

**KOTAK NIFTY TOP 10 EQUAL WEIGHT INDEX FUND**

An open-ended scheme replicating/tracking the Nifty Top 10 Equal Weight 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:** April 07, 2025    **New Fund Offer Closes on:** April 21, 2025  
**Scheme re-opens on or before:** May 02, 2025

 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)  
 ★ [www.kotakmf.com](http://www.kotakmf.com)

This product is suitable for investors who are seeking*	Scheme Risk-o-meter	Benchmark Risk-o-meter
<ul style="list-style-type: none"> <li>Long term capital growth</li> <li>Return that corresponds to the performance of Nifty Top 10 Equal Weight Index, subject to tracking error</li> </ul>		

\*Investors should consult their financial advisers if in doubt about whether the product is suitable for them.

(The product labelling assigned during the New Fund Offer is based on internal assessment of the Scheme Characteristics or model portfolio and the same may vary post NFO when actual investments are made)

This Key Information Memorandum (KIM) sets forth the information, which a prospective investor ought to know before investing.

**For further details of the scheme/Mutual Fund, due diligence certificate by the AMC, Key Personnel, investors' rights & services, risk factors, penalties & pending litigations etc. investors should, before investment, refer to the Scheme Information Document and Statement of Additional Information available free of cost at any of the Investor Service Centres or distributors or from the website [www.kotakmf.com](http://www.kotakmf.com).**

**The Scheme particulars have been prepared in accordance with Securities and Exchange Board of India (Mutual Funds) Regulations 1996, as amended till date, and filed with Securities and Exchange Board of India (SEBI). The units being offered for public subscription have not been approved or disapproved by SEBI, nor has SEBI certified the accuracy or adequacy of this KIM.**

This Key Information Memorandum is dated March 28, 2025.

<b>Scheme Code</b>	KOTM/O/O/EIN/25/03/0146													
<b>Investment Objective</b>	<p>The investment objective of the scheme is to provide returns that, before expenses, corresponding to the total returns of the securities as represented by the underlying index, subject to tracking errors.</p> <p>However, there is no assurance that the investment objective of the Scheme will be realized.</p>													
<b>Asset Allocation Pattern of the scheme</b>	<table border="1"> <thead> <tr> <th rowspan="2">Instruments</th> <th colspan="2">Indicative allocations (% of total assets)</th> </tr> <tr> <th>Minimum</th> <th>Maximum</th> </tr> </thead> <tbody> <tr> <td>Equity &amp; Equity related Securities covered by Nifty Top 10 Equal Weight Index *</td> <td>95</td> <td>100</td> </tr> <tr> <td>Debt/ Money Market instruments #</td> <td>0</td> <td>5</td> </tr> </tbody> </table> <p>*Pursuant to para 7.5, 7.6, 12.25 of SEBI Master circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024 and as may be amended from time to time, The Scheme may take an exposure to equity derivatives of constituents or index derivatives of the underlying index for short duration when securities of the index are unavailable, insufficient or for rebalancing at the time of change in index or in case of corporate actions, as permitted subject to rebalancing within 7 calendar days (or as specified by SEBI from time to time). The equity derivative exposure of scheme for non-hedging purposes shall be up to 20% of equity and equity related Securities of the scheme.</p> <p># Money Market instruments includes commercial papers, commercial bills, treasury bills, Government securities having an unexpired maturity up to one year, call or notice money, certificate of deposit, usance bills, triparty repo and any other like instruments as specified by the Reserve Bank of India from time to time and subject to regulatory approval.</p> <p>In accordance with clause 4 of Seventh Schedule of SEBI (Mutual Funds) Regulations 1996, The scheme may invest upto 5% of net assets in Liquid &amp; Overnight Mutual Fund schemes without charging any fees, provided that aggregate inter-scheme investment made by all schemes under the management of Kotak Mahindra Asset Management Company Limited or in schemes under the management of any other asset management company shall not exceed 5% of the net asset value of Kotak Mahindra Mutual Fund.</p> <p>As per para 12.24 of SEBI Master Circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024, the cumulative gross exposure through equity, debt, derivative positions, other permitted securities/ assets and such other securities/assets as may be permitted by the Board from time to time should not exceed 100% of the net assets of the scheme.</p> <p>Pursuant to Para 12.25.3 of SEBI Master Circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024 and SEBI Letter to AMFI dated November 03, 2021, Cash or cash equivalents with residual maturity of less than 91 days may be treated as not creating any exposure. Cash Equivalent shall consist of the following securities having residual maturity of less than 91 days:</p> <ol style="list-style-type: none"> <li>Government Securities;</li> <li>T-Bills; and</li> <li>Repo on Government securities.</li> </ol> <p>Pursuant to para 12.11 of SEBI Master circular No. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024, as amended from time to time, the Trustee may permit the Scheme to engage in securities lending</p>			Instruments	Indicative allocations (% of total assets)		Minimum	Maximum	Equity & Equity related Securities covered by Nifty Top 10 Equal Weight Index *	95	100	Debt/ Money Market instruments #	0	5
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**Indicative Table** (Actual instrument/percentages may vary subject to applicable SEBI circulars)

Sr. No.	Type of Instrument	Percentage of exposure (Maximum)	Circular references*
1.	Securities Lending	Aggregate - 20% of net assets of the Scheme Single intermediary - 5% of the net assets of the Scheme	Para 12.11 of Master Circular No. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024
2.	Equity Derivatives (Non-hedging purpose)	20% of the equity and equity related securities of the Scheme	Para 7.5, 7.6, 12.25 of SEBI Master circular no SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024
3.	Units of Mutual Fund Schemes	5% of net assets in Liquid & Overnight Mutual Fund schemes	Clause 4 of Seventh Schedule of SEBI (Mutual Funds) Regulations, 1996
4.	ADR/GDR/overseas securities/ foreign securities.	The Scheme shall not invest in overseas securities	N.A.
5.	Credit Default Swaps.	The Scheme shall not invest in Credit Default Swap transactions.	N.A.
6.	Units of Real Estate Investment Trusts (REITs), Infrastructure Investment Trusts (InvITs).	The Scheme shall not invest in Real Estate Investment Trusts (REITs), Infrastructure Investment/Trusts (InvITs).	N.A.
7.	Debt instruments with special features as referred to in Para 9.4, 4.4.4, 12.2 of SEBI Master circular No. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024.	The Scheme shall not invest in Debt instruments with special features	N.A.

Sr. No.	Type of Instrument	Percentage of exposure (Maximum)	Circular references*
8.	Securitized debt	The Scheme shall not invest in Securitised debt	N.A.
9.	Commodity derivatives, debt derivative instruments	The Scheme shall not invest in Commodity derivatives and debt derivatives	N.A.
10.	Structured obligations and credit enhancements.	The Scheme shall not invest in Structured obligations and credit enhancements.	N.A.
11.	Repo/ reverse repo transactions in corporate debt securities.	The Scheme shall not invest in Repo transactions	N.A.
12.	Short Selling of the Scheme	The Scheme shall not Short sell securities.	N.A.

#### Portfolio Rebalancing:

As per Para 3.6.7 of SEBI Master Circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024 and circulars issued thereunder, in case of change in constituents of the index due to periodic review, the portfolio of the scheme will be rebalanced within 7 calendar days.

#### Short Term Defensive Consideration:

Subject to Para 1.14.1.2 of SEBI Master circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024 and circulars issued thereunder, the asset allocation pattern indicated above may change for a short-term period on defensive considerations, keeping in view market conditions, market opportunities, applicable regulations and political and economic factors. These proportions may vary depending upon the perception of the Fund Manager; the intention being at all times to seek to protect the interests of the Unit holders. Such changes in the investment pattern will be rebalanced within 7 calendar days from the date of deviation and further action may be taken as specified under SEBI Circulars/ AMFI guidelines issued from time to time. In the event of involuntary corporate action, the scheme shall dispose the securities not forming part of the underlying index within 7 days from the date allotment/ listing.

#### Investment Strategy

To achieve the investment objective, the scheme will follow passive investment strategy with investments in stocks in the same proportion as in Nifty Top 10 Equal Weight Index. The investment strategy would revolve around reducing the tracking error through regular rebalancing of the portfolio, taking into account the change in weights of stocks in the Index as well as the incremental collections/redemptions in the Scheme. Such rebalancing shall be done in accordance with timelines prescribed by SEBI from time to time.

Index Scheme being a passive investment carries lesser risk as compared to active fund management. The portfolio follows the index and therefore the level of stock concentration in the portfolio and its volatility would be the same as that of the index, subject to tracking error. Thus, there is no additional element of volatility or stock concentration on account of fund manager decisions.

A small portion of the net assets will be held as cash or will be invested in debt and money market instruments (as mentioned under asset allocation section) permitted by SEBI/RBI including TREPS or in alternative investment for the TREPS as may be provided by the RBI, to meet the liquidity requirements under the Scheme.

The Scheme may take an exposure to equity derivatives of constituents or index derivatives of the underlying index for short duration when securities of the index are unavailable, insufficient or for rebalancing at the time of change in index or in case of corporate actions, as permitted by SEBI from time to time.

Derivative products are leveraged instruments and can provide disproportionate gains as well as disproportionate losses to the investor. Execution of such strategies depends upon the ability of the fund manager to identify such opportunities. Identification and execution of the strategies to be pursued by the fund manager involve uncertainty and decision of fund manager may not always be profitable. No assurance can be given that the fund manager will be able to identify or execute such strategies.

The risks associated with the use of derivatives are different from or possibly greater than, the risks associated with investing directly in securities and other traditional investments.

The Scheme may use SLBM for earning additional income for the scheme with a lesser degree of risk.

Scheme may invest in the units of Mutual Fund schemes of Kotak Mahindra Mutual Fund or any other Mutual Funds in terms of the prevailing SEBI (MF) Regulations.

The measures mentioned above is based on current market conditions and may change from time to time based on changes in such conditions, regulatory changes and other relevant factors.

#### Portfolio Turnover:

Portfolio Turnover is a term used to measure the volume of trading that occurs in a Scheme's portfolio during a given time period. Kotak Nifty Top 10 Equal Weight Index Fund is a passively managed open-ended index scheme. It is therefore expected that there would be a number of subscriptions and redemptions on a daily basis. Hence, it is difficult to estimate with any reasonable measure of accuracy, the likely turnover in the portfolio. Generally, turnover will depend upon the extent of purchase and redemption of units and the need to rebalance the portfolio on account of change in the composition, if any, and corporate actions of securities included in Nifty Top 10 Equal Weight Index. The Scheme has no specific target relating to portfolio turnover.

#### Risk Profile of the Scheme

Mutual Fund Units involve investment risks including the possible loss of principal. Please read the SID carefully for details on risk factors before investment.

#### Scheme Specific Risk Factors

Tracking errors are inherent in any index fund and such errors may cause the schemes to generate returns which are not in line with the performance of the Nifty Top 10 Equal Weight Index or one or more securities covered by / included in the Nifty Top 10 Equal Weight Index and may arise from a variety of factors. Delayed realizations, cash for redemptions can result into tracking error, including transaction costs of investments etc.

The Scheme is subject to the principal risks described below. Some or all of these risks may adversely affect Scheme's NAV trading price, yield, total return and/or its ability to meet its objectives.

- 1) The NAV of the units is closely related to the value of stocks that form a part of the benchmark index. The value of this will react to stock market movements and may result in changes in the NAV of units under the scheme. There could also be movements in the scheme's NAV due to changes in interest rates, macro-economic and political developments and over longer periods during market downturns;
- 2) Tracking error may have an impact on the performance of the scheme. However, KMAMC will endeavour to minimize the tracking error through regular rebalancing of the portfolio.
- 3) The Scheme is a passively managed scheme and provides exposure to the benchmark and tracking its performance and yield. The Scheme's performance may be affected by a general price decline in the stock markets. The Scheme invests in the stocks comprising the index regardless of their investment merit. The Mutual Fund does not attempt to take defensive positions in declining markets.

4) As the scheme proposes to invest not less than 95% of the net assets in securities comprising of Nifty Top 10 Equal Weight Index, any deletion of stocks from or addition to in Nifty Top 10 Equal Weight Index may require sudden and immediate liquidation or acquisition of such stocks at the prevailing market prices irrespective of whether valuation of stocks is attractive enough. This may not always be in the interest of unitholders.

5) The performance of the Nifty Top 10 Equal Weight Index will have a direct bearing on the performance of the scheme. Hence any composition change by virtue of weightage or stocks selection will have an impact on the scheme.

6) Capital Gains Impact: Investors who trade in Kotak Nifty Top 10 Equal Weight Index Fund may be subject to Long Term Capital Gains or Short Term Capital Gains. Investors are requested to consult their tax / legal consultants before investing in the scheme.

7) The scheme will attract provisions of take over regulations, if KMMF invests in more than 10% of the paid up capital of a company and therefore may result into tracking errors and / or may not be able to accept further subscription in the Scheme.

8) The Index reflects the prices of securities at a point in time, which is the price at close of business day on the stock exchange. The Scheme, however, may at times trade these securities at different points in time during the trading session and therefore the prices at which the Plan trade may not be identical to the closing price of each scrip on that day on the BSE / NSE. In addition, the Scheme may opt to trade the same securities on different exchanges due to price or liquidity factors, which may also result in traded prices being at variance, from BSE / NSE closing price.

Investments in the Scheme are subject to various risk factors including but not limited to risks associated with:

- Risk specific to investing in companies forming part of Nifty Top 10 Equal Weight Index
- Risks associated with Capital Markets or Equity Markets (i.e. Markets in which Equity Shares or Equity oriented instruments are issued and traded)
- Risks associated with Debt / Money Markets
- Risk Associated with Investment in Derivatives Market
- Risk associated with investment in Government securities and Triparty repo on Government securities or treasury bills
- Risk associated with Securities Lending
- Risks associated with segregated portfolio
- Risks associated with Tracking Error / Tracking Difference
- Risk associated with investing in Units of Mutual Funds

For details on risk factors and risk mitigation measures, please refer SID.

## Plans/Options

### Plan- Direct Plan/Regular Plan

**Direct Plan:** This Plan is only for investors who purchase /subscribe Units in a Scheme directly with the Fund and is not available for investors who route their investments through a Distributor.

**Regular Plan:** This Plan is for investors who wish to route their investment through any distributor.

#### Options under each Plan(s)

- Growth
- Payout of Income Distribution cum capital withdrawal (IDCW)
- Reinvestment of Income Distribution cum capital withdrawal (IDCW)

The NAVs of the above Options will be different and separately declared; the portfolio of investments remaining the same.

The AMC/Trustee reserve the right to introduce Options(s) as may be deemed appropriate at a later date subject to SEBI (MF) Regulations and circulars issued thereunder from time to time.

#### Default Option /Sub-Options

- If applicant does not indicate the choice of option between growth and Income Distribution cum capital withdrawal (IDCW) option in the application form, then the fund will accept it as an application for growth option under respective plan.
- If applicant does not indicate the choice of Income Distribution cum capital withdrawal (IDCW) sub-option between payout of Income Distribution cum capital withdrawal (IDCW) and reinvestment of Income Distribution cum capital withdrawal (IDCW) then the fund will accept it as an application for reinvestment of Income Distribution cum capital withdrawal (IDCW).

For detailed disclosure on default plans and options, kindly refer SAI.

## Applicable NAV (after the scheme opens for subscriptions and redemptions)

### Applicable NAV for Purchases/Switch-ins

1. In respect of valid applications received upto 3.00 p.m. on a business day and entire amount is available in the mutual fund's account for utilization before the cut off time of the same day – closing NAV of the day of receipt of application;
2. In respect of valid applications received after 3.00 p.m. on a business day and the entire amount is available in the mutual fund's account for utilization before cut off time of the next business day – the closing NAV of the next business day;
3. Irrespective of the time of receipt of the application where the entire amount is available in Mutual fund's account for utilization before cut off time on any subsequent business day – the closing NAV of such subsequent business day.

The above cut-off timings and applicability of NAV shall be applicable in respect of valid applications received at the Official Point(s) of Acceptance on a Business Day:

1. It is clarified that switches will be considered as redemption in the switch-out scheme and purchase / subscription in the switch-in scheme.
2. Cheques received on a business day may be deposited with the primary bankers of the respective location on the next business day. NAV shall be as per the applicable NAV mentioned above. To enable early sighting of funds by the schemes, investors are requested to avail of electronic facilities like RTGS / NEFT in respect of subscriptions and submit the proof of transfer of funds along with their applications. AMC shall not be responsible for any delay on account of banking clearance or circumstances which are beyond the control of AMC.
3. The revised provisions for applicability of NAV based on realization of funds will be applicable to all types of investment including various systematic investments routes (viz, SIP, STP, Transfer of IDCW Plan etc.) as may be offered by the Scheme from time to time.

### Applicable NAV for Redemption/ Switch outs

- a) Where the application received upto 3.00 pm – closing NAV of the day of receipt of application; and
- b) An application received after 3.00 pm – closing NAV of the next business day.

Further, where the AMC or the Registrar has provided a facility to the investors to redeem /switch-out of the Scheme through the medium of Internet by logging onto specific web-sites or any other facilities offered by the AMC and where investors have signed up for using these facilities, the Applicable NAVs will be as provided above.

For Details, kindly refer SAI

## Minimum Application Amount/ Number of Units

### Minimum application amount for purchases

Initial Purchase (Non- SIP)	Additional Purchase (Non- SIP)	SIP Purchase
₹ 100/- and any amount thereafter	₹ 100/- and any amount thereafter	₹ 100/- and any amount thereafter

### Minimum amount for redemption:

The minimum redemption amount for all plans will be ₹ 100/- or account balance, whichever is lower.

The provisions relating to Minimum Amount (including Additional Application Amount) for subscription / purchase will not be applicable for investments made in the name of Designated Employees of the AMC pursuant to Para 6.10 of SEBI Master Circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024 on 'Alignment of interest of Designated Employees of Asset Management Companies' with the Unitholders of the Mutual Fund Schemes.

## Dispatch of Redemption Request

As per SEBI (MF) Regulations, read with paragraph 14.1 of SEBI Master circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024 the redemption or repurchase proceeds shall be dispatched within 3 working days from the date of receipt of redemption requests or repurchase requests. A penal interest of 15% per annum or such other rate as may be prescribed by SEBI from time to time, shall be paid in case the redemption or repurchase proceeds are not transferred within the prescribed timelines.

In case of exceptional situations listed in AMFI Circular No. AMFI/35P/MEM-COR/74/2022-23 dated January 16, 2023, the scheme is allowed additional timelines for transfer of redemption or repurchase proceeds to the unitholders.

<b>Benchmark Index</b>	<p>Nifty Top 10 Equal Weight Index (Total Return Index <b>(TRI)</b>)</p> <p><b>Benchmark Rationale:</b> Nifty Top 10 Equal Weight Index aims to track the performance of the top 10 stocks selected based on 6-month average free-float market capitalization from the Nifty 50. The composition of the aforesaid benchmark is such that, it is most suited for comparing the performance of the scheme.</p>																										
<b>Dividend Policy</b>	<p><b>IDCW Frequency</b> IDCW is declared subject to availability and adequacy of distributable surplus.</p> <p><b>IDCW Record Dates:</b> At the discretion of the Trustees (if the record date is not a Business Day, the immediately following Business Day will be the record date)</p> <p>Under the Income Distribution cum capital withdrawal (IDCW) option, the Trustee may at any time decide to distribute by way of IDCW, the surplus by way of realised profit and interest, net of losses, expenses and taxes, if any, to Unitholders if, in the opinion of the Trustee, such surplus is available and adequate for distribution. The Trustee's decision with regard to such availability and adequacy of surplus, rate, timing and frequency of distribution shall be final. The Trustee may or may not distribute surplus, even if available, by way of Income Distribution cum capital withdrawal (IDCW).</p> <p>The IDCW will be paid to only those Unitholders whose names appear on the register of Unitholders of the Scheme / Option at the close of the business hours on the record date, which will be announced in advance.</p> <p>In case of dynamic lien, the Income Distribution cum capital withdrawal (IDCW) may be credited to the financier</p> <p>The Income Distribution cum capital withdrawal (IDCW) Option will be available under two sub-options – the Payout Option and the Reinvestment Option.</p> <p>Payout of Income Distribution cum capital withdrawal option (IDCW): Unitholders will have the option to receive payout of their IDCW by way of Pay order / DD any other means which can be enchased or by way of direct credit / electronic payout into their account.</p> <p>Reinvestment of Income Distribution cum capital withdrawal option (IDCW): Under the reinvestment option, the amounts will be reinvested in the Reinvestment IDCW Option at the Applicable NAV announced immediately following the record date.</p> <p>The requirement of giving notice shall not be applicable for IDCW Option having frequency upto one month.</p> <p>However, the Trustees reserve the right to introduce new options and / or alter the IDCW payout intervals, frequency, including the day of payout.</p>																										
<b>Name of the Fund Manager</b>	Mr. Devender Singhal and Mr. Satish Dondapati will be the designated Fund Managers for the Scheme. Mr. Abhishek Bisen will be the Fund Manager for debt securities of the Scheme.																										
<b>Name of the Trustee Company</b>	Kotak Mahindra Trustee Company Ltd																										
<b>Performance of the scheme:</b>	Since the scheme is a new fund to be launched, the Performance of the scheme is not applicable.																										
<b>Additional Scheme Related Disclosures</b>	<ol style="list-style-type: none"> <li>1. Scheme's portfolio holdings: Not Applicable</li> <li>2. Disclosure of name and exposure to Top 7 issuers, stocks, groups and sectors as a percentage of NAV of the scheme: Not Applicable</li> <li>3. Portfolio Disclosure: Not Applicable</li> <li>4. Portfolio Turnover Rate: Not Applicable</li> <li>5. Aggregate investment in the scheme: Not Applicable</li> <li>6. Investments of AMC in the scheme: Not Applicable</li> </ol> <p>Since the scheme is a new fund to be launched, the above disclosures are not applicable.</p>																										
<b>Expenses of the Scheme</b>	<table border="1"> <thead> <tr> <th>Type of Load</th> <th>Load chargeable (as % age of NAV)</th> </tr> </thead> <tbody> <tr> <td>Entry Load</td> <td>In terms of Para 10.4.1 of SEBI Master Circular no. SEBI/HO/IMD/IMD -PoD 1/P/CIR/2024/90 dated June 27, 2024, no entry load will be charged on purchase/ additional purchase / switch-in.</td> </tr> <tr> <td>Exit Load</td> <td>NIL</td> </tr> </tbody> </table> <p>Units issued on reinvestment of IDCW shall not be subject to entry and exit load.</p> <p>* In terms of Para 10.4 of SEBI Master Circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024, no entry load will be charged on purchase / additional purchase / switch-in. The commission as specified in 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.</p> <p>Any imposition or enhancement of Load in future shall be applicable on prospective investments only. For any change in load structure AMC will issue an addendum and display it on the website/Investor Service Centres. In case of changes in load structure the addendum carrying the latest applicable load structure shall be attached to all KIM and SID already in stock till it is updated.</p> <p>Investors may obtain information on loads on any Business Day by calling the office of the AMC or any of the Investor Service Centers. Information on applicability of loads will also be provided in the Account Statement.</p> <p>As required under the Regulations, the asset management company shall ensure that the repurchase price of an open-ended scheme is not lower than 95% of the Net Asset Value.</p> <p>The investor is requested to check the prevailing load structure of the scheme before investing.</p>	Type of Load	Load chargeable (as % age of NAV)	Entry Load	In terms of Para 10.4.1 of SEBI Master Circular no. SEBI/HO/IMD/IMD -PoD 1/P/CIR/2024/90 dated June 27, 2024, no entry load will be charged on purchase/ additional purchase / switch-in.	Exit Load	NIL																				
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Exit Load	NIL																										
<b>Recurring expenses</b>	<p><b>New Fund Offer (NFO)</b> These expenses are incurred for the purpose of various activities related to the NFO like sales and distribution fees paid marketing and advertising, registrar expenses, printing and stationary, bank charges etc.</p> <p>The AMC shall ensure that no NFO expenses will be charged to the Scheme.</p> <p><b>Continuous Offer</b> These are the fees and expenses for operating the scheme. These expenses include Investment Management and Advisory Fee charged by the AMC, Registrar and Transfer Agents' fee, marketing and selling costs etc. as given in the table below:</p> <p>The AMC has estimated that upto 1% daily net assets of the scheme will be charged to the scheme as expenses. For the actual current expenses being charged, the investor should refer to the website of the mutual fund viz. <a href="http://www.kotakmf.com">www.kotakmf.com</a></p> <p><b>Total Expense Ratio for the scheme</b></p> <table border="1"> <thead> <tr> <th>Expense Head</th> <th>% p.a. of daily Net Assets* (Estimated p.a.)</th> <th>Expense Head</th> <th>% p.a. of daily Net Assets* (Estimated p.a.)</th> </tr> </thead> <tbody> <tr> <td>Investment Management &amp; Advisory Fee</td> <td rowspan="9" style="text-align: center;">Upto 1.00 %</td> <td>Brokerage &amp; transaction cost pertaining to distribution of units</td> <td rowspan="5"></td> </tr> <tr> <td>Audit fees/fees and expenses of trustees</td> <td>Goods &amp; Services Tax on expenses other than investment and advisory fees</td> </tr> <tr> <td>Custodial Fees</td> <td>Goods &amp; Services Tax on brokerage and transaction cost</td> </tr> <tr> <td>Registrar &amp; Transfer Agent Fees including cost of providing account statements/ IDCW / redemption cheques/ warrants</td> <td>Other Expenses (to be specified as per Reg 52 of SEBI MF Regulations)</td> </tr> <tr> <td>Marketing &amp; Selling Expenses including Agents Commission and statutory advertisement</td> <td><b>Maximum Total expenses ratio (TER) permissible under Regulation 52 (6)(b)</b></td> <td style="text-align: center;">Upto 1.00 %</td> </tr> <tr> <td>Costs related to investor communications</td> <td>Additional expenses under Regulations 52(6A)(c)</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Costs of fund transfer from location to location</td> <td>Additional expenses for gross new inflows from specified cities</td> <td style="text-align: center;">Upto 0.30%</td> </tr> <tr> <td>Cost towards investor education &amp; awareness (1 bps)</td> <td></td> <td></td> </tr> </tbody> </table>	Expense Head	% p.a. of daily Net Assets* (Estimated p.a.)	Expense Head	% p.a. of daily Net Assets* (Estimated p.a.)	Investment Management & Advisory Fee	Upto 1.00 %	Brokerage & transaction cost pertaining to distribution of units		Audit fees/fees and expenses of trustees	Goods & Services Tax on expenses other than investment and advisory fees	Custodial Fees	Goods & Services Tax on brokerage and transaction cost	Registrar & Transfer Agent Fees including cost of providing account statements/ IDCW / redemption cheques/ warrants	Other Expenses (to be specified as per Reg 52 of SEBI MF Regulations)	Marketing & Selling Expenses including Agents Commission and statutory advertisement	<b>Maximum Total expenses ratio (TER) permissible under Regulation 52 (6)(b)</b>	Upto 1.00 %	Costs related to investor communications	Additional expenses under Regulations 52(6A)(c)	-	Costs of fund transfer from location to location	Additional expenses for gross new inflows from specified cities	Upto 0.30%	Cost towards investor education & awareness (1 bps)		
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	<p># The AMC shall not charge additional expenses under Regulation 52(6A)(c) in case exit load is not levied/ not applicable</p> <p><b>Expense Structure for Direct Plan</b> – The annual recurring expenses will be within the limits specified under the SEBI (Mutual Funds) Regulations, 1996.</p> <p>Commission/ Distribution expenses will not be charged in case of Direct Plan. The TER of Direct Plan will be lower than Regular Plan.</p> <p>In terms of the of para 10.1.12(f) of SEBI Master circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024, all fees and expenses charged in a direct plan (in percentage terms) under various heads including the investment and advisory fee shall not exceed the fees and expenses charged under such heads in a regular plan.</p> <p>However, Direct Plan shall have a lower expense ratio than the Regular Plan. The expenses would exclude distribution expenses, commission, etc and no commission for distribution of Units will be paid / charged under Direct Plan.</p> <p>Actual expenses for the previous financial year: Since this a new scheme to be launched, it is not applicable</p> <p>The maximum limit of recurring expenses that can be charged to the Scheme would be as per Regulation 52 of the SEBI (MF) Regulation, 1996. Investors are requested to read "Section- Annual Scheme Recurring Expenses" in the SID.</p>
<b>Tax treatment for the Investors (Unitholders)</b>	Investor will be advised to refer to the details in the Statement of Additional Information and also independently refer to his tax advisor.
<b>Daily Net Asset Value (NAV) Publication</b>	<p>The NAVs of the Scheme will be calculated and disclosed on every Business day on the website of the Kotak Mahindra Mutual Fund viz www.kotakmf.com and AMFI's website www.amfiindia.com by 11.00 p.m.</p> <p>Unitholders may avail the facility to receive the latest available NAVs through SMS by submitting a specific request in this regard to the AMC/Mutual Fund. Also, information regarding NAVs can be obtained by the Unit holders / Investors by visiting the nearest ISC.</p> <p>Delay in uploading of NAV beyond 11.00 pm on every Business day shall be explained in writing to AMFI. In case the NAVs are not available before the commencement of business hours on the following business day due to any reason, a press release for revised NAV shall be issued.</p> <p>In terms of SEBI regulations, a complete statement of the Scheme portfolio will be sent to all unitholders, within ten days from the close of each month / half-year whose email addresses are registered with the Mutual Fund.</p> <p>The portfolio of the scheme (alongwith ISIN) shall also be disclosed on the website of Mutual Fund (kotakmf.com) and on the website of AMFI (www.amfiindia.com) on a monthly and half-yearly basis within 10 days from the close of each month/ half-year respectively in a user-friendly and downloadable spreadsheet format.</p>
<b>For Investor Grievances please contact</b>	<p><b>Contact details for complaint resolution:</b></p> <p>Ms. Sushma Mata, Investor Relations Officer Kotak Mahindra Asset Management Company Limited, 6th Floor, Kotak Towers, Building No.21, Infinity Park, Off: Western Express Highway Goregaon - Mulund Link Road, Malad (East), Mumbai 400097 Phone Number: 18003091490 / 044-40229101 Fax: 6708 2213 E-mail: <a href="https://info.kotakmf.com/write-to-us">https://info.kotakmf.com/write-to-us</a> or WhatsApp us by sending us "Hi" at 9321884488. For portfolio valuation, give a missed call to 7039055555</p> <p><b>Computer Age Management Services Ltd. (Registrar)</b> AVA Tower, Old No. 788 &amp; 789, Electricity Avenue, New No. 152 &amp; 150, Anna Salai, Beside Rayala Towers, Chennai - 600002. Contact details - 044 6110 4034 Website - <a href="http://www.camsonline.com">www.camsonline.com</a> Email - <a href="mailto:enq_k@camsonline.com">enq_k@camsonline.com</a></p>
<b>Unitholders' Information</b>	<p><b>Monthly and Half yearly Disclosures: Portfolio / Financial Results</b></p> <p>The Mutual Funds/ AMCs, shall disclose portfolio (along with ISIN) as on monthly, half-yearly basis for all the schemes on the website of the Kotak Mahindra Mutual Fund viz. www.kotakmf.com and on the website of AMFI (<a href="http://www.amfiindia.com">www.amfiindia.com</a>) within 10 days from the close of each month/ half-year respectively in a user-friendly and downloadable spreadsheet format. The link for the mentioned disclosures – <a href="https://www.kotakmf.com/Information/statutory-disclosure/information">https://www.kotakmf.com/Information/statutory-disclosure/information</a></p> <p>In accordance with Para 5.1 and 5.3 of SEBI Master Circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024 effective from October 01, 2021,unitholders whose e-mail addresses are registered, Mutual Funds/AMC shall send the details of the scheme portfolio including the scheme risk-o-meter, name of benchmark and risk-o-meter of benchmark while communicating the fortnightly, monthly and half-yearly statement of scheme portfolio via email within 5 days of every fortnight for debt schemes, 10 days from the close of each month for other schemes and 10 days from the close of half-year for all schemes. AMCs shall provide a link to investors to their registered email to enable the investor to directly view/download only the portfolio of schemes subscribed by the said investor. The Mutual Fund / AMC shall provide a physical copy of statement of its scheme portfolio, without charging any cost, on specific request received from a unit holder. An advertisement shall be published every half-year disclosing the hosting of the half-yearly statement of the schemes on website of Kotak Mahindra Mutual Fund and on the website of AMFI and the modes such as SMS, telephone, email or written request (letter) through which a unitholder can submit a request for a physical or electronic copy of the statement of scheme portfolio. Such advertisement shall be published in the all India edition of at least two daily newspapers, one each in English and Hindi.</p> <p><b>Half Yearly Results</b></p> <p>The soft copy of unaudited financial results shall within one month from the close of each half year i.e. 31st of March and the 30th of September, be hosted on the website kotakmf.com and will be sent to AMFI for posting on its website <a href="http://www.amfiindia.com">www.amfiindia.com</a>. The link for the mentioned disclosures - <a href="https://www.kotakmf.com/Information/statutory-disclosure/financials">https://www.kotakmf.com/Information/statutory-disclosure/financials</a></p> <p>Also an advertisement of hosting of the unaudited results shall be published in one English daily newspaper circulating in the whole of India and in a newspaper published in the language of the region where the Head Office of the Mutual Fund is situated.</p> <p><b>Annual Report</b></p> <p>Pursuant to Regulation 56 of SEBI (Mutual Funds) Regulations, 1996 read with Para 5.4 of SEBI Master Circular no. SEBI/HO/IMD/IMD-PoD-1/P/CIR/2024/90 dated June 27, 2024 and SEBI Mutual Fund (Second Amendment) Regulation 2018, the scheme wise annual report or abridged summary thereof will be hosted on the website in machine readable format of the Kotak Mahindra Mutual Fund viz. kotakmf.com and on the website of AMFI, immediately after approval in Annual General Meetings within a period of four months, from the date of closing of the financial year (31st March). The AMCs shall display the link prominently on the website of the Kotak Mahindra Mutual Fund viz. kotakmf.com and make the physical copies available to the unitholders, at their registered offices at all times. Unit holders whose e-mail addresses are not registered will have to specifically 'opt in' to receive physical copy of scheme wise annual report or abridged summary thereof. The unit holders may request for a physical copy of scheme annual reports at a price and the text of the relevant scheme by writing to the Kotak Mahindra Asset Management Company Ltd. / Investor Service Centre / Registrar &amp; Transfer Agents. AMC shall provide a physical copy of abridged report of the annual report, without charging any cost, on specific request received from a unit holder. An advertisement shall be published every year disclosing the hosting of the scheme wise annual report on website of Kotak Mahindra Mutual Fund and on the website of AMFI and the modes such as SMS, telephone, email or written request (letter) through which a unitholder can submit a request for a physical or electronic copy of the scheme wise annual report or abridged summary thereof. Such advertisement shall be published in the all India edition of at least two daily newspapers, one each in English and Hindi. The link for the mentioned disclosures - <a href="https://www.kotakmf.com/Information/statutory-disclosure/financials">https://www.kotakmf.com/Information/statutory-disclosure/financials</a></p> <p><b>Account Statements</b></p> <p>The AMC shall send an allotment confirmation specifying the units allotted by way of email and/ or SMS within 5 working days of receipt of valid application/transaction to the Unit holders registered e-mail address and/ or mobile number (whether units are held in demat mode or in account statement form).</p> <p>A Consolidated Account Statement (CAS) detailing all the transactions across all mutual funds (including transaction charges paid to the distributor) and holding at the end of the month shall be sent to the Unit holders in whose folio(s) transaction(s) have taken place during the month by mail or email on or before 15th of the succeeding month.</p> <p>Half-yearly CAS shall be issued at the end of every six months (i.e. September/ March) on or before 21st day of succeeding month, to all investors providing the prescribed details across all schemes of mutual funds and securities held in dematerialized form across demat accounts, if applicable</p> <p>For further details, refer SAI.</p>

**KOTAK NIFTY TOP 10 EQUAL WEIGHT INDEX FUND**

An open-ended scheme replicating/tracking the Nifty Top 10 Equal Weight 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:** April 07, 2025    **New Fund Offer Closes on:** April 21, 2025  
**Scheme re-opens on or before:** May 02, 2025

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)  
★ [www.kotakmf.com](http://www.kotakmf.com)

This product is suitable for investors who are seeking*	Scheme Risk-o-meter	Benchmark Risk-o-meter
<ul style="list-style-type: none"> <li>Long term capital growth</li> <li>Return that corresponds to the performance of Nifty Top 10 Equal Weight Index, subject to tracking error</li> </ul>	 <p>The risk of the scheme is <b>Very High</b></p>	 <p>The risk of the benchmark is <b>Very High</b></p>

\*Investors should consult their financial advisers if in doubt about whether the product is suitable for them.  
(The product labelling assigned during the New Fund Offer is based on internal assessment of the Scheme Characteristics or model portfolio and the same may vary post NFO when actual investments are made)

APPL. KOTAK NIFTY TOP 10 EQUAL WEIGHT INDEX FUND

Date : DD / MM / YYYY

Distributor's ARN/ RIA Code#	Sub-Broker's ARN	Sub-Broker's Code	EUIN

**By mentioning RIA/PMS code, I/ We authorize you to share with the Investment Adviser/ Portfolio Manager the details of my/our transactions in the scheme(s) of Kotak Mahindra Mutual Fund. Declaration for "Execution-only" transactions (only where EUIN box is left blank)**

**I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this transaction is executed without any interaction or advice by the employee/relationship manager/sales person of the above distributor/sub broker or notwithstanding the advice of inappropriateness, if any, provided by the employee/relationship manager/sales person of the distributor/sub broker.**

SIGNATURE(S)

Sole / First Applicant	Second Applicant	Third Applicant
(To be signed by <b>All Applicants</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.

Existing Unitholder (Section I)	If you have, at any time, invested in any Scheme of Kotak Mahindra Mutual Fund and wish to hold your present investment in the same Account, please furnish your Name, Folio Number and PAN details below and proceed to Section Investment Details.
	Name of Sole / First Applicant: _____ PAN No.: _____ Folio No.: _____

(Section II)	<b>Name of Sole/ First Applicant:</b> _____ ^Name as per PAN card <b>Name of Guardian</b> ^ (in case First Applicant is a Minor) _____ ^Name as per PAN card <b>Relationship of Guardian with Minor</b> <input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Legal Guardian <b>Name of Sole Proprietor</b> ^ (in case Sole/ First applicant is Proprietorship Firm) _____ ^Name as per PAN card Mobile: Belongs to: <input type="radio"/> Self <input type="radio"/> Spouse <input type="radio"/> Guardian (for Minor investment) <input type="radio"/> Dependent Child <input type="radio"/> Dependent Parent <input type="radio"/> Dependent Sibling <input type="radio"/> Custodian <input type="radio"/> POA <input type="radio"/> PMS Email: _____ Tel (Res./ Off.) Email Address belongs to: <input type="radio"/> Self <input type="radio"/> Spouse <input type="radio"/> Guardian (for Minor investment) <input type="radio"/> Dependent Child <input type="radio"/> Dependent Parent <input type="radio"/> Dependent Sibling <input type="radio"/> Custodian <input type="radio"/> POA <input type="radio"/> PMS <b>PAN/ PEKRN:</b> _____ <b>Date of Birth/ Incorporation</b> <table border="1" style="display: inline-table;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> <b>CKYC:</b> <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y										

(Section II)	<b>Gross Annual Income Details</b> in INR (please tick): <input type="radio"/> < 1 lac <input type="radio"/> 1 - 5 lac <input type="radio"/> 5 - 10 lac <input type="radio"/> 10 - 25 lac <input type="radio"/> 25 lac - 1 cr <input type="radio"/> 1 cr - 5 cr <input type="radio"/> 5 cr - 10 cr <input type="radio"/> > 10 cr or Net-worth as on (date) DD / MM / YYYY Rs. _____ (should not be older than 1 year)
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(Section II)	Please tick, if applicable, <input type="radio"/> <b>Politically Exposed Person (PEP)</b> <input type="radio"/> <b>Not Politically Exposed Person</b> <b>Occupation of Applicant</b> <input type="radio"/> Private Sector Service <input type="radio"/> Business <input type="radio"/> Retired <input type="radio"/> Professional <input type="radio"/> Forex Dealer <input type="radio"/> Public Sector/ <input type="radio"/> Professional <input type="radio"/> Housewife <input type="radio"/> Agriculturist <input type="radio"/> Other _____ <input type="radio"/> Government Service
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(Section II)	<b>Non-Profit Organization-[NPO]</b> <input type="radio"/> Yes <input type="radio"/> No We are falling under "Non-Profit Organization" [NPO] which has been constituted for religious or charitable purposes referred to in clause (15) of section 2 of the Income-tax Act, 1961 (43 of 1961), and is registered as a trust or a society under the Societies Registration Act, 1860 (21 of 1860) or any similar State legislation or a Company registered under the section 8 of the Companies Act, 2013 (18 of 2013). If yes, please quote the NPO Registration Number provided by DARPARN portal: _____ (if not registered already, please register immediately and confirm with the above information)
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(Section II)	<b>Status of Applicant</b> <input type="radio"/> Resident Individual <input type="radio"/> Proprietorship <input type="radio"/> Mutual Fund <input type="radio"/> PF/ Gratuity/ Pension/ <input type="radio"/> NRI on Repatriation Basis (NRE) <input type="radio"/> Partnership Firm <input type="radio"/> Mutual Fund FOF Scheme <input type="radio"/> Superannuation Fund <input type="radio"/> NRI on Non-Repatriation Basis (NRO) <input type="radio"/> Private Limited Company <input type="radio"/> Body Corporate <input type="radio"/> Trust <input type="radio"/> HUF <input type="radio"/> Public Limited Company <input type="radio"/> Registered Society <input type="radio"/> AOP/ BOI <b>LEI Number</b> (Legal Entity Identifier) - _____ Valid till <table border="1" style="display: inline-table;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

(Section II)	<b>Name of Second Applicant:</b> _____ ^Name as per PAN card Mobile: Belongs to: <input type="radio"/> Self <input type="radio"/> Spouse <input type="radio"/> Guardian (for Minor investment) <input type="radio"/> Dependent Child <input type="radio"/> Dependent Parent <input type="radio"/> Dependent Sibling <input type="radio"/> Custodian <input type="radio"/> POA <input type="radio"/> PMS Email: _____ Tel (Res./ Off.) Email Address belongs to: <input type="radio"/> Self <input type="radio"/> Spouse <input type="radio"/> Guardian (for Minor investment) <input type="radio"/> Dependent Child <input type="radio"/> Dependent Parent <input type="radio"/> Dependent Sibling <input type="radio"/> Custodian <input type="radio"/> POA <input type="radio"/> PMS
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(Section II)	<b>PAN/ PEKRN:</b> _____ <b>Date of Birth/ Incorporation</b> <table border="1" style="display: inline-table;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> <b>CKYC:</b> <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <b>Gross Annual Income Details</b> in INR (please tick): <input type="radio"/> < 1 lac <input type="radio"/> 1 - 5 lac <input type="radio"/> 5 - 10 lac <input type="radio"/> 10 - 25 lac <input type="radio"/> 25 lac - 1 cr <input type="radio"/> 1 cr - 5 cr <input type="radio"/> 5 cr - 10 cr <input type="radio"/> > 10 cr or Net-worth as on (date) DD / MM / YYYY Rs. _____ (should not be older than 1 year)	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y										

(Section II)	Please tick: <input type="radio"/> <b>Politically Exposed Person (PEP)</b> <input type="radio"/> <b>Not Politically Exposed Person</b> <b>Name of Third Applicant:</b> _____ ^Name as per PAN card Mobile: Belongs to: <input type="radio"/> Self <input type="radio"/> Spouse <input type="radio"/> Guardian (for Minor investment) <input type="radio"/> Dependent Child <input type="radio"/> Dependent Parent <input type="radio"/> Dependent Sibling <input type="radio"/> Custodian <input type="radio"/> POA <input type="radio"/> PMS
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(Section II)	<b>Acknowledgement of: KOTAK NIFTY TOP 10 EQUAL WEIGHT INDEX FUND</b> <b>(To be filled in by the Applicant)</b> <b>Appl. KOTAK NIFTY TOP 10 EQUAL WEIGHT INDEX FUND</b> <b>Stamp of Kotak AMC Office/ Authorised Collection Centre</b>
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Received from Mr/ Ms/ M/s \_\_\_\_\_

along with cheque No.\* \_\_\_\_\_ dated \_\_\_\_\_

Drawn on (Bank) \_\_\_\_\_ for Rs. (in figures)/ (Amount) \_\_\_\_\_

\*Cheques and drafts are subject to realisation.

**Mode of Operation - Where there is more than one applicant [Please (✓)]**  
○ First Applicant only ○ Anyone or Survivor ○ Joint (Default will be any one or survivor, in case of more than one applicant)

Guardian/Contact Person if Non-Individual Applicant <small>(Section IV)</small>	Name	PAN	Country of Birth	Nationality	Tax Reference Number (for NRI)
	<b>Gross Annual Income Details</b> in INR (please tick): <input type="radio"/> < 1 lac <input type="radio"/> 1 - 5 lac <input type="radio"/> 5 - 10 lac <input type="radio"/> 10 - 25 lac <input type="radio"/> 25 lac - 1 cr <input type="radio"/> 1 cr - 5 cr <input type="radio"/> 5 cr - 10 cr <input type="radio"/> > 10 cr or Net-worth as on (date) <input type="radio"/> DD / MM / YYYY Rs. <small>(should not be older than 1 year)</small>				

Power of Attorney (PoA) Holder (Section V)	Name	PAN	Country of Birth	Nationality	Tax Reference Number (for NRI)
	<b>Gross Annual Income Details in INR (please tick):</b> <input type="radio"/> < 1 lac <input type="radio"/> 1 - 5 lac <input type="radio"/> 5 - 10 lac <input type="radio"/> 10 - 25 lac <input type="radio"/> 25 lac - 1 cr <input type="radio"/> 1 cr - 5 cr <input type="radio"/> 5 cr - 10 cr <input type="radio"/> > 10 cr or Net-worth as on (date) <input type="radio"/> DD / MM / YYYY Rs. (should not be older than 1 year)				

Correspondence Details of Sole/ First Applicant (Section VI)	Address for Communication (Full Address Mandatory)		Overseas Address (Mandatory for NRI/ FII Applicants)	
	House/ Flat No			House/ Flat No
	Street Address			Street Address
	City/ Town	State	City/ Town	State
	Country	Pin Code	Country	Pin Code

FATCA & CRS INFORMATION [Please tick (✓)], for Individuals (Mandatory). Non Individual investors & HUF should mandatorily fill separate FATCA detail form.

The below information is required for all applicant(s)/guardian

**Address Type:**  Residential  Business  Registered Office (for address mentioned in form/existing address appearing in Folio)

Is the applicant(s) / guardian's Country of Birth / Citizenship / Nationality / Tax Residency other than India?  Yes  No

If Yes, Please provide the following information **[Mandatory]**

Please indicate all countries in which you are resident for tax purpose and the associated Tax Reference Numbers below.

Category	First Applicant/ Minor	Second Applicant/ Guardian	Third Applicant
Place/ City of Birth			
Country of Birth			
Country of Tax Residency - 1**			
Tax Payer Ref. ID No. - 1^			
Tax Identification Type - 1 [TIN or Other, please specify]			
Country of Tax Residency - 2**			
Tax Payer Ref. ID No. - 2^			
Tax Identification Type - 2 [TIN or Other, please specify]			
Country of Tax Residency - 3**			
Tax Payer Ref. ID No. - 3^			
Tax Identification Type - 3 [TIN or Other, please specify]			

\*\* To also include USA, where the individual is a citizen/ green card holder of USA. ^ In case Tax Identification Number is not available, kindly provide its functional equivalent.

<p>In case you wish to hold units in demat, please fill this section. Please note that you can hold units in demat for all open ended schemes (except ETFs and IDCW options having IDCW frequency of less than a month).</p>	
<p><b>Demat Account Details (Section VII)</b></p> <p><b>NSDL</b></p> <p>DP Name _____</p> <p>DP ID _____</p>	<p><b>CDSL</b></p> <p>DP Name _____</p> <p>DP ID _____</p> <p>Beneficiary Account No. _____</p>

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.

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

www.kotakmf.com

Computer Age Management Services Ltd.

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

Nungambakkam, Chennai  
044 6110 4034

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

<b>Nomination Details (Section VIII) (Mandatory)</b> (to be filled in by individual(s) applying Singly or Jointly) <b>Signature by all holders is Mandatory</b>	I/ We _____ and _____ do hereby nominate the undermentioned Nominee to receive the Units to my/our credit in Folio No./Application No. _____ in the event of my/our death. I/we also understand that all payments and settlements made to such Nominee and signature of the Nominee acknowledging receipt thereof, shall be a valid discharge by the AMC/ Mutual Fund / Trustee.																																		
	<b>DETAILS OF NOMINEE</b> Please tick any of the following: Proof of Identity: <input type="checkbox"/> PAN <input type="checkbox"/> Aadhaar <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Others _____																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name &amp; Address of Nominee</th> <th style="width: 15%;">Relationship with Sole/ First unit holder (Mandatory)</th> <th style="width: 15%;">Date of Birth (mandatory in case of Minor)</th> <th style="width: 15%;">Proof of Identity</th> <th style="width: 10%;">% Share</th> <th style="width: 10%;">Signature Of Nominee</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Name & Address of Nominee	Relationship with Sole/ First unit holder (Mandatory)	Date of Birth (mandatory in case of Minor)	Proof of Identity	% Share	Signature Of Nominee																								
Name & Address of Nominee	Relationship with Sole/ First unit holder (Mandatory)	Date of Birth (mandatory in case of Minor)	Proof of Identity	% Share	Signature Of Nominee																														
<b>DETAILS OF GUARDIAN (to be furnished in case Nominee is a minor)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name &amp; Address of Guardian</td> <td style="width: 20%;">PAN</td> <td style="width: 25%;">Relationship with Minor</td> <td style="width: 25%;">Signature Of Guardian</td> </tr> </table>						Name & Address of Guardian	PAN	Relationship with Minor	Signature Of Guardian																										
Name & Address of Guardian	PAN	Relationship with Minor	Signature Of Guardian																																
<input type="checkbox"/> I/ We have read and understood the instructions on nomination and I/ We hereby undertake to abide by the same. <input type="checkbox"/> 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 non-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 issued by Court or other such competent authority, based on the value of assets held in the mutual fund folio.																																			
POA holder cannot nominate Hence, sole/ all joint holder applicants must sign.		First/ Sole Unitholder: Signature	Unitholder 2: Signature	Unitholder 3: Signature																															
Name: _____ Name: _____ Name: _____																																			

<b>Investment Details (Section IX)</b>	<b>Scheme</b> <b>KOTAK NIFTY TOP 10 EQUAL WEIGHT INDEX FUND</b>		<b>Plan</b> Regular <input type="checkbox"/> Direct <input type="checkbox"/>		<b>Option</b> Growth <input type="checkbox"/> IDCW Payout <input type="checkbox"/> IDCW Reinvestment <input type="checkbox"/>			
	Mode of Payment <input type="checkbox"/> Cheque <input type="checkbox"/> Fund Transfer		Investment Amount _____ Drawn on _____		Instrument No. _____ Dated _____			
Source Account No.: _____		<b>Cheque to be drawn in favour of "KOTAK NIFTY TOP 10 EQUAL WEIGHT INDEX FUND"</b>						
If you are an NRI Investor, please indicate source of funds for your investment (Please ✓) Account Type : <input type="radio"/> NRE <input type="radio"/> NRO <input type="radio"/> FCNR <input type="radio"/> Others _____								

If you are an NRI Investor, please indicate source of funds for your investment (Please ✓) <input type="radio"/> NRE <input type="radio"/> NRO <input type="radio"/> FCNR <input type="radio"/> Others _____				(Please specify)
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<b>Please enclose a cancelled cheque leaf of this Bank in case your investment cheque is not from this account, else bank details of investment cheque shall be updated for payout</b>								
<b>Bank Account Details (Section X)</b>	Name of Bank _____ Branch _____ City _____ Account No. _____ IFSC Code <input type="text"/> MICR Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> _____ Account Type <input type="radio"/> Current <input type="radio"/> Savings <input type="radio"/> NRO <input type="radio"/> NRE <input type="radio"/> FCNR <input type="radio"/> Others (Please specify) _____ <small>This is the 9 digit No. next to your Cheque No.</small>							

<b>Declaration and Signatures (Section XI)</b>	I/ We have read and understood the contents of the Statement of Additional Information/ Scheme Information Document/ Key Information Memorandum of the respective scheme(s) of Kotak Mahindra Mutual Fund. I/ We hereby apply for allotment / purchase of Units in the Scheme(s) indicated in Section XI above and agree to abide by the terms and conditions applicable thereto. I/ We hereby declare that I/ We are authorised to make this investment in the abovementioned Scheme(s) and that the amount invested in the Scheme(s) is through legitimate sources only and does not involve and is not designed for the purpose of any contravention or evasion of any Act, Rules, Regulations, Notifications or Directions of the provisions of Income Tax Act, Anti Money Laundering Act, Anti Corruption Act or any other applicable laws enacted by the Government of India from time to time. I/ We hereby authorise Kotak Mahindra Mutual Fund, its Investment Manager and its agents to disclose details of my investment to my/our Investment Advisor and / or my bank(s) / Kotak Mahindra Mutual Fund s bank(s). I/ We have neither received nor been induced by any rebate or gifts, directly or indirectly, in making this investment. I/ We confirm that the distributor has disclosed all commission (in the form of trail commission or any other mode) payable to the distributor for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me / us. I have examined the information provided by me in this form and to the best of my knowledge and belief it is true, correct, and complete. <b>Applicable to NRIs seeking repatriation of redemption proceeds:</b> I/ We confirm that I am/ we are Non-Resident(s) of Indian Nationality / Origin and that I/ We have remitted funds from abroad through approved banking channels or from funds in my/our NRE / FCNR Account. <b>FATCA &amp; CRS Declaration:</b> I/ We have understood the information requirements of this Form (read along with FATCA & CRS Instructions) and hereby confirm that the information provided by me/ us on this Form is true, correct, and complete. I/ We also confirm that I/ We have read and understood the FATCA & CRS Terms and Conditions and hereby accept the same. (Refer guideline No. 10). <b>KYC Declaration:</b> <ul style="list-style-type: none"> <li>• I/ 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>• I/ 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>• I/ 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>• I/ 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>• I/ 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>							
	<b>SIGNATURE(S)</b> <small>(to be signed by All Applicants)</small>	Sole / First Applicant	Second Applicant	Third Applicant				
Please tick if the investment is operated as POA / Guardian <input type="checkbox"/> POA <input type="checkbox"/> Guardian		<b>Note :</b> If the application is incomplete and any other requirements is not fulfilled, the application is liable to be rejected.						

## Checklist

**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 Firms	NRIs/ PIOs	FII	Investments through Constituted Attorney
1. Resolution / Authorisation to invest	✓	✓	✓	✓		✓	
2. List of Authorised Signatories with Specimen Signature(s)	✓	✓	✓	✓		✓	✓
3. Memorandum & Articles of Association	✓						
4. Trust Deed		✓					
5. Bye-Laws			✓				
6. Partnership Deed				✓			
7. Notarised Power of Attorney							✓
8. Account Debit/ Foreign inward Remittance Certificate from remitting Bank					✓	✓	

# GUIDELINES FOR FILLING UP THE COMMON APPLICATION FORM

## 1. GENERAL INFORMATION

- a) Please fill up the Application Form legibly in English in CAPITAL LETTERS.
- b) 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).
- c) 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.
- d) Any correction / over writing in the application form must be signed by the investor.
- e) 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 to get rejected.
- f) AMC shall not be responsible for direct credit rejects or / payout delays due to incorrect/incomplete information provided by investor.
- g) In terms of SEBI Circular No. SEBI/IMD/CLR No. 4/168230/09 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.
- h) 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.
- i) 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 amount to the minor's account. Please furnish valid proof of Date of Birth of minor.
- j) 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

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

## 3. THIRD PARTY PAYMENT

Reference to AMFI Best Practice Guidelines Circular No. 16/2010 -11 on Risk Mitigation process against 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 third party 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

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

- a. The Demat Account Details section on the investment application form needs to completely filled
- b. Please ensure that you submit supporting documents evidencing the accuracy of the demat 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.
- d. The nomination details as registered with the Depository Participant shall be applicable to unitholders who have opted to hold units in Demat mode.
- e. 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.
- f. 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.
- g. In case of Unit Holders holding units in the demat mode, the Fund will not send the account statement to the Unit Holders. The statement provided by the Depository Participant will be equivalent to the account statement.
- h. 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.
- i. The option of holding units in demat form is not currently offered for investment in IDCW option of schemes/ plans having IDCW frequency of less than a month (i.e. Investments in all Daily, Weekly and Fortnightly IDCW Schemes cannot be held in Demat mode)
- j. 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 available in the Demat Account, post reconciliation of accounts.

## 5. BANK ACCOUNT DETAILS

- a) 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.

## 7. 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.
- b) 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.
- c) Payments by Cash, Stockinests, Outstation Cheques, Non-MICR Cheques will not be accepted. Post dated cheques will not be accepted except for investments made under Systematic Investment Plan.
- d) NRI investors are requested to provide debit certificate from their bank for each investment.

e) If you are submitting a single cheque for investment in more than 1 schemes/ plan, then please ensure that your investment 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.
- 4. 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).
- 5. A minor may be nominated. In that event, the name and address of the Guardian of the minor nominee needs to be provided.
- 6. 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.
- 7. 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.
- 8. A Non-Resident Indian may be nominated subject to the applicable exchange control regulations.
- 9. 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.
- 10. Every new nomination for a folio/account shall overwrite the existing nomination, if any.
- 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(s) pre-deceasing the unitholder(s). In case of multiple nominations, if any 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 heirs).
- 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 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 (EUIIN):** SEBI has made it compulsory for every employee/ relationship manager/ sales person of the distributor of mutual fund products to quote the EUIIN obtained by him/her from AMFI in the Application Form. EUIIN 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 EUIIN is correctly filled up in the Application Form.
- However, if your distributor has not given you any advice pertaining to the investment, the EUIIN 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.
- 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 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.)

\*In case Unit holders do not provide their Demat Account details, an Account Statement shall be sent to them. Such investors will not be able to trade on the stock exchange.

MANDATORY

**UNDERTAKING BY ASBA INVESTOR/ ACCOUNT HOLDER**

1) I/We hereby undertake that I/We am/are an ASBA investor(s) as per the applicable provisions of the SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009. 2) In accordance with ASBA process provided in the SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009, I/We authorize (a) the SCSB to do all acts as necessary to make an application for purchase of units in the NFO of the Company, blocking the amount to the extent mentioned above in the SCSB details or unblocking of funds in the bank account maintained with the SCSB specified in the ASBA form, transfer of funds to the Issuer's account designated for this purpose on receipt of instruction from the Registrar to the Issue after finalisation of the basis of allotment entitling me/us to receive Units on such transfer of funds, etc. (b) Registrar to the KMAMC to issue instructions to the SCSB to remove the block on the funds in the bank account specified in the ASBA Form, upon finalisation of the basis of allotment and to transfer the requisite money to the Issuer's account designed for this purpose. 3) In case the amount available in the bank account specified in the ASBA Form is insufficient for blocking the amount equivalent to the application money, the SCSB shall reject the application. 4) If the DP ID, Client ID or PAN furnished by me/us in the ASBA Form is incorrect or incomplete, the ASBA Application shall be rejected and the AMC, R&TA and SCSB shall not be liable for losses, if any. 5) I/We hereby authorise the SCSB to make relevant revisions as may be required to be done during the NFO, in the event of price revision.

SIGNATURE OF THE APPLICANT(S)				Attn. : <b>NRI Investors</b> : Payment should be made through their NRE/FCNR accounts.
SIGNATURE OF THE BANK ACCOUNT HOLDER(S)				

## ACKNOWLEDGEMENT SHIP FOR SCSB

<b>TO BE RETAINED BY THE BANKER (To be filled by the Sole/First Applicant)</b>		<b>TEAR HERE</b>	
 <b>kotak<sup>®</sup></b> Mutual Fund		<b>KOTAK MAHINDRA MUTUAL FUND</b> 6th Floor, Kotak Infiniti, Building No. 21, Infinity Park, Gen. A. K. Vaidya Marg, Malad (East), Mumbai 400097. Tel No.: 022-6605 6825 Web: <a href="http://www.kotakmf.com">www.kotakmf.com</a>	
Received from Mr./Ms. _____ Address _____ _____		<b>SCSB Account Details</b> Bank Name: _____ Bank Account Number: _____ Branch Address: _____ _____ Total Amount to be blocked (Rs.) _____	
Tel/Fax _____ Mobile _____ E-mail _____		<b>No. of Units (In Figures)</b> _____	
<b>SIGNATURE(S)</b>			

## ACKNOWLEDGEMENT SLIP FOR INVESTOR

<b>TO BE GIVEN BY THE SCSB (To be filled by the Sole/First Applicant)</b>		<b>TEAR HERE</b>	
 <b>kotak</b> Mutual Fund		<b>KOTAK MAHINDRA MUTUAL FUND</b> 6th Floor, Kotak Infiniti, Building No. 21, Infinity Park, Gen. A. K. Vaidya Marg, Malad (East), Mumbai 400097. Tel No.: 022-6605 6825 Web: <a href="http://www.kotakmf.com">www.kotakmf.com</a>	
<b>INVESTMENT DETAILS</b>			
<b>Scheme Name:</b> KOTAK NIFTY TOP 10 EQUAL WEIGHT INDEX FUND		<b>Plan:</b>	
<b>Option:</b>		<b>Frequency:</b>	
<b>Amount in figures:</b>		<b>Amount in words:</b>	
<b>No of units:</b>		<b>Unit price:</b>	
Received From _____ Mr./Ms. _____ Address _____			
Telephone _____		Pin Code <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	
Bank Account Number : _____		SCSB Stamp Signature, Date & Time of Bid Form Submission	
Bank Name & Branch Address : _____			
Total Amount to be blocked (Rs.) _____		(Cheques are subject to realisation)	
Note : Only purchases registered on the electronic system will be considered for allocation. Therefore, kindly ensure that you get a computerised TRS for every Investment from the SCSB. Please note			

### 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](http://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 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 maintained by it. The SCSB shall communicate the following details to Stock Exchanges for making it available on their respective websites. These details shall also be made available by the SCSB on its website: (i) Name and address of the SCSB (ii) Addresses of DBs and CB and other details such as telephone number, fax number and email ids. (iii) Name and contact details of a nodal officer at a senior level from the CB.

**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 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

Distributor's ARN/ RIA Code	Sub-Broker's Name & Code	EUIN	FOLIO NO.	DATE
				DD / MM / YYYY

"By mentioning RIA code, I/We authorize you to share with the Investment Adviser the details of my/our transactions in the scheme(s) of Kotak Mahindra Mutual Fund.  
 "I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this transaction is executed without any interaction or advice by the employee/relationship manager/sales person of the above distributor/sub broker or notwithstanding the advice of inappropriateness, if any, provided by the employee/relationship manager/sales person of the distributor/sub broker."

SIGNATURE(S)		
 Sole/First Holder	 Second Holder	 Third Holder

(To be signed by **All Unitholders** if mode of operation is "Joint")

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.

NAME OF SOLE/ FIRST HOLDER : _____
NAME OF SECOND HOLDER : _____
NAME OF THIRD HOLDER : _____

PAN	Sole / First Holder	Second Holder	Third Holder
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Note: Name shall be as per PAN card only

ONE TIME MANDATE REGISTRATION FORM									
UMRN <input type="text"/> F o r o f f i c e u s e <input type="text"/> Date <input type="text"/>									
Sponsor Bank Code <input type="text"/> For Office Use <input type="text"/> Utility Code <input type="text"/> For Office Use									
TICK (✓) <input checked="" type="checkbox"/> CREATE <input checked="" type="checkbox"/> MODIFY <input type="checkbox"/> CANCEL I/We hereby authorize <input type="text"/> Kotak Mutual Fund <input type="text"/> to debit (tick ✓) <input type="checkbox"/> SB <input type="checkbox"/> CA <input type="checkbox"/> CC <input type="checkbox"/> SB-NRE <input type="checkbox"/> SB-NRO <input type="checkbox"/> Other									
Bank a/c number <input type="text"/> IFSC <input type="text"/> / MICR <input type="text"/>									
with Bank <input type="text"/> an amount of Rupees <input type="text"/> ₹ <input type="text"/>									
FREQUENCY <input type="checkbox"/> Mthly <input type="checkbox"/> Qylt <input type="checkbox"/> H-Yrly <input type="checkbox"/> Yrly <input checked="" type="checkbox"/> As & when presented DEBIT TYPE <input type="checkbox"/> Fixed Amount <input checked="" type="checkbox"/> Maximum Amount									
Reference 1 <input type="text"/> Folio Number <input type="text"/> Phone No. <input type="text"/> Reference 2 <input type="text"/> Application Number <input type="text"/> Email ID <input type="text"/>									
1. I agree for the debit of mandate processing charges by the bank whom I am authorising to debit my account as per latest schedule of charges of the bank. 2. This is to confirm that the declaration has been carefully read, understood & made by me/us. I am authorising the user entity/corporate to debit my account, based on the instructions as agreed and signed by me. 3. I understand that I am authorised to cancel/amend this mandate by appropriately communicating the cancellation/ amendment request to the user entity/ corporate or the bank where I have authorised the debit.									
Maximum period of validity of this mandate is 40 years only									
PERIOD <input type="text"/> From <input type="text"/> To <input type="text"/> Maximum period of validity of this mandate is 40 years only									
Signature Primary Account holder <input type="text"/> Signature of Account holder <input type="text"/> Signature of Account holder <input type="text"/> 1. <input type="text"/> Name as in Bank records 2. <input type="text"/> Name as in Bank records 3. <input type="text"/> Name as in Bank records									

#### INSTRUCTIONS

- Investors who have already submitted an OTM form or already registered for OTM facility should not submit OTM form again as OTM registration is a one-time process only for each bank account. However, such investors if wish to add a new bank account towards OTM facility may fill the form.
- Other investors, who have not registered for OTM facility, may fill the OTM form and submit duly signed with their name mentioned.
- Mobile Number and Email Id: Unit holder(s) should mandatorily provide their mobile number and email id on the mandate form.
- Unit holder(s) need to provide along with the mandate form an original cancelled cheque (or a copy) with name and account number pre-printed of the bank account to be registered or bank account verification letter for registration of the mandate failing which registration may not be accepted. The Unit holder(s) cheque/ bank account details are subject to third party verification.
- Investors are deemed to have read and understood the terms and conditions of OTM Facility, SIP registration through OTM facility, the Scheme Information Document, Statement of Additional Information, Key Information Memorandum, Instructions and Addenda issued from time to time of the respective Scheme(s) of Kotak Mahindra Mutual Fund.
- One Time Debit Mandate Form can be used for Systematic Purchase as well as Lump Sum Purchase.
- OTM Mandate date and OTM Period From and To in the mandate form are mandatory fields.
- Any charges payable by the investor to his/ her bank for registering and honouring this mandate will not be borne by the AMC and for the same to be debited to bank account, the mandate contains necessary authorisation.
- OTM Mandate End date should not be more than 40 years from the OTM Mandate Start date.

OTM REGISTRATION FORM ACKNOWLEDGEMENT SLIP									
(To be filled by Applicant)									
DATE <input type="text"/> DD <input type="text"/> MM <input type="text"/> YYYY									
Folio Number <input type="text"/> Amount <input type="text"/> Bank Name <input type="text"/> Bank Account No. <input type="text"/>									
Official Acceptance Point Stamp & Sign									
Please retain this Acknowledgement Slip for future reference									

DATE 

D	D	M	M	Y	Y	Y	Y
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**I. INVESTOR DETAILS**

Investor Name

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PAN

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\* If PAN is not available, specify Folio No.(s)

**II. CATEGORY**

Our company is a Listed Company on a recognized stock exchange in India/ Subsidiary of a or Controlled by a Listed Company [If this category is selected, no need to provide UBO details].

Name of the Stock Exchange where it is listed# \_\_\_\_\_

Security ISIN# \_\_\_\_\_

Name of the Listed Company (applicable if the investor is subsidiary/ associate) \_\_\_\_\_

# Mandatory in case of Listed company or subsidiary of the Listed Company

<input type="checkbox"/> Unlisted Company	<input type="checkbox"/> Partnership Firm / LLP	<input type="checkbox"/> Unincorporated association / body of individuals
<input type="checkbox"/> Public Charitable Trust	<input type="checkbox"/> Private Trust	<input type="checkbox"/> Religious Trust
<input type="checkbox"/> Others (please specify) _____		

**UBO/ CONTROLLING PERSON(S) DETAILS**

Does your company/ entity have any individual person(s) who holds direct/ indirect controlling ownership above the prescribed threshold limit?  Yes  No

If 'YES'- We hereby declare that the following individual person holds directly/ indirectly controlling ownership in our entity above the prescribed threshold limit. Details of such individual(s) are given below.

If 'NO'- declare that no individual person (directly/ indirectly) holds controlling ownership in our entity above the prescribed threshold limit. Details of the individual who holds the position of Senior Managing Official (SMO) are provided below.

	UBO-1/ Senior Managing Official (SMO)	UBO-2	UBO-3																								
Name of the UBO/ SMO#																											
UBO/ SMO PAN# For Foreign Nationals, TIN to be provided																											
UBO/ SMO Country of Tax Residency#																											
UBO/ SMO Taxpayer Identification Number/ Equivalent ID Number#																											
UBO/ SMO Identity Type																											
UBO/ SMO Place & Country of Birth#	Place of Birth _____ Country of Birth _____	Place of Birth _____ Country of Birth _____	Place of Birth _____ Country of Birth _____																								
UBO/ SMO Nationality																											
UBO/ SMO Date of Birth#	Date <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	Date <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	Date <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y																				
D	D	M	M	Y	Y	Y	Y																				
D	D	M	M	Y	Y	Y	Y																				
UBO / SMO PEP#	Yes - PEP <input type="checkbox"/> Yes - Related to PEP <input type="checkbox"/> N - Not a PEP <input type="checkbox"/>	Yes - PEP <input type="checkbox"/> Yes - Related to PEP <input type="checkbox"/> N - Not a PEP <input type="checkbox"/>	Yes - PEP <input type="checkbox"/> Yes - Related to PEP <input type="checkbox"/> N - Not a PEP <input type="checkbox"/>																								
UBO/ SMO Address Type	<input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	<input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	<input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered Office																								

UBO/ SMO's Occupation	<input type="checkbox"/> Public Service <input type="checkbox"/> Private Service <input type="checkbox"/> Business <input type="checkbox"/> Others	<input type="checkbox"/> Public Service <input type="checkbox"/> Private Service <input type="checkbox"/> Business <input type="checkbox"/> Others	<input type="checkbox"/> Public Service <input type="checkbox"/> Private Service <input type="checkbox"/> Business <input type="checkbox"/> Others
SMO Designation#			
UBO/ SMO KYC Complied?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'Yes,' please attach the KYC acknowledgement If 'No,' complete the KYC & confirm the status	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'Yes,' please attach the KYC acknowledgement If 'No,' complete the KYC & confirm the status	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'Yes,' please attach the KYC acknowledgement If 'No,' complete the KYC & confirm the status
<p># Mandatory column.</p> <p>** 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.</p> <p>Note: If the given columns are not sufficient, required information in the given format can be enclosed as additional sheet(s) duly signed by Authorized Signatory.</p> <p>Participating Mutual Fund(s) / RTA may call for additional information/documentation wherever required or if the given information is not clear / incomplete / correct and valid declaration should be submitted again with all the required information.</p>			

#### L. UNITHOLDER(S) SIGNATURE(S)

I/ We acknowledge and confirm that the information provided above is true and correct to the best of my/our knowledge and belief. In case any of the above specified information is found to be false, untrue, misleading, or misrepresenting, I/We am/ are aware that I/ We may be liable for it including any penalty levied by the statutory/ legal/ regulatory authority. I/ We hereby confirm the above beneficial interest after perusing all applicable shareholding pattern and MF/ RTA/ other registered intermediaries can make reliance on the same. I/ We hereby authorize you [RTA/ Fund/ AMC/ Other participating entities] to disclose, share, rely, remit in any form, mode or manner, all/ any of the information provided by me, including all changes, updates to such information as and when provided by me to any of the Mutual Fund, its Sponsor, Asset Management Company, trustees, their employees/ RTAs ('the Authorised Parties') or any Indian or foreign governmental or statutory or judicial authorities/ agencies including but not limited to the Financial Intelligence Unit-India (FIU-IND), the tax/ revenue authorities in India or outside India wherever it is legally required and other investigation agencies without any obligation of advising me/ us of the same. Further, I/ We authorise to share the given information to other SEBI Registered Intermediaries/ or any regulated intermediaries registered with SEBI/ RBI/ IRDA/ PFRDA to facilitate single submission/ update & for other relevant purposes. I/ We also undertake to keep you informed in writing about any changes/ modification to the above information in future within 30 days of such changes and undertake to provide any other additional information as may be required at your/ Fund's end or by domestic or overseas regulators/ tax authorities.

**SIGNATURE(S)** with relevant Seal

<b>SIGNATURE(S)</b>	 Authorised Signatory	 Authorised Signatory	 Authorised Signatory
	Name: _____ Designation: _____	Name: _____ Designation: _____	Name: _____ Designation: _____

## 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.

### A. For Investors other than individuals or trusts:

- (i) 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.
- (ii) 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.

### B. 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.

### C. 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.

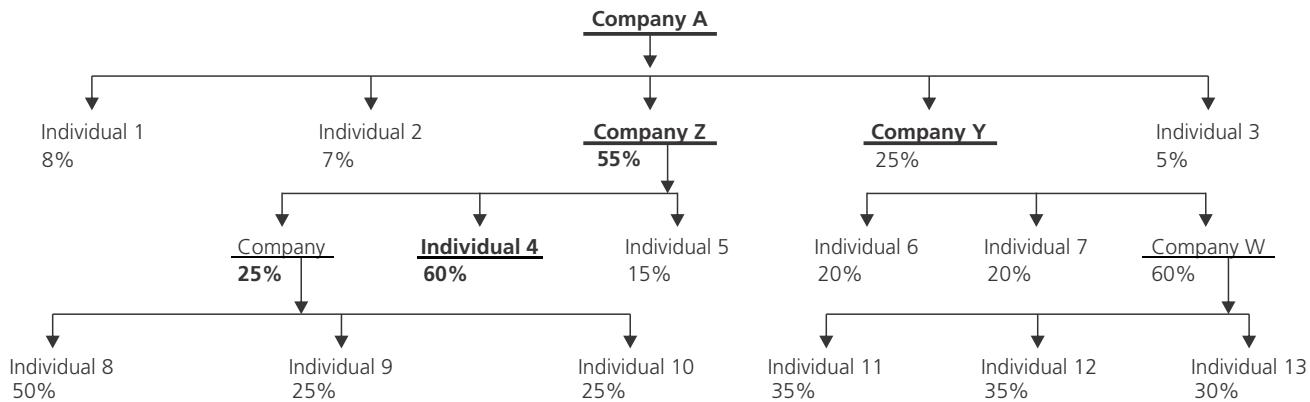
### D. KYC requirements

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.

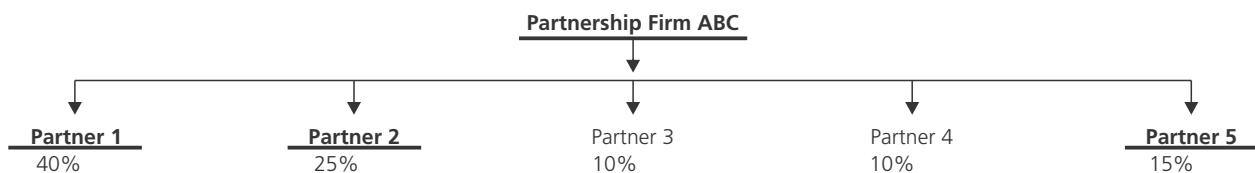
### Sample Illustrations for ascertaining beneficial ownership:

#### Illustration No. 1 Company A



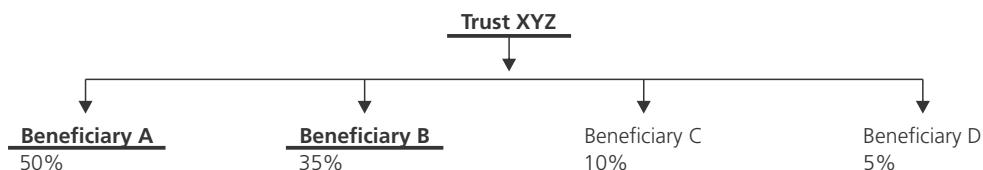
For Applicant A, Individual 4 is considered as UBO as it holds effective ownership of 33% in Company A. Hence details of Individual 4 must be provided with KYC proof, Shareholding pattern of Company A, Z & Y to be provided along with details of persons of Company Y who are senior managing officials and 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  $\geq 10\%$  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 or Protector of Trust, relevant information to be provided along with the proof indicated.

## OFFICIAL COLLECTION CENTRES (FOR FRESH PURCHASES & SWITCH-INS)

### KMAMC AUTHORISED COLLECTION CENTRES

**Agra:** Shop No. G-4, Ground Floor, U-Pee Tower, Block No.53/4, Sanjay Place, Agra - 282002. **Ahmedabad:** 305, 3rd Floor, Siddhi Vinayak Complex, Near Shivranjani Cross Road, Satellite, Ahmedabad 380015 (Gujarat). **Ahmedabad:** Shop/ Unit No. 3, Ground Floor, SPG Empressa, Beside Passport Office, Mithakali Six Road, Navrangpura, Ahmedabad - 380009 (Gujarat). **Ahmednagar:** Shop No. 207, 2nd Floor, Vedant Icon, Premdan Chowk, Professor Colony Road, Savedi, Ahmednagar - 414003 (Maharashtra). **Ajmer:** 1st Floor, India Heights, Kutchary Road, India Motor Circle, Ajmer - 305001 (Rajasthan). **Aligarh:** 1st Floor, Omeshwar Plaza, C1 Omeshwar Plaza, Plot No.3/243, Laxmi Bai Marg, Marris Road, Aligarh - 202001 (Uttar Pradesh). **Alwar:** 2nd Floor, Ram Arcade, 30A, Scheme No.2, Lajpat Nagar, Bhagat Singh Circle, Alwar: 301001 (Rajasthan). **Amritsar:** Mezzanine FL (Upper GR FL), SCO 96, Block-B, Ranjit Avenue, District Shopping Complex, Amritsar - 143001 (Punjab). **Anand:** Shop No. 8, Ground FL, Ashwamegh Complex, Opp. Vyayam Shala, Sardar Ganj Road, Anand - 388001 (Gujarat). **Aurangabad:** 3rd Floor, Block No. D 28/29, Metiwalla Trade Centre, Opp HDFC Bank, Nirla Bazar, Aurangabad - 431001. **Ambla:** Bldg No.5396, First Floor, Punjabi Mohalla, Nicholson Road, Above Haryana Beauty Parlour, Ambala Cantt, Ambala - 133001. **Bangalore:** 5th FL, 506, North Block, Manipal Centre, Dickenson Road, Bangalore - 560042. **Bangalore:** GPNS Towers No. 60 (Old No. 568), 2nd Floor, 11th Main Road, 4th Block, Jayanagar, Bangalore - 560011. **Belgaum:** 2nd Floor, Aman Empire, Office No. 10, Near Basaveshwar Circle, Goavess Khanapur Road, BELGAUM - 590001 (Karnataka). **Bareilly:** 1st Floor, Singh Complex, 167-A, Civil Lines, Station Road, Bareilly - 243001 (Uttar Pradesh). **Bhavnagar:** Office No. S/1, 2nd Floor, Gangotri Plaza, Opp. Daxinamurti School, Waghad Road, Bhavnagar - 364002 (Gujarat). **Bhilai:** Shop No.22, Commercial Complex, Nehru Nagar [E], Bilhali - 490006. **Bhopal:** 1st Floor, Alankar Complex, Plot No. 11, Zone - II, M.P. Nagar, Bhopal - 462011 (Madhya Pradesh). **Bilaspur:** 2nd Floor, Shreeji Plaza, Near Tagore Chowk, Tarbarah Road, Bilaspur - 495001 (Chhattisgarh). **Bhubaneshwar:** 2nd Floor, Building No.24, SCR Janpath, Bapujinagar, Bhubaneshwar - 751009. **Bhuj:** Office No.18, Ground Floor, A D Mehta Complex, opp Anchor Circle, Bhuj-Madhapar Road, RTO Relocation Site, Bhuj - 370001 (Gujarat). **Calicut:** Door No 62/2732/C, 1st Floor, Pearl Bay Arcade, YMCA Cross Road, Calicut - 673001 (Kerala). **Chandigarh:** 1st Floor, SCO 2475-76, Sector 22-C, Chandigarh - 160022. **Chennai:** Unit G-01 & G-02, Ground Floor, Building No:52-53, Prince Towers, College Road, Nungambakkam, Chennai - 600 006. Tamil Nadu. **Coimbatore:** Shop No.1, 2nd Floor, A.M.I. Midtown, 25A/2, D.B. Road, R.S. Puram, Coimbatore - 641002 Tamil Nadu). **Cuttack:** 1st Floor, Gopal Bhawan, Plot No-553, Machua Bazar, Opposite Bsnl Office, Buxi Bazar, Mangalabag, Cuttack - 753001 (Orissa). **Dehradun:** Office No. 247/2, 1st Floor, Swaraj Plaza, Above Cafe Coffee day, Rajour Road, Dehradun - 248001. **Delhi:** Office No. 314, 3rd Floor, H. B. Twin Tower - 1, Plot No. A-2,3,4, Netaji Subhash Place, Tipupura, Delhi - 110034. **Dhanbad:** 2nd Floor, Shop No. 215, Shiriria Plaza, Bank More, Dhanbad - 826001 (Jharkhand). **Durgapur:** 2nd Floor, Akshara Building, Plot No. C-100, Beside Junction Mall, City Centre, Durgapur - 713216 (West Bengal). **Goa:** 3rd Floor, Mathias Plaza, 18th June Road, Panaji, Goa - 403001. **Gorakhpur:** 1st Floor, Shop no.6, Cross Road The Mall, Agrasen Chowk, Bank Road, Gorakhpur - 273001 (Uttar Pradesh). **Gurgaon:** Unit no. 214, 2nd floor, Vipul Agora Building, Sector no.28, M G Road, Gurgaon - 122001. **Guwahati:** Uma Abhaya Complex, 2nd Floor, Opp. Ulubari High School, Bora Service, G.S Road, Guwahati - 781007. **Gwalior:** 2nd Floor, 'Sai Pawar Building', 300 Tulsi Vihar Colony, City Centre, Gwalior - 474011 (Madhya Pradesh). **Hisar:** Shop No 1, Ground Floor, RD City Center, Near Elite Cinema, Railway Road, Hisar - 125001 (Haryana). **Hubli:** Office No. 201, 2nd Floor, Challamarad Building, Behind Vivekananda Hospital, Above IDFC First Bank, Deshpande Nagar, Hubli - 580029 (Karnataka). **Hyderabad:** 201, 2nd Floor Legend Esta, Rajbhan Road, Somajiguda, Hyderabad - 500 082 (Telangana). **Hyderabad:** Premises No 6-3-885/7/C/2/S1, 2nd Floor, Amit Plaza, Rajbhavan Road, Near Somajiguda Circle, Somajiguda, Hyderabad - 500082 (Telangana). **Indore:** Office No. 203, 2nd Floor, N M Tower, Near 56 Shop, New Palasia, Indore - 452001 (Madhya Pradesh). **Jabalpur:** 290-C, Ground Floor, Scientex Building, Opp. Spandhan Hospital, Near Bhawartal Park, Sudarshan Motors Chowk, Jabalpur Hospital To Shastri Bridge Road, Napier Town, Jabalpur - 482001 (Madhya Pradesh). **Jaipur:** Shop/ Unit No. 008, Ground Floor, Trimurti Vijay City Point, D-52 Ashok Marg, Ahinsa Circle, C-scheme, Jaipur - 302001 (Rajasthan). **Jammu:** Shop/ Unit No. 208, 2nd Floor, Bahu Plaza, South Block, A-2, Jammu - 180012 (Jammu & Kashmir). **Jammagar:** Shop/ Unit No. 101-B, 1st Floor, Platinum Complex, Park Colony, Near Joggers Park, Jammagar - 361008 (Gujarat). **Jalandhar:** Office No. 18, 3rd Floor, City Square Building, Eh-197, Civil Lines, GT Road, Jalandhar-144001 (Punjab). **Jalgaon:** Shiv Priya Chambers, 2nd Floor, 1st Part, Main Chitra Square, Plot No. 72, Jilha Peth, Jalgaon - 425 001 (Maharashtra). **Jamshedpur:** 2nd Floor, Tee Kay Corporate Towers, Opp. Chamber Of Commerce, Main Road, Bistupur, Jamshedpur - 831001 (Jharkhand). **Jodhpur:** 106, 1st Floor, Modi Arcade, Near Bombay Motor Circle, Chopasani Road, Jodhpur - 342001 (Rajasthan). **Kanpur:** 1st Floor, Tower A, Virendra Smriti Complex, 15/54-B, Civil Lines, Kanpur - 208001 (Uttar Pradesh). **Kochi:** Shop/ Door No. 454/D, Al-Hissan, 2nd Floor, Kaloor Kadavathra Road, Opp. Skyline Topaz, Gandhinagar, Kochi - 682017 (Kerala). **Kolhapur:** Office No.6, 1st Floor, Vasant Prabha Chambers, Sykes Extension, Near Parikh Pool, Railway Gate, Kolhapur - 416001. **Kolkata - Dalhousie:** Room No-3028, 2, Church Lane, Kolkata - 700001. **Kolkata:** 3rd Floor, The Millennium, 235/2A, AJC Bose Road, Kolkata - 700020 (Bengal). **Kota:** Shop No-1, Ground Floor, Anand Villa, 157, Sindhi Colony, Near Shiv Jyoti School, Gumanpura, Kota - 324007 (Rajasthan).. **Kottayam:** Shop No.273/4/G3G4, 1st Floor, Pulimoottil Arcade, K K Road, Muttambalam P O, Kanjikuzhy, Kottayam - 686004 (Kerala). **Lucknow:** 2nd Floor, Aryan Business Park, 90, M.G.Road [Exchange Cottage], Off Park Road, HajiRatganj, Lucknow - 226001. **Ludhiana:** Lower Ground Floor, SCO 13, Shanghai Tower, Feroze Gandhi Market, Ludhiana - 141001 (Punjab). **Madur:** 272/273, Surya Towers, 2nd Floor, Goodshed Street, Madurai - 625001 (Tamil Nadu). **Mangalore:** D.No. 5-4-169/21, 3rd Floor, Lalbagh Towers, Ballalbhag Circle, Near Kalyan Jewellers, M.G.Road, Mangalore - 575003. **Margao:** Shop No 1, Ground Floor, Mangalya, Opp. Colaco Building, Comba, Margao - 403601 (Goa). **Meerut:** Office No-106, Om Plaza, 1st Floor, Begum Bridge Road, Sothiganj, Meerut - 250001 (Uttar Pradesh). **Mehsana:** Shop No. F/ 57, 1ST Floor, Someshwar Mall, Near IOC Petrol Pump, Modhera Cross Road, Mehsana - 384002 (Gujarat). **Moradabad:** Krishna Complex, 1st Floor, Near Raj Mahal Hotel, Civil Lines, Moradabad - 244001 (Uttar Pradesh). **Mumbai (BKC):** 2nd Floor, 12 BKC, Plot No. C-12, G Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051 (Maharashtra). **Mumbai (Borivali-W):** Shop No. 16, 17 & 18, 1st Floor, Harisrmuti CHSL, Next to Kotak Bank, Near Chandumra Circle, SVP Road, Borivali West, Mumbai - 400092 (Maharashtra). **Mumbai (Fort):** Shop No.6, Ground Floor, Rajabahadur Mansion (Bansil Building), 9-15 Homi Modi Street, Fort, Mumbai - 400023. **Mumbai (Goregaon):** 6th Floor, Zone IV, Kotak Infinity, Bldg No.21, Infinity Park, Off Western Express Highway, General A C Vaidya Marg, Malad (E), Mumbai - 400097. **Mumbai (Ghatkopar East):** Shop/ Unit No. 202, 2nd Floor, RNJ Corporate, Jawahar Road, Opp. Ghatkopar Station East, Adjacent To Parakh Hospital, Ghatkopar East, Mumbai - 400077 (Maharashtra). **Mumbai (Registered Office):** 27 BKC, C-27, G Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051 (Maharashtra). **Muzaffarpur:** 1st Floor, Laxmi Bhavan, Pani Tanki Chowk, Club Road, Mithanpura, Opp. Ramna Post Office, Ramna, Muzaffarpur - 842002 (Bihar). **Mysore:** 1st Floor, Office No.23, 24 & 25, Prashanth Plaza, CH 16, 5th Cross, 4th Main Road, Chamarama Mohalla, Saraswathipuram, Mysore - 570009 (Karnataka). **Nagpur:** 302,3rd FL Shalwak Manor, East High Court Road, Opp. Dr.Jay Deshmukh's Hospital, Ramdaspeth, Nagpur - 440011. **Nadia:** B-8/25(CA), 1st Floor, Royal Banquet Building, Near Kalyani Ghoshpara Station, Kalyani, Nadia - 741235 (West Bengal). **Nasik:** Office No. 1, Mezzanine Floor, Sharada Niketan, GCK Avenue, Tilakwadi, Opp. Hotel City Pride, Sharapur Road, Nashik - 422002 (Maharashtra). **Navsari:** Office No. 206, 2nd Floor, Union Heights, Asha Nagar, Opp. Avdhoot Eye Hospital, Navsari - 396445 (Gujarat). **New Delhi:** Unit Number 1101, 1103 & 1104, 11TH Floor, Kailash Building, 26, Kasturba Gandhi Marg, New Delhi - 110001. **Noida:** Unit no. 206, 2nd floor, Ocean Plaza, Plot No. P-5, Sector 18, Maharaja Agrasen Marg, Noida - 201301 (Uttar Pradesh). **Panipat:** Lower Ground Floor, Jawa Complex, Opp. Railway Station, G.T.Road, Panipat - 132103. **Patiala:** SCO-130, 1ST Floor, New Leela Bhawan, Near Punjab National Bank, Patiala - 147001. **Patna:** 3rd Floor, Office No. 306, Grand Plaza, Frazer Road, Patna - 800001 (Bihar). **Prayagraj:** Shop No. SF-8, 2nd Floor, Vinayak Vrindawan Tower, Taskent Marg, Civil Lines, Prayagraj: 211001 (Uttar Pradesh). **Puducherry:** Jayalakshmi Complex, 1st Floor, 114-116, Thiruvalluvar Salai, Pillaiyattam, Puducherry - 605013. **Pune:** Shop No. 8, Ground Floor, Rama Equator, Near City International School, Morewadi, Pimpri, Pune - 411018 (Maharashtra). **Pune:** Office No 10 / 11, 3rd Floor, Aditya Centeegra, F C Road, Near Dineshwar Paduka Chowk, Next to Kotak Mahindra Bank, Shivajinagar, Pune - 411005. **Raipur:** Shop No. F1, 1st Floor, Raheja Tower, Fafadil Chowk, Jail Road, Raipur - 492001 (Chhattisgarh). **Rajkot:** Office No. 204, 2nd Floor, Orbit Enclave, Near Ramkrishna Ashram, Dr. Yagnik Road, Rajkot - 360001 (Gujarat). **Ranchi:** 3rd Floor, Satya Ganga Arcade, Lalji Hirji Road, Near Sarjana Chowk, Main Road, Ranchi-834001, Jharkhand. **Rohatk:** Lower Gr Floor, Office No. 3, "Bank Square" Building, Opp: Myra Tourist Complex, 120-121 Civil Lines, Rohatk - 124001. **Rourkela:** 2nd Floor, Plot No.304, Holding No. 72, Above Axis Bank & Union Bank, Udit Nagar Main Road, Rourkela - 769012 (Orissa). **Saharanpur:** 1st Floor, Krishna Complex, Opp. Hathi Gate, Court Road, Saharanpur - 247001 (Uttar Pradesh). **Salem:** Shop No. 213, 2nd Floor, Kandaswarna Shopping Mall, Saradha College Road, Salem - 636016 (Tamil Nadu). **Satar:** Shop No. 2, Ground Floor, Ok Pride, Opp Taluka Police Station, Radhika Road, Satar - 415002 (Maharashtra). **Shimla:** 1st, Floor, Bhagra Niwas, Near Lift Road, The Mall, Shimla - 171001. **Siliguri:** Nanak Complex, Lower Ground Floor, Sevoke Road, Siliguri- 2522012 (Bengal). **Solapur:** Shop No. 2 & 3, Ground Floor, Adwait Apartment, Railway Lines, Near Naval Petrol Pump, Solapur - 413001 (Maharashtra). **Surat:** Office nob-129, 1st Floor, International Trade, Centre [ITC] Building, Majura Gate Crossing, Ring Road, Surat - 395002. **Thane (Mumbai):** Shop No. 2 Gr.FL, Ram Rao Sahani Sadan, Kaka Sohni Path, Naupada, Thane (West) : 400602. **Thrissur:** Shop/ Unit No. 36/1693, 1st Floor, Trichur Trade Center, Kurupparam Road, Thrissur - 680001 (Kerala). **Tiruchirapalli:** 1st Floor, Vignesh Aradhana, No. 16GF4, Shop No. 4, Shastri Road, Tiruchirapalli - 620017 (Tamil Nadu). **Trivandrum:** Ground Floor, 'Blossom' Building, TC No. 9/1020-3 (New TC No.22/901), Opp. NSS Karayogam, Sasthamangalam Village P.O, Trivandrum - 695010 (Kerala). **Udaipur:** 1st Floor, Hotel Sita, Plot No. 135, Opposite NC Bhawan, Saheli Marg, Udaipur - 313001 (Rajasthan). **Vadodara:** Unit No.202, 2nd Floor, Gold Croft, Jetalpur Road, Alkapuri, Vadodara -390007 (Gujarat). **Vapi:** 3rd Floor, Shop No. TA9, Solitaire Business Centre, Opp. DCB Bank, Vapi Silvassa Road, Vapi - 396191 (Gujarat). **Varanasi:** Shop No. 54, 1st Floor, 'Kuber Complex', D-58/2, Rathayatra Crossings, Varanasi - 221010 (Uttar Pradesh). **Vijayawada:** DN: 39-14-1, 1st Floor, Uttam Towers, Above Vodafone Store, Opp. The Gateway hotel, M.G.Road, Labbipet, Vijayawada - 520010 (Andhra Pradesh). **Visakhapatnam:** Door no: 47-15-13/31, 3rd floor, Shop no 3, Navaratna Jewel Square, Near RTC complex, Station road, Dwarakanagar, Visakhapatnam - 530016 (Andhra Pradesh).

## OFFICIAL COLLECTION CENTRES (FOR FRESH PURCHASES & SWITCH-INS)

### I. COMPUTER AGE MANAGEMENT SERVICES LIMITED (CAMS) - INVESTOR SERVICE CENTRES

**Ahmedabad:** 111-113, 1st Floor, Devpath Building, Off C G Road, Behind Lal Bungalow, Ellis Bridge, Ahmedabad - 380006. **Bangalore:** Trade Centre, 1st Floor, 45, Dikensen Road, (Next to Manipal Centre), Bangalore - 560042. **Bhubaneswar:** Plot No. 501/ 1741/ 1846, Premises No. 203, 2nd Floor, Kharvel Nagar, Unit-3, Bhubaneswar - 751001. Odisha. **Chandigarh:** Deepak Tower, SCO 154-155, 1st Floor, Sector 17-C, Chandigarh - 160017. **Chandrapur:** Opp Mustafa décor, Behind, Bangalore,Bakery Kasturba, Road, Chandrapur - 442402 (Maharashtra). **Chennai:** No 178/10, M G R Salai, Nungambakkam, Chennai - 600034. **Coimbatore:** No 1334; Thadagam Road, Thirumoorthy Layout, R.S. Puram, Behind Venkateswara Bakery, Coimbatore - 641002. **Dibrugarh:** Amba Complex, Ground Floor, H S Road, Dibrugarh - 786001. Assam. **Durgapur:** Plot No.3601, Nazrul Sarani, City Centre, Durgapur - 713216. **Faizabad:** 9/1/51, Rishi Tola, Fatehganj, Faizabad, Ayodhya - 224 001, Uttar Pradesh. **Goa:** Office No. 103, 1st Floor, Unitedech City Centre, M.G. Road, Panaji Goa, Goa - 400 003. **Guntur:** D No 31-13-1158, 1st Floor, 13/1 Arundelpet, Ward No.6, Guntur - 522002 (AP). **Hyderabad:** 208, 2nd Floor, Jade Arcade, Paradise Circle, Secunderabad - 500003. **Indore:** 101, Shalimar Corporate Centre, 8-B, South tukoguni, Opp. Greenpark, Indore - 452001. **Jaipur:** R-7, Yudhisthir Marg, C-Scheme, Behind Ashok Nagar Police Station, 63/ 2, The Mall, Jaipur - 302001. **Jorhat:** Dewal Road, Second Floor, Left Side Second Building, Near Budhi Gukhni Mandir, Gar Ali, Jorhat - 785 001 (Assam). **Kalyan:** Office No 413, 414, 415, 4th Floor, Seasons Business Centre, Opp. KDMC (Kalyan Dombivli Municipal Corporation), Shivaaji Chowk, Kalyan (West) - 421301 (Maharashtra). **Kanpur:** 1st Floor, 106 to 108, City Centre, Phase II, 63/2, The Mall, Kanpur - 208001. **Kochi:** Modayil, Door No. 39/2638 DJ, 2nd Floor, 2A, M.G. Road, Kochi - 682016. **Korba:** Shop No 6, Shriram Commercial Complex, Infront of Hotel Blue Diamond Ground Floor, T.P. Nagar, Korba - 495677 (West Bengal). **Lucknow:** Office No.107, 1st Floor, Vaishali Arcade Building, Plot No. 11, 6 Park Road, Lucknow - 226001. **U. Ludhiana:** U/ GF, Prince Market, Green Field, Near Traffic Lights, Sarabha Nagar Puli, Palkhowal Road, Ludhiana - 141002. **Madurai:** Shop No 3, 2nd Floor, Surya Towers, 272/ 273 - Goodshed Street, Madurai -625001, Tamil Nadu. **Mandi Gobindgarh:** Opp. Bank of Bikaner & Jaipur, Harchand Mill Road, Motia Khan, Mandi Gobindgarh - 147301 (Punjab). **Mangalore:** 14-6-674/15(1), Shop No. UC11-2, Maximus Complex, Light House Hill Road, Mangalore- 575 001 (Karnataka). **Mumbai:** Rajabahadur Compound, Ground Floor, Opp Allahabad Bank, Behind ICICI Bank, 30, Mumbai Samachar Marg, Fort, Mumbai - 400023. **Murshidabad:** No.107/1, A C Road, Ground Floor, Berhampore, Murshidabad - 742103. West Bengal. **Nadia:** R. N. Tagore Road, In front of Kotawali P.S. Krishnanagar, Nadia - 741101. West Bengal. **Nagpur:** 145 Lendra, New Ramdaspeth, Nagpur - 440010. **New Delhi:** 401 to 404, 4th Floor, Kanchan Junga Building, Barakhamba Road, New Delhi 110001. **Patna:** 301B, Third Floor, Patna One Plaza, Near Dak bungalow Chowk, Patna - 800001 (Bihar). **Pune:** Vartak Pride, 1st floor, Survey No 46, City Survey No 1477, Hingne Budruk, D P Road, Behind Dhananath Mangeshkar Hospital, Karvenagar, Pune - 411 052. **Seerampur:** 47/51, Raja Rammohan Roy Sarani PO, Mallickapura Dist. Hoogly, Seerampur-712203, West Bengal. **Surat:** Shop No.G-5, International Commerce Center, Nr.Kadiwala School, Majura Gate, Ring Road, Surat - 395002. **Vadodara:** 103 Aries Complex, BPC Road, Off R.C. Dutt Road, Alkapuri, Vadodara - 390007. **Vijayawada:** 40-1-68, Rao & Rathnam Complex, Near Chennupati Petrol Pump, M.G Road, Labbipet, Vijayawada - 520010. **Visakhapatnam:** Door No: 47-13-2/2, Flat No: GF, Vigneswara Plaza, 5th Lane, Dwarakanagar, Visakhapatnam - 530016. Andhra Pradesh. **Wardha:** Opp. Raman Cycle Industries, Krishna Nagar, Wardha - 442001 (Maharashtra).

### II. COMPUTER AGE MANAGEMENT SERVICES LIMITED (CAMS) - TRANSACTION POINT

**Agartala:** Nibedita, 1st floor, JB Road, Palace Compound, Near Babuana Tea and Snacks, Agartala - 799001 (Tripura West). **Agra :** No.8, 2nd Floor, Maruti Tower, Sanjay Place, Agra - 282002.

**II. COMPUTER AGE MANAGEMENT SERVICES LIMITED (CAMS) - TRANSACTION POINT (Cont.)**

**Ahmednagar**: Office No. 3, 1st Floor, Shree Parvati, Plot No. 1/175, Opp. Mauli Sabhagruh, Zopadi Canteen, Savedi, Ahmednagar - 414 003. **Ajmer**: AMC No. 423/30, New Church Brahmupuri, Opp T B Hospital, Jaipur Road, Ajmer - 305001. **Akola**: Opp. RLT Science College, Civil Lines, Akola - 444001. **Aligarh**: City Enclave, Opp. Kumar Nursing Home, Ramghat Road, Aligarh - 202001. **Allahabad**: 30/2, A&B, Civil Lines Station, Besides Vishal Mega Mart, Strachey Road, Allahabad - 211001. **Alleppey**: Doctor's Tower Building, Door No. 14/2562, 1st floor, North of Iron Bridge, Near Hotel Arcadia Regency, Alleppey - 6788 001. **Alwar**: 256A, Scheme No 1, Arya Nagar, Alwar - 301001. **Amaravati**: 81, Gulsham Tower, 2nd Floor, Near Panchsheel Talkies, Amaravati - 444601. **Amravati**: Shop No.4250, Near B D Senior Secondary School, Ambala Cantt, Ambala - 133001 (Haryana). **Amritsar**: SCO - 18J, 'C' BLOCK RANJIT AVENUE, Amritsar - 140001. **Anand**: 101, A P Tower, Behind Sardar Gunj, Next to Nathwani Chambers, Anand - 388001. **Anantapur**: 15-570-33, I Floor Pallavi Towers, Subash Road, Opp: Canara Bank Anantapur - 515 001 Andhra Pradesh. **ANKleshwar**: G-34, Ravi Complex, Valia Char Rasta, G I D C, Bharuch, Ankleshwar - 393002. **Arrah**: Old N.C.C. Office, Ground Floor, Block Road, Arrah - 802301 (Bihar). **Asansol**: Block - G, 1st Floor, P C Chatterjee Market Complex, Rambandhan Talab, P O Ushagram, Asansol - 713303. **Aurangabad**: 2nd Floor, Block No. D-21-D-22 Motiwala Trade Center, Nirala Bazar New Samarth Nagar, Opp. HDFC Bank, Aurangabad - 431001. **Balasore**: B C Sen Road, Balasore - 756001. **Bankura**: 1st Floor, Central Bank Building, Machantala, Bankura - 722101. **Bareilly**: F-62-63, Second Floor, Butler Plaza, Civil Lines, Bareilly - 243001, UP. **Basti**: Office No. 3, 1st Floor, Jamia Shopping Complex, (Opposite Pandey School), Station Road, (Uttar Pradesh), Basti - 272002. **Belgaum**: Classic Complex, Block no 104, 1st Floor, Saraf Colony, Khanapur Road, Tilakwadi, Belgaum - 590 006. **Bellary**: 18/47/A, Govind Nilaya, Ward 20, Sangankal Moka Road, Gandhinagar, Bellary I - 583102. **Bengaluru**: First Floor, 17/1, - (272) 12th Cross Road, Wilson Garden, Bengaluru 5600027. **Berhampur**: Kalika Temple Street, Ground Floor, Beside SBI Bazar Branch, Berhampur - 760 002 (Odisha). **Bhagarpur**: Krishna, 1st Floor, Near Mahadev Cinema, Dr R P Road, Bhagarpur - 812002. **Bharuch** (Parent: Ankleshwar TP): A-111, First Floor, R K Casta, Behind Patel Super Market, Station Road, Bharuch - 392001. **Bhatinda**: 2907 GH, GT Road, Near Zila Parishad, Bhatinda - 151001. **Bhavnagar**: 501-503, Bohany Skyline, Behind Joggers Park, Attabhai Road, Bhavnagar - 364 001, Gujarat. **Bhilai**: First Floor, Plot No. 3, Block No. 1, Priyadarshini Parisar West, Behind IDBI Bank, Nehru Nagar, Bhilai - 490020. **Bhiwara**: Indraprastha Tower, 2nd Floor, Shyam Ki Sabji Mandi Near Mukulji Garden, Bhiwara - 311001. **Bhopal**: Plot no 10, 2nd Floor, Alankar Complex, Near ICICI Bank, MP Nagar, Zone II, Bhopal - 462 011. **Bhuj**: Tirthkala, First Floor, Opposite BMBC Bank, New Station Road, Bhuj, Kutch - 370 001 (Gujarat). **Bhusawal** (Parent: Jalgaon TP): 3, Adelaide Apartment, Christain Mohala, Behind Gulshan-E-Iran Hotel, Amardeep Talkies Road, Bhusawal - 425201. **Bihar Sharif**: R & C Palace, Amber Station Road, Opposite Mama Complex, (Nalanda) Bihar Sharif - 803101 (Bihar). **Bikaner**: F/4/5, Bothra Complex, Modern Market, Bikaner - 334001. **Bilaspur**: Shop No. B - 104, First Floor, Narayan Plaza, Link Road, Bilaspur - 495001. **Bokaro**: Mazzanine Floor, F-4, City Centre, Sector-4, Bokaro Steel City Bokaro - 827004. **Burdwan**: 399, G T Road, Basement of Talk of the Town, Burdwan - 713101. **C.R.Avenue** (Parent: Kolkata ISC): 33, C Avenue, 2nd Floor, Room No.13, Kolkata - 700012. **Calicut**: 29/97G, 2nd Floor, Gulf Air Building, Mavoor Road, Arayidathupalam, Calicut - 673016. **Chandrapur**: Opp Mustafa Decor, Near Bangalore Bakery, Kasturba Road, Chandrapur - 442 402 Maharashtra. **Chennai**: 3rd Floor, B R Complex, No. 66, Door No. 11A, Ramakrishna Iyer Street, Opp. National Cinema Theatre, West Tambaram, Chennai 600045. **Chennai**: 158, Rayala Towers, Ground Floor, Chennai - 600002. **Chinchwad**: Harshal Heights, Shop no 29, Basement, Opp. Gawade Petrol Pump, Link Road, Chinchwad - 410133. **Chhindwara**: 2nd Floor, Parasia Road, Near Surya Lodge, Sood Complex, Above Nagpur CT Scan, Chhindwara - 480001 (Madhya Pradesh). **Chittorgarh**: 3 Ashok Nagar, Near Heera Vatika, Chittorgarh - 312001. **Cochin**: N. N. Road, Power House, Choupathi, Cochin - 736101. **Cuttack**: Near Indian Overseas Bank, Cantonment Road, Mata Math, Cuttack - 753001. **Darbhanga**: Shahi Complex, 1st Floor, Near R B Memorial Hospital, V I P Road, Benta, Laheriasari, Darbhanga - 846001. **Davengere**: 13, 1st Floor, Akkamahadevi Samaj Complex, Church Road, P J Extension, Devengere - 577002. **Dehradun**: 204/121, Nari Shilp Mandir Marg, Old Connaught Place, Dehradun - 248001. **Deoghar**: SSM Jalan Road, Ground Floor, Opp Hotel Ashoke, Caster Town, Deoghar - 814112. **Dewas**: 11 Ram Nagar, 1st Floor, A. B. Road, Near Indian - Allahabad Bank, Dewas - 455001, MP. **Dhambad**: Urmila Towers, Room No. 111, 1st Floor, Bank More, Dhanbad - 826001. **Dharmapuri**: 16A/63A, Pidamani Road, Near Indoar Stadium, Dharmapuri - 636701. **Dhule**: H No. 1793 / A, J B Road, Near Tower Garden, Dhule - 424001. **Erode**: 197, Seshaiyer Complex, Agraharam Street, Erode - 638001. **Faizabad**: Amar Deep Building, 3/2014, 2nd Floor, Niyawan, Faizabad-224001. **Faridabad**: B-49, 1st Floor, Nehru Ground, Behind Anupam Sweet House, NIT, Faridabad - 121001. **Firozabad**: 53, 1st Floor, Shastri Market, Sadar Bazar, Firozabad - 283 203. **Gandhidham**: Shyam Sadan, 1st Floor, Plot No. 120, Sector 1/A, Gandhidham - 370201, Gujarat. **Gandhinagar**: 507, 5th Floor, Shree Ugati Corporate Park, Opposite Pratik Mall, Near HDFC Bank, Kudasan, Gandhinagar - 382421. **Gaya**: North Bisar Tank, Upper Ground Floor, Near I.M.A. Hall, Gaya 823001, Bihar. **Ghaziaab**: FF - 26, Konark Building, 1st Floor, RDC - Rajnagar, Ghaziaab - 201002. **Goa**: NDU 8, Upper Ground Floor, Behind Techoclean Clinic, Suvisha Complex Near ICICI Bank, Vasco, Goa - 403802. **Gondal**: A/177 Kailash Complex Opp. Khedut Decor GONDAL - 360013. **Gorakhpur**: Shop No. 5 & 6, 3rd Floor, Cross Road The Mall, A D Tiraha, Bank Road, Gorakhpur - 273001. **Gulbarga**: Pal Complex, 1st Floor, Opp City Bus Stop, Super Market, Gulbarga - 585101. **Guntur**: Door No 5-38-44, 5/1 BRODIPET, Near Ravi Sankar Hotel, Guntur - 522002. **Gurgaon**: SCO - 17, 3rd Floor, Sector-14, Gurgaon - 122001. **Guwahati**: Piyali Phukan Road K. C. Path House No - 1 Rehbari Guwahati - 781008. **Gwalior**: G-6, Global Apartment Phase - II, Opposite Income Tax Office, Kailash Vihar City Centre, Gwalior - 474011. **Haldia**: J. L. No. 126, Mouza-Basudevpur, Haldia Municipality Ward No. 10, Durgachak, Purba Medinipur, Haldia - 721602, West Bengal. **Haldwani**: Durga City Centre, Nainital Road, Haldwani - 263139. **Haridwar**: F- 3, Hotel Shourya, New Model Colony, Haridwar - 249408. **Hazaribagh**: Municipal Market, Annada Chowk, Hazaribagh - 825301. **Himmatnagar**: Unit No. 326, Third Floor One World - 1, Block - A Himmatnagar - 383001 (Gujarat). **Hisar**: 12, Opp HDFC Bank, Red Square Market, Hisar - 125001. **Hoshiarpur**: Near Archives Gallery, Shimla Pahari Chowk, Hoshiarpur - 146001. **Hosur**: Survey No 25/204, Attibele Road, HCF Post, Mathigiri, Above Time Kida School, Opposite to Kutty's Frozen Foods, Hosur - 635 110 (Tamil Nadu). **HUBLI**: 206 & 207, 1st Floor, A-Block, Kundagol Complex, Opp Court, Club road, Hubli - 580029. **Jabalpur**: 8, Ground Floor, Datt Towers, Behind Commercial Automobiles, Napier Town, Jabalpur - 482001. **Jalandhar**: 144, Vijay Nagar, Near Capital Small Finance Bank, Football Chowk, Jalandhar City - 144001, Punjab. **Jalgao**: Rustoninfo Infotech Services, 70, Navipeth, Opp old Bus Stand, Jalgaon - 425001. **Jalna**: (Parent ISC - Aurangabad): Shop No. 11, 1st Floor, Ashoka Plaza, Opp Magistic Talkies, Subhash Road, Jalna - 431203. **Jaipaliguri**: Babu Para, Beside Meenaa Apartment, Ward No VIII, Kotwali Police Station, PO & Dist. Jaipaliguri - 735101. **Jammagam**: 207, Manek Centre, P N Marg, Jammagam - 361001. **Jamshedpur**: Tee Kay Corporate Towers, 3rd Floor, SB Shop Area, Main Road, Bistupur, Jamshedpur - 831 001. **Jaunpur**: Gopal Katra, 1st Floor, Fort Road, Jaunpur - 222001. **Jhansi**: Babu Lal Karkhana Compound, Opp SBI Credit Branch, Gwalior Road, Jhansi - 284001. **Jammu**: JRDS Heights, Lane Opp. S&S Computers, Near RBI Building, Sector 14, Nanak Nagar Jammu - 180004. **Junagadh**: Circle Chowk, Near Choksi Bazar Kaman, Gujarat Junagadh - 362001. **Kadapa**: D No: 3/215/2152, Shop No 4, Near Food Nation, Raja Reddy Street, Kadapa - 516001, (Andhra Pradesh). **Kakinada**: No.33-1, 44 Sri Sathya Complex, Main Road, Kakinada - 533 001. **Kalyani**: A - 1/50, Block - A, Dist Nadia Kalyani - 741235. **Kangra**: College Road Kangra, Dist. Kangra - 176001 (Himachal Pradesh). **Kannur**: Room No.14/435, Casa Marina Shopping Centre, Talap, Kannur - 670004. **Karimnagar**: H No. 7-1-257, Upstairs S B H, Mangammthota, Karimnagar - 505001. **Karnal**: 29 Avtar Colony, Behind Vishal Mega Mart, Karnal - 132001. **Karur**: No. A5 75/1 Vaiyapuri Nagar 2nd Cross, Karur - 639002 (Tamil Nadu). **Katni**: NH 7, Near LIC, Jabalpur Road, Bargawan, Katni - 483501. **Kestopur**: S. D. Tower, Sreeparna Apartment, AA-101, Prafulla Kannan (West) Shop No - 1M, Block - C (Ground Floor), Kestopur, - 700101. **Khammam**: 1st Floor, Shop No 11 - 2 - 31/3, Philips Complex, Balajinagar, Wyra Road, Near Baburao Petrol Bunk, Khammam - 507001. **Kharagpur**: Silver Palace" OT Road, Inda-Kharagpur G.P.-Barakola P.S.-Kharagpur Local-721305. **Kolhapur**: AMD Sofex Office No. 7, 3rd Floor, Ayoodyha Towers, Station Road, Kolhapur - 416001. **Kolkata**: 2A, Ganesh Chandra Avenue Room No.3A, Commerce House" (4th Floor), Kolkata - 700013. **Kollam**: Uthram Chambers (Ground Floor), Thamarakulam, Kollam - 691 006. **Kota**: B-33, Kalyan Bhawan, Triangle Part, Vallabhbhai Nagar, Kota - 324007. **Kukatpally**: No. 15-31-2M-1/4 1st Floor, 14-A, MIG KPHB Colony, Kukatpally - 500072. **Kumbakonam**: No.28/1, 1st Floor, Balakrishna Colony, Pachaiappa Street, Near PVV Lodge, Kumbakonam - 612001. Tamil Nadu. **Kurnool**: Shop Nos. 26 and 27, Door No. 39/265A and 39/265B, Second Floor, Skanda Shopping Mall, Old Chad Talkies, Vaddageri, 39th Ward, Kurnool - 518001. **Malda**: Daxhinapan Abasan, Opp Lane of Hotel Kalinga, S M Pally, Malda - 732101. **Mandi**: 328/12 Ram Nagar, 1st Floor, Above Ram Traders, Mandi - 175001 (Punjab). **Manipal**: Shop No A2, Basement Floor, Academy Tower, Opp. Corporation Bank, Manipal - 576104. **Mapusa**: (Parent ISC : Goa) : Office No.CF-8, 1st Floor, Business Point, Above Bicholim Urban Co-op Bank, Angod, Mapusa - 403507. **Margao**: F4- Classic Heritage, Near Axis Bank, Opp. BPS Club Pajifond, Margao - 403601. **Mathura**: 159/160, Vikas Bazar, Mathura - 281001. **Meerut**: 108, 1st Floor, Shivam Plaza, Opp Eves Cinema, Hapur Road, Meerut - 250002. **Mehsana**: 1st Floor, Subhadra Complex, Urban Bank Road, Mehsana - 384002. **Mirzapur**: Ground Floor, Canara Bank Building, Dhundhi Katra, Mirzapur, Uttar Pradesh - 231001. **Moga**: Gandhi Road, Opp Union Bank of India, Moga - 142001. **Moradabad**: H-21-22, 1st Floor, Ram Ganga Vihar Shopping Complex, Opposite S&T Tax Office, Moradabad - 244001. **Mumbai (Andheri)**: 351, Icon, 501, 5th Floor, Western Express Highway, Andheri (East), Mumbai - 400069. **Mumbai (Borivali West)**: 501, TIARA, CTS- 617, 617/1-4, Off. Chandavarkar Lane, Maharashtra Nagar, Borivali West, Mumbai - 400092. **Maharashtra**: **Mumbai (Ghatkopar E)**: Platinum Mall, Office No.307, 3rd floor, Jawahar Ghatkopar East, Mumbai 400 077, Maharashtra. **Muzaffarnagar**: F26/27-Kamadhenu Market, Opp. LIC Building Ansari Road, Muzaffarnagar - 251 001. **Muzzafarpur**: Brahma Toli, Durga Asthan Gola Road, Muzaffarpur - 842001. **Mysore**: No.1, 1st Floor, CH.26 7th Main, 5th Cross, (Above Trishakti Medicals), Saraswati Puram, Mysore - 570009. **Namakkal**: 156A / 1, First Floor, Lakshmi Vilas Building, Opp. To District Registrar Office, Trichy Road, Namakkal - 637001 (Tamil Nadu). **Nanded**: Shop No. 8,9 Cellar, 'Raj Mohammed Complex', Main Road, Sri Nagar, Nanded - 431605. **Nadiad**: F 142, First Floor, Gantakaran Complex, Gunj Bazar, Nadiad - 387001. **Nalgonda**: Adj. to Maisaiah Statue, Clock Tower Center, Bus Stand Road, Nalgonda - 508001. **Nashik**: 1st Floor, "Shradha Niketan", Tilak Wadi, Opp. Hotel City Pride, Sharwanpur Road, Nashik - 422 002. **Navsari**: 103 - Harekrishna Complex, above IDBI Bank, Near Vasant Talkies, Chimbabai Road, Navasari - 396445. **Nellore**: Shop No. 2, 1st Floor, NRS Complex, James Garden, near Flower Market, Nellore - 524001 (Andhra Pradesh). **New Delhi**: 401 to 404, 4th Floor, Kanchan Junga Building, Barakhamba Road, New Delhi 110001. **New Delhi**: 306, 3rd Floor, DDA - 2 Building District Centre, Janakpuri, New Delhi 110058. **New Delhi**: Aggarwal Cyber Plaza-II, Commercial Unit No-371, 3rd Floor, Plot No C-7, Netaji Subhash Palace, Pitampura, New Delhi - 110034. **Noida**: Commercial Shop No.GF 10 & GF 38, Ground Floor, Ansari Fortune Arcade, Plot No. K-82, Sector -18, Noida - 201301. Uttar Pradesh. **Palakkad**: 10 / 688, Sreedevi Residency, Mettupalayam Street, Palakkad - 678001. **Palanpur**: Gopal Trade Center, Shop No. 13-14, 3rd Floor, Nr. BK Mercantile Bank, Opp. Old Gunj, Palanpur - 385001, Gujarat. **Panipat**: 83, Devi Lal Shopping Complex, Opp ABN Amro Bank, G T Road, Panipat 132103. **Pathankot**: 13 - A, 1st Floor, Gurjeet Market Dhangu Road, Pathankot - 145 001. **Patiala**: 35, New Lal Bagh, Opposite Polo Ground, Patiala - 147001. **Patiala**: SCO-130, 1st Floor, New Leela Bhawan, Near Punjab National Bank, Patiala - 147001. Punjab. **Pondicherry**: S-8, 100, Jawaharlal Nehru Street, (New Complex, Opp. Indian Coffee House), Pondicherry - 605001. **Rai Bareli**: 17, Anand Nagar Complex, Rai Bareli - 229001. **Rae Bareilly**: 17, Anand Nagar Complex Opposite Moti Lal Nehru Stadium, SAI Hostel Jai Lal Road, Rae Bareilly - 229001 (Uttar Pradesh). **Raipur**: HIG, C-23, Sector - 1, Devendra Nagar, Raipur - 490204. **Rajahmundry**: Cabin 101, D No. 7-27-4, 1st Floor, Krishna Complex, Baruvuri Street, T Nagar, Rajahmundry - 533101. **Rajkot**: Office 207 - 210, Everest Building, Harihar Chowk, Opp Shastri Maidan Lirdha Chowk Rajkot - 360001. **Ranchi**: 4, HB Road, No: 206, 2nd Floor Shri Lok Complex, Ranchi - 834 001. **Rajapalayam**: No 59 A/1, Railway Feeder Road, (Near Railway Station), Rajapalayam - 626117 (Tamil Nadu). **Ratlam**: Dafria & Co., 18, Ram Bagh, Near Scholar's Schoo, Ratlam - 457001. **Ratnagiri**: Orchid Tower, Gr'Floor, Gala No 06, S.V.O.301/Pai/1/2, Nachane Munciple Aat, Arogya Mandir, Nachane Link Road, At, Post, Tal. Ratnagiri, Dist. Ratnagiri - 415612 (Maharashtra). **Rohtak**: SCO 06, Ground Floor, MR Complex, Near Sonipat Stand Delhi Road, Rohtak-124 001 (Haryana). **Roorkee**: 22 Civil Lines, Ground Floor, Hotel Krish Residence Roorkee - 247667. **Rourkela**: J S Market Complex, 2nd Floor, Udit Nagar, Rourkela - 769012. **Sagar**: Opp. Somani Automobiles, Bhagwanjani, Sagar - 470002. **Saharanpur**: 1st Floor, Krishna Complex, Opp. Hathi Gate, Court Road, Saharanpur - 247001. **Salem**: No. 2, 1st Floor, Vivekananda Street, New Fairlands, Salem - 636016. **Sambalpur**: C/o Raj Tibrewal & Associates, Opp. Town High School, Sansarak, Sambalpur - 768001. **Sangli**: Jiveshwar Krupa Bldg, Shop. NO.2, Ground Floor, Tilak Chowk, Harbhat Road, Sangli - 416416. **Satara**: 117/A/3/22, Shukrawar Peth, Sargam Apartment, Satara - 415002. **Shahjahanpur**: Bijiipura, Near Old Distt Hospital, Shahjahanpur - 242001. **Shillong**: 3rd Floor, RPG COMPLEX, Keating Road, Shillong, Meghalaya - 793 001. **Shimla**: 1st Floor, Opp Panchayat Bhawan Main Gate, Bus Stand, Shimla - 171001. **Shimoga**: Nethravathi, Near Gutti Nursing Home, Kuvenpura Road, Shimoga - 577201. **Siliguri**: 78, Haren Mukherjee Road 1st floor Beside SBI Hakimpura Siliguri - 734001. **Sirs**: Gali No1, Old Court Road, Near Railway Station Crossing, Sirs - 125055. **Sitapur**: Arya Nagar Near Arya Kanya School, Sitapur - 261001, (Uttar Pradesh). **Solan**: 1st Floor, Above Sharma General Store, Near Sanki Rest house, The Mall, Solan - 173212. **Solapur**: Flat No 109, 1st Floor, A Wing, Kalyani Tower, 126 Siddheshwar Peth, Near Pandal High School, Solapur - 413001. **Sonepat**: 1st Floor, Pawan Plaza, Atlas Road, Subhash Chowk, Sonepat - 131001, Haryana. **Srianganagar**: 18 L Block, Sri Gangana Nagar - 335001. **Srikakulam**: Door No 4-4-96, First Floor, Dhanwanthri Complex, Kalinga Road, Opposite Chandramouli Departmental Store, Near Seven Roads Junction, Srikakulam - 532 001 (AP). **Sultanpur**: 967, Civil Lines, Near Pant Stadium, Sultanpur - 228001. **Surat**: Plot No.629,2nd Floor, Office No.2-C/2-D, Mansukhlal Tower, Beside Seventh Day Hospital, Opp. Dhiraj Sons, Athwali, Surat - 395001. **Surendranagar**: Shop No. 12, M.D.Residency, Swastik Cross Road, Surendranagar - 363001. **Tezpur Sonitpur**: Kanak Tower 1st Floor, Opposite IDBI Bank/ ICICI Bank, C.K.Das Road, Tezpur Sonitpur, Assam - 784001. **Thane**: Dev Corpora, 1st floor, Office no. 102, Cadbury Junction, Eastern Expressway, Thane (West) - 400 601. **Thiruppur**: 11, Binny Compound, 2nd Street, Kumaran Road, Thiruppur - 641601. **Thiruvalla**: 1st Floor, Room No - 61(63) International Shopping Mall, Opp. St. Thomas Evangelical Church, Above Thomas Petrol, Manjady, Thiruvalla - 689105 (Kerala). **Tinsukia**: Sanairan Lohia Road, 1st Floor, Tinsukia - 786125. **Tirunelveli**: No. F4, Magmen Suraksaa Apartments, Tiruvananthapuram Road, Tamil Nadu, Tirunelveli - 627 002. **Tirupathi**: Shop No : 6, Door No: 19-10-8, (Opp to Passport Office), AIR Bypass Road, Tirupathi - 517501. **Trichur**: Room No. 26 & 27, Dee Pe Plaza, Kokkala, Trichur - 680001. **Trichy** : No 8, 1st Floor, 8th Cross West Extn, Thillai Nagar, Trichy - 620018. **Trivandrum**: TC NO: 22/902, 1st floor, Blossom Building, Opposite NSS Karayogam, Sasthamangalam Village PO, Thiruvananthapuram, Trivandrum - 695010 (Kerala). **Tuticorin**: 1 - A/ 25, 1st Floor, Eagle Book Centre Complex, Chidambaram Nagar Main, Palayamkottai Road, Tuticorin - 628008. **Udaipur**: 32, Ahinsapur, Fatehpura circle, Udaipur- 313001. **Ujjain**: Office at 109, 1st Floor, Siddhi Vinayak Trade Center, Shahid Park, Ujjain:- 456010. Madhya Pradesh. **Unjha** (Parent: Mehsana): 10/11, Maruti Complex, Opp. B R Marbles, Highway Road, Mehsana, Unjha - 384170. **Valsad**: Gita Niwas, 3rd Floor, Halar Cross Lane, Valsad - 396001. **Vapi** : 208, 2nd Floor HEENA ARCADE, Opp. Tirupati Tower, Near G.I.D.C. Char Rasta, Vapi - 396195. **Varanasi**: Office no. 1, Second floor, Bhawani Market, Building No. D-582-A1, Rathyatra, Beside Kuber Complex, Varanasi - 221010. **Vashi**: BSEL Tech Park, B-505, Plot no 39/5 & 39/5A, Sector 30A, Opp. Vashi Railway Station, Vashi, Navi Mumbai - 400705. **Vellore**: Door No 86, BA Complex, 1st Floor, Shop No 3, Anna Salai (Officer Line), Tollgate, Vellore - 632 001 (Tamil Nadu). **Warangal**: A.B.K Mall, Near Old Bus Depot road, F-7, 1st Floor, Ramnagar, Hanamkonda, Warangal - 506001. **Yamuna Nagar**: 124-B/R Model Town, Yamunanagar - 135001. **Yavatmal**: Pushpam, Tilakwadi, Opp Dr Shrotri Hospital, Yavatmal - 445001.