

# **Key Information Memorandum and Application Form**

# **KOTAK NIFTY MIDCAP 50 INDEX FUND**

An open-ended scheme replicating/tracking the NIFTY Midcap 50 Index. Offer for Units of ₹ 10 each for cash during the New Fund Offer and

Continuous offer for Units at NAV based prices

New Fund Offer Opens on: July 25, 2024 New Fund Offer Closes on: August 08, 2024

Scheme re-opens on or before: August 21, 2024

6th Floor, Kotak Infinity, Building No. 21, Infinity Park, Off. Western Express Highway, Gen.A.K. Vaidya Marg, Malad (E) Mumbai - 400 097.

**1800** 309 1490 (Tollfree)

### This product is suitable for investors who are seeking\* **SCHEME RISKOMETER BENCHMARK RISKOMETER** Long term capital growth Moderately High Moderately High Moderate Moderate High High Return that corresponds to the performance of NIFTY Midcap 50 Index, subject to tracking error Investors understand that their principal will be at Very High Risk Investors understand that their principal will be at Very High Risk NIFTY Midcap 50 Index (TRI) Anni KOTAK NIETY MIDCAR EO INDEV ELIND

| (The prod  | should consult their financial advisers it in doubt about who<br>uct labelling assigned during the New Fund Offer is based<br>stics or model portfolio and the same may vary post NFO w   | I on internal assessment of the Schem  | ne Date : DI   | /MM/YYYY   |
|--|---|--|--|--|
|  | Distributor's ARN/ RIA Code#  | Sub-Broker's ARN   | Sub-Broker's Code  | EUIN   |
| 7.17   | entioning RIA/PMS code, I/ We authorize you to shar<br>tak Mahindra Mutual Fund. Declaration for"Executior<br>nereby confirm that the EUIN box has been intentionally le<br>ger/sales person of the above distributor/sub broker or noty<br>distributor/sub broker. | 10, 2 / 1 1 -1   |  |  |
| SIGNATURE(S)   | Sole / First Applicant  | Second Applicant<br>(To be signed by <b>All Applic</b> a   |  | Third Applicant  |
|  | nmission shall be paid directly by the investor to the AMFI registered of<br>If you have, at any time, invested in any Scheme of Kotak Mahindr  |  | 9  | ,  |
| Existing<br>Unitholder<br>Information<br>(Section I)             | details below and proceed to Section Investment Details.  | PAN No :   | Fe   | dio No :   |
| ⊃ <u>=</u> ≎   | Name of Sole / First Applicant:   | 174 110.1  |  |  |
|  | Name of Sole/ First Applicant^:   |  |  | ^Name as per PAN card  |
|  | Name of Guardian ^ (in case First Applicant is a Minor)_ Relationship of Guardian with Minor O Father   | O Mother O Legal Guardian  |  | ^Name as per PAN card  |
|  | Name of Sole Proprietor^ (incase Sole/ First applicant is   |  |  | ^Name as per PAN card  |
|  |   | <u> </u>   | ent Child O Dependent Parent O Dependent S   |  |
|  | Email:  |  | Tel (Res./ Off.)   |  |
|  | Email Address belongs to: O Self O Spouse O Guardian (for   | Minor investment) O Dependent Child O De   | ependent Parent O Dependent Sibling O Cust   | odian O POA O PMS  |
|  |   | of Birth/  | Y Y CKYC:  |  |
|  | Gross Annual Income Details in INR (please tick): O <   | 1 lac O 1 - 5 lac O 5 - 10 lac (   |  |  |
|  |   |  | YYYY Rs(sh   | ould not be older than 1 year)   |
| (Š.  | Please tick, if applicable, O Politically Exposed Person (PEI   | P) O Not Politically Exposed Person  |  |  |
| (Mandato   | O Public Sector/ O P  | usiness O Retired rofessional O Housewife griculturist O Business  | O Professional O For<br>O Agriculturist O Oth<br>O Student   | ex Dealer<br>ner   |
| ation  | Non-Profit Organization-[NPO] O Yes O No  |  |  |  |
| form   | We are falling under "Non-Profit Organization" [NPO] which has been registered as a trust or a society under the Societies Registration Act, 1  | n constituted for religious or charitable purpos<br>860 (21 of 1860) or any similar State legislation  | es referred to in clause (15) of section 2 of the Inc<br>or a Company registered under the section 8 of tl | ome-tax Act, 1961 (43 of 1961), and is<br>ne Companies Act, 2013 (18 of 2013). |
| rsonal Ir<br>(Sectior  | If yes, please quote the NPO Registration Number provided by DARF (If not registered already, please register immediately and confirm with the above  |  |  |  |
| New Applicant's Personal Information (Mandatory)<br>(Section II) | Status of Applicant  O Resident Individual  O NRI on Repatriation Basis (NRE)  O NRI on Non-Repatriation Basis (NRO)  O HUF  O Public Limited Co  | ompany O Body Corporate  | e O Superannuation Fund O On   | eign Institutional Investor<br>behalf of Minor<br>ler (Please Specify)         |
| Nev  | <b>LEI Number</b> (Legal Entity Identifier) - For Non individuals only:   |  | Valid till   | D M M Y Y Y  |
|  | Name of Second Applicant:   |  |  | ^Name as per PAN card  |
|  | Mobile: Belongs to: O Self O Spouse O   | Guardian (for Minor investment) O Depende  | ent Child O Dependent Parent O Dependent S   | ibling O Custodian O POA O PMS   |
|  | Email:  |  | Tel (Res./ Off.)   |  |
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|  | Gross Annual Income Details in INR (please tick): O <   | 1 lac O 1 - 5 lac O 5 - 10 lac O   | O 10 - 25 lac O 25 lac - 1 cr O 1 cr -   | 5 cr O 5 cr - 10 cr O > 10 cr  |
|  |   | et-worth as on (date) DD / MM / \cdot \cdo | /YYY Rs (sh  | ould not be older than 1 year)   |
|  | Name of Third Applicant:  |  |  | ^Name as per PAN card  |
|  | Mobile: Belongs to: O Self O Spouse O   | Guardian (for Minor investment) O Depende  | ent Child O Dependent Parent O Dependent S   | ibling O Custodian O POA O PMS   |



# Acknowledgement of: KOTAK NIFTY MIDCAP 50 INDEX FUND (To be filled in by the Applicant)

Appl. KOTAK NIFTY MIDCAP 50 INDEX FUND

Received from Mr/ Ms/ M/s along with cheque No.\* \_ dated \_\_\_\_\_ for Rs. (in figures)/ (Amount) \_ Drawn on (Bank) \*Cheques and drafts are subject to realisation.

Stamp of Kotak AMC Office/ Authorised Collection Centre

|  | Email:  |  |  | Tel (Res./ Off.)  |   |
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| £  | Email Address belongs to: O Self O Spouse O Guardian  | n (for Minor investment) O Depender  | nt Child O Dependent Parent O De   | ependent Sibling O Custod   | ian O POA O PMS   |
| Con  |   | Date of Birth/ DDM M   | I Y Y Y Y CKYC:  |   |   |
| (Section II, Cont.)  | Gross Annual Income Details in INR (please tick):   | •  | - 10 lac O 10 - 25 lac O 2   | 5 lac - 1 cr O 1 cr - 5 d   | cr O 5 cr - 10 cr O > 10 cr   |
| (Secti   | 4   | or Net-worth as on (date) DD   |  |   | uld not be older than 1 year)   |
|  | *   | Not Politically Exposed Person   |  |   |   |
|  | *I declare that the information is to the best of my knowledge and belief, accur  | rate and complete. I agree to notify Kotak Mahir   | ndra Mutual Fund/ Kotak Mahindra Asset Mana  | agement Co. Ltd. immediately in case  | e there is any change in the above information.   |
|  |   |  |  |   |   |
| (Section   | Mode of Operation - Where there is more than one app<br>O First Applicant only O Anyone or Survivor O Joint   |  | or, in case of more than one appli   | icant)  |   |
| 5)   |   | · · · · · · · · · · · · · · · · · · ·  | · · · · · · · · · · · · · · · · · · ·  |   |   |
| t ţ  | Name  | PAN  | Country of Birth   | Nationality   | Tax Reference Number (for NRI)  |
| Guardian/ Contact<br>Person if Non-<br>Individual Applicant<br>(Section IV)  | Gross Annual Income Details in INR (please tick): O <   |  | Country of Birth   |   |   |
| lian/Cion if<br>ual Apection   | or Net-worth as on (date) DD MM Rs. Please tick, if applicable, O Politically Exposed Perso   | (should not be   | older than 1 year)   |   | 10 (1 0 ) 10 (1   |
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|  | . Name .  | PAN  | Country of Birth   | Nationality   | Tax Reference Number (for NRI)  |
| Power of<br>Attorney<br>(PoA) Holder<br>(Section V)  | Gross Annual Income Details in INR (please tick): O <   |  | , and the second |   | /   |
| ower<br>ttorr<br>A) Ho   | or Net-worth as on (date) DD / MM / YYYY Rs<br>Please tick, if applicable, O <b>Politically Exposed Perso</b>   | (should not be   | older than 1 year)   |   |   |
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| e Det<br>pplica  | House/ Flat No  |  |  | House/ Flat No  |   |
| dence<br>rst A   | Street Address  |  |  | Street Address  |   |
| pon<br>e/ Fi   | City/ Town State  |  | City/ Town   | State   |   |
| S = 0  |   |  |  |   |   |
| Corres<br>of Solo  | Country Pin Code  |  | Country  | Pin C   | ode   |
| Correspondence Details of Sole/ First Applicant (Section VI)   | Country Pin Code  |  | Country  | Pin C   | ode   |
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# KOTAK MAHINDRA MUTUAL FUND

6th Floor, Kotak Infinity, Building No. 21,Infinity Park, Off. Western Express Highway, Gen.A.K. Vaidya Marg, Malad (E), Mumbai - 400 097.

**1800 309 1490 (Toll-free), 044-4022 9101** 

**Computer Age Management Services Ltd.** No 178/10, Kodambakkam High Road, Ground Floor, Opp. Hotel Palmgrove, Nungambakkam, Chennai - 600034.

**2** 044 6110 4034

enq\_k@camsonline.com 🍿 www.camsonline.com

|   | I/ Wenominate the undermothat all payments and   |                       |                   |               |              |   |  |               |                   |                   |                           | death. I/we also und                |          |  |  |  |
|---|--|-----------------------|-------------------|---------------|--------------|---|--|---------------|-------------------|-------------------|---------------------------|-------------------------------------|----------|--|--|--|
|   | , ,  |                       |                   |               |              |   |  |               |                   | ers               |                           |                                     |          |  |  |  |
| (Mandatory)<br>singly or Jointly)<br><b>ndatory</b>   |  | Name & Addre          |                   |               | Relation     | onship with<br>st unit holder<br>ndatory) | Date of Bii<br>(mandatory ir<br>of Minor   | rth<br>n case | Proof of Identity |                   | % Share                   | Signature Of Nom                    | ninee    |  |  |  |
| Nomination Details (Section VIII) (Mandatory) be filled in by Individual(s) applying Singly or Jointly) Signature by all holders is Mandatory | DETAILS OF GUA   | RDIAN (to be furni    | shed in case      | Nominee is    | a minor)     |   |  |               |                   |                   |                           |                                     |          |  |  |  |
| tion Detai<br>Toby Individition ture by a   |  | Name & Addres:        | of Guardian       |               |              |   | PAN  | Re            | elationship       | with Mind         | or S                      | Signature Of Guardia                | in       |  |  |  |
| Nominat<br>(to be filled ir<br>Signa  | <ul> <li>           I/ We have read and understood the instructions on nomination and I/ We hereby undertake to abide by the same.           I We hereby confirm that I We do not wish to appoint any nominee(s) for my mutual fund units held in my / our mutual fund folio and understand the issues involved in appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my / our legal heirs would need to submit all the requisite documents by Court or other such competent authority, based on the value of assets held in the mutual fund folio.     </li> </ul>   |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
|   | POA holder cannot nor<br>Hence, sole/ all joint ho<br>applicants must sign.  | lder                  | Sole Unithol      | der: Signatu  | ıre          | Uı  | nitholder 2: Sig                           | jnature       |                   |                   | Unitholde                 | r 3: Signature                      |          |  |  |  |
|   |  | Name:                 |                   |               |              | Name:                                     |  |               |                   | Name:             |                           |                                     |          |  |  |  |
|   |  |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
|   |  | Y MIDCAP 50           |                   |               | Pla          |   |  |               |                   |                   | Option                    | ſ                                   |          |  |  |  |
| si  | INDE   | ( FUND                |                   | Regular       |              | Direct                                    |  | Growth        |                   | DCW Payo          | ut [ ]                    | OCW Reinvestment                    |          |  |  |  |
| Investment Details<br>(Section IX)  | Mode of Payment  | Cheque                | Fund <sup>-</sup> | Transfer      |              |   | Instru                                     | ıment No.     |                   |                   | Dated                     |                                     |          |  |  |  |
| tment   | Investment Amount  |                       |                   | Drawn on      |              | Chagua to ba                              | drawn in favo                              | ur of "KOT    | LV NIEL           | V MIDCAD          | 50 INDEX E                | IIND"                               |          |  |  |  |
| Inves:  | Cheque to be drawn in favour of "KOTAK NIFTY MIDCAP 50 INDEX FUND"  Source Account No.:  |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
|   | If you are an NRI Investor, please indicate source of funds for your investment (Please ✓)   |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
|   | Account Type : O NRE O NRO O FCNR O Others   |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
| If you are  | an NRI Investor, please i  | ndicate source of fu  | nds for your i    |               | ease ✓)      |   |  |               |                   |                   |                           |                                     |          |  |  |  |
| Please e  | nclose a cancelled che   | que leaf of this Ba   | nk in case yo     | our investme  | ent cheque   | e is not from t                           | his account, el                            | se bank de    | etails of i       | nvestmen          | nt cheque sh              | all be updated for                  | payout   |  |  |  |
| ails  | Name of Bank   |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
| nt Det<br>n X)  | Branch   |                       |                   |               |              |   | City                                       |               |                   |                   |                           |                                     |          |  |  |  |
| ccour   | Account No.  |                       |                   |               |              |   | MICD C. I                                  |               |                   |                   |                           | 1                                   |          |  |  |  |
| Bank Account Details<br>(Section X)   | Account Type Cu  | rrent Savings         | O NRO             | NRE OFCN      | IR Oth       | <b>hers</b> (Please speci                 | MICR Code                                  |               | his is the 9 dig  | git No. next to y | your Cheque No.           |                                     |          |  |  |  |
|   |  |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
|   | I/We have read and under<br>Mutual Fund. I /We hereby<br>I /We are authorised to m<br>for the purpose of any cor<br>applicable laws enacted by<br>my/our Investment Advisor  |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
|   | I / We confirm that the di<br>Funds from amongst which   | h the Scheme is being | recommende        | d to me / us. |              |   |  |               |                   | for the diffe     | erent competi             | ng Schemes of various               | s Mutual |  |  |  |
| 10  | I have examined the information Applicable to NRIs seek  | ing repatriation of   | redemption p      | roceeds: I/We | e confirm th | 9   |  |               |                   | Origin and        | that I/We hav             | ve remitted funds from              | n abroad |  |  |  |
| ature   | through approved banking<br>FATCA & CRS Declaration<br>on this Form is true, corre-  | -                     |                   |               |              | s Form (read alor                         | ng with FATCA &                            | CRS Instruct  | tions) and        | hereby conf       | firm that the in          | nformation provided b               | y me/ us |  |  |  |
| d Sign<br>n XI)   | KYC Declaration:   |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
| Declaration and Signatures<br>(Section XI)  | <ul> <li>If We hereby declare that I am not making this application for the purpose contravention of any Act, Rules, Regulations or any statute of legislation or any notifications/ directions issued by any governmental or statutory authority from time to time</li> <li>If We hereby consent to receiving information from Central KYC Registry through SMS/E-mail on the above registered number/ email address. I also providing consent to MF/ AMC/ KRA to share this KYC data with CKYCR, download the information from CKYCR and other participating intermediaries as mandated by PMLA Act/ Rules/ SEBI guidelines.</li> <li>If We hereby consent to receiving information from central KYC Registry through SMS/E-mail on the above registered number/email address and to download the information from CKYCR.</li> <li>If We am/ are providing the consent to MF/ RTA/ SEBI registered intermediary to share this KYC data/ applicable Aadhaar XML data with KRA and share the data to other participating intermediaries as mandate by PMLA Act/ Rules/ SEBI guidelines.</li> <li>If We hereby declare that the details furnished above are true &amp; correct to the best of my knowledge and undertake to inform KMAMC of any changes therein immediately, and I/we approve the usage of these contact details for any communication with KMAMC. Please note all kinds of investor communication, Transaction Information, Statement of Account, Annual Report and other kind of communication will be sent through email only instead of physical, for investors who provide their email address.</li> </ul> |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
|   | sigNaTuRE(s) (To be signed by All Applicants)  |                       |                   |               |              |   |  |               |                   |                   |                           |                                     |          |  |  |  |
|   | Please tick if the inv   | Sole / First App      |                   | Guardian      | POA          | Second<br>Guardian                        | Applicant  Note: If the ap the application | plication is  | incomple          | ete and any       | Third Ap<br>other require | oplicant<br>ements is not fulfilled | d,       |  |  |  |

- Please ensure that:

  \*\*Your Application Form is complete in all respects & signed by all applicants:

  \*\*Name, Address and Contact Details are mentioned in full.

  \*\*Bank Account Details are entered completely and correctly, 9 digit MICR Code of your Bank is mentioned in the Application Form.

  \*\*Permanent Account Number (PAN) Mandatory for all Investors (Indian & NRI) Irrespective of the Investment amount.

  \*\*Know Your Client (KYC) Mandatory for irrespective of the amount of investment (please refer the guideline 2(d) for more information)

- Your Investment Cheque is drawn in favour of < Scheme Name > dated and signed.
   Application Number is mentioned on the face of the cheque.
   A cancelled Cheque leaf of your Bank is enclosed in case your investment cheque is not from the bank account that you have furnished in the Application Form.
   Documents as listed below are submitted along with the Application form (as applicable to your specific case)

| Document   | Companies           | Trusts     | Societies      | Partnership<br>Firms | NRIs/<br>PIOs | FIIs     | Investments through<br>Constituted Attorney |
|--|---------------------|------------|----------------|----------------------|---------------|----------|---|
| 1. Resolution / Authorisation to invest  | ✓                   | ✓          | ✓              | ✓                    |               | ✓        |   |
| 2. List of Authorised Signatories with Specimen Signature(s)                     | ✓                   | ✓          | ✓              | ✓                    |               | <b>✓</b> | ✓   |
| 3. Memorandum & Articles of Association  | ✓                   |            |                |                      |               |          |   |
| 4. Trust Deed  |                     | ✓          |                |                      |               |          |   |
| 5. Bye-Laws  |                     |            | ✓              |                      |               |          |   |
| 6. Partnership Deed  |                     |            |                | <b>√</b>             |               |          |   |
| 7. Notarised Power of Attorney   |                     |            |                |                      |               |          | ✓   |
| 8. Account Debit/ Foreign inward Remittance Certificate fromremitting Bank       |                     |            |                |                      | ✓             | <b>✓</b> |   |
| All documents in 1 to 8 above should be originals / true copies certified by the | ne Director / Trust | tee / Comp | oany Secretary | / Authorised Sig     | natory / N    | lotary   | Public                                      |

Checklist

# GUIDELINES FOR FILLING UP THE COMMON APPLICATION FORM

### 1. GENERAL INFORMATION

b)

- Please fill up the Application Form legibly in English in CAPITAL LETTERS.

  Please read this Memorandum and the respective SAI/SID carefully before investing. Your application for allotment of units in the Scheme(s) is construed to have been made with a full understanding of the terms and conditions applicable to it and the same is binding on you in respect of your investment in the Scheme(s).

  Application Forms incomplete in any respect or not accompanied by a Cheque are liable to be rejected. In case your investment application gets rejected on account of the same being incomplete in any respect, your investment amount would be refunded without interest within 5 days.

  Any correction / over writing in the application form must be signed by the investor.

  If the Name given in the application is not matching PAN card, application may be liable to get rejected or further transactions may be liable get rejected.

  AMC shall not be responsible for direct credit rejects or / payout delays due to incorrect/incomplete information provided by investor.

  In terms of SEBI Circular No. SEBI/IMD/CIR No. 4/1682/30/09 dated June 30, 2009, no entry load will be charged on purchase / additional purchase / switch-in. The commission as specified in the aforesaid circular, if any, on investment made by the investor shall be paid by the investor directly to the Distributor, based on his assessment of various factors including the service rendered by the Distributor.

  The distributor shall disclose all commissions (in the form of trail commission or any other mode) payable to them for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to the investor. In case of investments in the name of a minor, purchase has to be from minor account or from joint account with guardian (Parent/ Court Appointed) only. The registered guardian in the bank account of the minor should be the same guardian as mentioned in the folio/application. This will ensure seamless payment of redemption/ IDCW of Birth of minor.
- If the name is not mentioned as per the PAN card, the name will be captured as per the PAN Card if attached.

### 2. APPLICANT'S INFORMATION

- the PAN Card if attached.

  APPLICANT'S INFORMATION

  a) If you are already a Unitholder in any scheme of the Fund and wish to make your present investment in the same Account, please fill in the Name of Sole/ First Holder, PAN & Folio No. in Section I, of the Application Form and then proceed to Section XI. Your personal information and bank account details updated in your existing account would also apply to this investment.

  b) If you are applying for units in Kotak Mahindra Mutual Fund for the first time, please furnish your complete postal address with Pin Code (P.O. Box No. not enough) and your Contact Nos. This would help us reach you faster.

  c) Permanent Account Number (PAN) Information (Mandatory) With effect from January 1, 2009, it is mandatory for all existing and new investors (including joint holders, guardians of minors and NRIs) to enclose a copy of PAN card to the application for investing in mutual fund Schemes.

  d) Know Your Client (KYC)

  With reference to SEBI Circular MIRSD/Cir-26/2011 dated December 23, 2011, investors may kindly note w.e.f. January 1, 2012, it is mandatory for all individual/ non individual investors to be KYC Compliant. Investors can approach any SEBI registered KRA for doing KYC.

  In the event of KYC Form being subsequently rejected for lack of information/ deficiency/ insufficiency of mandatory documentation, the investment transaction will be cancelled and the amount may be redeemed at applicable NAV, subject to payment of exit load, wherever applicable.

  l) If you are KYC Complaint, your Change of Address, Change in Name, etc. should be given at KRA for updation.

  THIRD PARTY PAYMENT

  Reference to AMEI Best Practice Guidelines Circular No. 16/2010-11 on Risk Mitigation.

THIRD PARTY PAYMENT
Reference to AMFI Best Practice Guidelines Circular No. 16/2010 -11 on Risk Mitigation process agains Third Party Cheques in Mutual Fund Subscriptions will not be accepted by the Scheme.

Definition of Third Party Cheques

- Where payment is made through instruments issued from an account other than that of the beneficiary investor, the same is referred to as Third-Party payment. In case of a payment from a joint bank account, the first holder of the mutual fund folio has to be one of the joint holders of the bank account from which payment is made. If this criterion is not fulfilled, then this is also construed to be a hird party payment.

payment.

However, afore-mentioned clause of investment with Third-Party Payment shall not be applicable for the below mentioned exceptional case.

Payment for investment by any mode 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.

Custodian on behalf of an FII or a client.

Kotak Mahindra Asset Management Co. Ltd./ Trustee retains the sole and absolute discretion to reject/ not process application and refund subscription money if the subscription does not comply with the specified provisions of Payment Instruments

TERMS & CONDITIONS FOR INVESTORS WHO WISH TO HOLD THEIR UNITS IN DEMAT MODE

# DEMAT MODE

- The Demat Account Details section on the investment application form needs to completely filled
- completely filled

  b. Please ensure that you submit supporting documents evidencing the accuracy of thedemat account details. Applications received without supporting documents could be processed under the physical mode.

  C. The units will be credited to the Demat Account only post realisation of payment.c

  d. The nomination details as registered with the Depository Participant shall be applicable to unitholders who have opted to hold units in Demat mode.
- For units held in demat mode, the bank details mentioned on investment application form shall be replaced with the bank details as registered with the Depository Participant
- Farticipant. For units held in demat form, the KYC performed by the Depository Participant of the applicants will be considered as KYC verification done by the Trustee / AMC. However, if the transfer of unit to demat account is rejected for any reason whatsoever, the transaction will be liable to be rejected if KYC performed by KRA is not attached with the investment application form.
- In case of Unit Holders holding units in the demat mode, the Fund will not send the account statement to the Unit olders. The statement provided by the Depository Participant will be equivalent to the account statement.
- ranucipant will be equivalent to the account statement.

  If the investor names and their sequence in the investment application form does not match with the Demat Account details provided therein, the units will not be transferred to the Demat Account & units will be held in physical form.

  The option of holding units in demat form is not being currently offered for investment in IDCW option of schemes/ plans having IDCW frequency of less than a month (ie:Investments in all Daily, Weekly and Fortnightly IDCW Schemes cannot be held in Demat mode)
- month (ie:Investments in an Daily, weeks, disched in Demat mode) In case the application is rejected post banking your payment instrument, the refund instrument will be sent with the bank details furnished in the investment application form & not as available in the Demat Account, post reconciliation of accounts.

# 5. BANK ACCOUNT DETAILS

- Please furnish the Name of your Bank, Branch and City (i.e clearing circle in which the branch participates), Account Type and Account Number. This is mandatorily required as per SEBI. Applications without this information will be deemed to be incomplete & would be rejected. RTGS IFSC code & NEFT IFSC code would help us serve you better.
- b) Please enclose a cancelled Cheque leaf of your Bank in case your investment cheque is not from the same account

# 6. E-MAIL COMMUNICATION

If the investor has provided an email address, the same will be registered in our records and will be treated as your consent to receive, Allotment confirmations, consolidated account statement/account statement, annual report/abridged summary and any statutory/other information as permitted via electronic mode/email. These documents shall be sent physically in case the Unit holder opts/request for the same. The AMC / Trustee reserve the right to send any communication in physical mode.

- INVESTMENT DETAILS

  a) Cheques should be crossed "A/c Payee Only" and drawn in favour of the Scheme in which you propose to invest. In case of discrepancy between the scheme name mentioned in the investment application form and cheque, the units will be allotted as per scheme name mentioned on the investment application form.
- as per scriente name menutoned on the investment application form.

  If you are residing/ located in a city/ town where we do not have an Official Acceptance Point, please draw a Cheque payable at par and submit at your nearest city/ town where we have an Official Acceptance Point.

  Payments by Cash, Stockinvests, Outstation Cheques, Non-MICR Cheques will not be accepted. Post dated cheques will not be accepted except for investments made under Systematic Investment Plan.
- NRI investors are requested to provide debit certificate from their bank for each investment.
- investment.

  e) If you are submitting a single cheque for investment in more than 1 schemes/plan, then please ensure that yourinvestment cheque is drawn in the name of 'Kotak Mahindra Mutual Fund'.

  8. NOMINATION DETAILS

  1. The nomination can be made only by individuals applying for/holding units on their own behalf singly or jointly

  2. Non-individuals including a Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu undivided family, a Power of Attorney holder and/or Guardian of Minor unitholder cannot nominate.

  3. Nomination is not allowed in a folio of a Minor unitholder.

- unitholder cannot nominate.

  Nomination is not allowed in a folio of a Minor unitholder.

  If the units are held jointly (i.e., in case of multiple unitholders in the folio), all joint holders need to sign the Nomination Form (even if the mode of holding/operation is on Anyone or Survivor basis).

  A minor may be nominated. In that event, the name and address of the Guardian of
- the minor nominee needs to be provided.

  Nomination can also be in favour of the Central Government, State Government, a local authority, any person designated by virtue of his office or a religious or charitable trust.
- Charitable trust.

  The Nominee shall not be a trust (other than a religious or charitable trust), society, body corporate, partnership firm, Karta of Hindu Undivided Family or a Power of
- Attorney holder. A Non-Resident Indian may be nominated subject to the applicable exchange control regulations.
- regulations. Multiple Nominees: Nomination can be made in favour of multiple nominees, subject to a maximum of three nominees. In case of multiple nominees, the percentage of the allocation/share should be in whole numbers without any decimals, adding upto a total of 100%. If the total percentage of allocation amongst multiple nominees does not add up to 100%, the nomination request shall be treated as invalid and rejected. If the percentage of allocation/ share for each of the nominee is not mentioned, the allocation /claim settlement shall be made equally amongst all the nominees. nominees
- 10. Every new nomination for a folio/account shall overwrite the existing nomination, if
- 11. Nomination made by a unit holder shall be applicable for units held in all the schemes

- 11. Nomination made by a unit holder shall be applicable for units held in all the schemes under the respective folio/account.
  12. Nomination shall stand rescinded upon the transfer of units.
  13. Death of Nominee/s: In the event of the nominee(s) pre-deceasing the unitholder(s), the unitholder/s is/are advised to make a fresh nomination soon after the demise of the nominee. The nomination will automatically stand cancelled in the event of the nominee is deceased at the time of death claim settlement, the said nominee s share will be distributed equally amongst the surviving nominees.
  14. Transmission of units in favour of a Nominee shall be valid discharge by the asset management company/Mutual Fund/Trustees against the legal heir(s).
  15. Cancellation of Nomination: Request for cancellation of Nomination made can be made only by the unitholders. The nomination shall stand rescinded on cancellation of the nomination and the AMC shall not be under any obligation to transfer / transmit the units in favour of the Nominee.
  16. Unitholders who do not wish to nominate are required to confirm the same by

- transmit the units in Tavour of the Nominee.

  16. Unitholders who do not wish to nominate are required to confirm the same by indicating their choice in the space provided in the nomination form.

  17. The nomination will be registered only when this form is completed in all respects to the satisfaction of the AMC.

  18. In respect of folios/accounts where the Nomination has been registered, the AMC will not entertain any request for transmission / claim settlement from any person other than the registered nominee(s), unless so directed by any competent court.

  9. Employee Unique Identification Number (EUIN): SEBI has made it compulsory for appropriate and provided in paragraphs and in the properties and the distributor of mutual fund.

9. 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.
10. FATCA and CRS related details: Details under FATCA & CRS The Central Board of Direct Taxes has notified Rules 114F to 114H, as part of the Income tax Rules, 1962, which Rules require Indian financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In relevant cases, information will have to be reported to tax authorities / appointed agencies. Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. relation thereto.

relation thereto.

Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days.

Please note that you may receive more than one request for information if you have multiple relationships with (Insert FI's name) or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

11. DECLARATION AND SIGNATURES

a) Signatures can be in English or in any other Indian language. Thumb impressions must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate under his/her official seal.

b) Applications by minors must be signed on their behalf by their quardians.

- under nis/her official seal.

  b) Applications by minors must be signed on their behalf by their guardians.
  c) If you are investing through your constituted attorney, please ensure that the POA document is signed by you and your Constituted Attorney. The signature in the Application Form, then, needs to clearly indicate that the signature is on your behalf by the Constituted Attorney.

  (Application not complying with any of the above instructions/ guidelines would be\liable to be rejected.)



# **ASBA FORM**

# APPLICATION SUPPORTED BY BLOCKED AMOUNT

| 1.  | NEW A  | APPLICANT'S PERSONAL  | INFORI    | MATIO                | N                     |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
|---|--|---|-----------|----------------------|-----------------------|-----------------|--------------------|------------------|----------|---------------|------------------------|------------------|-----------------------|-------------------|------------|--------|--------|---------------|-----------------|------------------|-----------------|---------|----------------|--------|---------------|--------|--------|--------|---------|---------------------------|---------------|-----------|
| SOLE  | /FIRST   | APPLICANT   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        | Ca            | tego   | ory P  | leas   | e (Tic  | k 🗸)                      |               | ۱ ا       |
| GUA   | RDIAN  | (in case Sole / First Applica   | nt is a ı | minor)               |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                | 7      |               |        |        |        |         | stor(s<br>tor(s)          | s)            | ]         |
| CONTACT PERSON (in case of Non-individual applicants) |  |   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| SECOND APPLICANT (Joint Holder 1)  Designation        |  |   |           |                      |                       |                 |                    |                  |          |               |                        |                  | _                     |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| THIR  | THIRD APPLICANT (Joint Holder 2)   |   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| MOE   | MODE OF OPERATION (where there is more than one applicant) First Holder only Anyone or Survivor Jacobs SOLE / FIRST APPLICANT SECOND APPLICANT |   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       | ) Jo              | oint       | Т      | HIRE   | D API         | PLIC            | ANT              | _               | _       |                |        |               |        |        |        |         |                           |               |           |
|   |  | respective of Size of the<br>(Application without   | $\Box$    | П                    |                       |                 |                    |                  |          | П             | $\Box$                 |                  |                       | T                 |            | T      |        | T             | П               |                  |                 | $\prod$ | Т              | Τ      | T             | T      | Ī      |        |         |                           | Т             | ╗         |
|   | nforma   | tion are liable to be   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| 2. 19   | IN DE  | TAILS   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| ISIN N  | umber  | :   |           |                      |                       |                 |                    |                  |          |               | Sche                   | me Na            | ame: <b>KC</b>        | TAK I             | VIFTY      | MID    | CAP !  | 50 IN         | DEX             | FUN              | D               |         |                |        |               |        |        |        |         |                           |               |           |
|   |  | etAILS<br>nt Number:  |           |                      |                       |                 |                    |                  | □ Rai    | nk ai         | nd Brand               | -h wh            | ere acco              | unt is            | held       |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
|   |  | t to be blocked (Rs. in figu  | res)      |                      |                       |                 |                    |                  |          | iik ai        | iu branc               | -11 VVIII        |                       | ks. in v          |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| 1   |  | pe blocked shall be the No.   |           | t for x L            | Jnit Pri              | ce).            |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        | _      | _      |         |                           |               | _         |
|   |  | T ACCOUNT DETAILS (Ple<br>d in the application form n   |           |                      |                       |                 | -                  |                  |          | hol           | d the ur               | its in           | demat f               | orm in            | additi     | ion to | acco   | unt :         | stater          | ment             | as pe           | r curr  | ent p          | ractic | e and         | the    | sequ   | ience  | e of n  | ames                      | as            |           |
| 0   |  |   |           | NSI                  |                       |                 | ,                  |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 | CD      | SL             |        |               |        |        |        |         |                           |               |           |
| ⋖   | DP Na  | me  | Ē         |                      | _                     | _               | T                  |                  |          | $\overline{}$ |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| N   | DP ID*   | k   |           | IN                   | 1                     |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| Σ   | Benefi   | ciary Account No.   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
|   | ase U  | nit holders do not provid   | de thei   | ir Dema              | at Acco               | ount o          | details            | s, an A          | ccount   | t <b>St</b> a | tement                 | shall            | be sen                | t to th           | nem. S     | uch    | inves  | tors          | will            | not l            | be ak           | le to   | trad           | e on   | the s         | tock   | excl   | nanç   | je.     |                           |               | _         |
| 1) [///   | a haral  | NG BY ASBA INVESTOR/<br>by undertake that I/We am   | n/are ar  | ΛSRΛ                 | investo               | or(c) a         | s ner t            | he ann           | nlicable | nrov          | isions o               | f the            | SERI (Iss             | ue of             | Canita     | al and | l Disc | losur         | e Rec           | nuirer           | nents           | ) Regi  | ılatio         | ns 2   | ากจ           | 2) In  | accc   | ordar  | nce w   | ith ΔS                    | RΔ nroce      | 22        |
| the SC  | / to the<br>SB sha   | he SEBI (Issue of Capital a<br>ocking the amount to the<br>unt designated for this pu<br>he KMAMC to issue instru<br>l Issuer's account designed<br>all reject the application. 4)<br>losses, if any. 5) I/We hereb | If the [  | is purpo<br>DP ID, C | ise. 3) I<br>lient ID | n case<br>or PA | e tne a<br>AN furi | imount<br>nished | by me/   | us ir         | i the bai<br>i the ASI | nk acc<br>BA Foi | ount sp.<br>rm is inc | ecified<br>orrect | or ince    | ompl   | ete, t | m is<br>he A: | insuti<br>SBA A | ricien<br>Applio | t for<br>catior | shall   | ng tn<br>be re | e am   | ount          | equiv  | vaieni | τ το τ | tne ap  | piicat                    | ion mone      | Y, I      |
| APPLI   | CANT(  |   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        | s             | hould  | d be   | mad    |         | r <b>s :</b> Pa<br>ough t | yment<br>neir |           |
|   |  | OF THE BANK<br>HOLDER(S)  |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               | II\L/I | CIVIN  | acco   | Julits. |                           |               |           |
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| ь   |  | TO BE RETAINED<br>THE BANKER  | BY        |                      | ) k                   | ot              | ak°                | )                |          |               | OTAK I<br>th Floor,    |                  |                       |                   |            |        | Infini | ty Pa         | rk,             |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
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| 9   | SCS  | Received from Mr./Ms<br>Address   |           |                      |                       |                 |                    |                  |          | Ва            | nk Nam                 | e:               |                       |                   | 71000      |        |        |               |                 |                  |                 |         |                |        |               |        |        | Figu   |         |                           |               |           |
| 量   | SLIP FOR   |   |           |                      |                       |                 |                    |                  |          | Ва            | nk Acco                | unt N            | umber:                |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| ⋝   | Ĭ.   | Tel/Fax   |           | Mobile               | e                     |                 |                    |                  |          | Br            | anch Ad                | dress:           |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| 9   |  | E-mail  |           |                      |                       |                 |                    |                  |          | _             | t-1 2                  |                  | le e le le e          | ll./D             | - \        |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| <b>ACKNOWLEDGEMENT</b>                                | 01   | SIGNATURE(S)  |           |                      |                       |                 |                    |                  |          | 10            | tal Amo                | unt to           | be bloc               | .kea (r           | .S.)       |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               | -         |
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| SLIP  |  | INVESTMENT DETAILS  |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
| E   |  | Scheme Name: KOTAN Option:  | ( NIFT    | Y MIDC               | AP 50                 | INDE            | X FUN              | ID               |          |               |                        |                  |                       | Pla               | n:<br>quen | rv:    |        |               |                 |                  |                 |         |                |        |               |        | —      | —      |         |                           |               | -         |
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| 国   |  | Mr./Ms<br>Address   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 |         |                |        |               |        | _      |        |         |                           |               | -         |
| 3   | O N  | Address   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            | Tel    | lepho  | ne            |                 |                  |                 |         |                | Pii    | n Coc         | le [   | T      | I      | П       |                           |               | -         |
| 9   | ш_   | Bank Account Number :   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 | · ·     | an at          |        | SCSB          |        |        | م اماد | orre    |                           |               | 7         |
| CKNOWLEDGEMENT  |  | Bank Name & Branch Ad   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 | 51      | ynatı          |        | ate 8<br>Subm |        | e of I | ыa F   | orm     |                           |               | $\rfloor$ |
| AC  |  |   |           |                      |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        | -             |                 |                  |                 |         |                |        |               |        |        |        |         |                           |               |           |
|   |  | Total Amount to be block  | ked (Rs   | .)                   |                       |                 |                    |                  |          |               |                        |                  |                       |                   |            |        |        |               |                 |                  |                 | (Che    | ques           | are s  | ubjec         | t to r | ealisa | ation  | 1)      |                           |               |           |



# **ASBA FORM**

# APPLICATION SUPPORTED BY BLOCKED AMOUNT

### IMPORTANT INFORMATION INSTRUCTIONS FOR ASBA MUTUAL FUND INVESTORS

Background: In its continuing endeavour to make the existing public issue process more efficient SEBI introduced a supplementary process of applying in public issues, viz: the "Applications Supported by Blocked Amount (ASBA" process. Accordingly, Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009, as amended have been amended for ASBA process. The salient features of circular no. SEBI/CFD/DIL/ASBA/1/2009/30/12 dated December 30, 2009 available on SEBI website for "Additional mode of payment through Applications Supported by Blocked Amount (hereinafter referred to as "ASBA") are mentioned below for understanding the ASBA process:

- 1. Meaning of ASBA: ASBA is an application for subscribing to a New Fund Offer (NFO), containing an authorisation to block the application money in a bank account.
- 2. Self Certified Syndicate Bank (SCSB): SCSB is a banker to an issue registered with the SEBI which offers the facility of applying through the ASBA process. The list of SCSBs will be displayed by SEBI on its website at www.sebi.gov.in from time to time. ASBAs can be accepted only by SCSBs, whose names appear in the list of SCSBs displayed on SEBI's website. As on April 15, 2010, 27 Banks have been recognised as SCSBs. Investors maintaining their accounts in of any of these Banks may approach one of the designated branches of these SCSBs for availing this facility. Further it may be noted that from time to time new banks register themselves as SCSBs who become eligible to provide these services and also the existing SCSBs designate additional branches that also provide this facility. An updated list of all the registered SCSBs, their controlling branches, contact details and details of their contact persons, a list of their designated branches which are providing such services is available on the website of SEBI at the address http://www.sebi.gov.in. Further these details are also available on the websites of the Stock Exchanges at http://www.bseindia.com and http://www.nseindia.com. Alternatively, investors may also contact the AMC, R&TA for information about the SCSBs or the ASBA process. These SCSBs are deemed to have entered into an agreement with the Issuer and shall be required to offer the ASBA facility to all its account holders for all issues to which ASBA process is applicable. A SCSB shall identify its Designated Branches (DBs) at which an ASBA bidder shall submit ASBA and shall also identify the Controlling Branch (CB), which shall act as a coordinating branch for the Registrar to the Issue, Stock Exchanges and Merchant Bankers. The SCSB, its DBs and CB shall continue to act as such, for all issues to which ASBA process is applicable. The SCSB may identify new DBs for the purpose of ASBA process and intimate details of the same to SEBI, after which SEBI will add the DB to the list of SCSBs maintain
- **3. Eligibility of Investors:** An Investor shall be eligible to apply through ASBA process, if he/she: (i) is a "Resident Retail Individual Investor, Non-Individual Investor, QIBs, Eligible NRIs applying on non-repatriation basis, Eligible NRIs applying on repatriation basis i.e. any investor, (ii) is applying through blocking of funds in a bank account with the SCSB; Such investors are hereinafter referred as "ASBA Investors".
- 4. ASBA Facility in Brief: Investor shall submit his Bid through an ASBA cum Application Form, either in physical or electronic mode, to the SCSB with whom the bank account of the ASBA Investor or bank account utilised by the ASBA Investor ("ASBA Account") is maintained. The SCSB shall block an amount equal to the NFO application Amount in the bank account specified in the ASBA cum Application Form, physical or electronic, on the basis of an authorisation to this effect given by the account holder at the time of submitting the Application. The Bid Amount shall remain blocked in the aforesaid ASBA Account until the Allotment in the New fund Offer and consequent transfer of the ASBA application amount against the allocated Units to the Issuer's account designated for this purpose, or until withdrawal/failure of the Offer or until withdrawal/rejection of the ASBA Application, as the case may be. The ASBA data shall thereafter be uploaded by the SCSB in the electronic IPO system of the Stock Exchanges. Once the Allotment is finalised, the R&TA to the NFO shall send an appropriate request to the Controlling Branch of the SCSB for unblocking the relevant bank accounts and for transferring the amount allocable to the successful ASBA Bidders to the AMC account designated for this purpose. In case of withdrawal/Rejection of the Offer, the R&TA to the Offer shall notify the SCSBs to unblock the blocked amount of the ASBA Bidders within one day from the day of receipt of such notification.
- **5. Obligations of the AMC:** AMC shall ensure that adequate arrangements are made by the R&TA for the NFO to obtain information about all ASBAs and to treat these applications similar to non-ASBA applications while allotment of Units, as per the procedure specified in the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009.

Investors are requested to check with their respective banks about the availability of the ASBA facility.

# Other Information for ASBA Investors:

- 1. SCSB shall not accept any ASBA after the closing time of acceptance on the last day of the NFO period.
- 2. SCSB shall give ASBA investors an acknowledgment for the receipt of ASBAs.
- 3. SCSB shall not upload any ASBA in the electronic system of the Stock Exchange(s) unless (i) it has received the ASBA in a physical or electronic form; and (ii) it has blocked the application money in the bank account specified in the ASBA or has systems to ensure that Electronic ASBAs are accepted in the system only after blocking of application money in the relevant bank account opened with it.
- 4. SCSB shall ensure that complaints of ASBA investors arising out of errors or delay in capturing of data, blocking or unblocking of bank accounts, etc. are satisfactorily redressed.
- 5. SCSB shall be liable for all its omissions and commissions in discharging responsibilities in the ASBA process.
- 6. R&TA to the NFO shall act as a nodal agency for redressing complaints of ASBA and non-ASBA investors, including providing guidance to ASBA investors regarding approaching the SCSB concerned.

# Grounds for rejection of ASBA applications

ASBA application forms can be rejected by the AMC/Registrar/ SCSBs, on the following technical grounds:

- 1. Applications by persons not competent to contract under the Indian Contract Act, 1872, including but not limited to minors, insane persons etc.
- 2. Mode of ASBA i.e. either Physical ASBA or Electronic ASBA, not selected or ticked.
- 3. ASBA Application Form without the stamp of the SCSB.
- 4. Application by any person outside India if not in compliance with applicable foreign and Indian laws.
- 5. Bank account details not given/incorrect details given.
- 6. Duly certified Power of Attorney, if applicable, not submitted alongwith the ASBA application form.
- 7. No corresponding records available with the Depositories matching the parameters namely (a) Names of the ASBA applicants (including the order of names of joint holders) (b) DP ID (c) Beneficiary account number or any other relevant details pertaining to the Depository Account.
- 8. Insufficient funds in the investor's account
- 9. Application accepted by SCSB and not uploaded on/with the Exchange / Registrar



# OTM REGISTRATION FORM Strike off sections that are not applicable

| Distributor s ARN/ RIA Coo   | l <b></b>   | Sub-   | Broker  | s Nam   | ne & Co  | ode  |   |   | EUIN  | 1  |  |   |  | FOLI   | O NO   |   |   | T  | _   | D  | ATE                  |                                       |  |
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| "By mentioning RIA code, I/We aut "I/We hereby confirm that the EU relationship manager/sales person manager/sales person of the distri  | IN box of the   | has bee<br>above d   | n intenti<br>listribute   | tionally  | left bla   | nk by  | me/u  | s as  | this  | ransacti   | on is  | exe   | cuted v  | vitho  | ut any   | intera  | ctio  | n or a   | advic                                       | e by   | the e                | mployee                               |  |
| Sole/First Holder  |   |  |   | s s   | iecond F   | lolder   |   |   |   |  |  |   |  | Thi  | rd Hold  | ler   |   |  |   |  |                      |                                       |  |
| 망<br>Upfront commission shall be paid directly the distributor.  | tly by th   | ne invest  |   | be signed<br>ne AMFI r  |  |  |   |   |   |  |  |   |  | ent o  | f vario  | us fact   | ors   | incluc   | ling t                                      | he se  | rvice                | rendere                               |  |
| ,  |   |  |   |   |  |  |   |   |   |  |  |   |  |  |  |   |   |  |   |  |                      |                                       |  |
| NAME OF SOLE/ FIRST HOLDER : NAME OF SECOND HOLDER :   |   |  |   |   |  |  |   |   |   |  |  |   |  |  |  |   |   |  |   |  |                      |                                       |  |
| NAME OF THIRD HOLDER :   |   |  |   |   |  |  |   |   |   |  |  |   |  |  |  |   |   |  |   |  |                      |                                       |  |
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| ONE TIME MANDATE R   |   |  | ON FO   | ORM   |  |  |   |   |   |  |  |   |  |  |  |   |   |  |   |  |                      |                                       |  |
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| Spons  | or Bank   | Code   |   | For   | Office U   | se   |   |   | ι   | tility Co  | de   |   |  |  | <u> </u>   | or Offi   | ce U  | se   |   |  |                      |                                       |  |
| TICK ( $\checkmark$ )  CREATE $\checkmark$ I/We hereby author  | ize   |  |   | Ko  | otak Mu  | tual F   | und   |   |   |  |  | 1   | to deb   | it (ticl   | (v) [  | SB CA   | A C   | C SB   | -NRE  | SB-N   | IRO                  | Other                                 |  |
| MODIFY CANCEL Bank a/c numb  | er  |  |   |   |  |  |   |   |   |  |  |   |  |  |  |   |   |  |   |  |                      |                                       |  |
| with Bank  |   |  |   |   |  | IFSC   |   |   |   |  |  |   |  |  | / MICR   |   | $\Box$  |  |   |  |                      |                                       |  |
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| Reference 1  |   |  | Folio 1   | Number  |  |  |   |   |   |  | PI   | hone  | No.  |  |  |   |   |  |   |  |                      |                                       |  |
| Reference 2  |   |  |   | on Numb   |  |  |   |   |   |  | _  | Emai  |  |  |  |   |   |  |   |  |                      |                                       |  |
| 1. I agree for the debit of mandate proce been carefully read, understood & made authorised to cancel/amend this mandate  PERIOD  To  Maximum period of validity of this 40 years only   | by me/us  | s. I am au   | uthorising<br>ommunic<br>Maximu<br>Sign   | the user  | entity/co<br>cancellat<br>d of valid   | rporate<br>ion/ am<br>lity of t  | to de<br>nenden<br>chis ma  | bit my<br>nent re<br>andate   | acco<br>eques<br>is 40  | unt, base<br>t to the us<br>) years or<br>Signatu  | d on the ser enter of  | the intity/ co  | struction<br>orporate  | ns as a<br>or the                                    | greed a  | nd sign<br>here I h   | ed by<br>ave a  | y me.<br>authori   | 3. I ui<br>sed th                           | ndersto<br>ne debi   | ood th               | at I am                               |  |
| INSTRUCTIONS   |   |  |   |   |  |  |   |   |   |  |  |   |  |  |  |   |   |  |   |  |                      |                                       |  |
| <ul> <li>Investors who have alread one-time process only for Other investors, who have Mobile Number and Ema</li> <li>Unit holder(s) need to protect the bank account to be in The Unit holder(s) cheque Investors are deemed to Information Document, Some Time Debit Mandate OTM Mandate date and Any charges payable by the debited to bank account OTM Mandate End date some OTM M</li></ul> | reach be not re I Id: Un ovide all egistere I/ bank have retatement of Kota Form COTM Pehe inve | eank acceptistered it holded ong wind or baccound and of Ak Mahican be united from the manda | count. d for O er(s) sho th the I ank acco t detail d unde oddition indra M used fo om and his/ he ate cont | However<br>TM faciould mandate<br>ount veils are substanced<br>and Infor<br>Mutual Fir<br>System<br>I To in the<br>tains ne | er, such<br>lity, ma<br>andator<br>e form<br>rification<br>bject to<br>the ten<br>mation<br>und.<br>natic Pune man<br>for region<br>ecessary | investing invest | the Covide<br>riginater food par<br>nd co<br>Info<br>se as<br>form<br>orisa | if wish<br>TM f<br>theil<br>car<br>r reg<br>ty ve<br>ondit<br>rmati<br>well<br>are i<br>d ho<br>tion. | sh to<br>form<br>r mo<br>istra<br>rifica<br>tions<br>ion f<br>as L<br>man<br>noui | add a rand sured chequition of other of other of other of other of other of other other of other | new<br>bmit<br>mber<br>ue (d<br>the r<br>M Fa<br>andu<br>m Pu<br>iields<br>mai | ban<br>duly<br>r and<br>or a<br>mand<br>acility<br>m, li<br>urcha | k acco<br>y signe<br>d email<br>copy) v<br>date fa<br>yy, SIP i<br>nstruct | unt to<br>d with<br>with<br>illing<br>regist<br>ions | oward<br>th thei<br>n the i<br>name<br>which<br>rration<br>and A | s OTN<br>r nam<br>mand a<br>and a<br>regis<br>thro<br>ddeno | /I fa<br>ne m<br>ate<br>icco<br>trati<br>ugh<br>da is | cility<br>nention<br>form<br>ount r<br>ion m<br>OTN<br>ssuec | may<br>oned<br>onemble<br>onay r<br>of fact | fill the control of t | re-pre according the | inted o<br>epted.<br>Scheme<br>time o |  |
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| kotak<br>Mutual Fund   |   | ОТМ  | REG   | ISTRA   | TION<br>(To be   |  |   |   |   |  | DGI  | EMI   | ENT S  | SLIP   | Di   | ATE   | DD  |  | MM  |  | YYY                  | ΥΥ                                    |  |
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| Bank Account No.   |   |  | Ple   | ease retain   | this Ack   | nowled   | gemen   | t Slin f  | or fut  | ure referen  | nce  |   |  |  |  |   |   |  |   | l Acce<br>tamp   |                      | e Point<br>n                          |  |



# **Declaration Form of Ultimate Beneficial Ownership [UBO]** / Controlling Persons Please fill in the information below legibly in English and in CAPITALS.

|   |  |  | DATE D D M M Y Y Y Y                         |
|---|--|--|--|
| I. INVESTOR DETAILS   |  |  |  |
| Investor Name   |  |  |  |
| PAN   | * If PAN is not available, specify Folio No.(s)  |  |  |
| II. CATEGORY  |  |  |  |
| Our company is a Listed Com selected, no need to provide UI               | pany on a recognized stock exchange i<br>BO details].                                  | n India/ Subsidiary of a or Controlled k               | by a Listed Company [If this category is     |
| Name of the Stock Exchange when   | re it is listed#   |  |  |
| Security ISIN#  |  |  |  |
| Name of the Listed Company (app investor is subsidiary/ associate)        | licable if the   |  |  |
| # Mandatory in case of Listed company                                     | or subsidiary of the Listed Company  |  |  |
| Unlisted Company  | Partnership Firm / LLP   | ☐ Unincorporated a                                     | association / body of individuals            |
| Public Charitable Trust   | ☐ Private Trust  | Religious Trust  | ☐ Trust created by a Will                    |
| Others (please specify)   |  |  |  |
|   |  |  |  |
| UBO/ CONTROLLING PERSON   | (S) DETAILS  |  |  |
|   | y individual person(s) who holds direct/ inc   | direct controlling ownership above the pr              | escribed threshold limit?  Yes No            |
| If'YES'- We hereby declare that th limit. Details of such individual(s) a | ne following individual person holds directare given below.                            | ctly/ indirectly controlling ownership in c            | our entity above the prescribed threshold    |
| If 'NO'- declare that no individual individual who holds the position of  | person (directly/ indirectly) holds contro<br>of Senior Managing Official (SMO) are pr | Illing ownership in our entity above the ovided below. | prescribed threshold limit. Details of the   |
|   | UBO-1/ Senior Managing<br>Official (SMO)   | UBO-2  | UBO-3  |
| Name of the UBO/ SMO#   |  |  |  |
| UBO/ SMO PAN#<br>For Foreign Nationals, TIN<br>to be provided             |  |  |  |
| UBO/ SMO Country of<br>Tax Residency#                                     |  |  |  |
| UBO/ SMO Taxpayer<br>Identification Number/<br>Equivalent ID Number#      |  |  |  |
| UBO/ SMO Identity Type  |  |  |  |
| UBO/ SMO Place &  | Place of Birth   | Place of Birth   | Place of Birth                               |
| Country of Birth#   | Country of Birth   | Country of Birth                                       | Country of Birth                             |
| UBO/ SMO Nationality  |  |  |  |
| UBO/ SMO Date of Birth#   | Date D D M M Y Y Y Y   | Date D D M M Y Y Y Y                                   | Date D D M M Y Y Y Y                         |
| UBO / SMO PEP#  | Yes - PEP Yes - Related to PEP N - Not a PEP   | Yes - PEP Yes - Related to PEP N - Not a PEP           | Yes - PEP Yes - Related to PEP N - Not a PEP |
| UBO/ SMO Address Type   | Residence Business Registered Office   | Residence Business Registered Office                   | Residence Business Registered Office         |

| UBC  | O/ SMO s Occupation  | Public Service Private Service Business Others  | Priv  | olic Service<br>vate Service<br>siness<br>ners   | Public Service Private Service Business Others   |
|--|--|---|---|--|--|
| SMO  | O Designation#   |   |   |  |  |
| UBC  | D/ SMO KYC Complied?   | YES NO If 'Yes,' please attach the K acknowledgement If 'No,' complete the KYC 8 the status   | acknov  | please attach the KYC<br>vledgement<br>complete the KYC &confir  | YES NO If Yes, please attach the KYC acknowledgement If No, complete the KYC &confirm the status   |
| # M  | andatory column.   |   | •   |  | •  |
| ** In<br>proof<br>that<br>Note<br>Sign<br>Parti                    | n case of Foreign Nationals, of again in English. If the doctoountry.  E: If the given columns are not atory.  Cipating Mutual Fund(s) / R'  | umentary proof is in Foreign<br>ot sufficient, required informa<br>TA may call for additional in  | anguage, it should tion in the given for formation/documer  | be translated in English and mat can be enclosed as add attact at the transfer | along with the Nationality proof, Address<br>d should be attested by Indian Embassy of<br>ditional sheet(s) duly signed by Authorized<br>or if the given information is not clear /  |
| inco   | mplete / correct and valid de  | claration should be submitted   | again with all the r  | equired information.   |  |
|  |  |   |   |  |  |
| L. U   | INITHOLDER(S) SIGNATURI  | E(S)  |   |  |  |
| sper<br>levie<br>MF/<br>disc<br>whe<br>Indi<br>reve<br>sam<br>IRD, | cified information is found to<br>ed by the statutory/ legal/ reg<br>/ RTA/ other registered intern<br>close, share, rely, remit in any f<br>en provided by me to any of tl<br>an or foreign governmental of<br>enue authorities in India or ou<br>ne. Further, I/ We authorise to:<br>A/ PFRDA to facilitate single s<br>dification to the above inform | be false, untrue, misleading ulatory authority. I/ We here nediaries can make reliance corm, mode or manner, all/any ne Mutual Fund, its Sponsor, ar statutory or judicial authorit utside India wherever it is legashare the given information to ubmission/ update & for othe | or misrepresenting, y confirm the above in the same. If We had of the information passet Management Cest/agencies includir ly required and other SEBI Registere in relevant purposes. of such changes and | I/We am/ are aware that I/beneficial interest after per<br>lereby authorize you [RTA/<br>provided by me, including all<br>company, trustees, their em<br>g but not limited to the Fina<br>er investigation agencies with<br>d Intermediaries/ or any regul/<br>We also undertake to kee  | nowledge and belief. In case any of the above We may be liable for it including any penalty rusing all applicable shareholding pattern and Fund/ AMC/ Other participating entities] to I changes, updates to such information as and ployees/ RTAs ('the Authorised Parties') or any incial Intelligence Unit-India (FIU-IND), the tax/ thout any obligation of advising me/ us of the ulated intermediaries registered with SEBI/ RBI/p you informed in writing about any changes/ ther additional information as may be required |
| SIGNA  | ATURE(S) with relevant Seal  |   |   |  |  |
| (s)  |  |   |   |  |  |
| SIGNATURE(S)   | Authorised Si  |   | Authorised !  |  | Authorised Signatory   |
| S  | Name:  | Name:   |   | Nan  | ne:  |
|  | Designation:   | Design  | ition:  | Des  | ignation:  |
|  |  |   |   |  |  |
|  |  |   |   |  |  |
|  |  |   |   |  |  |
|  |  |   |   |  |  |

# INSTRUCTIONS ON CONTROLLING PERSONS/ ULTIMATE BENEFICIAL OWNER

As per PMLA guidelines and relevant SEBI circulars issued from time to time, non-individuals and trusts are required to provide details of controlling persons [CP] / ultimate beneficiary owner [UBO] and submit appropriate proof of identity of such CPs/ UBOs. The beneficial owner has been defined in the circular as the natural person or persons, who ultimately own, control or influence a client and/or persons on whose behalf a transaction is being conducted and includes a person who exercises ultimate effective control over a legal person or arrangement.

### For Investors other than individuals or trusts:

- The identity of the natural person, who, whether acting alone or together, or through one or more juridical person, exercises control through ownership or who ultimately has a controlling ownership interest. Controlling ownership interest means ownership of/entitlement to:
  - more than 10% of shares or capital or profits of the juridical person, where the juridical person is a company.
  - more than 10% of the capital or profits of the juridical person, where the juridical person is a partnership or or who exercises control through other means. For the purpose of this clause, Control shall include the right to control the management or policy decision.
- more than 15% of the property or capital or profits of the juridical person, where the juridical person is an unincorporated association or body of individuals. In cases where there exists doubt under clause (i) above as to whether the person with the controlling ownership interest is the beneficial owner or where no natural person exerts control through ownership interests, the identity of the natural person exercising control over the juridical person through other means like through voting rights, agreement, arrangements or in any other manner.
- (iii) Where no natural person is identified under clauses (i) or (ii) above, the identity of the relevant natural person who holds the position of senior managing official.

# For Investors which is a trust:

The identity of the settler of the trust, the trustee, the protector, the beneficiaries with 10% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

Provided that in case of a trust, the reporting entity shall ensure that trustees disclose their status at the time of commencement of an account-based relationship or when carrying out transactions as specified in clause (b) of sub-rule (1) rule 9.

## Exemption in case of listed companies / foreign investors

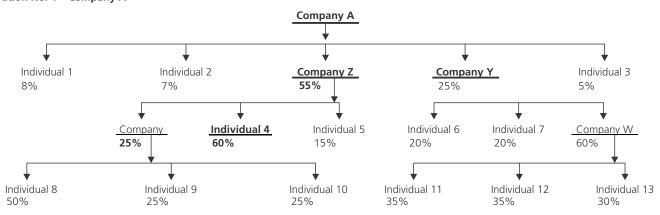
The client or the owner of the controlling interest is a company listed on a stock exchange or is a majority-owned subsidiary of such a company, there is no need for identification and verification of the identity of any shareholder or beneficial owner of such companies and hence exempted from UBO declaration provided other requisite information is provided. Intermediaries dealing with foreign investors viz., Foreign Institutional Investors, Sub Accounts and Qualified Foreign Investors, may be guided by the clarifications issued vide SEBI circular CIR/MIRSD/11/2012 dated September 5, 2012 and other circulars issued from time to time, for the purpose of identification of beneficial ownership of the client.

# D. KYC requirements

Beneficial Owner(s)/ Senior Managing Official (SMO) is/are required to comply with the prescribed KYC process as stipulated by SEBI from time to time with any one of the KRA & submit the same to AMC. KYC acknowledgement proof is to be submitted for all the UBO(s) / SMO(s).

In case of Foreign Nationals, who are not KYC complied, they need to attach the ID proof in English along with the Nationality proof, Address proof again in English. If the documentary proof is in Foreign Language, it should be translated in English and should be attested by Indian Embassy of that country.

# Sample Illustrations for ascertaining beneficial ownership: Illustration No. 1 Company A



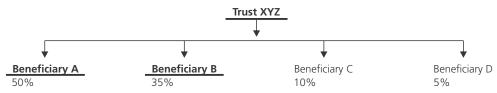
For Applicant A, Individual 4 is considered as UBO as it holds effective ownership of 33% in Company A. Hence details of Individual 4 must be provided with KYC proof, Shareholding pattern of Company A, Z & Y to be provided along with details of persons of Company Y who are senior managing officials and those exercising control.

# Illustration No. 2 Partner ABC



For Partnership Firm ABC, Partners 1, 2, 3 and 4 are considered as UBO as each of them holds >=10% of capital. KYC proof of these partners needs to be submitted including shareholding

# Illustration No. 3 Trustee ZYX



For Trust ZYX, Beneficiaries A, B and C are considered as UBO as they are entitled to get benefitted for >10% of funds used. KYC proof for these beneficiaries needs to be submitted. Additionally, if they have nominated any person or group of persons as Settlor of Trust/ Protector of Trust, relevant information to be provided along with the proof indicated.