

Distributor's ARN/ RIA Code <sup>®</sup>	Sub-Broker's ARN	Sub-Broker's Code	Folio No.	EUIIN
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- "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) <small>(To be signed by All Applicants)</small>		
Sole / First Applicant	Second Applicant	Third Applicant

**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

TICK (✓)  
 CREATE  
 MODIFY  
 CANCEL

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

Bank a/c number

with Bank  IFSC  / MICR

an amount of Rupees  ₹

FREQUENCY     Mthly     Qytr     H-Yrly     Yrly     As & when presented      DEBIT TYPE     Fixed Amount     Maximum Amount

Reference 1     Folio Number      Phone No.

Reference 2     Application Number      Email ID

1. I agree for the debit of mandate processing charges by the bank whom I am authorising to debit my account as per latest schedule of charges of the bank. 2. This is to confirm that the declaration has been carefully read, understood & made by me/us. I am authorising the user entity/corporate to debit my account, based on the instructions as agreed and signed by me. 3. I understood that I am authorised to cancel/amend this mandate by appropriately communicating the cancellation/ amendment request to the user entity/ corporate or the bank where I have authorised the debit.

PERIOD      Maximum period of validity of this mandate is 40 years only

From

To

Maximum period of validity of this mandate is 40 years only

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

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

**INVESTOR'S INFORMATION**

Application No.

(For New Investors, pls. attach the application form)

Sole/ First Applicant	Second Applicant	Third Applicant
Name of Applicant <input type="text"/>	Name of Applicant <input type="text"/>	Name of Applicant <input type="text"/>
PAN <input type="text"/>	PAN <input type="text"/>	PAN <input type="text"/>

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

Scheme  Option:  Growth

Plan  Investment Frequency (Please✓)     Monthly     Quarterly

Base SIP Amount (✓) Rs.     2,000     5,000    Any other amount  Rs.      First Smart SIP vide Cheque No.  Dated  DD / MM / YYYY

Minimum Smart SIP     Default Smart SIP (0.5 times Base Smart SIP Amount) OR     Investor defined Minimum Amount  Amount

Maximum Smart SIP     Default Smart SIP (2 times Base Smart SIP Amount) OR     Investor defined Maximum Amount  Amount      Smart SIP Date

Use existing One Time Debit Mandate (if already registered in the Folio)      Smart SIP Period: From  DD / MM / YYYY    To  DD / MM / YYYY

Bank Name       Bank A/C No.

**DEMAT ACCOUNT DETAILS**     In case you wish to hold units in demat, please fill this section.

Please ensure you submit supporting documents evidencing the accuracy of the demat account details mentioned below. Please note that you can hold units in demat for all open ended 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	Kotak Flexicap Fund, Kotak Emerging Equity Fund, Kotak Equity Opportunities Fund, Kotak Small Cap Fund, Kotak Bluechip Fund, Kotak Multi-Cap Fund, Kotak Tax Saver Fund, Kotak Focused Equity Fund, Kotak Pioneer Fund, Kotak ESG Opportunities Fund, Kotak India-EQ Contra Fund, Kotak Manufacture in India Fund, Kotak Infrastructure and Economic Reform Fund, Kotak Nifty Small Cap 50 Index Fund, Kotak Nifty 200 Momentum 30 Index Fund, Kotak Nifty Financial Services Ex-Bank Index Fund, Kotak BSE Housing Index Fund, Kotak Equity Hybrid Fund, Kotak Nifty 50 Index Fund, Kotak Nifty Next 50 Index Fund (Registration received in schemes other than eligible schemes shall be registered under Normal SIP).
Frequency	Monthly or Quarterly
Choice of Date	Any date from 1st to 30th/ 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.
  - Existing investors who wish to avail the Smart SIP facility must fill and submit the for Smart SIP form. In this case, it is mandatory for the investor mention the Folio Number details in the form. In the case of a new investor wanting to avail Smart SIP facility, the Smart SIP form must be filled and submitted along with the application form.
  - Individual enrollment form should be filled for each Smart SIP transaction.
    - Existing unitholders need not fill in the Investment Application Form. However, they must compulsorily mention their Folio Number in the Systematic Investment Form.
    - New Applicants need to compulsorily fill in all sections in the Investment Application Form in addition to Smart Systematic Investment Form. The Application No. must be compulsorily mentioned in the 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. Payment for investment shall be accepted from the bank account of the minor, parent or legal guardian of the minor or from a joint account of the minor with parent or legal guardian.
  - KYC compliant is mandatory, irrespective of the amount of investment.
  - 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 day between the first and the second SIP.
    - Second & subsequent SIP Installment : Your second and subsequent SIPs are available only on above specified dated 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.
  - 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 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 SIP date due to various clearing cycles of ECS. Kotak Mahindra Mutual Fund, its Investment Manager, Registrar and other service providers 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.
  - In case of Smart SIP, an account statement confirming the unit holders Smart SIP would be sent within 10 business days from the date of first Smart SIP. Confirmation for subsequent Smart SIPs would be sent as consolidated account statements (CAS) on a monthly basis.
  - If you have not indicated any of your SIP preference completely in the form, or in-case of any discrepancy, we would presume the same as below.
- SIP Frequency: Monthly, SIP Date: 7th, End Date: OTM mandate end period; Scheme Name: 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. SIP Amount: Minimum amount as per the SID of the respective scheme.
- One Time Debit Mandate Form can be used for Systematic Purchase as well as Lump Sum Purchase
  - Any discrepancy in the Account Statement should be brought to the notice of the Fund/AMC immediately. Contents of the Account Statement will be deemed to be correct if no error is reported within 30 days from the date of Transaction.
  - All other Terms and Conditions of SIP of the eligible schemes would also be applicable to Smart SIP, unless and otherwise as specifically mentioned above.
  - Auto Cancellation of SIPs:
    - SIP will be ceased after 3 consecutive rejections for Monthly Frequency
    - SIP will be ceased after 2 consecutive rejections for Quarterly Frequency.
 Communication will be sent to the investor after 1st failed attempt mentioning that the SIP will be ceased in case of three consecutive rejections for Monthly frequency and two consecutive rejections for Quarterly and another communication will be sent to the investor after cancellation of SIP.
  - Daily SIP are not be available for special products like Flex SIP & Smart SIP
  - Incorrect and ambiguous Smart SIP Forms will not be accepted and rejection for the same shall be communicated to the investor.

## SIP Payment through OTM/ NACH/ 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 will be ceased after 3 consecutive rejections for Monthly Frequency and SIP will be ceased after 2 consecutive rejections for Quarterly Frequency.
  - The TAT for Smart 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, provided the OTM gets successfully registered within this period. In case an OTM is already registered and if the start date is not mentioned in the SIP Form, the SIP will commence 15 calendar days from the date of receipt of the SIP Form.
  - 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 instalments.
  - SIP start date shall not be beyond 90 days 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 10 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.
- 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.
- In case SIP date is not selected or the date mentioned is not legible or clear or multiple SIP date are opted, then the SIP will be registered on or before date as applicable.
- 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.
- In case the SIP 'End Period' is incorrect or not mentioned by the investor in the SIP form, then the SIP End Date will be considered as OTM Mandate End Date.
- 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. At any given point of time SIP instalment amount should not exceed Maximum Amount mentioned in the SIP NACH Mandate Form. In case of SIP TOP UP, please refer to the specific instructions mentioned under SIP TOP UP 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 SIP Modification Form, 28 days prior to the next SIP Date.
- Mandatory fields in SIP NACH DEBIT MANDATE form as per NPCI:
  - OTM mandate date
  - OTM period 'From' and 'To' in the OTM mandate form
  - Submission Date
  - Bank Account type to be selected
  - Bank account number and Bank name
  - IFSC and MICR Code
  - Folio number or application number
  - Phone number and email id
  - SIP From date
  - Signatures as per bank records
  - Name as per bank records
  - SIP End Date
- 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.
- 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.
- In case the SIP instalment is not debited on a particular day on account of non-business day, system constraints, technical/operational issues/ actions of other parties or any other circumstances beyond the control of Kotak AMC/ Fund, such missed debits will not be re-initiated.
- OTM Mandate End date should not be more than 40 years from the OTM Mandate Start date.

## 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
- | (A) Net Equity Allocation of Kotak Balanced Advantage Fund | (B) Default Option              | (C) 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.
  - Base amount for Smart SIP:
    - The investor to mandatory and clearly specify the base amount of smart sip.
    - Minimum base smart sip amount would be the minimum systematic investment plan.
    - 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.
  - In the case of Smart SIP, the investor has an option to mention the Maximum Amount/ Minimum Amount. In case no amounts are mentioned by the investor, the amount to be invested/ transferred shall be as per the default option, as per the details mentioned under column (B) above.
  - 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 Mutual Fund website, [www.kotakmf.com](http://www.kotakmf.com) 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 OTM mandate end period.
  - 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.
  - The base Smart SIP amount, Maximum Smart SIP amount and Minimum Smart SIP amount specified by the investor must be in multiple of Rs.1 (whole numbers only, no decimals. e.g., Rs.20001, Rs. 30015).
  - SIP will be ceased after 3 consecutive rejections for Monthly Frequency and SIP will be ceased after 2 consecutive rejections for Quarterly Frequency.
  - 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.
  - For Smart SIP, if the maximum amount exceeds the OTM maximum amount, then the maximum OTM amount would be triggered. In case the minimum amount is less than the minimum Smart SIP amount for the scheme then, the minimum Smart SIP will be considered.
  - All requests for modification or deactivation of Smart SIP shall be subject to an advance notice of 28 (Twenty-eight) days. Investors can deactivate the facility by sending a written request to the CAMS Investor Service Centres. A unitholder cannot pause an existing Smart SIP.
  - 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.

