

|   |                                     |                  |                |
|---|-------------------------------------|------------------|----------------|
| <b>Investment Advisor's Name &amp; Code</b> | <b>Sub-Broker's Name &amp; Code</b> | <b>FOLIO NO.</b> | <b>DATE</b>    |
|   |                                     |                  | DD / MM / YYYY |

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   |
| Enclosed (Please ✓) | <input type="checkbox"/> PAN Proof <sup>#</sup> KYC Compliance Status*<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> PAN Proof <sup>#</sup> KYC Compliance Status*<br><input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> PAN Proof <sup>#</sup> KYC Compliance Status*<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

(# Please attach PAN card copy) / (\* KYC allotment letter copy is mandatory)

|   |                          |
|---|--------------------------|
| <b>PURCHASE</b>   | <b>Refer Checklist I</b> |
| Scheme _____ Option (Please ✓) <input type="checkbox"/> Dividend  <input type="radio"/> Payout OR <input type="radio"/> Reinvestment | Dividend Frequency _____ |
| Plan _____ <input type="checkbox"/> Growth <input type="checkbox"/> Bonus   |                          |
| Investment Mode <input type="checkbox"/> Cheque / DD / Pay order <input type="checkbox"/> RTGS/NEFT/Fund Transfer/ Online Transfer  |                          |
| Investment : Rs. _____ Chq./ DD No. _____ dated DD / MM / YYYY  |                          |
| drawn on _____ Name of Bank _____ Branch _____ City _____   |                          |
| (Please mention your folio on the face of your investment cheque)   |                          |

|   |                           |              |              |               |               |  |  |  |  |  |  |
|---|---------------------------|--------------|--------------|---------------|---------------|--|--|--|--|--|--|
| <b>REDEMPTION</b>   | <b>Refer Checklist II</b> |              |              |               |               |  |  |  |  |  |  |
| Scheme _____ Plan _____ Option (Please ✓) <input type="checkbox"/> Dividend  <input type="radio"/> Payout OR <input type="radio"/> Reinvestment                            | Dividend Frequency _____  |              |              |               |               |  |  |  |  |  |  |
| <table border="1"> <tr> <td>Amount (Rs.)</td> <td>OR</td> <td>No. Of Units</td> <td>OR</td> <td>All Units (✓)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <input type="checkbox"/> Growth <input type="checkbox"/> Bonus | Amount (Rs.)              | OR           | No. Of Units | OR            | All Units (✓) |  |  |  |  |  |  |
| Amount (Rs.)  | OR                        | No. Of Units | OR           | All Units (✓) |               |  |  |  |  |  |  |
|   |                           |              |              |               |               |  |  |  |  |  |  |

|   |  |              |              |               |               |  |  |  |  |  |  |
|---|--|--------------|--------------|---------------|---------------|--|--|--|--|--|--|
| <b>SWITCH</b>   | <b>Refer Checklist III</b>                                     |              |              |               |               |  |  |  |  |  |  |
| From: Scheme _____ Plan _____ Present Option (Please ✓) <input type="checkbox"/> Dividend  <input type="radio"/> Payout OR <input type="radio"/> Reinvestment              | Dividend Frequency _____                                       |              |              |               |               |  |  |  |  |  |  |
|   | <input type="checkbox"/> Growth <input type="checkbox"/> Bonus |              |              |               |               |  |  |  |  |  |  |
| To: Scheme _____ Plan _____ Required Option (Please ✓) <input type="checkbox"/> Dividend  <input type="radio"/> Payout OR <input type="radio"/> Reinvestment             | Dividend Frequency _____                                       |              |              |               |               |  |  |  |  |  |  |
| <table border="1"> <tr> <td>Amount (Rs.)</td> <td>OR</td> <td>No. Of Units</td> <td>OR</td> <td>All Units (✓)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <input type="checkbox"/> Growth <input type="checkbox"/> Bonus | Amount (Rs.)   | OR           | No. Of Units | OR            | All Units (✓) |  |  |  |  |  |  |
| Amount (Rs.)  | OR   | No. Of Units | OR           | All Units (✓) |               |  |  |  |  |  |  |
|   |  |              |              |               |               |  |  |  |  |  |  |

**For investors who have REGISTERED FOR MULTIPLE BANK ACCOUNTS FACILITY in the above folio**

The redemption should be processed into the following bank account as per the payout mechanism indicated by me/us:

Name of Bank \_\_\_\_\_ Bank A/c No. \_\_\_\_\_

Branch \_\_\_\_\_ Bank City \_\_\_\_\_

Important Note: If the bank account mentioned above is different from those already registered in your folio, prescribed supporting documents have to be submitted. If bank account details are not filled above OR incorrect/incomplete supporting documents are submitted for a new bank account, the redemption will be processed into the "Default" bank account registered for the aforesaid folio. Kotak Mutual Fund or Kotak Mahindra Asset Management Company Ltd. will not be liable for any loss arising to the unitholder(s) due to the credit of redemption proceeds into any of the bank accounts registered with us for the aforesaid folio.

**For investors who have not REGISTERED FOR MULTIPLE BANK ACCOUNTS FACILITY in the above folio**

CHANGE OF BANK ACCOUNT DETAILS (Tick only if applicable)

Separate request for change of bank details submitted herewith.




Important Note: If incorrect/incomplete supporting documents are submitted for change bank account in the folio, the redemption will be processed into the bank account already registered for the aforesaid scheme in the folio. Kotak Mutual Fund or Kotak Mahindra Asset Management Company Ltd. will not be liable for any loss arising to the unitholder(s) due to the credit of redemption proceeds into any of the bank accounts registered with us for the aforesaid folio.

**CHANGE OF ADDRESS** (If you are KYC compliant, change of address request has to be submitted at POS of CVL using "KYC Details Change" form, which in turn will be update in our records.)

City/ Town \_\_\_\_\_ Dist. \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

O/R \_\_\_\_\_ (Cell) \_\_\_\_\_ (E-mail)\* \_\_\_\_\_

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

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

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

# KOTAK MAHINDRA MUTUAL FUND

6th Floor, Kotak Infinity, Building No. 21, Infinity Park, Off W. E. Highway, Gen. A. K. Vaidya Marg, Malad (East), Mumbai – 400097

[www.kotakmutual.com](http://www.kotakmutual.com)

1800-222-626 or (022) 6638 4400

[mutual@kotak.com](mailto:mutual@kotak.com)

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

|                                   | Scheme                      | Plan                  | Options**                          | Dividend Frequency*               | Initial Investment / Min. Balance       | Min Addl. Investment              | Cheque(s)/ DD(s) to be drawn in favor of | Min. Redemption                          |
|-----------------------------------|-----------------------------|-----------------------|------------------------------------|-----------------------------------|---|-----------------------------------|--|--|
| SCHEMES - SNAPSHOT                | Kotak 50                    | -                     | DP, DR & G                         | Trustee's Discretion              | Rs. 5000                                | Rs. 1,000                         | Kotak 50                                 | Rs. 1,000/- or 100 units for all schemes |
|                                   | Kotak Balance               | -                     | DP & DR                            | Half yearly                       | Rs. 5000                                | Rs. 1,000                         | Kotak Balance                            |  |
|                                   | Kotak Bond                  | Deposit               | DP, DR & G                         | Quarterly                         | Rs. 5000                                | Rs. 1,000                         | Kotak Bond                               |  |
|                                   | Kotak Bond                  | Regular               | DP, DR, G & B                      | Quarterly, Annual                 | Rs. 5,00,000                            | Rs. 1,000                         | Kotak Bond                               |  |
|                                   | Kotak Bond Short Term       | -                     | DP, DR & G                         | Monthly                           | Rs. 5,000 (Rs. 50,000 - Monthly DP)     | Rs. 1,000                         | Kotak Bond Short Term                    |  |
|                                   | Kotak Contra                | -                     | DP, DR & G                         | Trustee's Discretion              | Rs. 5000                                | Rs. 1,000                         | Kotak Contra                             |  |
|                                   | Kotak Equity Arbitrage Fund | -                     | DP, DR & G                         | Monthly                           | Rs. 5000                                | Rs. 1,000                         | Kotak Equity Arbitrage                   |  |
|                                   | Kotak Equity FOF            | -                     | DP, DR & G                         | Trustee's Discretion              | Rs. 5,000                               | Rs. 1,000                         | Kotak Equity FOF                         |  |
|                                   | Kotak Flexi Debt            | Regular               | DP, DR & G (DP only Quarterly)     | Daily, Weekly, Quarterly          | Rs. 5,000 (Rs. 1,00,000 - Daily DR)     | Rs. 1,000                         | Kotak Flexi Debt                         |  |
|                                   | Kotak Flexi Debt            | Institutional         | DR & G                             | Daily, Weekly                     | Rs. 1,00,00,000                         | Rs. 1,000                         | Kotak Flexi Debt                         |  |
|                                   | Kotak Floater Long Term     | -                     | DP, DR & G (DP only Weekly)        | Daily, Weekly, Monthly            | Rs. 5,000 (Rs. 1,00,00,000 - Weekly DP) | Rs. 1,000                         | Kotak Floater Long Term                  |  |
|                                   | Kotak Floater Short Term    | -                     | DR & G                             | Daily, Weekly, Monthly            | Rs. 5,000 (Rs. 1,00,000 - Daily DR)     | Rs. 1,000                         | Kotak Floater Short Term                 |  |
|                                   | Kotak Gilt Investment       | PF & Trust            | DP, DR & G                         | Quarterly                         | Rs. 5,000                               | Rs. 1,000                         | Kotak Gilt Investment                    |  |
|                                   | Kotak Gilt Investment       | Regular               | DP, DR & G                         | Quarterly                         | Rs. 5,000                               | Rs. 1,000                         | Kotak Gilt Investment                    |  |
|                                   | Kotak Gilt Savings          | -                     | DP, DR & G                         | Monthly, Annual                   | Rs. 5,000 (Rs. 50,000 - Monthly DP)     | Rs. 1,000                         | Kotak Gilt Savings                       |  |
|                                   | Kotak Monthly Income Plan   | -                     | DP, DR & G                         | Monthly, Quarterly                | Rs. 5,000 (Rs. 50,000 - Monthly DP)     | Rs. 1,000                         | Kotak Monthly Income Plan                |  |
|                                   | Kotak Liquid                | Institutional Premium | DP, DR & G (DP only Weekly)        | Daily, Weekly                     | Rs. 5,00,00,000                         | Rs. 1,000                         | Kotak Liquid                             |  |
|                                   | Kotak Liquid                | Institutional         | DR & G                             | Daily, Weekly                     | Rs. 1,00,00,000                         | Rs. 1,000                         | Kotak Liquid                             |  |
|                                   | Kotak Liquid                | Regular               | DR & G                             | Weekly                            | Rs. 5,000                               | Rs. 1,000                         | Kotak Liquid                             |  |
|                                   | Kotak Mid-Cap               | -                     | DP, DR & G                         | Trustee's Discretion              | Rs. 5,000                               | Rs. 1,000                         | Kotak Mid-Cap                            |  |
| Kotak Opportunities               | -                           | DP, DR & G            | Trustee's Discretion               | Rs. 5,000                         | Rs. 1,000                               | Kotak Opportunities               |  |  |
| Kotak Tax-Saver                   | -                           | DP, DR & G            | Trustee's Discretion               | Rs. 500 & in multiples of Rs. 500 | Rs. 500 & in multiples of Rs. 500       | Kotak Tax-Saver                   |  |  |
| Kotak Select Focus Fund           | -                           | DP, DR & G            | Trustee's Discretion               | Rs. 5,000                         | Rs. 1,000                               | Kotak Select Focus Fund           |  |  |
| Kotak Emerging Equity             | -                           | DP, DR & G            | Trustee's Discretion               | Rs. 5,000                         | Rs. 1,000                               | Kotak Emerging Equity             |  |  |
| Kotak Global Emerging Market Fund | -                           | DP, DR & G            | Trustee's Discretion               | Rs. 5,000                         | Rs. 1,000                               | Kotak Global Emerging Market Fund |  |  |
| Kotak Gold Fund                   | -                           | DP, DR & G            | Trustee's Discretion               | Rs. 5,000                         | Rs. 1,000                               | Kotak Gold Fund                   |  |  |
| Kotak Credit Opportunities Fund   | -                           | DP, DR & G            | Weekly, Monthly, Quarterly, Annual | Rs. 5,000                         | Rs. 1,000                               | Kotak Credit Opportunities Fund   |  |  |
| Kotak Multi Asset Allocation Fund | -                           | DP, DR & G            | Monthly, Quarterly, Annual         | Rs. 10,000                        | Rs. 1,000                               | Kotak Multi Asset Allocation Fund |  |  |

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

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

### INSTRUCTIONS & INFORMATION:

- Before investing please refer the SAI/SID/ Offer Document of the respective scheme(s)
- PERMANENT ACCOUNT NUMBER (PAN) (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.
- 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.
- REDEMPTION/ SWITCH OUT OF UNITS WHERE THERE IS A LIEN MARKED ON UNITS:**  
If a lien has been marked on your units, please furnish along with your redemption/ switch out request, a 'Release of Lien' letter from the financier/ other person in whose favor the lien has been marked.
- DIRECT CREDIT FACILITY:**  
We offer a Direct Credit facility with the following banks:
  - RBS Bank
  - AXIS Bank
  - Citi Bank
  - Corporation Bank
  - Deutsche Bank
  - HDFC Bank
  - HSBC Bank
  - ICICI Bank
  - IDBI Bank
  - Indusind Bank
  - Kotak Mahindra Bank
  - Standard Chartered Bank
  - YES Bank
- CHANGE IN AUTHORISED SIGNATURES:** If there is a change in the list of Authorised Signatories since the date of your purchase/ switch in and the same has not been intimated to us, please enclose a certified copy of your latest Board Resolution and Authorised Signatories List with your transaction request.

### CHECKLIST I (FOR PURCHASE)

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

### CHECKLIST II [FOR REDEMPTION]

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

### CHECKLIST III [FOR SWITCH]

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

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

### CAMS INVESTOR SERVICE CENTERS

**Ahmedabad:** 402-406, 4th Floor, Devpath Building, Off C G Road, Behind Lal Bungalow, Ellis Bridge, Ahmedabad - 380006. **Bangalore:** Trade Centre, 1st Floor, 45 Dikens Road (Next to Manipal Centre), Bangalore - 560042. **Bhubaneswar:** 3rd Floor, Plot No - 111, Varaha Complex Building, Station Square, Kharvel Nagar, Unit 3, Bhubaneswar - 751001. **Chandigarh:** Deepak Tower, SCO 154-155, 1st Floor, Sector No 17-C, Chandigarh - 160017. **Chennai:** Ground Floor, No. 178/10, Kodambakkam High Road, Opp. Hotel Palmgrove, Nungambakkam, Chennai - 600034. **Cochin:** Ittoop's Imperial Trade Center, Door No. 64/5871 - D, 3rd Floor, M. G. Road (North), Cohin - 682035. **Coimbatore:** Ground Floor, Old No. 66, New No. 86, Lokamanya Street (West), R.S.Puram, Coimbatore - 641002. **Durgapur:** 3rd Floor, City Plaza Building, City Centre, Durgapur - 713 216. **Goa:** No.108, 1st Floor, Gurudutta Bldg, Above Weekender, M G Road, Panaji, Goa - 403001. **Hyderabad:** 208, 2nd Floor, Jade Arcade, Paradise Circle, Secunderabad - 500003. **Indore:** 101, Shalimar Corporate Centre, 8-B, South tukogunj, Opp. Greenpark, Indore - 452001. **Jaipur:** R-7, Yudhisthir Marg - C-Scheme, Behind Ashok Nagar Police Station, 63/2, The Mall, Jaipur - 302001. **Kanpur:** 1st Floor, 106 to 108, City Centre, Phase - II, Kanpur - 208001. **Kolkata:** 2nd Floor, Saket Building, 44 Park Street, Kolkata - 700016. **Lucknow:** Off No 4, 1st Floor, Centre Court Building, 3/c, 5 Park Road, Hazratganj, Lucknow - 226001. **Ludhiana:** U/ GF, Prince Market, Green Field, Near Traffic Lights, Sarabha Nagar Pulli, Pakhowal Road, Ludhiana - 141002. **Madurai:** 86/71A, Tamsangam Road, Madurai - 625001. **Mangalore:** No. G 4 & G 5, Inland Monarch, Opp. Karnataka Bank, Kadri Main Road, Kadri, Mangalore - 575003. **Mumbai:** Rajabahdur Compound, Ground Floor, Opp Allahabad Bank, Behind ICICI Bank, 30 Mumbai Samachar Marg, Fort, Mumbai - 400023. **Nagpur:** 145 Lendra, New Ramdaspath, Nagpur - 440010. **New Delhi:** 304-305, 3rd Floor, Kanchenjunga Building, 18 Barakhamba Road, Connaught Place, New Delhi - 110001. **Patna:** G-3, Ground Floor, Om Vihar Complex, S P Verma Road, Patna - 800001. **Pune:** Nirmitti Eminence, Off No. 6, 1st Floor, Opp Abhishek Hotel, Mehendale Garage Road, Erandawane, Pune - 411004. **Surat:** Plot No. 629, 2nd Floor, Office No. 2-C/2-D, Mansukhlal Tower, Beside Seventh Day Hospital, Opp. Dhiraj Sons, Athwalines, Surat - 395001. **Vadodara:** 103 Aries Complex, BPC Road, Off R.C. Dutt Road, Alkapuri, Vadodara - 390007. **Vijayawada:** 40-1-68, Rao & Ratnam Complex, Near Chennupati Petrol Pump, M.G. Road, Labbipet, Vijayawada - 520010. **Visakhapatnam:** 47/9/17, 1st Floor, 3rd Lane, Dwaraka Nagar, Visakhapatnam - 530016.