DSP MUTUAL FUND

COMMON TRANSACTION FORM

(For Existing Investors only)

NON-FINANCIAL TRANSACTIONS

Folio Number/s ____/____ ____/____ ____/____

____/____ ____/____ ____/____

Name of Sole / First Unitholder (Leave space between first / middle / last name) ☐ Mr. ☐ Ms. ☐ M/s. ☐ Others_____

CHANGE IN MODE OF HOLDING
(All Joint Holders should sign, even in case of "Any one or Survivor")

New Mode of Holding (please tick✓) ☐ Anyone or Survivor ☐ Joint Holding

CONSOLIDATION OF FOLIOS
(All Joint Holders should sign, even in case of "Any one or Survivor")

Folios to be consolidated (Mention all source folios i.e. the folios to be consolidated, here)

1.	4.
2.	5.
3.	6.

Target Folio No. for consolidation (Mention the target folio here, wherein all folios needs to be consolidated)

Target Folio (only one)

NOMINATION DETAILS
(All Joint Holders should sign, even in case of "Any one or Survivor")

☐ I/We wish to nominate ☐ I/We DO NOT wish to nominate

I/We do hereby nominate the person/s more particularly described hereunder / and / cancel the nomination made by me/us earlier in respect of Units held by Me/us.

	Allocation %	Signature (Nominee/Guardian)
Nominee 1 Name :		
Relationship with applicant:		
Date of Birth D D / M M / Y Y Y Y		
Guardian Name (if minor) :		
Nominee 2 Name :		
Relationship with applicant:		
Date of Birth D D / M M / Y Y Y Y		
Guardian Name (if minor) :		
Nominee 3 Name :		
Relationship with applicant:		
Date of Birth D D / M M / Y Y Y Y		
Guardian Name (if minor) :		
Total	100%	

CANCELLATION FORM FOR SYSTEMATIC TRANSACTIONS (SIP / SWP / STP)

Source Scheme / Plan / Option (Please mention Folio no., Scheme, Plan / Option clearly.)

DSP -

Transaction Type (Please ✓) ☐ SIP ☐ STP ☐ SWP

Frequency (✓ Tick any one)	Days/Dates (✓ Tick as applicable)
☐ Daily	
☐ Weekly	☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri
☐ Monthly	☐ 1st ☐ 5th ☐ 7th ☐ 10th
☐ Quarterly	☐ 14th ☐ 15th ☐ 20th ☐ 21st
☐ Half Yearly	☐ 25th ☐ 28th
☐ Yearly	

Amount Rs.

Discontinuation of SI transaction may take upto one month.

SIP Auto Debit Bank Name

Bank A/c No.

STP in to Scheme (in case of STP) DSP -

CANCELLATION FORM FOR DIVIDEND TRANSFER PLAN (DTP)
(Please allow 7 days for DTP Cancellation)

Source Scheme / Plan / Option (From where Dividend is transferred)

DSP -

New Dividend Sub option ☐ Dividend Payout ☐ Dividend Reinvestment (default)

DECLARATION & SIGNATURES

Having read and understood the contents of the Scheme Information Document and Statement of Additional Information, Key Information Memorandum and Instructions. I / We, hereby apply to the Trustee of DSP Mutual Fund for Units of the relevant Scheme and agree to abide by the terms and conditions, rules and regulations of the Scheme. I / We hereby nominate the above nominee to receive all the amounts to my/our credits in the event of my/our death and have read the instructions for nomination. Signature of the nominee acknowledging receipts of my/our credit will constitute full discharge of liabilities of DSP Mutual Fund. I / We declare that the amount invested in the Scheme is through legitimate sources only and is not designed for the purpose of contravention or evasion of any Act, Regulation, Rule, Notification, Directions or any other applicable laws enacted by the Government of India or any Statutory Authority.

Sole / First Holder	Second Holder	Third Holder

(To be signed as per Mode of Holding. However for nomination, all Joint Holders should sign.)

INSTRUCTIONS

- **CHANGE OF ADDRESS:** Please always mention the Pincode while updating the address as it helps postal authorities and couriers in faster delivery. Change of address request for folios that are CVL KYC compliant will not be registered by the fund and investor should get the address updated with CVL system first. For details, please visit www.cvlindia.com. For Non KYC folios-Attach Proof of address **AND** PAN Card (**OR** Any other Proof of Identity for PAN exempt cases only).

  Copies of all documents submitted should be self attested and accompanied by originals for verification or they should be attested by a KYD complied distributor or personnel / entities authorized for attesting as per KYC guidelines.

- **CHANGE OF BANK MANDATE:** Unitholder(s) need to attach any one of the following mandatory documents in original, in respect of each bank account for registering the bank accounts, failing which the particular bank account will not be registered. This will help in verification of the account details and register them accurately.

  ☐ Cancelled Cheque with name and account number pre-printed
  ☐ Latest Bank statement ☐ Latest Pass book ☐ Bank Letter

  a. If photocopy of any documents is submitted, the copy should be certified by the bank or investors must produce original for verification.
  b. All documents submitted should clearly evidence the bank name, account number and name of all account holders.

  This bank account will be registered as the default account.

- **CONTACT DETAILS:** Applicants should provide contact information such as email address, mobile number and other telephone numbers. The fund sends transaction information and alerts via email and sms, which will assist them keep track of the activities in the folio. Account statements, newsletter, annual reports and other kinds of communication will be sent through email only instead of physical, for investors who provide their email address. Should they wish to have a hard copy, email request can be sent to service@dspim.com. It is deemed that the Unit Holder is aware of all the security risks associated with online communication, including possible third-party interception of documents sent via email.

- **KYC COMPLIANCE:** Investors shall note that KYC is mandatory and they need to comply with the 'Know Your Client' requirements, by submitting requisite documents to CDSL Ventures Limited. For more information on KYC, please log on to www.dspim.com/ www.cvlindia.com/www.amfiindia.com before investing. Applications are liable to be rejected without any intimation to the applicants, if KYC compliance, as required is not complied with by all the unit holders.

- **CHANGE IN MODE OF HOLDING:** Joint Applicants who wish to change their mode of holding from "Anyone or Survivor" to "Joint Holding" or vice versa should use this section and hereby agree that after the updation of new mode of holding/operation, any request based on previous holding/operation will not be honoured by the fund. **Further, all unit holders need to sign the request irrespective of the Mode of holding.**

- **CONSOLIDATION OF FOLIOS:** Consolidation of various folios can take place only if a. Names of unit holders, b. Order of unit holders and c. Tax status is identical in all the mentioned folios. By requesting for consolidation of folios, the unit holder/s agree that the mode of holding, bank mandate, address and nomination details in the Target Folio will be applicable and will prevail after consolidation even if they were different details in source folios.

- **POA REGISTRATION:** Only a general Power of Attorney agreement without any restrictions and perennial validity is accepted. The PoA must be executed on stamp paper and registered in India and a duly notarized copy should be enclosed. The PoA must have signatures of the investor as well the PoA holder. If the signature of PoA holder is not available, the fund may call for additional documents or declarations on a case to case basis. PoA will be registered within 10 working days of receipt of all valid documents.

- **NOMINATION DETAILS:** The nomination can be made only by individuals applying for / holding units on their own behalf singly or jointly. Non-individuals including society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. Nomination facility is also not available for investments held on behalf of minor. **If the units are held jointly, all joint holders will have to sign the Nomination Form, even if the mode of holding is "Either or Survivor".** A minor can be nominated and in that event, the name and address of the guardian of the minor nominee shall be provided by the unit holder. 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. The Nominee shall not be a trust, other than a religious or charitable trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family or a Power of Attorney holder. A Non-Resident Indian can be a Nominee subject to the exchange controls in force, from time to time. Nomination in respect of the units stands rescinded upon the transfer of units. The cancellation of the nomination can be made only by those individuals who hold units on their own behalf singly or jointly and who made the original nomination. On cancellation of the nomination, the nomination shall stand rescinded and the AMC shall not be under any obligation to transfer the units in favour of the Nominee. Investors who desire to make their nomination in favour of more than one and upto three individuals may do so by writing to the AMC/Registrar, specifying clearly the percentage to be allocated between the nominees. If no percentages are mentioned, nomination will be done equally for all the nominees. The rights in the units will vest in the nominee only upon the death of all unitholders. A new nomination request will imply simultaneous cancellation of existing nomination and request for fresh nomination. **Applicants who do not wish to nominate, must at the designate space confirm their intention on not to nominate, failing which the form may be rejected at the discretion of the AMC/Fund.**

- **DIVIDEND TRANSFER PLAN (DTP):** Form should be submitted atleast 7 days before the record date of any forthcoming proposed dividend. Please refer to www.dspim.com > Services > Dividend Transfer Plan for list of Source Scheme, Target Schemes and detailed terms and conditions.

DSP MUTUAL FUND

Website : www.dspim.com
E-mail : service@dspim.com
Contact Centre: 1-800-200-4499

ACKNOWLEDGEMENT SLIP

Acknowledgement is subject to verification. Request may not be processed in case of incomplete / ambiguous / improper / incorrect details in Transaction Form.

Investor Name

Folio Number/s

- ☐ Change of Address
- ☐ Change of Bank Mandate
- ☐ PoA Registration
- ☐ Contact Details
- ☐ PAN and KYC Updation
- ☐ Change in Mode of Holding
- ☐ Consolidation of Folios
- ☐ Nomination Details
- ☐ Cancellation for Systematic Transactions
  ☐ SIP ☐ STP ☐ SWP
- ☐ DTP - Cancellation

ISC Stamp & Signature

NON-FINANCIAL TRANSACTIONS

DSP MUTUAL FUND

COMMON TRANSACTION FORM

(For Existing Investors only)

NON-FINANCIAL TRANSACTIONS

Please fill only in the space provided. Any additional details/notings/instructions or those provided at a non designated area of the form may not be executed. Kindly strike off the unused Sections of the Form to avoid misuse.

Distributor/RIA Name and ARN/Code	Sub Broker Code	Sub Broker/Branch/ RM Internal Code	Employee Unique ID. No. (EUIN) (Refer note below)

Existing Folio Number/s

/ / /

/ / /

Name of Sole / First Unitholder (Leave space between first / middle / last name) ☐ Mr. ☐ Ms. ☐ M/s. ☐ Others_____

CHANGE OF ADDRESS

For KYC complied folio, change of address should be submitted in KYC change form.
For Non KYC folios-Attach self attested Proof of address **AND** PAN Card (**OR** Any other Proof of Identity for PAN exempt cases only).
Copies of all documents submitted should be accompanied by originals for verification or they should be attested by a KYD complied distributor or personnel / entities authorized for attesting as per KYC guidelines.

Landmark

City

Pin Code State

CHANGE OF BANK MANDATE (FOR REDEMPTION AND DIVIDEND)

Attach any one of: ☐ Cancelled Cheque with name & account number pre-printed ☐ Latest Bank statement ☐ Latest Pass book ☐ Bank Letter

Submit originals of any one of the documents mentioned above, or copy should be attested by the Bank or originals should be produced for verification. All supporting documents should clearly evidence the bank name, bank account number and names of all account holders.

Bank Name

Core Bank A/c No.

A/c Type ☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR ☐ Others _____

Branch Name & Address

City Pin

IFSC Code (11 digit)

MICR Code (9 digit)

PoA (Power of Attorney) REGISTRATION DETAILS (Refer Instructions overleaf)

Name of the PoA holder

PAN of the PoA holder

Attached ☐ KYC Letter (Mandatory)
☐ Notarized copy of PoA

CONTACT DETAILS (Refer Instructions overleaf)

E-Mail (IN CAPITAL)

Mobile

Tel. (Off.) STD Code

Tel. (Resi.) STD Code

Fax STD Code

PAN AND KYC UPDATION

Sole/ First Applicant/ Guardian

Second Applicant/ Guardian

Third Applicant/ Guardian

KYC LETTER

- ☐ Attached
- ☐ Attached
- ☐ Attached

DECLARATION & SIGNATURES

Having read and understood the contents of the Scheme Information Document and Statement of Additional Information, Key Information Memorandum and Instructions. I / We, hereby apply to the Trustee of DSP Mutual Fund for Units of the relevant Scheme and agree to abide by the terms and conditions, rules and regulations of the Scheme. I / We hereby nominate the above nominee to receive all the amounts to my/our credits in the event of my/our death and have read the instructions for nomination. Signature of the nominee acknowledging receipts of my/our credit will constitute full discharge of liabilities of DSP Mutual Fund. I / We declare that the amount invested in the Scheme is through legitimate sources only and is not designed for the purpose of contravention or evasion of any Act, Regulation, Rule, Notification, Directions or any other applicable laws enacted by the Government of India or any Statutory Authority.

Sole / First Holder	Second Holder	Third Holder

(To be signed as per Mode of Holding)

V5 11/JUL/2018