DSP Merrill Lynch MUTUAL FUND

COMMON TRANSACTION FORM

(For Existing Investors only)
(Refer Instructions overleaf)

Website : dspmlmutualfund.com
E-mail : dspmlmf@ml.com
Toll Free Number : 1-600-33-4499

Distributor Name & ARN	Sub Agent's Name & ARN
ARN-3852	

• MAPIN UIN • Additional Purchase • Redemption • Switch • Change of Bank Account • Change of Address • Contact & PAN Details • Nomination • SIP / SWP / STP • Alert Registration • PIN Facility

Please use separate Transaction Form for each Transaction and for each Scheme / Plan.

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

MAPIN UIN

Folio Number **Scheme Name** **Plan / Option***

ADDITIONAL PURCHASE (Write Investment Scheme Name, Plan / Option* on top)

Amount in Words

Amount in Figures Cheque / DD No.

Rs.

Cheque / DD Drawn on (Name of Bank & Branch)

Cheque / DD Date / / *Cheque to be drawn in favour of 'Name of the Scheme'*

REDEMPTION (Write Scheme name, Plan / Option on top)

Amount in Figures Amount in Words

Rs.

OR *(Please note that the Redemption can be done either in Units or in Amount and not in both)*

Units in Figures Units in Words

☐ Treat this redemption request as having been received on Saturday the ___/___/_____ after 10 a.m. and accordingly, process the redemption request based on the applicable NAV and make the consequent redemption payout. (This facility can be availed of only in DSPMLLF and DSPMLRF on a Business Day preceding a Saturday which is a Business Day or before 10 a.m. on such Saturday).

SWITCH (Write switch-out Scheme Name, Plan / Option on top)

Amount in Figures Amount in Words

Rs.

OR *(Please note that the Switch can be done either in Units or in Amount and not in both)*

Units in Figures Units in Words

Switch-in To Scheme / Plan / Option*

CHANGE OF BANK ACCOUNT DETAILS (Mandatory as per SEBI Regulations)

Bank Name

Branch Name

Address

City Pin Code

A/c. No.

A/c. Type (Please ✔) ☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR

** Default Option will be applied in case of no information, ambiguity or discrepancy*

CHANGE OF ADDRESS (P.O. Box Address is not sufficient) (Local Address for NRIs / FIIs)

City

Pin Code State

NRI / FII Overseas Address (Mandatory) (P.O. Box Address is not sufficient)

CONTACT DETAILS

STD Code Tel. Off.

Extn. Mobile

Tel. Resi. Fax

E-Mail

I/We wish receive the following via e-mail instead of physical document (Please ✔)

- ○ Account Statement ○ Quarterly Newsletter and Annual Report
- ○ Communication on Change of Address, Bank Mandate etc.

PAN DETAILS (Mandatory for Transaction of Rupees 50,000 and above)

Sole / First Unitholder / Guardian (Photocopy of PAN Card / IT Letter required)

PAN OR ☐ Form No. 60 attached

Second Unitholder

PAN OR ☐ Form No. 60 attached

Third Unitholder

PAN OR ☐ Form No. 60 attached

DECLARATION & SIGNATURES

Having read and understood the contents of the Offer Document, Key Information Memorandum, Instructions and Addenda issued from time to time of the respective scheme(s) of DSP Merrill Lynch Mutual Fund mentioned within, I/we hereby apply to the Trustee of DSP Merrill Lynch Mutual Fund for purchase/redemption/switch/other transactions of the scheme as mentioned above and agree to abide by terms, conditions, rules and regulations of the scheme. I / We have neither received nor been induced by any rebate or gifts, directly or indirectly in making this investment and also declare that the amount invested in this scheme is through legitimate sources only and is not designed for the purpose of any contravention or evasion of any Act, Regulation, Rule, Notification, Directions or any other applicable laws enacted by Government of India or any Statutory Authority.

Applicable to NRIs only: I/ We confirm that I am / We are Non-Resident(s) of Indian Nationality / Origin and I / We hereby confirm that the funds for subscription have been remitted from abroad through normal banking channels or from funds in my / our Non-Resident External / Ordinary Account / FCNR Account(s).

Sole / First Holder | Second Holder | Third Holder

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

MAPIN UIN

Folio Number **Scheme Name** **Plan / Option***

PIN FACILITY

I / We would like to subscribe to the **Personal Identification Number (PIN) Facility** offered by DSP Merrill Lynch Mutual Fund. (Please ✔)

☐ Issue me/us a PIN for Telephone Transactions & for Internet Transactions as and when started. I/We have read and agree to the terms & conditions of this facility.

ALERT REGISTRATION

Alert by ☐ E-mail ☐ SMS **Scheme**

☐ Alert on a **particular date** (dd/mm/yy) / /

☐ Alert on reaching a **particular BSE Sensex** target

- BSE Sensex closed above points; or below points

☐ Alert on reaching a **particular NAV**

- NAV above Rs. or below Rs.

☐ Alert after completion of **particular investment horizon**

- Purchase transaction date (dd/mm/yy) / /
- Alert after days from purchase

An alert will be sent on the first occurrance of each of the events as specified above by you. To receive subsequent alerts, call 1600-334499.

NOMINATION DETAILS

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

Date of Birth of Nominee / /

Nominee Name

Guardian Name

Address

City Pin Code

Tel. Off. Resi.

E-Mail

PAN

Circle/Ward District

Signature of Guardian / Nominee (Optional)

** Default Option will be applied in case of no information, ambiguity or discrepancy*

SYSTEMATIC INVESTMENT PLAN (SIP)

(Separate Cheque required for investment in different Scheme / Plan)
All Cheques should be of same date of the months / quarters.

Each SIP Amount Rs. Investment Frequency (Please ✔) ○ Monthly ○ Quarterly

SIP Date ○ 1st ○ 7th ○ 14th ○ 21st of the Month / Quarter.

SIP Period From / (M M Y Y Y Y) To / (M M Y Y Y Y)

Cheque Nos. From To

Drawn on Bank

Branch City

SYSTEMATIC WITHDRAWAL PLAN (SWP)

SWP Fixed Sum Rs. Withdrawal Frequency : Monthly

Withdrawal Date : 1st Business Day of the Month

Withdrawal Period From / (M M Y Y Y Y) To / (M M Y Y Y Y)

SYSTEMATIC TRANSFER PLAN (STP)

STP In To Scheme **Plan / Option***

Transfer Fixed Sum Rs. Transfer Frequency (Please ✔) ☐ Monthly ☐ Quarterly

Transfer Date : 1st Business Day of the Month / Quarter

Transfer Period From / (M M Y Y Y Y) To / (M M Y Y Y Y)

In case of schemes having an SIP facility, investments done in such schemes through STP will be treated as investments through SIP and the load structure for SIP will be applicable.

DECLARATION & SIGNATURES

Having read and understood the contents of the Offer Document, Key Information Memorandum, Instructions and Addenda issued from time to time of the respective scheme(s) of DSP Merrill Lynch Mutual Fund mentioned within, I/we hereby apply to the Trustee of DSP Merrill Lynch Mutual Fund for purchase/redemption/switch/other transactions of the scheme as mentioned above and agree to abide by terms, conditions, rules and regulations of the scheme. I / We have neither received nor been induced by any rebate or gifts, directly or indirectly in making this investment and also declare that the amount invested in this scheme is through legitimate sources only and is not designed for the purpose of any contravention or evasion of any Act, Regulation, Rule, Notification, Directions or any other applicable laws enacted by Government of India or any Statutory Authority.

Applicable to NRIs only : I / We confirm that I am / We are Non-Resident(s) of Indian Nationality / Origin and I / We hereby confirm that the funds for subscription have been remitted from abroad through normal banking channels or from funds in my / our Non-Resident External / Ordinary Account / FCNR Account(s).

Sole / First Holder | Second Holder | Third Holder

INSTRUCTIONS

This form can be used by existing investors only. Please read the below mentioned instructions carefully before filling up the form.

- **MAPIN UIN:** As per regulations and notifications issued by SEBI under SEBI (Central Database of Market Participants) Regulations, 2003, no investor being body corporate, on and after 31-12-2004, shall buy, sell or deal in mutual fund units unless the investor, it's promoter and directors have been allotted Unique Identification Number (UIN). Further, on and after 31-03-2006 all resident investors, HUs, shall not buy, sell or deal in mutual fund units unless such investor has been allotted a UIN.
- DSPML Mutual Fund will not be liable for non-acceptance / rejection / non processing of any transaction from body corporate or resident investors or FII if they fail to provide the UIN for transactions as mentioned above.
- **ADDITIONAL PURCHASE & PAYMENT DETAILS**
- Investors should fill name of the scheme, plan & option clearly. In case the investor does not fill the plan / option / sub-option properly and clearly or in case of incomplete details, non-clarity or ambiguity default options as per scheme offer document will be considered and applied.
- The Cheque or demand draft should be drawn in favour of **'Name of the Scheme'**, as the case may be, and should be crossed **'Account Payee Only'**. Separate cheques should be given for each separate investment in different schemes / plans / options. Outstation cheques are not accepted.
- **CONTACT AND PAN DETAILS**
- Applicants must provide contact information such as their telephone number and email address.
- **PAN Details:** It is mandatory (as per SEBI and Income Tax Act) that all applications having a value of Rs. 50,000/- or more shall compulsorily mention the Permanent Account Number (PAN) of the applicant allotted under the Income Tax Act. In the case of joint applicants PAN of each of the applicants should be provided irrespective of the mode of holding. **Please provide a copy of PAN card or any document issued by Income Tax department that bearing PAN for verifying PAN No. If not, Form No. 60 should be attached duly filled. Applications not complying with the above requirements will be rejected.**
- **PIN FACILITY:**
- The Fund may provide the facility to transact over the telephone or on the Internet. For this purpose, Unit Holders will be provided with a Personal Identification Number (PIN). A PIN is currently issued to individuals with Single Either or Survivor holding. Applicants who wish to take a PIN should read the terms and Conditions of the PIN facility in Market in the offer document and lock the relevant box to request a PIN. A PIN will be mailed to the unit Holder entirely at his/her/its own risk.
- **ALERT FACILITY:**
- Investors cannot keep a tab on their investments, transaction specific alert based alerts both by email and on their mobile phones, based on the occurrence of specific events and unback after it been. DSP Merrill Lynch Fund Managers Ltd would like to exercise control over the contents or the timeliness of the transmission of the SMS by the service provider. We hereby exclude any liability for the quality, completeness or accuracy of any such contents and its transmission, reception, storage, reliability of use.
- **NOMINATION DETAILS**
- The nomination can be made only by individuals applying for / holding units on their own behalf singly or jointly. Non-individuals including trusts, Hindu Undivided Family, corporate, partnership firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. If the units are held jointly, all joint holders will sign the Nomination Form.
- 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.
- Only one nominee per account is permitted. The rights in the units will vest in the nominee only upon the death of all unitholders. Nomination in respect of the units / units transferred jointly the transfer of units.
- **EMAIL COMMUNICATION**
- Applicants are encouraged to provide their email address to enable the Fund to send them various kinds of records / communication like Account statements, quarterly newsletter, annual reports, etc. more efficiently via email, according to the investor's preference.
- It is deemed that the Unitholder is aware of all the security risks associated with online communication, including possible third party interception of the documents sent via email.
- **SYSTEMATIC INVESTMENT PLAN (SIP)**
- SIP is not available in DSPML Liquidity Fund, DSPML Bond Fund - Institutional Plan and DSPML Short Term Fund. Minimum Investment Amount for SIP is Rs. 500 and in multiples of Re. 100 thereafter. You can opt for SIP in the Scheme on a monthly or quarterly basis by issuing post-dated investment Cheques for a pre-determined amount. The Cheque is to be drawn in favour of "Name of the Scheme and Plan" as applicable. All Cheques should be of same date of month / quarter. **SIP facility is available only on specific dates of the month viz. 1st / 7th / 14th / 21st.**
- **SYSTEMATIC WITHDRAWAL PLAN (SWP)**
- SWP is not available in DSPML Liquidity Fund, DSPML Bond Fund - Institutional Plan and DSPML Short Term Fund. You can opt for SWP in the Scheme on a monthly basis by issuing post-dated Cheques for a pre-determined amount. The Cheque should be drawn in favour of "Name of the Scheme and Plan" as applicable. All Cheques should be of same date of month / quarter. **SWP facility is available only on specific dates of the month viz. 1st / 7th / 14th / 21st.**
- **SYSTEMATIC TRANSFER PLAN (STP)**
- STP is not available in DSPML Bond Fund - Institutional Plan. The minimum transfer amount is Rs. 500 and in multiples of Re. 100 thereafter. Please indicate clearly the Scheme / Plan / Option from and to which you wish to transfer your investment. You can opt for STP in the Scheme on a monthly or quarterly basis on 1st Business Day of every month / quarter.