




Investment Advisor's Name & Code	Sub-Broker's Code	EUIIN (Mandatory)	<b>Systematic Transfer / Withdrawal Form</b> Strike off sections that are not applicable
----------------------------------	-------------------	-------------------	---

"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."

 Sole/Frist Applicant	 Second Applicant	 Third Applicant
To be signed by <b>All Applicants</b> if mode of operation is "Joint"		

Upfront commission shall be paid directly by the investor to the AMFI registered distributors based on the investor's assessment of various factors including the service rendered by the distributor.

## Investor's Information

Folio No. <i>(For Existing Investors)</i>	Application No. <i>(For New Investors, Please attach the application form)</i>
Name of Sole/ First Holder	
PAN # & KYC*	Sole/ First Holder      Second Holder      Third Holder
Enclosed <i>(Please ✓)</i>	<input type="radio"/> PAN Proof <input type="radio"/> PAN Proof <input type="radio"/> PAN Proof KYC Compliance Status <input type="checkbox"/> Yes <input type="checkbox"/> No      KYC Compliance Status <input type="checkbox"/> Yes <input type="checkbox"/> No      KYC Compliance Status <input type="checkbox"/> Yes <input type="checkbox"/> No
(# Please attach PAN card copy) (* KYC Acknowledgement letter copy is Mandatory)	

I would like to opt for  **Systematic Transfer Plan**  **Systematic Withdrawal Plan**

## Systematic Transfer Plan

From Scheme _____ Plan _____	<input type="checkbox"/> Growth <input type="checkbox"/> Dividend <input checked="" type="checkbox"/> Bonus <i>(available only in Kotak Bond Plan A &amp; Kotak Liquid Plan A)</i> <input type="checkbox"/> Payout OR <input type="checkbox"/> Re-investment	Option (Please ✓)      Dividend Frequency _____
To Scheme _____ Plan _____	<input type="checkbox"/> Growth <input type="checkbox"/> Dividend <input checked="" type="checkbox"/> Bonus <i>(available only in Kotak Bond Plan A &amp; Kotak Liquid Plan A)</i> <input type="checkbox"/> Payout OR <input type="checkbox"/> Re-investment	Option (Please ✓)      Dividend Frequency _____
Transfer Option <i>(Please ✓)</i> <input type="checkbox"/> Fixed Sum OR <input type="checkbox"/> Entire Appreciation	Min. Rs. 1000/-	
Frequency <i>(Please ✓)</i> <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	Commencement Date      dd/mm/yy	
Specify Day / Date <input type="text" value="Specify day"/> <input type="text" value="Specify Date"/>	Period From      mm/yyyy	To      mm/yyyy




## Systematic Withdrawal Plan

Scheme _____ Plan _____	<input type="checkbox"/> Growth <input type="checkbox"/> Dividend <input checked="" type="checkbox"/> Bonus <i>(available only in Kotak Bond Plan A &amp; Kotak Liquid Plan A)</i> <input type="checkbox"/> Payout OR <input type="checkbox"/> Re-investment	Option (Please ✓)      Dividend Frequency _____
Withdrawal Option <i>(Please ✓)</i> <input type="checkbox"/> Fixed Sum OR <input type="checkbox"/> Entire Appreciation	Min. Rs. 1000/-	
Frequency <i>(Please ✓)</i> <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	Commencement Date      dd/mm/yy	
Date <input type="radio"/> 1 <sup>st</sup> <input type="radio"/> 7 <sup>th</sup> <input type="radio"/> 14 <sup>th</sup> <input type="radio"/> 21 <sup>st</sup> <input type="radio"/> 25 <sup>th</sup>	Period From      mm/yyyy	To      mm/yyyy

## Declaration and Signatures

I/We have read and understood the contents of the SID/ SAI 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.

 Sole/Frist Applicant	 Second Applicant	 Third Applicant
To be signed by <b>All Applicants</b> if mode of operation is "Joint"		

## Systematic Transfers / Withdrawals - Snapshot

Schemes where STP / SWP are allowed	Systematic Transfers		Systematic Withdrawals
		All Open-Ended Schemes	
Frequency	Weekly	Monthly / Quarterly	Monthly / Quarterly
Choice of Day / Date	Any Business Day	Any Business Date	1 <sup>st</sup> , 7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>st</sup> & 25 <sup>th</sup>
Minimum Transfers / Withdrawals	6		6

## Instructions &amp; Information

- Please refer the Key Information Memorandum and Scheme Information Document of the respective Scheme(s) and Statement of Additional Information for Applicable NAV, Risk Factors, Load Structure and other information on the Scheme(s).
- KYC is mandatory irrespective of STP amount. In case of minor applicants, the Guardian needs to be KYC Compliant.
- STP/SWP registration needs to be submitted to the Registrar/ AMC 7 days prior to the date of commencement of STP. In case the STP/SWP commencement date is less than 7 days from the date of submission of registration form and the date opted for, then the same would be registered for the next cycle. The AMC reserves the right to process the STP registration request received for a period lesser than 7 days in the interest of unit holders.
- In case of Systematic Withdrawal / Systematic Transfer, you can choose between withdrawal / transfer of a Fixed Sum (not below Rs. 1000/-) or the Entire Appreciation on your Investment from your indicated commencement date.
- Please indicate the commencement date in your SWP / STP request. In case of Fixed Sum Withdrawal / Transfer, the commencement date is the date on which your Systematic Withdrawal / Transfer starts. In case of Entire Appreciation Withdrawal / Transfer, the commencement date is the base date from which your appreciation gets computed. Your first Withdrawal / Transfer in this case would happen after a month from the commencement date (if you have chosen the SWP/STP frequency as monthly) or after a Quarter from the commencement date (if you have opted for quarterly SWP / STP).
- A STP/SWP registration confirmation message shall be sent by way of an email and/or letter to the Unit holders registered e-mail address and/or postal address.
- Confirmation for subsequent systematic transactions will be sent vide a consolidated account statement (CAS) for each calendar month on or before 10th of the succeeding month, by email (wherever investor has provided email id) or physical account statement where investor has not provided email id., across the schemes of the mutual funds, to all the investors in whose folio(s) transaction(s) has/have taken place during the month.
- An investor can discontinue his STP/SWP facility by giving 15 days prior notice in writing to the Registrars' (CAMS) office at any of the addresses mention below.
- Incorrect, incomplete, ambiguous forms will be liable to be rejected.
- Employee Unique Identification Number (EUIIN): SEBI has made it compulsory for every employee/relationship manager/ sales person of the distributor of mutual fund products to quote the EUIIN obtained by him/her from AMFI in the Application Form. EUIIN 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 EUIIN is correctly filled up in the Application Form. However, if your distributor has not given you any advice pertaining to the investment, the EUIIN box may be left blank. In this case you are required to provide the declaration to this effect as given in the form.

## Checklist

Please ensure that:

- Your Name, Folio No. / Application No. is mentioned.
- The Form is complete in all respects & signed by all Applicants / Unitholders.
- Scheme (Plan) - Option in / from which you wish to do your systematic withdrawal / transfer is clearly indicated in the Systematic Transfer / Withdrawal Form.
- KYC letter is attached.

## Systematic Transfer Plan

- Scheme / Plan / Option from and to which you wish to transfer (switch) your investment is clearly indicated.
- Your choice of Fixed Sum Transfer or Entire Appreciation Transfer is indicated clearly. If you have chosen transfer of a Fixed Sum, your transfer request is for an amount not below Rs. 1000/-.
- Your preferred STP Day/Date, Frequency [Weekly (Monday to Friday), Monthly or Quarterly (1st to 30th/ 31st)] and period is clearly indicated.

## Systematic Withdrawal Plan

- Your choice of Withdrawal either Fixed Sum or Entire Appreciation is indicated clearly. If you have opted for Withdrawal of a Fixed Sum, your withdrawal amount should not be below Rs. 1000/-.
- Your preferred SWP Date, Frequency (Monthly or Quarterly) and period is clearly indicated.

## CAMS Investor Service Centers

**Ahmedabad:** 111-113, 1st Floor, Devpath Building, Off C G Road, Behind Lal Bungalow, Ellis Bridge, Ahmedabad - 380006. **Bangalore:** Trade Centre, 1st Floor, 45, Dikensen Road, ( Next to Manipal Centre ), Bangalore - 560042. **Bhubaneswar:** 3rd Floor, Plot No - 111, Varaha Complex Building, Station Square, Kharvel Nagar, Unit 3, Bhubaneswar - 751001. **Chandigarh:** Deepak Tower, SCO 154-155, 1st Floor, Sector 17-C, Chandigarh - 160017. **Chennai:** Ground Floor No.178/10, Kodambakkam High Road, Opp. Hotel Palmgrove, Nungambakkam, Chennai - 600034. **Cochin:** Ittoop's Imperial Trade Center, Door No. 64/5871 - D, 3rd Floor, M. G. Road (North), Cochin - 682035. **Coimbatore:** Ground Floor, Old No. 66 New No. 86, Lokamanya Street (West), R.S.Puram, Coimbatore - 641002. **Durgapur:** 3rd Floor, City Plaza Building, City Centre, Durgapur - 713 216. **Goa:** No.108, 1st Floor, Gurudutta Bldg, Above Weekender, M G Road, Panaji, Goa - 403001. **Hyderabad:** 208, 2nd Floor, Jade Arcade, Paradise Circle, Secunderabad - 500003. **Indore:** 101, Shalimar Corporate Centre, 8-B, South tukogunj, Opp.Greenpark, Indore - 452001. **Jaipur:** R-7, Yudhisthir Marg ,C-Scheme, Behind Ashok Nagar Police Station, 63/ 2, The Mall, Jaipur - 302001. **Kanpur:** 1st Floor 106 to 108, CITY CENTRE Phase - II, Kanpur - 208001. **Kolkata:** Saket Building, 44 Park Street, 2nd Floor, Kolkata - 700016. **Lucknow:** Off No 4, 1st Floor, Centre Court Building, 3/c, 5 - Park Road, Hazratganj, Lucknow - 226001. **Ludhiana:** U/ GF, Prince Market, Green Field, Near Traffic Lights, Sarabha Nagar Pulli, Pakhowal Road, Ludhiana - 141002. **Madurai:** 1st Floor, 278, North Perumal Maistry Street (Nadar Lane), Madurai - 625 001. **Mangalore:** No. G 4 & G 5, Inland Monarch, Opp. Karnataka Bank, Kadri Main Road, Kadri, Mangalore - 575003. **Mumbai:** Rajabahdur Compound, Ground Floor, Opp Allahabad Bank, Behind ICICI Bank, 30, Mumbai Samachar Marg, Fort, Mumbai - 400023. **Nagpur:** 145 Lendra, New Ramdaspath, Nagpur - 440010. **New Delhi:** 7-E, 4th Floor, Deen Dayaal Research Institute Building, Swami Ram Tirath Nagar, Near Videocon Tower, Jhandewalan Extension, New Delhi - 110055. **Patna:** G-3, Ground Floor, Om Vihar Complex, SP Verma Road, Patna - 800001. **Pune:** Nirmiti Eminence, Off No. 6, 1st Floor, Opp Abhishek Hotel Mehandale Garage Road, Erandawane, Pune - 411004. **Surat:** Plot No.629, 2nd Floor, Office No.2-C/2-D, Mansukhlal Tower, Beside Seventh Day Hospital, Opp.Dhiraj Sons, Athwalines, Surat - 395001. **Vadodara:** 103 Aries Complex, BPC Road, Off R.C. Dutt Road, Alkapuri, Vadodara - 390007. **Vijayawada:** 40-1-68, Rao & Ratnam Complex, Near Chennupati Petrol Pump, M.G Road, Labbipet, Vijayawada - 520010. **Visakhapatnam:** 47/9/17, 1st Floor, 3rd Lane, Dwaraka Nagar, Visakhapatnam - 530016.

Computer Age Management Services Pvt. Ltd. 148, Old Mahabalipuram Road, Okkiyam Thuraipakkam, Chennai - 600 096.



assetmanagement.kotak.com



1800-222-626 or (022) 6638 4400



mutual@kotak.com