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# Systematic Transfer / Withdrawal Form

KOLAK Mutual Fund			Strike off	sections that are not applicab	
Distributor□s ARN/ RIA Code		Sub-Broker□s ARN	Sub-Broker□s Code	EUIN	
ARN-106392 BLUECHIP STOCKS				E-107715	
mentioning RIA code, I/We authorize you to shar laration for "Execution-only" transactions (only wl I/We hereby confirm that the EUIN box has been in manager/sales person of the above distributor/sub br of the distributor/sub broker.	nere EUIN box is left blank) entionally left blank by me/us a	as this transaction is execut	ted without any interaction or a	dvice by the employee/relationsh	
Sole/Frist Applicant	Secon o be signed by All Applican	nd Applicant  Its if mode of operation	D-R	ird Applicant	
ont commission shall be paid directly by the inv lered by the distributor.	estor to the AMFI registered (	distributors based on the	investor's assessment of various	ous factors including the service	
nvestor¤s Information					
olio No. or Existing Investors)		Application No. (For New Investors, Please attack	ch the application form)		
Sole/ First Applicant	Secor	Second Applicant		Third Applicant	
me of Applicant	Name of Applicant	Name of Applicant		Name of Applicant	
N	PAN		PAN	PAN	
mail	E-mail		E-mail	E-mail	
I would like to opt for 🔳 Syste	matic Transfer Pl	an 🔳 Systema	tic Withdrawal Pl	an	
ystematic Transfer Plan					
From Scheme	Plan Regular Direct	Option Growth IDCW Pa	IDC// ITequ	ency	
Го Scheme	Plan Regular Direct	Option Growtl		ency	
Transfer Option (Please ✓) ☐ Fixe	d Sum OR 🗆 E	ntire Appreciation	Min. Rs. 10	000/-	
Frequency Daily Weekly (Please 1) (Please mention any d	Specify Day ay between Monday to Friday)	No. of Installments			
☐ Monthly ☐ Quarterly (Please m	Specify Date lention any date of the month)	Transfer Period From Transfer Period To		OR Till further instruction	
Systematic Withdrawal Plan					
rom cheme	Plan Regular Option Growth IDCW Frequency Direct IDCW Re-investment				
Withdrawal Option (Please ✔) ☐ Fixe	d Sum OR 🗆 Entire Appr	reciation Mir	n. Rs. 1000/-		
requency (Please 🗸 ) 🔲 Monthly 🗀 Quart		Commencement D		To mm/yyyy	
	14 <sup>th</sup>	No. of Installments			
Declaration and Signatures  (e have read and understood the contents of the SID/ SAI of the above ms and conditions applicable there to . I/We hereby declare that I /We igned for the purpose of any contravention or evasion of any Act, Rule Government of India from time to time. I/We hereby authorize Kotak Ma (e have neither received nor been induced by any rebate or gifts, directly	referred Scheme(s) of Kotak Mahindra Mut authorized to make this investment in th 6, Regulations, Notifications or Directions hindra Mutual Fund, its investment Manage, in making this investment.	ual Fund. I/We hereby, apply for allot e above mentioned Scheme(s) and it of the provisions of Income Tax Act, r and its agents to disclose details of r	ment / purchase of Units in the Scheme(s) nat the amount invested in the Scheme(s) i Anti Money Laundering Act, Anti Corrugio my investment to my / our Investment Advis	indicated as above and agree to abide by this is through legitimate sources only and is no n Act or any other applicable laws enacted by or and / or banks.	
Sole/Frist Applicant	Secon				
	o be signed by All Applican	ts if mode of operation	is <b>"Joint"</b>		
Acknowledgement Slip /T-1	Filled by Applicant				
Acknowledgement Slip (To be Kotak Mutual Fund  Received from (Investor's Name)  Folio Number	. Cil. C. C.	DATE: D D M M	Y Y Y Y	rceptance Point Stamp & Sign	

# Systematic Transfers / Withdrawals - Snapshot

	Systematic Transfers		Systematic Withdrawals	
Schemes where STP / SWP are allowed	All Open-Ended Schemes of Kotak Mahindra Mutual Fund, except Exchange Traded Funds. In case of Kotak Tax Saver Scheme, STP will be available for free units only.		All Open-Ended Schemes of Kotak Mahindra Mutual Fund, except Exchange Traded Funds. In case of Kotak Ta Saver Scheme, SWP will be available for free units only	
Frequency	Daily / Weekly	Monthly / Quarterly	Monthly / Quarterly	
Choice of Day / Date	Any Business Day	Any Business Date	I <sup>st</sup> , 7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>th</sup> & 25 <sup>th</sup>	
Minimum Transfers / Withdrawals	6 (in case of Daily, it would be 12)		6	

## Instructions & 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.
- STP frequency available are Daily, Weekly, Monthly and Quarterly.
  Daily STP is only available under Fixed amount Option (Fixed STP) and will not be applicable under Capital appreciation STP (Variable STP).
- In case the Investor fails to mention the frequency for the STP option in the form, then the default option will be considered as monthly frequency.
- Minimum Amount:

  Minimum Instalment amount to be transferred through this facility should be at least Rs. 6,000 per year or that which matches the minimum investment amount of the said schemes whichever is higher for the said year.
  - Minimum amount to transfer under Daily STP: Minimum 12 transfers of Rs. 500/- each and in multiples of Rs. 100/- thereafter.

    Default amount: If investor fails to mention the STP Amount then the default value should be taken as Rs. 500 (minimum transfer amount).
- STP will be discontinued in case the transfer is not effected due to insufficient balance in the source scheme.

- If the plan/option of the Source scheme is not mentioned and there is only one plan/option available in the folio, the STP will be processed from that plan/option.

  If investor carries investments under multiple schemes / plans / options and does not mentioned and there is only one plan/option available in the folio, the STP will be processed from that plan/option.

  If investor carries investments under multiple schemes / plans / options and does not mentioned the Source Scheme along with plans and options, then such request will be rejected.

  In case Plan / Option in Target Scheme for STP is not selected by the investor, then the default option/ plan for the Target scheme shall be considered as per Scheme Information Document (SID).

  Investor need to clearly mention the Transfer Period from and Transfer Period To in the STP request Form. In case, the investor fails to specify the Transfer Period from the 7th day from the date of receipt of valid registration form.

  In case, the investor fails to specify the Transfer Period To under Daily STP, STP shall continue to be triggered perpetually until further valid instructions from the investor or until the outstanding

- balance in Source scheme does not cover the Daily STP transfer amount.

  If the available balance falls below the minimum amount of the specified triggered value, the available balance in the Source scheme will get triggered and future STP will be ceased.

  STP registration from the existing investment (in the Source Scheme) will start from the 7th day from the date of receipt of valid registration form. If the STP form is received along with fresh investment, then the STP will start from the 7th day from the date of realisation of the investment amount with the valid registration form.

  In case the specified date is a non-business day for either the Source Scheme or the Target Scheme, the STP will be processed on the following business day for both the schemes. When the value of STP is more than Rs. 2 lakhs or the Target scheme is a liquid fund then the allotment in the Target scheme will be processed based on the utilisation/ realisation of funds from Source scheme (for more details refer NAVA position).
- refer NAV applicability clause for respective Target scheme).

  In case the STP 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.
- A STP/ SVP 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 7 days prior notice in writing to the Registrars (CAMS) office or at any other point of service or at Kotak Mahindra Mutual Fund Office All other features of STP as stated in the SID of respective schemes remain unchanged.

- Incorrect, incomplete, ambiguous forms will be liable to be rejected.
  Employee Unique Identification Number (EUIN): SEBI has made it compulsory for every employee/relationship manager/ sales person of the distributor of mutual fund products to quote the EUIN obtained by him/her from AMFI in the Application Form. EUIN 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 EUIN is correctly filled up in the Application Form. However, if your distributor has not given you any advice pertaining to the investment, the EUIN 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 [Daily or 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 helow 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:** 1st Floor, K C Centre, Door No. 42/227-B, Chittoor Road, Opp. North Town Police Station, Kacheripadym, Cochin 682018. Coimbatore: No 1334; Thadagam Road, Thirumoorthy Layout, R.S. Puram, Behind Venkteswara Bakery, Coimbatore 641002... Durgapur: Plot No.3601, Nazrul Sarani, City Centre, Durgapur - 713216. Goa: Lawande Shamalkar Bhavan, 1st Floor, Office No.2, Next to Mahalakshmi Temple, 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. Jajpur: 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, 63/2, The Mall, 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 Ramdaspeth, Nagpur - 440010. New Delhi: 7-E, 4th Floor, Deen Dayaal Research Institute Building, Swami Ram Tirath Nagar, Near Videocon Tower, Jhandewalan Extension, New Delhi 🗆 I10055. 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 - 41 1004. 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: Door No 48-3-2, Flat No 2, 1st Floor, Siddhi Plaza, Near Visakha Library, Srinagar, Visakhapatnam- 530016.

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