

# SIP REGISTRATION & OTM DEBIT MANDATE FORM



|   |                                 |                  |   |       |                                     |
|---|---------------------------------|------------------|---|-------|-------------------------------------|
| Broker Code/<br>ARN / RIA** / PMRN** Code | Sub Broker /Agent's<br>ARN Code | Bank Branch Code | Internal Code for<br>Sub - Agent / Employee | EUIN* | ISC Date Timestamp<br>Reference No. |
|   |                                 |                  |   |       |                                     |

\*\* By mentioning RIA/PMRN code, I/We authorize you to share with the Investment Adviser / Portfolio Manager the details of my/our transactions in the scheme(s) of Bajaj Finserv Mutual Fund. (Please\* if applicable) \*In case the EUIN box has been left blank, please refer the point related to EUIN in the Declaration & Signatures section overleaf. Commission "if any applicable" shall be paid directly by the investor to the AMFI registered distributor, based on the investor's assessment of various factors, including the service rendered by the distributor.  
Please Note: All field marked with asterisk (\*) to be mandatorily filled.

## 1. UNIT HOLDER INFORMATION

Existing Folio Number  Existing UMRN

Name of Sole / 1st Applicant Mr. / Ms. / M/s.  First  Middle  Last   
(Name as per IT Records)

## 2. SIP INVESTMENT & PAYMENT DETAILS

Scheme - Bajaj Finserv

Please tick (✓)  Regular Plan  Direct Plan

Growth (Default)  
 IDCW Payout  
 IDCW Reinvestment (Default for IDCW)  
IDCW Frequency  (Please refer to SID for the IDCW Frequency & Option)

SIP Frequency  Daily  Weekly (Any day from Monday to Friday)  Fortnightly (1st & 16th of each month)  Monthly  Quarterly

SIP Date\*  SIP Start  SIP End  (End date cannot exceed 40 years) (\*You may select any date from 1<sup>st</sup> to 28<sup>th</sup> of the month. In case SIP date is not appropriately selected, '10' would be the default SIP date for Monthly /Quarterly SIPs. For Weekly SIP, Tuesday will be the default day.)

SIP Amount (₹ in figures)  (₹ in words)

SIP Top Up Facility (Optional) (✓ to avail facility)  Fixed\* OR  Variable\* (Please fill the applicable section below) SIP Top Up Frequency  Half Yearly OR  Yearly\*

\*Fixed Top Up Amount: ₹  OR \*Variable Top Up Percentage:  5%  10%  15%  20%  Others (Multiple of 5% only)

\* The Fixed TOP UP amount shall be for minimum ₹ 500/- and in multiples of ₹ 1/- thereafter. \*If the Variable Top Up percentage is not selected, the default shall be 5%.

SIP Top Up Cap Amount\*: ₹  OR  SIP Top Up Cap Month  (\*Investor has to choose only one option either CAP amount or CAP month - year, In case of multiple selection, Top Up Cap amount will be considered as a default selection)

First Installment Details

First SIP Transaction via Cheque No.  Cheque Dated  Amount (₹)  In Figures

Mandatory Enclosure (if 1st Installment is not by cheque)  Blank cancelled cheque  Copy of cheque

The name of the first/ sole applicant must be pre-printed on the cheque.

## 3. DECLARATION(S) & SIGNATURE(S) should be as it appears in the Folio / on the Application Form and in the same order. In case the mode of holding is joint, all Unit holders are required to sign.

I/We hereby authorize Bajaj Finserv Mutual Fund and their authorised service provider to debit the above bank account by NACH/ Auto Debit Clearing for collection of SIP payments. I/We understand that the information provided by me/us may be shared with third parties for facilitating transaction processing through NACH/ Auto Debit Clearing or for compliance with any legal or regulatory requirements. I/We hereby declare that the particulars given above are correct and complete and express my/our willingness to make payments referred above through participation in NACH/ Auto Debit. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/We will not hold Bajaj Finserv AMC/MF or their appointed service providers or representatives responsible. I/We will also inform, about any changes in my bank account immediately. I/We undertake to keep sufficient funds in the funding account on the date of execution of standing instruction. I/We have read and agreed to the terms and conditions mentioned overleaf. The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us.

I / We acknowledge that the RIA has entered into an agreement with the AMC / MF for accepting transaction feeds under the code. I / We hereby indemnify, defend and hold harmless the AMC / MF against any regulatory action, damage or liability that they may suffer, incur or become subject to in connection therewith or arising from sharing, disclosing and transferring of the aforesaid information."

For Micro SIP only: I hereby declare that I do not have any existing Micro SIPs which together with the current application in rolling 12 month period or in financial year i.e. April to March will result in aggregate investments exceeding ₹ 50,000 in a year.

Sign of 1st Applicant / Authorised Signatory / POA

Sign of 2nd Applicant / Authorised Signatory / POA

Sign of 3rd Applicant / Authorised Signatory / POA

## 4. OTM DEBIT MANDATE FORM (Applicable for Lumpsum additional purchases as well as SIP Registrations)

UMRN  Bank use  Date

Sponsor Bank Code  Bank use   CREATE  MODIFY  CANCEL

Utility Code  Bank use  I/We hereby authorize  Bajaj Finserv Mutual Fund

To Debit (tick ✓)  SB  CA  CC  SB-NRE  SB-NRO  Other  Bank A/c

With Bank  Name of customers bank  IFSC / MICR

An Amount Of Rupees  ₹

DEBIT TYPE  Fixed Amount  Maximum Amount FREQUENCY  Mthly  Qtly  H-Yrly  Yrly  As & when presented

Reference 1  Folio No  Reference 2  Scheme Name

I. I agree for the debit of mandate processing charges by the bank whom I am authorizing to debit my account as per latest schedule of charges of the bank. 2. This is to confirm that the declaration has been carefully read, understood & made by me/us. I am authorizing the user entity/Corporate to debit my account, based on the instructions as agreed and signed by me. 3. I have understood that I am authorized to cancel/amend this mandate by appropriately communicating the cancellation / amendment request to the user entity / corporate or the bank where I have authorized the debit.

PERIOD

From  To

Signature Of Primary Account Holder  Signature Of Joint Account Holder  Signature Of Joint Account Holder

Maximum period of validity of this mandate is 40 years only

Phone No.  1. Name Of Primary Account Holder  2. Name Of Joint Account Holder  3. Name Of Joint Account Holder

Mutual Fund investments are subject to market risks, read all scheme related documents carefully.

Version:04-10-2024 TOLL FREE NUMBER: 1800 309 3900 | EMAIL: service@bajajfmc.com | WEBSITE: https://www.bajajfmc.com

## Instructions for Systematic Investment Plan (SIP)

Please read Scheme Information Document along with Statement of Additional Information and addendum issued from time to time before filling this form. The Unitholders of the Scheme can benefit by investing specific amounts periodically, for a continuous period. In case of debt funds, at the time of registration, the SIP allows the investors to invest fixed equal amounts subject to minimum of ₹ 1000/- and multiples of ₹ 1/- every day/ week/ fortnight/ month/ quarter for purchasing additional Units of the Scheme at NAV based prices. In case of Equity and hybrid funds, at the time of registration, the SIP allows the investors to invest fixed equal amounts subject to minimum of ₹ 500/- and multiples of ₹ 1/- every day/ week/ fortnight/ month/ quarter for purchasing additional Units of the Scheme at NAV based prices. Investors can enroll themselves for SIP in the Scheme by ticking appropriate box on the application form or by subsequently making a written request to that effect to the Registrar & Transfer Agent. In case of debt funds, minimum number of installments for daily/ weekly/ fortnightly/ monthly/ quarterly frequency will be 6. In case of Equity and hybrid funds (except Bajaj Finserv Large and Mid Cap Fund), minimum number of installments for daily/ weekly/ fortnightly/ monthly/ quarterly frequency will be 60 for SIP amount from ₹ 500 upto ₹ 1000 and will be 6 for SIP amount above ₹ 1000. In case of Bajaj Finserv Large and Mid Cap Fund, minimum number of installments for daily/ weekly/ fortnightly/ monthly/ quarterly frequency will be 6 for SIP amount from ₹ 500 and in multiples of ₹ 1/- . Investors can choose any date of his/her preference to register any frequency available under the SIP facility. In case the date chosen for SIP falls on a Non-Business Day or on a date which is not available in a particular month, the SIP will be processed on the immediate next Business Day.

Investors can subscribe to SIP by using OTM. The cheques/Demand Draft should be in favour of the scheme and crossed "Account Payee Only", and the cheques must be payable at the centre where the applications are submitted to the Investor Service Centre. In case of fresh/additional purchases, if the name of the Scheme on the application form/transaction slip differs from the name on the Cheque/Demand Draft, then the AMC will allot units under the Scheme mentioned on the application form/transaction slip. Further, Investors/ unitholders subscribing for SIP are required to submit SIP request by filling SIP application form at least 21 working days prior to the date of first debit date and SIP start date shall not be beyond 100 days from the date of submission of request for SIPs.

In case existing mandates are successfully registered, a new SIP registration will take upto five business days. The first debit may happen any time thereafter, based on the dates opted by the Unit holder(s).

In case of iSIP, the URN Registration must be done by the investor within 7 calendar days. The URN will be expired after 7 calendar days.

A fresh Account Statement / Transaction Confirmation will be mailed to the Unitholder, indicating the new balance to his/her credit in the Account. An investor will have the right to discontinue the SIP, subject to giving 10 calendar days prior notice in writing or by filling SIP cancellation form to the subsequent SIP date.

**New Investor:** Please fill Common Application Form along with SIP Registration & OTM Debit Mandate Form. If the investor fails to mention the scheme name in the SIP Registration Form, then the Fund reserves the right to register the SIP as per the scheme name available in the Common application. In case of any ambiguity in the form, Fund reserves the right to reject the SIP request.

**Existing Investor:** Please fill SIP Registration & OTM Debit Mandate Form and mention the existing folio number. If the investor fails to mention the scheme name in the SIP Registration Form, then the Fund reserves the right to register the SIP in the existing scheme (Eligible for SIP) available in the investor's Folio. In case Multiple Schemes are available in the folio then Fund reserves the right to reject the SIP request.

- The Investor may select any date from 1st to 28th of the month. In case SIP date is not appropriately selected then the SIP will be registered on 10th (default date) of each Month/Quarter, as applicable. Investors can choose any day of the week from Monday to Friday to register under weekly frequency. In case Day is not specified by the investor transaction will be processed on Tuesday. For Fortnightly frequency, the transaction will be processed on 1st and 16th day of each month, as applicable. Further if multiple SIP dates are opted for or if the selection is not clear, then the SIP will be registered for 10th of each Month/Quarter, as applicable.

- If the Investor has not mentioned the SIP start Month, SIP would commence from the next applicable month, subject to completion of 21 business days time from the receipt of SIP request.

- As per NPCI Circular NPCI/NACH/OC No.012/2023-24, mandate can be registered for a maximum duration of 40 years. An investor has to mandatorily enter the 'End Date' of the mandate by filling the date for a maximum period of 40 years from the start date or less.

- If the OTM end date is more than 40 years, then the OTM Mandate will be rejected.

- After three consecutive SIP transaction failures for a Particular Scheme, the SIP for the scheme shall get auto-terminated.

Micro Systematic Investment Plan (Micro SIP)/PAN Exempt Investments:

In line with SEBI letter no. 0W/16541/2012 dated July 24, 2012 addressed to AMFI, Investments in the mutual fund schemes including investments through Systematic Investment Plans (SIPs) up to ₹ 50,000/- per investor per year shall be exempted from the requirement of PAN.

The maximum installment amount in case of Micro SIP shall be as follows :

- ₹ 4,000 /- per month for Monthly frequency.
- ₹ 12,000/- per quarter for Quarterly frequency.

Accordingly, for considering the investments made by an investor up to ₹ 50,000/-, an aggregate of all investments including SIPs made by an investor in rolling 12 months period, shall be considered and such investors shall be exempted from the requirement of PAN. However, requirements of Know Your Customer (KYC) shall be mandatory and investors seeking the above exemption of PAN will need to submit the PAN Exempt KYC Reference No (PEKRN) / KYC Identification No. (KIN) acknowledgement issued by KRA / (Central KYC Registry) along with the application form.

This exemption is applicable only for individuals including NRIs, minors acting through guardian, Sole proprietorship firms and joint holders\*. Other categories of investors e.g. PIOs, HUFs, QFIs, non - individuals, etc. are not eligible for such exemption.

\* In case of joint holders, first holder must not possess a PAN.

Investors are requested to note that, in case where a lump sum investment is made during the financial year and subsequently a fresh SIP mandate request is given where the total investments for that financial year exceeds ₹ 50,000/-, such SIP application shall be rejected.

In case where a SIP mandate is submitted during the financial year and subsequently a fresh lumpsum investment is being made provided where the total investments for that financial year exceeds ₹ 50,000/-, such lump sum application will be rejected. Redemptions if any, in the Micro Investment folio, shall not be considered for calculating the exemption limit for such financial year. Consolidation of folio shall be allowed only if the PEKRN in all folios is same along with other investor details. The first SIP cheque/draft could be of any Business Day but subsequent Auto Debit mandate/ cheques should be for any date from 1st to 28th of a month and there should be a minimum gap of at least 21 business days between the 1st SIP transaction and the 2nd SIP. However, subsequent cheques/ Auto Debit transaction date should have a gap of 21 business days or a quarter depending upon the frequency chosen. In case the criteria is not met, the SIP would start on the same date from the next month. Units shall be allotted as per the realisation date. Investors can also start a SIP directly without any initial investment, however he has to submit the application for enrolment of SIP on any working day but the subsequent installment date of SIP shall be any date from 1st to 28th of a month with a minimum gap criteria of 21 business days between the submission of application form and the 1st SIP.

In the event if the investors want to discontinue the SIP, a written communication will be required from the investors to discontinue the same at least 10 calendar days before the next SIP due date.

### SIP Top Up Facility:

- Investors can opt for SIP Top Up facility with Fixed Top Up option or Variable Top Up option, wherein the amount of the SIP can be increased at fixed intervals. In case the investor opts for both options, the Variable Top Up option shall be triggered. And the default Variable Top Up percentage shall be 5%.
- The Fixed TOP UP amount shall be for minimum ₹ 500/- and in multiples of ₹ 1/- thereafter.
- Variable Top Up would be available at 5%, 10%, 15% and 20% and such other denominations (over and above 5%, 10%, 15% and 20%) as opted by the investor in multiples of 5%.
- The frequency is fixed i.e. either at Yearly and Half Yearly basis. In case the SIP Top Up facility is not opted by ticking the appropriate box and frequency is not selected, the SIP Top Up may not be registered.
- In case of Quarterly SIP, only the Yearly frequency is available under SIP Top Up.
- SIP Top Up facility shall also be available only for the existing investors who have already registered for SIP facility without Top Up option.
- SIP Top-Up facility shall not be available in case of Micro SIP.

### Please view below illustration for Fixed Top Up:

- SIP Tenure: 07 Jan 2023 to 07 Dec 2027
- Monthly SIP Installment: ₹ 2000/-
- TopUp Amount: ₹ 1000/-
- TopUp Frequency: Yearly

| Installment No(s) | From Date | To Date  | Monthly SIP Installment | Top Up Amount (₹) | SIP Amount with Top Up (₹) |
|-------------------|-----------|----------|-------------------------|-------------------|----------------------------|
| 1 to 12           | 7-Jan-23  | 7-Dec-23 | 2000                    | N.A               | 2000                       |
| 13 to 24          | 7-Jan-24  | 7-Dec-24 | 2000                    | 1000              | 3000                       |
| 25 to 36          | 7-Jan-25  | 7-Dec-25 | 3000                    | 1000              | 4000                       |
| 37 to 48          | 7-Jan-26  | 7-Dec-26 | 4000                    | 1000              | 5000                       |
| 49 to 60          | 7-Jan-27  | 7-Dec-27 | 5000                    | 1000              | 6000                       |

### Please view below illustration for Variable Top Up:

- SIP Tenure: 07 Jan 2023 to 07 Dec 2027
- Monthly SIP Installment: ₹ 2000/-
- TopUp percentage: 10%
- TopUp Frequency: Yearly

| Installment No(s) | From Date | To Date  | Monthly SIP Installment Amount (₹) | Top Up Amount (10%) (₹) | Top Up round off Amount (₹) | SIP Amount with Top Up (₹) |
|-------------------|-----------|----------|------------------------------------|-------------------------|-----------------------------|----------------------------|
| 1 to 12           | 7-Jan-23  | 7-Dec-23 | 2000                               | N.A                     | N.A                         | 2000                       |
| 13 to 24          | 7-Jan-24  | 7-Dec-24 | 2000                               | 200                     | 200                         | 2200                       |
| 25 to 36          | 7-Jan-25  | 7-Dec-25 | 2200                               | 220                     | 220                         | 2420                       |
| 37 to 48          | 7-Jan-26  | 7-Dec-26 | 2420                               | 242                     | 240                         | 2660                       |
| 49 to 60          | 7-Jan-27  | 7-Dec-27 | 2660                               | 266                     | 270                         | 2930                       |

### Top Up Cap Amount and Top Up Month-year:

**Top Up Cap Amount:** Investor has an option to freeze the Top Up amount once it reaches a fixed predefined amount. The fixed pre-defined amount should be lower than or equal to the maximum amount mentioned by the investor in the bank mandate. In case of difference between the Cap amount and the maximum amount mentioned on Bank mandate, then amount which is lower of the two amounts shall be considered as the default amount of SIP Cap amount.

**Top Up Cap Month - Year:** It is the date from which Top Up amount will cease and last SIP installment including Top Up amount will remain constant from Cap date till the end of SIP tenure.

Investor shall have flexibility to choose either Top Up Cap amount or Top Up Cap month - year. In case of multiple selection, Top Up Cap amount will be considered as a default selection. Top Up Cap is applicable for Fixed Top Up option as well as Variable Top Up option.