

Distributor's ARN/ RIA Code*	Sub-Broker's ARN	Sub-Broker's Code	EUIIN

- ☐ "By mentioning RIA code, I/We authorize you to share with the Distributor, the details of my/our transactions in the scheme(s) of Kotak Mahindra Mutual Fund. Declaration for "Execution-only" transactions (only where EUIIN box is left blank)
- ☐ "I/We hereby confirm that the EUIIN 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 or notwithstanding the advice of in-appropriateness, if any, provided by the employee/relationship manager/sales person of the distributor/sub broker."

SIGNATURE(S) (To be signed by All Applicants)		
	Sole / First Applicant	Second Applicant
	Third Applicant	

TRANSACTION CHARGES for Applications routed through distributor/agents only (Kindly refer Transaction Charges under the heading 'Checklist' for details)

**REQUEST FOR:**

☐ Registration of Smart SIP + OTM Registration    ☐ Registration of Smart SIP (for existing OTM)\*

## One Time Mandate Registration Form/ Debit Mandate Form NACH/ ECS/ Direct Debit

UMRN	F o r o f f i c e u s e	Date	
Sponsor Bank Code		For Office Use	
Utility Code		For Office Use	
<b>TICK (✓)</b> <input checked="" type="checkbox"/> CREATE <input type="checkbox"/> MODIFY <input type="checkbox"/> CANCEL		I/We hereby authorize <b>Kotak Mahindra Mutual Fund</b> to debit (tick ✓) <input type="checkbox"/> SB <input type="checkbox"/> CA <input type="checkbox"/> CC <input type="checkbox"/> SB-NRE <input type="checkbox"/> SB-NRO <input type="checkbox"/> Other	
Bank a/c number			
with Bank		IFSC	or MICR
*an amount of Rupees		₹	
<b>FREQUENCY</b> <input checked="" type="checkbox"/> Mthly <input checked="" type="checkbox"/> Qlyt <input checked="" type="checkbox"/> H-Yrly <input checked="" type="checkbox"/> Yrly <input checked="" type="checkbox"/> As & when presented		<b>DEBIT TYPE</b> <input checked="" type="checkbox"/> Fixed Amount <input checked="" type="checkbox"/> Maximum Amount	
Reference 1	Folio Number	Phone No.	
Reference 2	Application Number	Email ID	
<b>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.</b>			
<b>PERIOD</b> From <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table> To <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table> Or <input checked="" type="checkbox"/> Until Cancelled		1. <u>Signature Primary Account holder</u> <u>Signature of Account holder</u> <u>Signature of Account holder</u> 1. <u>Name as in Bank records</u> 2. <u>Name as in Bank records</u> 3. <u>Name as in Bank records</u>	
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.			

\* OTM amount should be double of Base Smart SIP Amount

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

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

Scheme	Option: <input checked="" type="checkbox"/> Growth
Plan	Investment Frequency (Please✓) <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly
Base SIP Amount (✓) Rs.	<input type="checkbox"/> 2,000 <input type="checkbox"/> 5,000    Any other amount Rs. <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>
First Smart SIP vide Cheque No.	Dated <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>
Minimum Smart SIP	<input type="checkbox"/> Default Smart SIP (0.5 times Base Smart SIP Amount) OR <input type="checkbox"/> Investor defined Minimum Amount <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>
Maximum Smart SIP	<input type="checkbox"/> Default Smart SIP (2 times Base Smart SIP Amount) OR <input type="checkbox"/> Investor defined Maximum Amount <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>
Smart SIP Date	<table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>
<input type="checkbox"/> Use existing One Time Debit Mandate (if already registered in the Folio)	Smart SIP Period: From <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table> To <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table> OR <input type="checkbox"/> Default Date (December 2099)
Bank Name	Bank A/c No. <table border="1" style="display: inline-table; width: 200px; height: 20px;"></table>

**DEMAT ACCOUNT DETAILS** Please ensure you submit supporting documents evidencing the accuracy of the demat account details mentioned below. Bank details of DP will overwrite the existing details.

In case you wish to hold units in demat, please fill this section. Please note that you can hold units in demat for all eligible schemes (except ETFs and IDCW options having IDCW frequency of less than a month).

☐ NSDL    ☐ CDSL    DP Name 



    DP ID 



    Beneficiary Account No.

**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 am/We are 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. 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	
	To be signed by All Applicant's if mode of operation is "Joint". (As in Bank Records)	

## TERMS AND CONDITIONS

## Smart Systematic Investments - Snapshot

Schemes where Smart SIP is allowed	All eligible schemes, Kotak Equity Hybrid Fund, Kotak Nifty 50 Index Fund, Kotak Nifty Next 50 Index Fund
Frequency	Monthly or Quarterly
Choice of Date	Any date from 1st to 31st of a given month/ quarter. In case the chosen date is not available /non-business day, the Smart SIP transaction will be processed on the immediate next Business Day.
Minimum Investment	Applicable as per the SID limits for SIP of the Eligible scheme
Minimum Installments	Applicable as per the SID limits for SIP of the Eligible scheme
First Auto Debit & Subsequent SIPs	First Auto Debit shall be processed on the chosen date/ default date.

## 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 Folio Number in the Smart Systematic Investment Form.  
(ii) New Applicants need to compulsorily fill in all sections in the Investment Application Form in addition to Smart Systematic Investment Form.
- Irrespective 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.
- Your first Smart SIP can be for any day of the month, however subject to the condition that, there shall be a minimum gap of 28 day between the first and the second Smart SIP.  
In case the chosen date turns out to be a non-business day for the scheme, the Smart SIP will be processed on the immediately following business day.
- We would send you an Account Statement confirming your Smart Systematic Investment within 10 business 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.
- Incorrect and ambiguous forms will not be accepted and rejection for the same shall be communicated to the investor.
- Kotak Mahindra Mutual Fund, its Investment Manager, Trustees, 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 Smart SIP mandate.
- You will not hold Kotak Mahindra Mutual Fund, its Investment Manager, Registrar and other service providers responsible if the transaction is delayed or not effected or your bank account is debited in advance or after the specific Smart SIP date due to various clearing cycles of ECS. Kotak Mahindra Mutual Fund, its Investment Manager, Registrar and other service providers are not responsible and liable for any damages/ compensation for any loss, damage, etc. incurred by you as a result of use of this facility by you.
- If you have not indicated any of your Smart SIP preference completely in the form, or in case of any discrepancy, we would presume the same as below :  
Smart SIP Frequency: Monthly; Smart SIP Date: 7th; Default end date: December 2099; Scheme Name: same as mentioned on Smart SIP form.
- 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:
  - For existing investors (across mutual funds), the distributor shall be paid Rs. 100/- as transaction charge per subscription of Rs. 10,000/- & above.
  - For first time investors, (across Mutual Funds), the distributor shall be paid Rs. 150/- as transaction charge for subscription of Rs. 10,000/- & above.
  - 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.
  - In case of Smart SIP Plan, the transaction charge shall be applicable only if the total commitment through Smart SIP amounts to Rs. 10,000/- & above.

In such cases the transaction charge shall be recovered in first 4 successful installments.

**Transaction charges shall not be deducted/applicable for:**

- Transaction other than purchases/subscriptions such as Switch/Systematic Transfer Plan (STP)/ Transfer of Income Distribution cum capital withdrawal plan (IDCW), etc.
  - Purchases/Subscriptions made directly with the Fund without any ARN code.
  - Distributors who have chosen 'Opt Out' of charging the transaction charge.
- One Time Debit Mandate Form can be used for Smart SIP as well as Lump Sum Purchase
  - Employee Unique Identification Number (EUID): SEBI has made it compulsory for every employee/relationship manager/ sales person of the distributor of mutual fund products to quote the EUID obtained by him/her from AMFI in the Application Form. EUID would assist in addressing any instance of mis-selling even if the employee/relationship manager/sales person later leaves the employment of the distributor. Hence, if your investments are routed through a distributor please ensure that the EUID is correctly filled up in the Application Form. However, if your distributor has not given you any advice pertaining to the investment, the EUID box may be left blank. In this case you are required to provide the declaration to this effect as given in the form.
  - The Base Smart SIP amount, Maximum Smart SIP Amount and Minimum Smart SIP Amount specified by the unit holder must be in multiples of Re. 1 (whole numbers only, no decimals eg: Rs. 20001, Rs.30015).

## SIP Payment through OTM / NACH/ 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.
  - 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. Alternatively, investor can also use online login access to our website <https://kotakmf.com/> to discontinue any of his existing SIPs registered through online or offline (Physical) mode.
  - Investors who have already submitted a One Time Mandate (OTM) form or already registered for OTM facility should not submit OTM form again as OTM registration is a one-time process only for each bank account. However, if such investors wish to add a new bank account towards OTM facility may fill the form.
  - Investors, who have not registered for OTM facility, may fill the OTM form and submit duly signed with their name mentioned.
  - 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.
  - If the investor has not mentioned the SIP start month, SIP will start from the next applicable month, subject to completion of 28 days lead time from the receipt of SIP request.
  - The Maximum Amount in SIP OTM Debit Mandate Section refers to the maximum SIP debit limit per transaction permitted by the investor to be debited from his bank account. At any given point of time SIP instalment amount should not exceed Maximum Amount mentioned in the SIP NACH Mandate Form.
  - Extension of SIP needs to be accompanied with cancelled cheque leaf.
  - Mandatory fields in SIP NACH DEBIT MANDATE form as per NPCI:
    - Submission Date • Bank Account type to be selected • Bank account number and Bank name • IFSC and/or MICR Code • Folio number or application number
    - SIP From date • Signatures as per bank records • Name as per bank records
  - 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 thereof.

## Smart SIP Facility

The common terms and conditions are as follows:

- Smart Systematic Investment Plan is a market-linked product.
- The Smart SIP Amount shall be derived based on the Net Equity allocation of Kotak Balanced Advantage Fund ("KBAF") on the Trigger date and not as on the SIP date. Hence, the Smart SIP Amount will be of T-10th day (i.e. Trigger Date) assuming the instalment is triggered 10 days before the SIP date.
- Smart SIP facility will be available only for growth option.
- Individual Smart SIP Enrolment Form should be filled for each Smart SIP registration.
- Calculation of Smart SIP Amount

Net Equity Allocation of Kotak Balanced Advantage Fund	Default Option	Investor Defined Amount
> 60%	2 times Base Smart SIP Amount	Investor defined Maximum Smart SIP Amount
40%-60% (inclusive of 40 and 60)	Base Smart SIP amount	Base Smart SIP Amount
< 40%	0.5 times Base Smart SIP Amount	Investor defined Minimum Smart SIP Amount

- If net equity allocation percentage of KBAF for the trigger date is greater than 60%, then Smart SIP amount would be twice the Base Smart SIP amount or Investor defined Maximum Smart SIP amount, if specified by the investor. If this value exceeds the OTM maximum amount, then OTM maximum amount would be triggered.
  - If the net equity allocation percentage of KBAF for the trigger date is between 40% and 60% (including 40% and 60%), then Base Smart SIP amount would be triggered.
  - If the net equity allocation percentage of KBAF for the trigger date is less than 40%, then Smart SIP amount would be half the Base Smart SIP amount or Investor defined Minimum Smart SIP Amount, if specified by the investor. If this value is less than the Minimum Smart SIP amount for the scheme, then Minimum Smart SIP amount will be considered.
- The first Smart SIP instalment will be processed as per the Base Smart SIP instalment amount specified by the investor at the time of enrolment and will not be based on Net Equity Allocation of Kotak Balanced Advantage Fund.

- Investor will have to clearly mention the Base Smart SIP Amount, since \*2 times the Base Smart SIP amount and \*0.5 times the Base Smart SIP amount shall be derived basis the Base Smart SIP amount mentioned by the investor.
- If 0.5 times Amount is below the minimum Smart SIP amount, then the minimum Smart SIP amount shall be considered.
- In the OTM section for Smart SIP registration, maximum amount mentioned by the investor should be at least \* 2 times the Base amount opted by the investor.
- Smart SIP shall be applicable for investments routed through Kotak website and physical applications submitted at specified CAMS Investors Service Centres.
- Smart SIP can be opted for Any Date i.e. (1st to 30th/31st of a given month) on Monthly/ Quarterly option.
- If Smart SIP end date is not mentioned/ in case of ambiguity the end date considered should be Dec, 2099.
- Once the Smart SIP has been stopped or discontinued for any reason, the same can be re-started only on receiving new request on Smart SIP Form from investor. Subsequently, a fresh Smart SIP registration shall be done
- In respect of Smart SIP enrolments made in any of the eligible schemes, the load structure prevalent at the time of enrolment shall be applicable to the investors during the tenure of the Smart SIP.
- In the case of failure of Smart SIP credit: due to Account closed Smart SIP will be ceased after one Failure. In the case of failure of Smart SIP Credit for any other reasons, Smart SIP will be ceased after four consecutive Failures.
- Smart SIP Facility will not be available if the folio/ PAN is under Lien or marked Frozen on the advice of I.T authorities / Regulatory Authorities / Court or any other reason.
- Your first Smart 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, second and subsequent Smart SIP Instalments. Your second and subsequent Smart SIPs are available for the specified date opted by the investor. You can choose only one of these dates for the purpose of SIP. In case the chosen date turns out to be a non-business day for the scheme, the Smart SIP will be processed on the immediately following business day. AMC reserves the right to register the Smart SIP in less than 28 days where OTM is already available.
- All request for modification or deactivation of Smart SIP shall be subject to an advance notice of 28 (Twenty-eight) business days. Investors can deactivate the facility by sending a written request to the CAMS Investor Service Centres.
- If Investor has specified Minimum/ Maximum amount as well as ticked the option for Default Smart SIP, then trigger will be as per the Default Smart SIP Amount.

