

## TRANSACTION SLIP

Strike off sections that are not applicable

ACCOUNT NO.	DATE
	DD / MM / YYYY

**NAME OF SOLE/ FIRST HOLDER :**

PAN	Sole / First Holder	Second Holder	Third Holder
Enclosed (Please ✓)	<input type="checkbox"/> PAN Proof <small>KYC Compliance Status* <input type="checkbox"/> Yes <input type="checkbox"/> No</small>	<input type="checkbox"/> PAN Proof <small>KYC Compliance Status* <input type="checkbox"/> Yes <input type="checkbox"/> No</small>	<input type="checkbox"/> PAN Proof <small>KYC Compliance Status* <input type="checkbox"/> Yes <input type="checkbox"/> No</small>

(# Please attach PAN card copy) / (\* KYC allotment letter copy is mandatory for investment => Rs. 50,000)

Investment Advisor's Name & Code	Sub-Broker's Name & Code


Investment Advisor's Name & Code	Sub-Broker's Name & Code

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.

**PURCHASE**

Scheme \_\_\_\_\_ Plan \_\_\_\_\_

Option (Please ✓)

Dividend   Payout OR  Reinvestment

Dividend Frequency \_\_\_\_\_

Growth  Bonus

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Investment : Rs. \_\_\_\_\_

Chq./ DD No. \_\_\_\_\_ dated \_\_\_\_ / MM / \_\_\_\_

drawn on \_\_\_\_\_


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

*(Please mention your Account Number on the face of your investment cheque)*

**SWITCH**

From: Scheme \_\_\_\_\_ Plan \_\_\_\_\_

Present Option (Please ✓)


Dividend   Payout OR  Reinvestment

Dividend Frequency \_\_\_\_\_

Growth  Bonus

To : Scheme \_\_\_\_\_ Plan \_\_\_\_\_

Required Option (Please ✓)

Dividend   Payout OR  Reinvestment

Dividend Frequency \_\_\_\_\_


Growth  Bonus

Amount (Rs.)	OR	No. Of Units	OR	All Units (✓)

**REDEMPTION**

Scheme \_\_\_\_\_ Plan \_\_\_\_\_

Option (Please ✓)

Dividend   Payout OR  Reinvestment

Dividend Frequency \_\_\_\_\_

Growth  Bonus

Amount (Rs.)	OR	No. Of Units	OR	All Units (✓)

**CHANGE IN BANK DETAILS** (Attach copy of the cancelled cheque)

Name of Bank \_\_\_\_\_

Branch \_\_\_\_\_ City \_\_\_\_\_ (Clearing Circle)

A/c. No. \_\_\_\_\_ A/c. Type \_\_\_\_\_

RTGS Code \_\_\_\_\_ NEFT Code \_\_\_\_\_

MICR Code \_\_\_\_\_ IFSC Code \_\_\_\_\_

Cheque Payout  Direct Credit (List overleaf at No. 6)

Only for this Transaction  For all Future Transactions

*(If not indicated, assumed to be for all future transaction)*

**CHANGE OF ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

City/ Town \_\_\_\_\_ Dist. \_\_\_\_\_

State \_\_\_\_\_ Pin Code \_\_\_\_\_

O/R \_\_\_\_\_ (Cell) \_\_\_\_\_

(E-mail)\* \_\_\_\_\_

I/We would like to avail of  SIP  SWP  STP  SIP with Auto Debt Facility  Internet Transaction  Nomination Facility  E-mail Communication. (Please furnish E-mail ID above)\*

**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 making this investment.

**SIGNATURE(S)**

 Sole/First Holder

 Second Holder

 Third Holder

(To be signed by **All Unitholders** 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)

Refer Checklist I overleaf

Refer Checklist III overleaf

Refer Checklist II overleaf

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 (Rs.)	Min Addl. Investment (Rs.)	Cheque(s)/ DD(s) to be drawn in favor of	Min. Redemption
Kotak 30	-	DP, DR & G	Trustee's Discretion	Rs. 5000	1,000	Kotak 30	
Kotak Balance	-	DP & DR	Half yearly	Rs. 5000	1,000	Kotak Balance	
Kotak Bond	Deposit	DP, DR & G	Quarterly	Rs. 5000	1,000	Kotak Bond	
Kotak Bond	Regular	DP, DR, G & B	Quarterly, Annual	Rs. 5,00,000	1,000	Kotak Bond	
Kotak Bond Short Term	-	DP, DR & G	Monthly	Rs. 5,000 (Rs. 50,000 - Monthly DP)	1,000	Kotak Bond Short Term	
Kotak Contra	-	DP, DR & G	Trustee's Discretion	Rs. 5000	1,000	Kotak Contra	
Kotak Equity Arbitrage Fund #	-	DP, DR & G	Monthly	NA	NA	NA	
Kotak Equity FOF	-	DP, DR & G	Trustee's Discretion	5,000	1,000	Kotak Equity FOF	
Kotak Flexi Debt	Regular	DP, DR & G	Daily, Weekly, Quarterly	Rs. 5,000 (Rs. 1,00,000 - Daily DR)	1,000	Kotak Flexi Debt	
Kotak Flexi Debt	Institutional	DR & G	Daily, Weekly	1,00,00,000	1,000	Kotak Flexi Debt	
Kotak Floater Long Term	-	DP, DR & G	Daily, Weekly, Monthly	Rs. 5,000 (Rs. 1,00,00,000 - Weekly DP)	1,000	Kotak Floater Long Term	
Kotak Floater Short Term	-	DR & G	Daily, Weekly, Monthly	Rs. 5,000 (Rs. 1,00,000 - Daily DP)	1,000	Kotak Floater Short Term	
Kotak Gilt Investment	PF & Trust	DP, DR & G	Quarterly	5,000	1,000	Kotak Gilt Investment	
Kotak Gilt Investment	Regular	DP, DR & G	Quarterly	5,000	1,000	Kotak Gilt Investment	
Kotak Gilt Savings	-	DP, DR & G	Monthly, Annual	Rs. 5,000 (Rs. 50,000 - Monthly DP)	1,000	Kotak Gilt Savings	
Kotak Income Plus	-	DP, DR & G	Monthly, Quarterly	Rs. 5,000 (Rs. 50,000 - Monthly DP)	1,000	Kotak Income Plus	
Kotak Lifestyle	-	DP, DR & G	Trustee's Discretion	5,000	1,000	Kotak Lifestyle	
Kotak Liquid	Institutional	DP, DR & G	Daily, Weekly	5,00,00,000	1,000	Kotak Liquid	
Kotak Liquid	Premium	DR & G	Daily, Weekly	1,00,00,000	1,000	Kotak Liquid	
Kotak Liquid	Institutional	DR & G	Weekly	5,000	1,000	Kotak Liquid	
Kotak Mid-Cap	Regular	DP, DR & G	Trustee's Discretion	5,000	1,000	Kotak Mid-Cap	
Kotak Opportunities	-	DP, DR & G	Trustee's Discretion	5,000	1,000	Kotak Opportunities	
Kotak Tax-Saver	-	DP, DR & G	Trustee's Discretion	500 & in multiples of Rs. 500	500 & in multiples of Rs. 500	Kotak Tax-Saver	

Rs. 1,000/- or 100 units for all schemes

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

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

# Kotak Equity Arbitrage Fund: Subscription in the scheme has been restricted w.e.f. July 1, 2009

**INSTRUCTIONS & INFORMATION:**

1. Before investing please refer the SAV/ SID/ Offer Document of the respective scheme(s)

**2. PERMANENT ACCOUNT NUMBER (PAN) (MANDATORY):**

With effect from January 1, 2008, it is mandatory for all existing and new investors (including joint holders, guardians of minors and NRIs) to enclosed a copy of PAN card to the application for investing in mutual fund Scheme.

**3. MICRO SYSTEMATIC INVESTMENT PLAN:**

With effect from August 1, 2009 the requirement of Permanent Account Number (PAN) has been exempted for investments through Systematic Investment Plan (SIP) where aggregate of installments in a rolling 12 month period or in a financial year i.e. April to March does not exceed Rs. 50,000.

**4. KYC Compliant:**

With effect from February 1, 2008, it is mandatory for all existing and new investors (including joint holders, guardians of minor, NRIs and POA holders) to be KYC Compliant for investments ≥ Rs. 50,000

**5. REDEMPTION/ SWITCH OUT OF UNITS WHERE THERE IS A LINE MARKED ON UNITS:**

If a lien has been marked on your units, please furnish along with your redemption/ switch out request, a 'Releas of Lien' letter from the financier/ other person in whose favor the lien has been marked.

**6. DIRECT CREDIT FACILITY:**

We offer a Direct Credit facility with the following banks:

- ABN AMRO 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

**7. 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 redemption/switch out request.

**CHECKLIST I (FOR PURCHASE)**

- Is the Purchase amount >= Minimum Investment / Minimum Addition 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 attested copy of the PAN card is enclosed. (Refer instruction 2)
- KYC allotment letter copy 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 >= 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 the Bank Account last furnished and taken on record.

**CHECKLIST III [FOR SWITCH]**

- Is the present value of investment in the scheme from which the switch out is requested >= 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 from which the investment to be switched out.
  - ✓ 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 attested copy of the PAN card is enclosed. (Refer instruction 2)
- KYC allotment letter copy is enclosed

**REGISTRAR : COMPUTER AGE MANAGEMENT SERVICES PVT. LTD.** Rayala Towers, 158, 3<sup>rd</sup> floor, Anna Salai, Chennai 600 002.

**CAMS INVESTOR SERVICE CENTERS**

• **Ahmedabad:** 111-113 1 Floor - Devpath Building, Off C G Road, Behind Lal Bungalow, Ellis Bridge, Ahmedabad - 380 006. • **Bangalore:** Trade Centre, 1st Floor 45, Dikensen Road, (Next to Manipal Centre), Bangalore - 560042. • **Bhubaneswar:** 101/ 5, Janpath, Unit III, Near Hotel Swosti, Bhubaneswar - 751 001. • **Chandigarh:** Deepak Towers, SCO 154-155, 1st Floor, Sector 17-C, Chandigarh - 160 017. • **Chennai:** Ground Floor No.178/10, Kodambakkam High Road, Opp. Hotel Palmgrove, Nungambakkam Chennai - 600 034. • **Cochin:** 40 / 9633 D, Veekshanan Road, Near International hotel, Cochin - 682 035. • **Coimbatore:** Old # 66 New # 86, Lokamanyu Street (West), Ground Floor, R.S.Puram, Coimbatore - 641 002. • **Durgapur:** 4/2, Bengal Ambuja Housing Development Ltd, Ground Floor, City Centre, Dist - Burdwan, West Bengal Durgapur -713 216. • **Goa:** No.108, 1st Floor, Gururuttta Bldg, Above Weekender, M G Road, Panaji (Goa) -403 001. • **Hyderabad:** 208, Second Floor, Jade Arcade, Paradise Circle, Secunderabad -500 003. • **Indore:** 101, Shalimar Corporate Centre, 8-B, South tukogunj, Opp.Greenpark, Indore - 452 001. **Jaipur:** G-III, Park Saroj, Behind Ashok Nagar Police Station, R-7, Yudhisthir Marg ,C-Scheme, Jaipur - 302 001. • **Kanpur:** G 27,28 Ground Floor, CITY CENTRE, 63/ 2, THE MALL, Kanpur - 208 001. • **Kolkata:** "LORDS BUILDING" 7/1,Lord Sinha Road, Ground Floor, Kolkata - 700 071. • **Lucknow:** Off # 4,1st Floor, Centre Court Building, 3/c, 5 - Park Road, Hazratganj, Lucknow - 226 001. • **Ludhiana:** U/ GF, Prince Market, Green Field, Near Traffic Lights, Sarabha Nagar Pulli, Pakhawal Road, Above Dr. Virdi's Lab, P.O Model Town, Ludhiana - 141 002. • **Madurai:** 86/71A, Tamilsangam Road, Madurai - 625 001. • **Mangalore:** No. G 4 & G 5, Inland Monarch, Opp. Karnataka Bank, Kadri Main Road, Kadri, Mangalore - 575 003. • **Mumbai:** Rajabahdur Compound, Ground Floor, Opp Allahabad Bank, Behind ICICI Bank, 30, Mumbai Samachar Marg, Fort Mumbai - 400 023. • **Nagpur:** 145 Lendra, Behind Indus Ind Bank, New Ramdaspath, Nagpur - 440 010. • **New Delhi:** 304-305 III Floor, Kanchenjunga Building, 18, Barakhamba Road, Connaught Place, New Delhi - 110 001. • **Patna:** Kamlalaye Shobha Plaza (1st Floor), Behind RBI Near Ashiana Tower, Exhibition Road, Patna - 800 001. • **Pune:** Nirmitti Eminence, Off No. 6, I Floor, Opp Abhishek Hotel Mehadande Garage Road, Erandawane Pune - 411 004. • **Surat :** Office No 2 Ahura -Mazda Complex, First Floor, Sadak Street, Timalyawad Nanpura, Surat - 395 001. • **Vadodara:** 109 - Silver Line, Besides world Trade Centre, Sayajigunj Vadodara - 390 005. • **Vijayawada:** 40-1-68, Rao & Ratnam Complex, Near Chennupati Petrol Pump, M.G Road, Labbipet, Vijayawada - 520 010. • **Visakhapatnam:** 47/ 9 / 17, 1st Floor, 3rd Lane , Dwaraka Nagar, Visakhapatnam - 530 016.