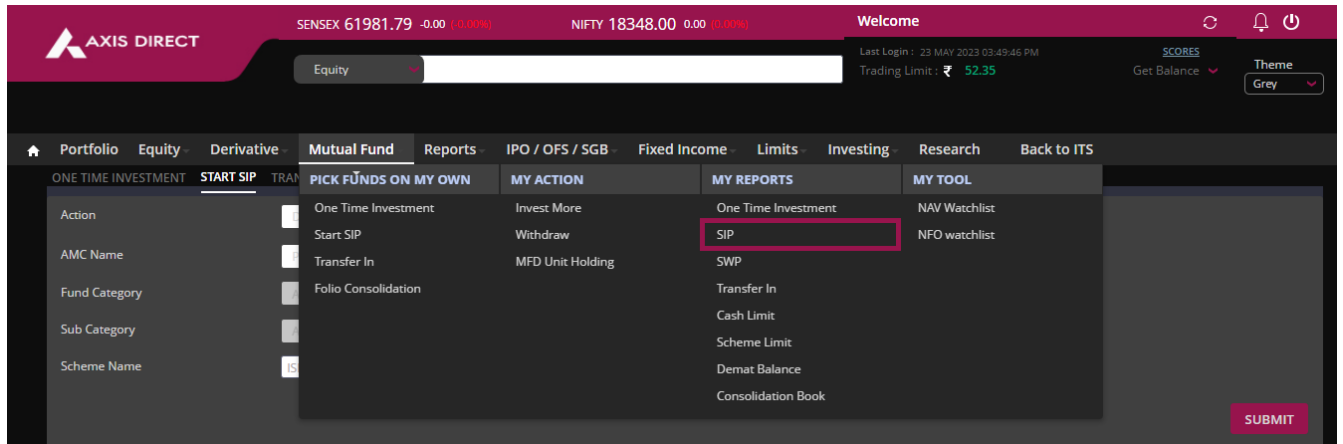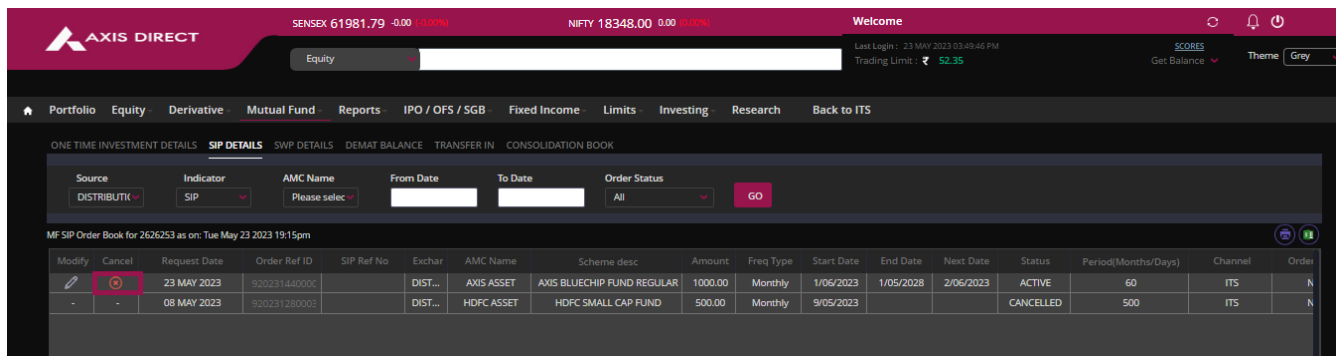# How to Cancel an MFD SIP – New Swift Trade

Step1: <u>Login</u> to your account on the portal and then select **'SWIFT TRADE'**, then click on **'Mutual Fund'** and then select **'SIP'** under the **'MY REPORTS'** column
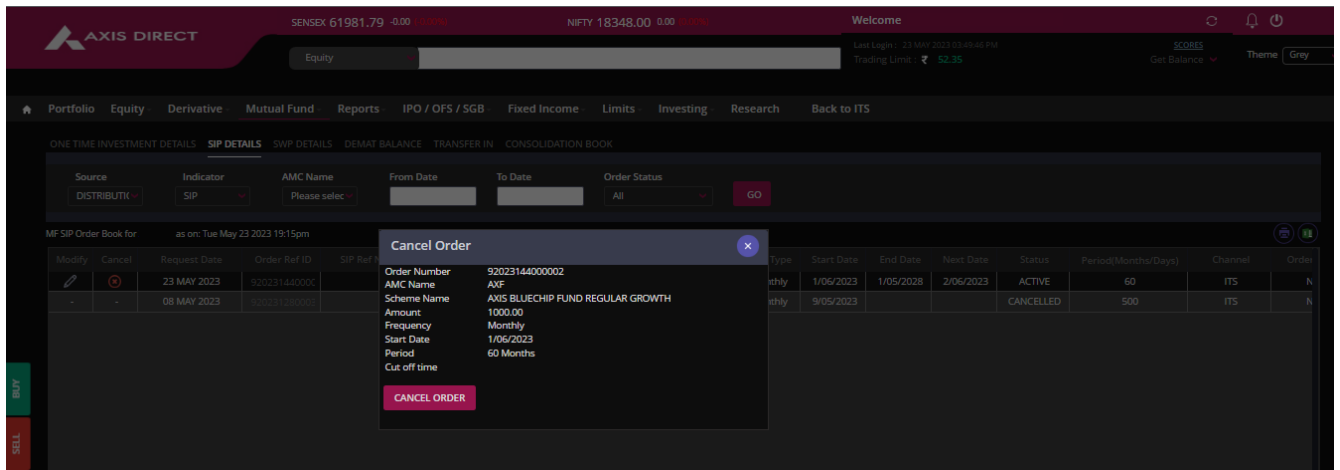

Step2: Once you click on **'SIP'** your current active SIPs will be visible on the screen, you can select the **'Source'** as **'DISTRIBUTION'** or **'EXCHANGE'** to view the respective SIPs, then click on the red **'circle minus'** icon placed before the SIP you wish to cancel as shown in the figure below
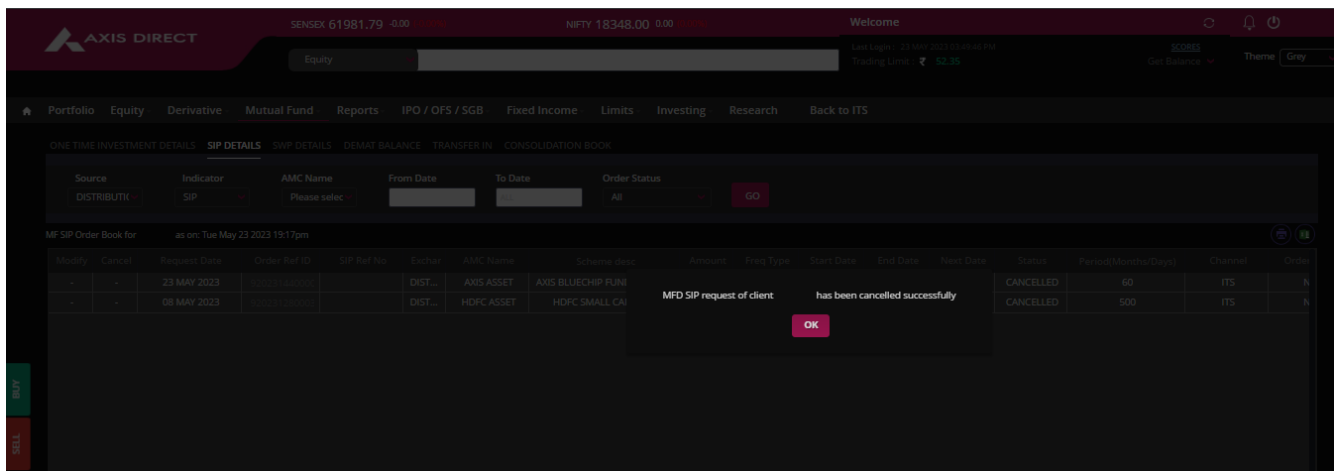
Please Note: You do have the option to **'Modify'** the SIP on this screen, however, your SIP request can be modified till your first SIP installment is debited on the **'Start date'** of your SIP. Post **'SIP Start date'**, you cannot modify the existing SIP request
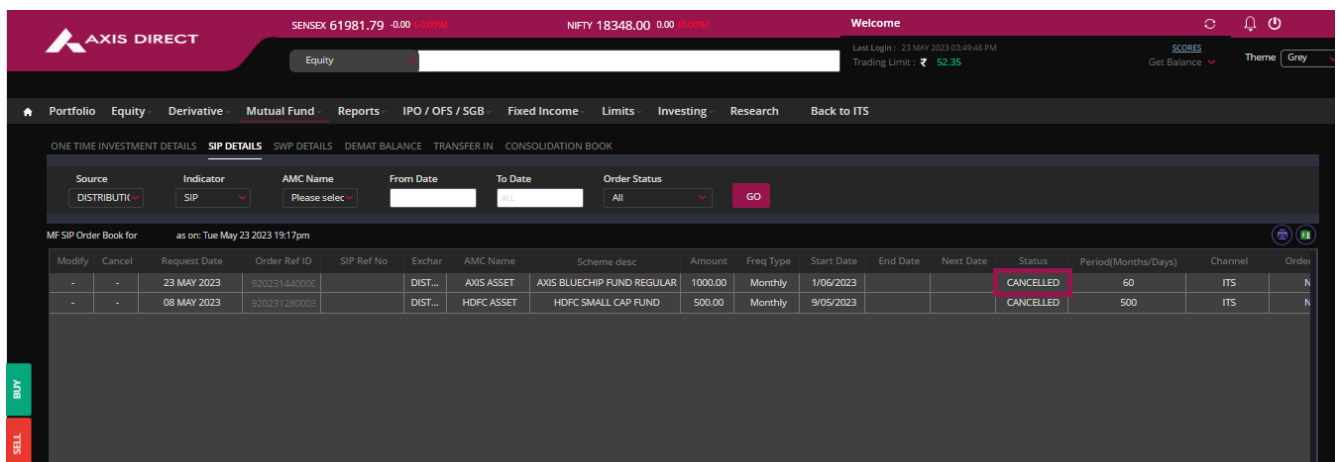
Step3: Check the order details on the pop up and click on the **'CANCEL ORDER'** tab to proceed

Step 4: The order has been successfully cancelled

Step 5: You can confirm the cancelled status by clicking on **'SIP'** again under **'MY REPORTS'** column in **'Mutual Fund'**

END