

## TRANSACTION SLIP

**Strike off sections that are not applicable**

<b>FOLIO NO.</b>	<b>DATE</b>
	DD / MM / YYYY


**NAME OF SOLE/ FIRST HOLDER :**



PAN	Sole / First Holder	Second Holder	Third Holder
Enclosed (Please ✓)	<input type="checkbox"/> PAN Proof <small>KYC Compliance Status* <input type="checkbox"/> Yes <input type="checkbox"/> No</small>	<input type="checkbox"/> PAN Proof <small>KYC Compliance Status* <input type="checkbox"/> Yes <input type="checkbox"/> No</small>	<input type="checkbox"/> PAN Proof <small>KYC Compliance Status* <input type="checkbox"/> Yes <input type="checkbox"/> No</small>


(# Please attach PAN card copy) / (\* KYC allotment letter copy is mandatory for investment => Rs. 50,000)

<b>Investment Advisor's Name &amp; Code</b>	<b>Sub-Broker's Name &amp; Code</b>	<b>Investment Advisor's Name &amp; Code</b>	<b>Sub-Broker's Name &amp; Code</b>

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.

Refer Checklist I overleaf	<b>PURCHASE</b>
	Scheme _____ Plan _____ Option (Please ✓) <input type="checkbox"/> Dividend  <input type="radio"/> Payout OR <input type="radio"/> Reinvestment Dividend Frequency _____ <input type="checkbox"/> Growth <input type="checkbox"/> Bonus
	Investment : Rs. _____ Chq./ DD No. _____ dated ____ / ____ / ____ drawn on _____ <small>Branch Name City</small>
	(Please mention your Account Number on the face of your investment cheque) I/We hereby confirm having initiated the transfer/RTGS for transfer of Rs. _____ from our account no. _____ with _____ to your account no. _____ with _____ Bank

Refer Checklist III overleaf	<b>SWITCH</b>
	From: Scheme _____ Plan _____ Present Option (Please ✓) <input type="checkbox"/> Dividend  <input type="radio"/> Payout OR <input type="radio"/> Reinvestment Dividend Frequency _____ <input type="checkbox"/> Growth <input type="checkbox"/> Bonus
	To : Scheme _____ Plan _____ Required Option (Please ✓) <input type="checkbox"/> Dividend  <input type="radio"/> Payout OR <input type="radio"/> Reinvestment Dividend Frequency _____ <input type="checkbox"/> Growth <input type="checkbox"/> Bonus
	<b>Amount (Rs.)</b> OR <b>No. Of Units</b> OR <b>All Units (✓)</b>




Refer Checklist II overleaf	<b>REDEMPTION</b>
	Scheme _____ Plan _____ Option (Please ✓) <input type="checkbox"/> Dividend  <input type="radio"/> Payout OR <input type="radio"/> Reinvestment Dividend Frequency _____ <input type="checkbox"/> Growth <input type="checkbox"/> Bonus
	<b>Amount (Rs.)</b> OR <b>No. Of Units</b> OR <b>All Units (✓)</b>
	OR

<b>CHANGE IN BANK DETAILS</b> (Attach copy of the cancelled cheque)
Name of Bank _____ Branch _____ City _____ (Clearing Circle) A/c. No. _____ A/c. Type _____ RTGS Code _____ NEFT Code _____ MICR Code _____ IFSC Code _____ <input type="checkbox"/> Cheque Payout <input type="checkbox"/> Direct Credit (List overleaf at No. 6) <input type="radio"/> Only for this Transaction <input type="radio"/> For all Future Transactions <small>(If not indicated, assumed to be for all future transaction)</small>

<b>CHANGE OF ADDRESS</b>
_____ _____ City/ Town _____ Dist. _____ State _____ Pin Code _____ O/R _____ (Cell) _____ <input checked="" type="checkbox"/> (E-mail)* _____

I/We would like to avail of  SIP  SWP  STP  SIP with Auto Debt Facility  Internet Transaction  Nomination Facility  E-mail Communication. (Please furnish E-mail ID above)\*

**Declaration:** I/We have read and understood the contents of the Statement of Additional Information/ Scheme Information Document/ offer Document(s). I/We have neither received nor been induced by any rebate or gifts, directly or indirectly in making this investment.

SIGNATURE(S)	 <b>Sole/First Holder</b>	 <b>Second Holder</b>	 <b>Third Holder</b>
	(To be signed by <b>All Unitholders</b> if modr of operation is 'Joint')		

Please submit this form to Kotak Mahindra Mutual Fund, Mumbai or to your nearest CAMS Investor Service Center. (Address overleaf)

This Account Statement is a record of your transaction(s) and unit balances in the schemes of Kotak Mahindra Mutual Fund. This is not a document of title and is not transferable. If you find any discrepancy in your Account Statement, please bring it to our notice within 30 days.

Scheme	Plan	Options**	Dividend Frequency*	Initial Investment / Min. Balance (Rs.)	Min Addl. Investment (Rs.)	Cheque(s)/ DD(s) to be drawn in favor of	Min. Redemption
Kotak 30	-	DP, DR & G	Trustee's Discretion	Rs. 5000	1,000	Kotak 30	Rs. 1,000/- or 100 units for all schemes
Kotak Balance	-	DP & DR	Half yearly	Rs. 5000	1,000	Kotak Balance	
Kotak Bond	Deposit	DP, DR & G	Quarterly	Rs. 5000	1,000	Kotak Bond	
Kotak Bond	Regular	DP, DR, G & B	Quarterly, Annual	Rs. 5,00,000	1,000	Kotak Bond	
Kotak Bond Short Term	-	DP, DR & G	Monthly	Rs. 5,000 (Rs. 50,000 - Monthly DP)	1,000	Kotak Bond Short Term	
Kotak Contra	-	DP, DR & G	Trustee's Discretion	Rs. 5000	1,000	Kotak Contra	
Kotak Equity Arbitrage Fund	-	DP, DR & G	Monthly	NA	NA	NA	
Kotak Equity FOF	-	DP, DR & G	Trustee's Discretion	5,000	1,000	Kotak Equity FOF	
Kotak Flexi Debt	Regular	DP, DR & G (DP only Quarterly)	Daily, Weekly, Quarterly	Rs. 5,000 (Rs. 1,00,000 - Daily DR)	1,000	Kotak Flexi Debt	
Kotak Flexi Debt	Institutional	DR & G	Daily, Weekly	1,00,00,000	1,000	Kotak Flexi Debt	
Kotak Floater Long Term	-	DP, DR & G (DP only Weekly)	Daily, Weekly, Monthly	Rs. 5,000 (Rs. 1,00,00,000 - Weekly DP)	1,000	Kotak Floater Long Term	
Kotak Floater Short Term	-	DR & G	Daily, Weekly, Monthly	Rs. 5,000 (Rs. 1,00,00,000 - Daily DR)	1,000	Kotak Floater Short Term	
Kotak Gilt Investment	PF & Trust	DP, DR & G	Quarterly	5,000	1,000	Kotak Gilt Investment	
Kotak Gilt Investment	Regular	DP, DR & G	Quarterly	5,000	1,000	Kotak Gilt Investment	
Kotak Gilt Savings	-	DP, DR & G	Monthly, Annual	Rs. 5,000 (Rs. 50,000 - Monthly DP)	1,000	Kotak Gilt Savings	
Kotak Income Plus	-	DP, DR & G	Monthly, Quarterly	Rs. 5,000 (Rs. 50,000 - Monthly DP)	1,000	Kotak Income Plus	
Kotak Lifestyle	-	DP, DR & G	Trustee's Discretion	5,000	1,000	Kotak Lifestyle	
Kotak Liquid	Institutional Premium	DP, DR & G (DP only Weekly)	Daily, Weekly	5,00,00,000	1,000	Kotak Liquid	
Kotak Liquid	-	DR & G	Daily, Weekly	1,00,00,000	1,000	Kotak Liquid	
Kotak Liquid	Institutional	DR & G	Weekly	5,000	1,000	Kotak Liquid	
Kotak Mid-Cap	Regular	DP, DR & G	Trustee's Discretion	5,000	1,000	Kotak Mid-Cap	
Kotak Opportunities	-	DP, DR & G	Trustee's Discretion	5,000	1,000	Kotak Opportunities	
Kotak Tax-Saver	-	DP, DR & G	Trustee's Discretion	500 & in multiples of Rs. 500	500 & in multiples of Rs. 500	Kotak Tax-Saver	

\*\* DP - Dividend Payout; DR - Dividend Reinvestment; G - Growth; B - Bonus.

\* Dividend distribution subject to availability & adequacy of distributor surplus

#### INSTRUCTIONS & INFORMATION:

1. Before investing please refer the SAV/ SID/ Offer Document of the respective scheme(s)

#### 2. PERMANENT ACCOUNT NUMBER (PAN) (MANDATORY):

With effect from January 1, 2008, it is mandatory for all existing and new investors (including joint holders, guardians of minors and NRIs) to enclosed a copy of PAN card to the application for investing in mutual fund Scheme.

#### 3. MICRO SYSTEMATIC INVESTMENT PLAN:

With effect from August 1, 2009 the requirement of Permanent Account Number (PAN) has been exempted for investments through Systematic Investment Plan (SIP) where aggregate of installments in a rolling 12 month period or in a financial year i.e. April to March does not exceed Rs. 50,000.

#### 4. KYC Compliant:

With effect from February 1, 2008, it is mandatory for all existing and new investors (including joint holders, guardians of minor, NRIs and POA holders) to be KYC Compliant for investments  $\geq$  Rs. 50,000

#### 5. REDEMPTION/ SWITCH OUT OF UNITS WHERE THERE IS A LINE MARKED ON UNITS:

If a lien has been marked on your units, please furnish along with your redemption/ switch out request, a 'Release of Lien' letter from the financier/ other person in whose favor the lien has been marked.

#### 6. DIRECT CREDIT FACILITY:

We offer a Direct Credit facility with the following banks:

- ABN AMRO Bank
- AXIS Bank
- Citi Bank
- Corporation Bank
- Deutsche Bank
- HDFC Bank
- HSBC Bank
- ICICI Bank
- IDBI Bank
- Indus Bank
- Kotak Mahindra Bank
- Standard Chartered Bank
- YES Bank

7. **CHANGE IN AUTHORISED SIGNATURES:** If there is a change in the list of Authorised Signatories since the date of your purchase/ switch in and the same has not been intimated to us, please enclose a certified copy of your latest Board Resolution and Authorised Signatories List with your redemption/ switch out request.

#### CHECKLIST I (FOR PURCHASE)

- Is the Purchase amount  $\geq$  Minimum Investment / Minimum Addition Investment amount?
- Have the following particulars been clearly filled in the Purchase / Additional Purchase Request?
  - ✓ Scheme, Plan & Option.
  - ✓ If Dividend Option is chosen, the choice between Payout or Re-investment of Dividend.
  - ✓ If Dividend Option is chosen, the Dividend Frequency sought.
  - ✓ Investment Amount. Does this match with the Cheque/ DD Amount?
  - ✓ Instrument Details (Cheque DD No., Date of Instrument, Drawee Bank & Branch)
- Permanent Account Number (PAN) of all Applicants is mentioned and attested copy of the PAN card is enclosed. (Refer instruction 2)
- KYC allotment letter copy is enclosed
- Is the investment Cheque / Demand Draft drawn in favour of Scheme / Plan and payable at the location where this request is being submitted?

#### CHECKLIST II [FOR REDEMPTION]

- Is the redemption for an amount  $\geq$  minimum redemption size (100 unit or Rs. 1,000/-)?
- Have the following been indicated clearly in the redemption request?
  - ✓ Scheme, Plan & Option from which the redemption is required.
  - ✓ The amount or the number of units to be redeemed. **(For entire unit balance redemption in a scheme, please tick the 'All Unit' box in the redemption panel. Units or Amount need not be indicated in this case)**
- If the redemption payout is required in a different bank account or in a different mode/ mechanism, has the same been indicated. In the absence of any indication, redemption proceeds would be paid out the Bank Account last furnished and taken on record.

#### CHECKLIST III [FOR SWITCH]

- Is the present value of investment in the scheme from which the switch out is requested  $\geq$  to the minimum investment / minimum addition investment requirement of the scheme to which the investment is proposed to be switched in?
- Have the following been indicated clearly in the switch request?
  - ✓ Scheme, Plan & Option from which the redemption to be switched out.
  - ✓ Scheme, Plan & Option from which the investment to be switched out.
  - ✓ If Dividend Option is chosen for the scheme in which the investment is being switched in the choice between Payout or Re-investment of dividend and the Dividend frequency.
- Permanent Account Number (PAN) of all Applicants is mentioned and attested copy of the PAN card is enclosed. (Refer instruction 2)
- KYC allotment letter copy is enclosed

REGISTRAR : COMPUTER AGE MANAGEMENT SERVICES PVT. LTD. 148, Old Mahabalipuram Road, Okkiyam Thuraiyakkam, Chennai - 600 096.

CAMS INVESTOR SERVICE CENTERS

**Ahmedabad :** 402-406, 4th Floor, Devpath Building, Off C G Road, Behind Lal Bungalow, Ellis Bridge, Ahmedabad - 380006. **Bangalore :** Trade Centre, 1st Floor, 45 Dikens Road. (Next to Manipal Centre) Bangalore - 560 042. **Bhubaneswar :** Plot No - 111, Varaha Complex Building, 3rd Floor, Station Square, Kharvel Nagar, Unit 3, Bhubaneswar - 751001. **Chandigarh :** SCO 80-81 3rd Floor, Sector No. 17-C, Chandigarh - 160017. **Chennai :** 148, Old Mahabalipuram Road, Okkiyam Thuraiyakkam, Chennai - 600096. **Cochin :** 40/9633, D Veekshanam Road, Near International hotel, Cochin - 682035. **Coimbatore :** Old No.66, New No.86, Lokamanya Street (West), Ground Floor, R.S.Puram, Coimbatore - 641002. **Durgapur :** 4/2, Bengal Ambuja Housing Development Ltd, Ground Floor, City Centre, Dist - Burdwan, Durgapur - 713216. **Goa :** No. 108, 1st Floor, Gurudutta Bldg, Above Weekender, R-G, Coa - 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, Jaipur 302001. **Kanpur :** 106 108, 1st Floor, City Centre, Phase - II, 63/2, The Mall, Kanpur - 208001. **Kolkata :** Lords Building, 7/1, Ground Floor, Lord Sinha Road, Kolkata - 700071. **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 :** 86/71A, Tamsilangam Road, Madurai - 625001. **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 :** 304-305, 3rd Floor, Kancheenjunga Building, 18, Barakhamba Road, Connaught Place, New Delhi - 110 001. **Patna :** Kamalaye Shobha Plaza, Ground Floor, Near Ashiana Tower, Exhibition Road, Patna - 800001. **Pune :** Nirmitti Eminence, Off No. 6, 1st Floor, Opp Abhishek Hotel Mehendale Garage Road, Erandawane, Pune - 411004. **Surat :** Office No. 2, Ahura -Mazda Complex, 1st Floor, Sadak Street, Timalyawad, Nanpura, 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, Lobbipet, Vijayawada - 520010. **Visakhapatnam :** 47/9/17, 1st Floor, 3rd Lane, Dwarkanagar, Visakhapatnam - 530016.