

Notice be and is hereby given that pursuant to AMFI Best Practice Guidelines Circular No.20/2010-11 dated February 9, 2011 on Accounts of Minor and Account Status Change-Minor attaining Majority, Change of Guardian, Registration of Nominee and Transmission of Units the following processes are made effective from April 1, 2011 ("Effective Date") by Kotak Mahindra Mutual Fund.

**1. "On Behalf of Minor" Accounts:** Where the account/folio (account) is opened on behalf of a minor, Kotak Mahindra Mutual Fund shall follow the below mentioned guidelines, for all new folios opened on or after April 1, 2011.

- 1.1. The minor shall be the first and the sole holder in an account.
- 1.2. Guardian in the folio on behalf of the minor should either be a natural guardian (i.e. father or mother) or a court appointed legal guardian.
- 1.3. Investment Application on behalf of Minor needs to mention the relationship status of the guardian as father, mother or legal guardian in the investment application form.
- 1.4. It is mandatory to mention the date of birth of the minor in the Investment Application on behalf of Minor and the same must be mandatorily accompanied by any one of the below mentioned documents:

Birth certificate of the minor; or School leaving certificate / Mark sheet issued by Higher Secondary Board of respective states, ICSE, CBSE etc.; or Passport of the minor; or Any other suitable proof evidencing the date of birth & relationship status of the guardian with minor; or in case of court appointed legal guardian, supporting documentary evidence shall be submitted

**2. Minor Attaining Majority - Status Change:** When the units are held on behalf of the minor and when the minor turns major, the minor turned major needs to submit below mentioned documents to update the status change in the AMC records & following guidelines shall be applicable for the same,

- 2.1. The account shall be frozen for operation by the guardian on the day the minor attains the age of majority and no transactions shall be permitted till the documents for changing the status are received.
- 2.2. Existing standing instructions like SIP / STP / SWP in a minor folio shall continue till the actual date as per the mandate, even if the minor has attained majority. The same shall be terminated only after specific instructions from the major. However, for new SIP / STP / SWP registered on or after April 1, 2011, the standing instructions shall cease to continue with effect from the date on which minor attains the age of majority.
- 2.3. List of documents required to change account status from minor to major:
  - 2.3.1. Service Request Form/ Letter duly filled & signed by Major
  - 2.3.2. New Bank mandate where account changed from minor to major
  - 2.3.3. Signature attestation of the major by a manager of a scheduled bank / Bank Certificate / Letter
  - 2.3.4. KYC acknowledgement of the major

**3. Change in Guardian:** When there is a change in guardian either due to mutual consent or demise of existing guardian, the documents required to be submitted for registering the new guardian are available on [www.kotakmutual.com](http://www.kotakmutual.com)

**4. Nomination Facility:** Kotak Mahindra Mutual Fund shall follow the below mentioned guidelines with respect to Nomination of Units

- 4.1. Nomination shall be mandatory for new folios/accounts opened by individual especially with sole holding and no new folios/accounts for individuals in single holding shall be opened without nomination. Those investors who do not wish to nominate must sign separately confirming their non-intention to nominate.
- 4.2. The Nomination shall be maintained at the folio level and shall be applicable for investments in all schemes in the folio
- 4.3. Where a folio has joint holders, all joint holders should sign the request for nomination/cancellation of nomination, even if the mode of holding is not "joint".
- 4.4. Nomination form cannot be signed by Power of attorney (PoA) holders
- 4.5. Every new nomination for a folio/account will overwrite the existing nomination.
- 4.6. Nomination shall not be allowed in a folio held on behalf of a minor.

**5. Transmission of Units:** In case of transmission of Units, the claimant(s) of units will be required to submit the prescribed documents as may be applicable. Investors may refer the Fund's website ([www.kotakmutual.com](http://www.kotakmutual.com)) for a ready reckoner matrix of various documents required.

**For Kotak Mahindra Asset Management Company Limited  
Investment Manager – Kotak Mahindra Mutual Fund**

**Mumbai  
April 1, 2011**

**Sd/-  
Sandesh Kirkire  
Chief Executive Officer**

Any queries / clarifications in this regard may be addressed to:

**Kotak Mahindra Asset Management Company Limited**

(Investment Manager for Kotak Mahindra Mutual Fund)

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**Risk Factors: Mutual Fund and securities investments are subject to market risks and there is no assurance or guarantee that the objective of the Scheme would be achieved. As with any securities investment, the NAV of the Units issued under the Scheme can go up and down depending on the factors and forces affecting securities markets.** Past performance of the Sponsor/AMC/Fund or that of existing schemes of the Fund does not indicate the future performance of the Schemes. **Statutory Details:** Kotak Mahindra Mutual Fund is a Trust (Indian Trust Act, 1882). **Investment Manager:** Kotak Mahindra Asset Management Company Ltd. **Sponsor:** Kotak Mahindra Bank Ltd. (liability Rs. Nil). **Trustee:** Kotak Mahindra Trustee Company Ltd. **Please read the Scheme Information Document (SID) and Statement of Additional Information (SAI) of the scheme carefully before investing. SID & SAI available on [www.kotakmutual.com](http://www.kotakmutual.com)**