



# Systematic Investment Plan Form

(Debit Mandate Form NACH/ ECS/ Direct Debit)

Distributor's ARN/ RIA Code*	Sub-Broker's ARN	Sub-Broker's Code	EUIN
<b>ARN-162751</b>			<b>E-154391</b>

\*By mentioning RIA code, I/We authorize you to share with the Investment Adviser the details of my/ our transactions in the scheme(s) of Kotak Mahindra Mutual Fund.  
**Declaration for "Execution-only" transactions (only where EUIN box is left blank)**  
 "I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this transaction is executed without any interaction or advice by the employee/relationship manager/sales person of the above distributor/sub broker."  
 "I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this transaction is executed without any interaction or advice by the employee/relationship manager/sales person of the above employee/relationship manager/sales person of the distributor/sub broker."

Sole / First Applicant	Second Applicant	Third Applicant
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**TRANSACTION CHARGES for Applications routed through distributor/agents only (Kindly refer Transaction Charges under the heading 'Checklist' for details)**

**REQUEST FOR:**

Registration of SIP       Registration of MICRO SIP       Renewal of SIP

Change in Bank details       Any other request

**Rupee Cost Averaging - Take the guesswork out of timing the market**

Month	Monthly investment in Rs.	Cost per unit	No. of units bought	Lumpsum investment in Rs.	No. of units bought
1	5,000	12	417	20,000	1,667
2	5,000	10	500		Average cost per unit Rs.12
4	5,000	13	385		
<b>Total Units</b>				<b>20,000</b>	<b>1,757</b>
				<b>Average cost per unit</b>	<b>Rs.11.4</b>

**Just by investing a little everymonth, you average out the market highs & lows**  
 The above illustration is hypothetical & only to explain the concept of Rupee Cost Averaging & should not be construed as expected return or an investment advice

## INVESTOR'S INFORMATION

Folio No.	Application No. (For New Investors, pls. attach the application form)	
Sole/ First Applicant	Second Applicant	Third Applicant
Name of Applicant	Name of Applicant	Name of Applicant
PAN	PAN	PAN
Date of Birth	Date of Birth	Date of Birth
CKYC No.	CKYC No.	CKYC No.
E-mail	E-mail	E-mail

**I would like to opt for Systematic Investment Plan**

Scheme:       Option:  Growth       Dividend :  Payout       Re-investment

Plan:       Dividend : Frequency

Investment Frequency (Please )  Monthly       Quarterly      SIP Period From  MM / YYYY To  MM / YYYY OR  Default Date (December 2099)

SIP Amount ( ) Rs.  20000       10000       5000       1000      Any other amount  Rs.      First SIP vide Cheque No.  Dated  DD / MM / YYYY

SIP Date ( )  1st       7th       10th       14th       15th       21st       25th       28th       30th

**SIP BOOSTER (Optional) (Please refer instructions overleaf)**

Frequency (Please )  Half Yearly       Yearly      Fixed Booster Amount (Rs.)  3000       1000       500      Any other amount  Rs.      (Minimum Rs. 500 and in multiples of Rs. 500 thereof)

Variable Booster Amount (%)  20%       15%       10%      Any other percentage  %      (Minimum 10% and in multiples of 5% thereof)

SIP Booster Cap Amount  Rs.      (Minimum 10% and in multiples of 5% thereof)

Booster CAP Amount: Investor has an option to freeze the SIP Booster amount once it reaches a fixed predefined amount. The fixed pre-defined amount should be same as the maximum amount mentioned by the investor in the NACH Debit Mandate Form. In case of difference between the CAP Amount & the maximum amount mentioned in NACH Debit Mandate Form, then amount which is lower of the two shall be considered as the default amount of SIP CAP Amount.

**Declaration and Signature**

I/We have read and understood the contents of the SAI/ SID of the above referred Scheme(s) of Kotak Mahindra Mutual Fund. I/We hereby apply for allotment / purchase of Units in the Scheme(s) indicated as above and agree to abide by the terms and conditions applicable there to. I/We hereby declare that I /We authorized to make this investment in the above mentioned Scheme(s) and that the amount invested in the Scheme(s) is through legitimate sources only and is not designed for the purpose of any contravention or evasion of any Act, Rules, Regulations, Notifications or Directions of the provisions of Income Tax Act, Anti Money Laundering Act, Anti Corruption Act or any other applicable laws enacted by the Government of India from time to time. I/We hereby authorize Kotak Mahindra Mutual Fund, its investment Manager and its agents to disclose details of my investment to my / our Investment Advisor and / or banks. I/We have neither received nor been induced by any rebate or gifts, directly, in making this investment. By ticking micro sip, I/We hereby declare that our total SIP for rolling 12 months or FY April to March does not exceed Rs. 50,000 through this application or any existing SIP in the schemes. I/We also declare that the ARN Holder has disclosed all commission (in the form of trail commission or any other mode) payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me / us.

SIGNATURE(S)

Sole/First Account Holder	Second Account Holder	Third Account Holder
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To be signed by All Applicant's if mode of operation is "Joint". (As in Bank Records)

## Debit Mandate Form NACH/ ECS/ Direct Debit

UMRN       F o r r o f f c e u s e      Date

Sponsor Bank Code       For Office Use      Utility Code       For Office Use

**CREATE**      I/We hereby authorize  **Kotak Mutual Fund** to debit (tick ✓)  SB  CA  CC  SB-NRE  SB-NRO  Other

**MODIFY**      Bank a/c number

**CANCEL**      with Bank  Name of Customers bank      IFSC  or MICR

an amount of Rupees

FREQUENCY  Mthly       Qytl       H-Yrly       Yrly       As & when presented      DEBIT TYPE

Reference 1  Folio Number      Phone No.

Reference 2  Application Number      Email ID

**I Agree for the debit of mandate processing charges by the bank whom I am authorizing to debit my accounts as per latest schedule of charges of the bank.**

PERIOD

From

To  3  1  1  2  2  0  9  9

Or  Until Cancelled

Signature Primary Account holder      Signature of Account holder      Signature of Account holder

1. Name as in Bank records      2. Name as in Bank records      3. Name as in Bank records

This is to confirm that the declaration has been carefully read, understood & made by me/us. I am authorizing the user entity/corporate to debit my account, based on the instructions as agreed and signed by me. I have understood that I am authorized to cancel/amend this mandate by appropriately communicating the cancellation/amendment request to the user entity/corporate or the bank where I have authorized the debit.

## TERMS AND CONDITIONS

## Systematic Investments - Snapshot

Schemes where SIPs are allowed	All open-ended schemes except Kotak Liquid Plan A & Kotak Floater Short Term scheme
Frequency	Monthly or Quarterly
Choice of Dates	1st, 7th, 14th, 21st, 25th & 30th for all open ended equity and debt schemes. Additional dates i.e. 10th, 15th & 28th (only for open ended equity schemes).
Minimum Investment	Rs. 1000/- (Rs. 500 incase of Kotak Select Focus Fund and Kotak Equity Arbitrage Fund; Rs. 500 & in multiples of Rs. 500 in case of Kotak Tax Saver).
Minimum Installments	6 (All SIP installments should be for the same amount); 10 (incase of SIP amount being Rs. 500)
First SIP	Z Can be done on any Day of the Month
Second & Subsequent SIPs	Z Only on specified SIP Dates (1st, 7th, 10th, 14th, 15th, 21st, 25th, 28th & 30th) after a minimum gap of 28 days from date of first SIP. Z Can be through NACH Debit/ Direct debit or Post-Dated Cheque based on your preference.

## General Instructions

- Please refer the Key Information Memorandum and Offer Document/ SAI/ SID of the respective scheme(s) for Applicable NAV, Risk Factors, Load Structure and other information before investing.
- (i) Existing unitholders need not fill in the Investment Application Form. However, they must compulsorily mention their Account Number in the Systematic Investment Form.  
(ii) New Applicants need to compulsorily fill in all sections in the Investment Application Form in addition to Systematic Investment Form. The Application No. must be compulsorily mentioned in the Systematic Investment Form.
- Respective of the investment amount please furnish your PAN details and enclose a photocopy of PAN Card for all applications. In case of minor applicants, please furnish the PAN details and PAN proof of the Guardian.  
KYC compliant is mandatory, irrespective of the amount of investment.
- You can opt for Systematic Investment in the Scheme on a monthly/quarterly basis through post-dated cheques / auto-debit for a pre-defined amount. This facility is available only on specified dates of the month / quarter. Refer to Section "SIP Auto Debit: Terms & Conditions" for location wise dates available for SIP Auto Debit.
- (i) First SIP Installment : Your first SIP can be for any day of the month, however subject to the condition that, there shall be a minimum gap of 28 days between the first and the second SIP.  
(ii) Second & subsequent SIP Installment : Your second and subsequent SIPs are available only on above specified date of the month. You can choose only one of these dates for the purpose of SIP. In case the chosen date turns out to be a non-working day for the scheme, the SIP will be processed on the immediately following working day.
- We would send you an Account Statement confirming your systematic investment within 10 working days from the date of your first systematic investment transaction. Confirmation for subsequent Systematic Investments would be sent to you as CAS (Consolidated Account Statement) on monthly basis.
- You will not hold Kotak Mahindra Mutual Fund, its Investment Manager, Registrar and other service providers responsible for the same shall be communicated to the investor.
- Kotak Mahindra Mutual Fund, its Investment Manager, Registrar and other service providers will not be liable for any transaction failures due to rejection of the transaction by your bank/ branch or its refusal to register the SIP mandate.
- New Investor: If the investor fails to mention the scheme name in the SIP Mandate Form, then the Fund reserves the right to register the SIP as per the scheme name available in the investment application form. In case multiple schemes are mentioned in the main application form, the Fund reserves the right to reject the SIP request.
- Existing Investor: If the investor fails to mention the scheme name in the SIP Mandate Form, the Fund reserves the right to register the SIP in the existing scheme (eligible for SIP) available in the investor's folio. In case multiple schemes or Equity Linked Savings Scheme (ELSS) are available in the folio, the Fund reserves the right to reject the SIP request.
- In case the SIP "End Period" is incorrect or not mentioned by the investor in the SIP form, then December, 2009 shall be considered as default "End Period".
- Maximum Amount: The Maximum Amount in SIP NACH Debit Mandate Form refers to the maximum SIP debit limit per transaction permitted by the investor to be debited from his bank account. Each SIP request needs to be accompanied with new SIP Form and at any given point of time SIP installment amount should not exceed Maximum Amount mentioned in the SIP NACH Debit Mandate Form. In case of SIP Booster, please refer to the specific instructions mentioned under SIP Booster Facility.
- TRANSACTION CHARGES**  
Pursuant to SEBI Circular No. Cir/ IMD/ DF/13/ 2011 dated August 22, 2011, transaction charge per subscription of Rs. 10,000/- and above be allowed to be paid to the distributors of the Kotak Mahindra Mutual Fund products. The transaction charge shall be subject to the following:  
1. For existing investors (across mutual funds), the distributor shall be paid Rs. 100/- as transaction charge per subscription of Rs.10,000/- & above.  
2. For first time investors, (across Mutual Funds), the distributor shall be paid Rs. 150/- as transaction charge for subscription of Rs.10,000/- & above.  
3. The transaction charge shall be deducted by Kotak AMC from the subscription amount & paid to the distributor (will be subject to statutory levies, as applicable) & the balance amount shall be invested.  
4. In case of Systematic Investment Plan(s), the transaction charge shall be applicable only if the total commitment through SIPs amounts to Rs.10,000/- & above. In such cases the transaction charge shall be recovered in first 3/4 successful installments.  
**Transaction charges shall not be deducted/applicable for:**  
(a) Transaction other than purchases/subscriptions such as Switch/Systematic Transfer Plan (STP)/ Dividend Transfer Plan (DTP), etc.  
(b) Purchases/Subscriptions made directly with the Fund without any ARN code.  
(c) Distributors who have chosen 'Opt Out' of charging the transaction charge.

## SIP Payment through NACH/ ECS/ SI / Auto Debit

- Instructions for SIP Payment registered through NACH/ECS/SI/Auto Debit
- The bank account provided for SIP to be registered through NACH/ECS/SI/Auto Debit should be participating in NACH and MICR clearing respectively.
  - SIP auto debit is available only on specific dates of the month (For SIP date details please refer above to Choice of Dates under Systematic Investments - Snapshot). In case the selected SIP date is a non-business day, then the SIP shall be processed on the next business day.
  - In case of four consecutive SIP failures, your SIP will be liable for cancellation.
  - The TAT for SIP Debit Mandate Form registration (with or without initial cheque) will be 28 days. Therefore, there has to be a minimum gap of 28 days between date of submission of SIP Mandate and subsequent SIP Auto Debit. In case, the gap is less than 28 days, the SIP shall be registered from the subsequent SIP Date.
  - In case of incomplete SIP Debit Mandate Forms or SIP Registration pending due to technical problems at NPCI/ Bankers end, AMC may seek remediation process to obtain incomplete details. In such cases registration process may exceed 30 days and hence may also impact processing of subsequent SIP installments.
  - SIP start date shall not be beyond 90 days for Monthly and Quarterly SIPs from the date of submission of SIP application.
  - The investor will have the right to discontinue SIP at any time he or she so desires by providing a written request to this effect at least 28 days prior to the subsequent SIP date. Subsequently investor can also use online login access to our website [assetmanagement.kotak.com](http://assetmanagement.kotak.com) to discontinuing any of his existing SIP registered through online or through offline (Physical) mode.
  - For your SIP registered with ICICI Bank details, please note that we cannot accept online cease request. A separate written request to discontinue SIP needs to be submitted to your nearest CAMS/ AMC office at least 28 days prior to the next SIP Auto Debit date.
  - In case of discontinuation of SIPs registered through Online Channel Partners please contact your Online Channel Partner directly.
  - Each time an investor intends to register a fresh SIP, he has to duly fill in a new SIP Form along with NACH Debit Mandate Form. This form should not be constructed as One Time Mandate Form (OTM Form).
  - Investors need to ensure that the MICR number of his actual bank branch (and not "At Par" MICR Code) is mentioned on the SIP Debit Mandate Form, for seamless SIP Registration.
  - New Investor: If the investor fails to mention the scheme name in the SIP Mandate Form, then the Fund reserves the right to register the SIP as per the scheme name available in the investment application form. In case multiple schemes are mentioned in the main application form, the Fund reserves the right to reject the SIP request.
  - Existing Investor: If the investor fails to mention the scheme name in the SIP Mandate Form, the Fund reserves the right to register the SIP in the existing scheme (eligible for SIP) available in the investor's folio. In case multiple schemes or Equity Linked Savings Scheme (ELSS) are available in the folio, the Fund reserves the right to reject the SIP request.
  - In case the SIP "End Period" is incorrect or not mentioned by the investor in the SIP form, then December, 2009 shall be considered as default "End Period".
  - Maximum Amount: The Maximum Amount in SIP NACH Debit Mandate Form refers to the maximum SIP debit limit per transaction permitted by the investor to be debited from his bank account. Each SIP request needs to be accompanied with new SIP Form and at any given point of time SIP installment amount should not exceed Maximum Amount mentioned in the SIP NACH Debit Mandate Form. In case of SIP Booster, please refer to the specific instructions mentioned under SIP Booster Facility.
  - For Change of SIP Amount or Change in Bank details or for any Modification request in your existing SIP, investor is required to submit the following documents 28 days prior to the next SIP Date  
i) A duly filled in new "SIP Form" with revised details. Please ensure that the section on SIP NACH Debit Form is also filled in. Do not forget to tick the relevant column in the Section "REQUEST FOR" on the SIP Form.  
ii) Letter to discontinue the existing SIP.  
19. Conversion of PDC facility in to NACH/ECS/SI/Auto Debit Facility: Investor with existing SIP facility through Post Dated Cheques can also avail of this facility by submitting the following documents 30 days before the next SIP Debit date.  
i) A new "SIP" Form along with one cancelled cheque.  
ii) Letter requesting to cancel the existing SIP through PDCs and for returning all the remaining PDCs.  
20. Extension of SIP needs to be accompanied with cancelled cheque leaf. Mandatory fields in SIP NACH DEBIT MANDATE form as per NPCI:  
i) Submission Date \* Bank Account type to be selected \* Bank account number and Bank name \* IFSC and/or MICR Code \* Folio number or application number  
ii) Phone number and email id \* SIP From date \* Signatures as per bank records \* Name as per bank records  
22. All terms and conditions for SIP, including Exit Load, if any, prevailing at the time of SIP enrolment by the fund shall be levied in the Scheme.  
23. The investor agrees to abide by the terms and conditions of NACH/ECS/SI/Auto Debit facilities of Reserve Bank of India (RBI)/ NPCI (National Payment Corporation of India). Investor will not hold Kotak Mutual Fund, Kotak Mahindra Asset Management Company Limited (the AMC), Kotak Mahindra Trust Limited (the Trustee), its registrars and other service providers responsible and/or liable if the transaction is delayed or not effected or the investor bank account is debited in advance or after the specific SIP date due to various clearing cycles for NACH/ECS/SI/Auto Debit or any other reason/fault not attributable to Kotak Mahindra Mutual Fund/the AMC/the Trustee. Kotak Mutual Fund reserves the right to reject any SIP application without assigning any reason therefor.

## SIP Booster Facility

- SIP Booster is a facility whereby an investor has the option to increase his SIP Installment Amount by a fixed amount/ fixed percentage, at pre-defined interval.
- SIP Booster facility is available for Existing SIP investors as well New SIP Registrations.
- SIP Booster Facility can be "Fixed SIP Booster Facility" or "Variable SIP Booster Facility".
- Fixed Booster: SIP Amount can be increased with minimum of Rs. 500 and in multiples of Rs. 500 thereof with yearly and half yearly option.
- Variable Booster: SIP amount can be increased by a minimum of 10% and in multiples of 5% thereof with yearly and half yearly option.
- In case, an investor has more than one existing SIP in a single folio in the same scheme, with a single distributor, unless specifically instructed by the investor, the SIP Booster request shall be considered for the first Registered SIP.
- Investor /unit holders subscribing for this facility are required to submit the request at least 28 days prior to the next SIP date. SIP Booster will be applicable from the next effective SIP installment.
- For Cancellation of SIP Booster facility, the investor has to submit a written request at least 28 days prior to the next SIP booster date. However, the SIP in the respective scheme shall continue with last SIP Booster Installment amount, till the SIP End Date as specified in the SIP Registration Form or till receipt of a valid SIP Cease Request. For Cancellation of SIP Booster facility along-with SIP Cease request, the written request of cancellation of SIP Booster facility should explicitly mention about SIP Cease as well.
- Modification of the SIP Booster amount is not possible, alternatively investor will have to cancel the existing facility and start a new SIP with modified date.
- SIP Booster will be allowed in MICRO SIP folio subject to condition that total investment including SIP Booster does not exceed Rs. 50,000 in a rolling 12 month period or financial year i.e April to March, the limit on Micro SIP investments.
- Maximum Amount in NACH Debit Mandate Form: It is the maximum limit amount per transaction set by investor for his registered bank A/c to be debited.
- Booster CAP Amount: Investor has an option to freeze the SIP Booster amount once it reaches a fixed predefined amount. The fixed pre-defined amount should be same as the maximum amount mentioned by the investor in the NACH Debit Mandate Form. In case of difference between the CAP Amount & the maximum amount mentioned in NACH Debit Mandate Form, then amount which is lower of the two shall be considered as the default amount of SIP CAP Amount.
- Booster Cap Amount has to be mandatorily mentioned for SIP Booster Facility. In case the same is not mentioned then the maximum amount mentioned in NACH Debit Mandate Form shall be considered for SIP Booster CAP Amount.
- In case of Variable SIP Booster, the SIP installment amount will be rounded off to the nearest multiple of Rs. 10
- If SIP Maximum / Booster CAP Amount is hit before the end of SIP tenure, the SIP Booster will cease and last SIP Booster installment amount will remain constant for remaining SIP Tenure.
- Please see the illustration below to know how to calculate Variable and Fixed SIP Booster amount:

## Illustration for Variable SIP Booster

• SIP Tenure: 07Jan 2015 to 07 Dec 2020		• Monthly SIP Installment: Rs. 3000/-				
• Booster percentage: 10%		• Booster Frequency: Yearly				
Installment No.(s)	From Date	To Date	Monthly SIP Installment Amount (Rs)	SIP Booster Amount (10%) (Rs)	SIP Booster round off Amount (Rs)	SIP Amount with Booster (Rs)
1 to 12	07-Jan-16	07-Dec-16	3000	N.A	N.A	3000
13 to 24	07-Jan-17	07-Dec-17	3000	300	300	3300
25 to 36	07-Jan-18	07-Dec-18	3300	330	330	3630
37 to 48	07-Jan-19	07-Dec-19	3630	363	360	3990
49 to 60	07-Jan-20	07-Dec-20	3990	399	400	4390

## Illustration for Fixed SIP Booster

• SIP Tenure : 07Jan 2015 to 07 Dec 2020		• Booster Amount: Rs. 1000/-			
• Monthly SIP Installment: Rs. 3000/-		• Booster Frequency: Yearly			
Installment No.(s)	From Date	To Date	Monthly SIP Installment Amount (Rs)	SIP Booster Amount (Rs)	SIP Amount with Booster (Rs)
1 to 12	07-Jan-16	07-Dec-16	3000	N.A	3000
13 to 24	07-Jan-17	07-Dec-17	3000	1000	4000
25 to 36	07-Jan-18	07-Dec-18	4000	1000	5000
37 to 48	07-Jan-19	07-Dec-19	5000	1000	6000
49 to 60	07-Jan-20	07-Dec-20	6000	1000	7000

## 17. SIP Frequency vis-à-vis SIP Booster Frequency :

SIP Frequency	SIP Booster Frequency	Details
Monthly	Half-yearly	Increase shall happen after every 6th - SIP installment
Monthly	Yearly	Increase shall happen after every 12th - SIP installment
Quarterly	Half-yearly	Increase shall happen after every 2nd - SIP installment
Quarterly	Yearly	Increase shall happen after every 4th - SIP installment

18. All other terms & conditions applicable for regular SIP will also be applicable to SIP Booster facility.

### Checklist

Please ensure that:

- \ If you are an existing investor, you have quoted your Account No. with Kotak Mahindra Mutual Fund on the Systematic Investment Form.
- \ If you are a new investor, your Application Number is quoted on the Systematic Investment Form.
- \ Scheme (Plan) - Option in which you wish to do your systematic investments is clearly indicated in the Systematic Investment Form.
- \ The SIP Amount, the Frequency, your preferred Date and Period are clearly indicated.
- \ There is minimum gap of 28 days between your first & second SIP.

**Registrar : Computer Age Management Services Pvt. Ltd.** No 178/10, M G R Salai, Nungambakkam, Chennai - 600 034

Tel. : 044 - 2828 5561/ 62

 [www.assetmanagement.kotak.com](http://www.assetmanagement.kotak.com)  **1800-222-626 or (022) 6115 2100**  [mutual@kotak.com](mailto:mutual@kotak.com)