

# **ASBA FORM**

### APPLICATION SUPPORTED BY BLOCKED AMOUNT

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## **ASBA FORM**

#### APPLICATION SUPPORTED BY BLOCKED AMOUNT

#### IMPORTANT INFORMATION INSTRUCTIONS FOR ASBA MUTUAL FUND INVESTORS

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

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

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

#### Other Information for ASBA Investors:

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

#### Grounds for rejection of ASBA applications

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

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



# OTM REGISTRATION FORM Strike off sections that are not applicable

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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 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 or 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 Schem Information Document, Statement of Additional Information, Key Information Memorandum, Instructions and Addenda issued from time to time or 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 Mandate End date should not be more than 40 years from the OTM Mandate Start date.  OTM Mandate End date should not be more than 40 years from the OTM Mandate Start date.	То	Signature Primary Account	holder Signature	of Account holder Sign	lature of Account holder
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OTM REGISTRATION FORM ACKNOWLEDGEMENT SLIP  (To be filled by Applicant)  DATE  DD MM YYYY  Folio Number  Bank Name  Amount	one-time process only for each be Other investors, who have not re Mobile Number and Email Id: Un Unit holder(s) need to provide al the bank account to be registere The Unit holder(s) cheque/ bank Investors are deemed to have r Information Document, Stateme the respective Scheme(s) of Kota One Time Debit Mandate Form of OTM Mandate date and OTM Pe Any charges payable by the inve be debited to bank account, the OTM Mandate End date should re	pank account. However, such investigations are supported by the later of the mandate form and or bank account verification let account details are subject to this ead and understood the terms a ent of Additional Information, Key alk Mahindra Mutual Fund. San be used for Systematic Purchastor to his/ her bank for registerir mandate contains necessary authoot be more than 40 years from the	stors if wish to add a ne the OTM form and subrovide their mobile numbriginal cancelled cheque ter for registration of the diparty verification. and conditions of OTM vinformation Memorance se as well as Lump Sum the form are mandatorying and honouring this norisation. the OTM Mandate Start of	w bank account towards OTM fanit duly signed with their name more and email id on the mandate is (or a copy) with name and accole mandate failing which registration. Facility, SIP registration through dum, Instructions and Addenda is Purchase. fields.  nandate will not be borne by the date.	cility may fill the form. nentioned. form. unt number pre-printed o oon may not be accepted.  OTM facility, the Scheme sued from time to time o  AMC and for the same to
Bank Name Amount	<b>kotak</b> Mutual Fund	OTM REGISTRATION FOI	RM ACKNOWLED	GEMENT SLIP DATE	
				mount	
					Official Acceptance Point



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

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

UBO	D/ SMO s Occupation	Public Service Private Service Business Others	Public Service Private Service Business Others	Public Service Private Service Business Others							
SM	O Designation#										
UBC	O/ SMO KYC Complied?	YES NO If 'Yes,' please attach the KYC acknowledgement If 'No,' complete the KYC &confirm the status	YES NO If 'Yes,' please attach the KYC acknowledgement If 'No,' complete the KYC &confire the status	YES NO If Yes, please attach the KYC acknowledgement If No, complete the KYC &confirm the status							
# M	andatory column										
** II proc	# Mandatory column.  ** 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.  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										
1	9	or samelent, required information in the	given format can be enclosed as add	and the street of daily signed by Addition 1260							
Parti	Signatory.  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.										
L. U	L. UNITHOLDER(S) SIGNATURE(S)										
spe levid MF/ disc who Indi reve sam IRD. mo at y	If 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.										
SIGIN	ATURE(S) with relevant Seal										
SIGNATURE(S)		ignatory — Xa	authorised Signatory	Authorised Signatory							
¥.	Authorised Si	ignatory	Authorised Signatory	Authorised Signatory							
SIG	Name:	Name:	Nam Nam	ne:							
3.	Designation:			Designation:							