

Serial No. **SIP**



SUNDARAM MUTUAL

Broker/Agent Name & Code

ARN-25741

SIP Transaction Form, Auto Debit Facility & Common Transaction Form

This form is for use of Existing Investors only. Use this form for • ADDITIONAL PURCHASE • REDEMPTION • SWITCH • DIRECT CREDIT • CHANGE OF ADDRESS / BANK DETAILS • E-MAIL • SIP/SWP • NOMINATION DETAILS Please use separate Transactions Form for each Scheme/ Option and Transaction.

Existing Unitholder Information

Folio Number

Name of First Holder Salutation Mr. Ms. Dr. Prof. PAN Number *

Name of Second Holder Salutation Mr. Ms. Dr. Prof. PAN Number *

Name of Third Holder Salutation Mr. Ms. Dr. Prof. PAN Number *

*Required if Amount Invested is Rs. 50,000/- and above (if not provided earlier)

Additional Purchase (see instruction)

Amount (in figures) Rupees (in words) (Favouring respective scheme name is enclosed)

Cheque/Draft No. Cheque/Draft Dated Drawn on (Name of Bank and Branch)

PAN No. Required for additional purchases of Rs.50,000 and above (if not provided earlier)

First Holder _____ Second Holder _____ Third Holder _____

Systematic Investment Plan

Each SIP amount

Scheme Name/Option

Frequency Weekly Fortnightly Monthly Quarterly

Period

Enrolment Period From / / (dd/mm/yy) To / / (dd/mm/yy)

Signatures

I/We have read and understood the contents of Offer Document(S) and Key Information Memorandum/Addenda issued till date, for the scheme(S) in which I am/are investing/transacting and agree to abide by the terms, conditions, rules and regulations of the scheme(S) as on date of this transaction and confirm that the funds invested in the scheme(S) legally belong to me/us. I/We have not received nor been induced by any rebate or gifts, directly or indirectly in making this transaction.

Sole/First Holder _____

Second Holder _____

Third Holder _____

Date: _____

Systematic Transfer Plan (STP) (see instruction)

I/We would like to switch to the following:

From Scheme/Option To Scheme/Option

Fixed Amount Rs. OR Capital Appreciation

Frequency Weekly Fortnightly Monthly Quarterly

Period

Enrolment Period From / / (dd/mm/yy) To / / (dd/mm/yy)

Particulars of Bank Account

If the investor is a minor please provide the Parent/Guardian bank account details for ECS debit - Auto debit

Bank Name

Branch Name

Account Number

Account Type

Savings Current Cash Credit NRE NRO

9 digit MICR Code (Please enter 9 digit number that appears after your cheque number)

Accountholder Name as in Bank Account

Cheque Nos. From: To:

Redemption/Switch (see instruction)

Redemption Switch Please redeem my/our Sundaram Mutual Scheme/Option units as per following details

Amount or Units (in figures) Rupees or Units (in words)

Please fill any one i.e. either Amount or number of Units.

I/We would like to switch to the following:

From Scheme/Option To Scheme/Option

Amount (Rs.) OR Units

Please note that the switch can be done either in Units of in Amount only and not both

Acknowledgement Slip (to be filled in by the investor)

Name : _____

Scheme : _____ Folio No _____ Date : _____

Bank Account Number _____

Received from Mr./Ms./Dr./Prof. _____

Additional Purchase or SIP: Total Amount (Rs.) _____ Total Cheque(s) _____ Cheque No.(s) _____

Redemption or Switch: Amount (Rs.) _____ OR Units _____

SWP STP DSP Change of Bank Account Change of Address Nomination Details

Service Centre
Signature & Stamp

Systematic Withdrawal Plan (SWP) (see instruction)

Fixed Amount Rs. _____ OR Capital Appreciation

Frequency Monthly Quarterly

SWP will be processed on 1st working day of the month/quarter

Period

Enrolment Period From ___/___/___ (dd/mm/yy) To ___/___/___ (dd/mm/yy)

Dividend Sweep-in Plan (see instruction)

I/We would like to transfer the dividend to the following:

From Scheme/Option To Scheme/Option

_____	_____
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E-Mail Communication

I wish to receive the following via e-mail instead of physical document (please ✓)

Account Statement Quarterly Review & Annual Report

Communication on Change of Address, Bank etc.

My E-mail ID _____

For Office Use only (Not to be filled in by investor)

Recorded on _____

Recorded by _____

Scheme Code _____

Credit Account Number _____

Nomination Details

Nominee Name & Address _____

Signatures:

If Nominee is a minor: Date of Birth of Nominee, If minor

D	D	M	M	Y	Y	Y	Y
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First Holder _____

Guardian Name & Address _____

Second Holder _____

Third Holder _____

INSTRUCTIONS & INFORMATION

Systematic Investment Plan (SIP) Enrolment Form

- This form needs to be filled in addition to the Common Application Form if you are a new Investor in the Schemes of Sundaram Mutual Fund.
- You can invest a minimum of Rs.250/- or greater on a WEEKLY, FORTNIGHTLY, MONTHLY or a QUARTERLY basis by providing the Registrar and Share Transfer Agent post-dated cheques for at least one year, i.e., 12 cheques for monthly or 4 cheques for quarterly SIP. All cheques must be for a fixed amount.
However under AIM plan investors can issue cheques of Rs.500/- and above in all the equities schemes except Sundaram Select Focus, along with the undertaking that the minimum investment will be completed within 12 months from the date of initial investment.
- The cheques should be drawn in favour of the scheme name and crossed "a/c payee only" and made payable at any of the Investor Service Centres. On receipt of the post-dated cheques the Registrar and Share Transfer Agent will send a letter to the unit holder confirming that his or her name has been included in the SIP.
- All cheques must be dated the same day of each month. The cheques will be presented on the same or the next Working Day and units will be allotted at the applicable NAV.
- Investors with e-mail will receive statements only by e-mail.
- An updated Account Statement will subsequently be sent to the unit holder indicating the new balance to his or her credit in the account. For investors without e-mail ids, a consolidated statement will be sent every quarter.
- If two consecutive post-dated cheques are returned unpaid by the bank, the SIP will be terminated and the balance cheque(s) if any, will be returned to the investor.
- The investor will have the right to discontinue SIP at any time he or she so desires by providing a written request at the office of the Registrar and Share Transfer Agent in Chennai. Notice of discontinuance should be received 7 days prior to the month that it is required to be effected in. The investor will cease to be a part of the SIP on receipt of the written request and any post-dated cheque(s) remaining with the Registrar and Share Transfer Agent or the Mutual Fund will be returned to the investor.
- Load: For investments made under Systematic Investment Plan, no entry load will be charged but there is an exit load 2.25% if redeemed within 24 months from the date of investment. For Tax Saver Entry Load: 2.25% and Exit Load: Nil.

Change of Address

New Address _____ Following is Home Office

State _____ Pin Code _____

_____	_____
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Office Tel _____ Resi. Tel. _____

_____	_____
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Change of Bank Account

Bank Account Number _____

Please enclose a cancelled/photo copy of the cheque

Account Type Savings Current NRO NRE Others _____

Bank Name _____

Bank Branch _____

_____	City	_____
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Direct Credit of Dividends/ Redemptions (available if you are banking with select banks)

I/We authorise Sundaram Mutual Fund to credit dividend payouts and redemptions pertaining to my/our account with:

ABN Amro ICICI Bank HDFC Bank

IDBI Bank Standard Chartered Bank

Please provide the bank account details in the Change of Bank Account section above