsl.com/rti">https://www.utiitsl.com/rti</a>
<b>VII RTI Manual</b>										
1	RTI Act	RTI Section	Yes	Yes	Yes	No	Yes	Yes	03/10/2023 & 22-03-2024	<a href="https://www.utiitsl.com/rti">https://www.utiitsl.com/rti</a>
<b>VIII CSR</b>										
1	CSR Policy	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/csr">https://www.utiitsl.com/csr</a>
2	Annual Plan on CSR activities for FY-2022-23	Company Secretary & Compliance	Yes	Yes	Yes	No	Yes	No	03/10/2023	<a href="https://www.utiitsl.com/csr">https://www.utiitsl.com/csr</a>