



## 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, 5th, 7th, 14th, 20th, 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 Standard Multicap 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	→ Can be done on any Day of the Month
Second & Subsequent SIPs	→ Only on specified SIP Dates (1st, 5th, 7th, 10th, 14th, 15th, 20th, 21st, 25th, 28th & 30th) after a minimum gap of 28 days from date of first SIP. → Can be through OTM/ NACH/ Direct debit.

## 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.
- 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.
- (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 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.
- 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.
- 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, 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.
- If you have not indicated any of your SIP preference completely in the form, or incase of any discrepancy, we would presume the same as below:  
SIP Frequency: Monthly, SIP Date: 7th; Default end date: December 2099; Scheme Name: same as mentioned on SIP form, SIP Amount: same as mentioned on 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:  
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)/IDCW 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 OTM/ NACH/ ECS/ SI / Auto Debit

## SIP through One Time Mandate Registration Facility

- Investors who have already submitted an OTM form or already registered for OTM facility, need not fill the OTM Registration section again. Investor needs to select the option of "Registration for SIP (for existing OTM)" clearly on the SIP Form.
- Investors, who have not registered for OTM facility, are requested to complete SIP Form including the duly signed & filled in OTM section.
- Unit holder(s) need to provide along with the mandate form an original cancelled cheque (or a copy) with name and account number pre-printed of the bank account to be registered or bank account verification letter for registration of the mandate failing which registration may not be accepted.
- The Unit holder(s) cheque/ bank account details are subject to third party verification.
- Investors are deemed to have read and understood the terms and conditions of OTM Facility, SIP registration through OTM facility, the Scheme Information Document, Statement of Additional Information, Key Information Memorandum, Instructions and Addenda issued from time to time of the respective Scheme(s) of Kotak Mahindra Mutual Fund.

## 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. Incase, 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 discontinue 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.
- 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 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 December, 2099 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

accompanying with new SIP Form and 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 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
- Extension of SIP needs to be accompanied with cancelled cheque leaf.
- Mandatory fields in SIP NACH DEBIT MANDATE form as per NPCI:  
• Subscription Date • Bank Account type to be selected • Bank account number and Bank name • IFSC and/or 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
- 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 therefor.

## SIP Booster Facility

- SIP Booster is a facility whereby an investor has the option to increase his SIP Instalment 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.
- Incise, 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 instalment.
- For Cancellation of SIP Booster facility, the investor has to submit a written request atleast 28 days prior to the next SIP booster date. However, the SIP in the respective scheme shall continue with last SIP Booster Instalment 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 instalment 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 instalment 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

<ul style="list-style-type: none"> <li>SIP Tenure: 07Jan 2015 to 07 Dec 2020</li> <li>Booster percentage: 10%</li> <li>Monthly SIP Instalment: Rs. 3000/-</li> <li>Booster Frequency: Yearly</li> </ul>						
Installment No.(s)	From Date	To Date	Monthly SIP Instalment 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

<ul style="list-style-type: none"> <li>SIP Tenure : 07Jan 2015 to 07 Dec 2020</li> <li>Monthly SIP Instalment: Rs. 3000/-</li> <li>Booster Amount: Rs. 1000/-</li> <li>Booster Frequency: Yearly</li> </ul>						
Installment No.(s)	From Date	To Date	Monthly SIP Instalment 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 instalment
Monthly	Yearly	Increase shall happen after every 12th - SIP instalment
Quarterly	Half-yearly	Increase shall happen after every 2nd - SIP instalment
Quarterly	Yearly	Increase shall happen after every 4th - SIP instalment

- 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.