



# INSTRUCTIONS FOR FILLING UP SIP/OPTI SIP ENROLMENT FORM

## ECS/AUTO DEBIT

1. Please read the Scheme Information Document (SID), Statement of Additional Information (SAI), Key Information Memorandum (KIM) & addendums forming part of SID / SAI & KIM carefully before filling the Application Form. Applicants are deemed to have accepted the terms subject to which this offer is being made and bind themselves to the terms upon signing the Application Form and tendering payment. Name and address should be written in BLOCK LETTERS.

Application Forms will be available at any of the designated Investor Service Centres (ISCs) of Karvy or any of the branches of Taurus Asset Management Co. Ltd. (TAMCO). Application Forms can be supplied by post on request and can also be downloaded from the website of the TAMCO - www.taurusmutualfund.com.

For investors applying through an ARN holder (distributor), it is important to also mention the EUIN code on the application form, as applicable; in addition to the ARN code of the distributor. This EUIN is a unique number, given to the sales person/RM/employee of the distributor, and will assist in resolving complaints.

2. "Transaction charge" (TC) will be applicable (where the distributor chooses for 'Opt-in') if the total commitment through SIP/Opti SIP/Micro SIP amounts to ₹10,000/- and above. For existing investors the TC will be ₹100/-, while for first time investor in a mutual fund the TC will be ₹150/-. For SIP/Opti SIP/Micro SIP the transaction charge will be recovered in 4 installments by TAMCO on behalf of the distributor. However there shall be no transaction charges on direct investments.

3. Auto Debit facility is offered only to the investors maintaining their bank accounts with Bank of Baroda/Bank of India / Punjab National Bank / Kotak Mahindra Bank / IndusInd Bank / ICICI Bank / Citi bank / HDFC Bank / IDBI Bank / AXIS Bank / State Bank of India / Union Bank of India / Corporation Bank. The list may undergo changes from time to time.

4. An investor can choose between Micro SIP, Normal SIP ("SIP") and Opti SIP ("Opti SIP").

5. Electronic Clearing System (ECS) facility will be available in the selected cities. This facility may be modified / updated / changed / removed at any time in future entirely at the discretion of TAMCO without assigning any reasons or prior notice. If any city is removed, SIP/Opti SIP instructions for investors in such cities via ECS (Debit) route will be discontinued without prior notice. In such a case, the AMC at its sole discretion may accept Post Dated Cheques (PDC's) [for SIP only] from the investors for the balance period. Opti SIP is available via Auto Debit/ECS route only. The list of ECS (Debit) cities is available in RBI Website: www.rbi.org.in

6. As per the directive issued by SEBI vide circular no. IIMARP/MF/CIR/07/826/98 dated April 15, 1998, and IMD/CIR/No. 6/4213/04 dated March 1, 2004, it is mandatory for applicants to mention their bank details in their applications for purchase or redemption of units. Further, SEBI has mandated that all investors (including joint investors, guardians of minors, NRIs etc.) are required to enclose a certified copy of the KYC Acknowledgement for investing in the Mutual Fund for the first time. The absence of bank detail & KYC acknowledgement will result in the application getting rejected and the application amount will be refunded without any interest.

7. First time Investors are required to submit following documents atleast 30 working days before the first SIP/Opti SIP Instalment date for Auto Debit & ECS Clearing:

- Common Application Form with SIP/Opti SIP Enrolment - cum - Auto Debit/ECS Application Form.
- The cheque for the initial investment should be issued from the same bank account which is to be debited under ECS/Auto Debit for SIP/Opti SIP instalments.
- A photo copy/cancelled cheque from Auto Debit/ECS Debit Account (as mentioned on the application form) should be submitted along with other requirements if the initial investment cheque, as in (b) above, is not provided.

Existing Investors are required to quote their folio number and submit only the SIP/Opti SIP Enrolment cum Auto Debit/ECS Application Form along with the requirement in (b) & (c) above.

8. An investor can choose only one type of SIP/Opti SIP via one form. For choosing both SIP/Opti SIP types, an investor will have to fill in two separate SIP/Opti SIP forms. The main differences between SIP and Opti SIP are -

- SIP has Monthly or Quarterly investment options, while Opti SIP has monthly option only.
- In SIP, all the monthly installment amounts are the same for the entire period. For Opti SIP, an investor will have to decide a monthly Fixed minimum installment amount (A) and a monthly Fixed Maximum installment amount (B), which has to be greater than (A). The actual Opti SIP installment amount will be calculated by a formula\*\*; but irrespective of the formula amount, the final monthly Opti SIP investment will not exceed the Fixed Maximum installment amount (B), as decided by the investor.

9. Formula\*\* - A = Fixed Minimum Installment amount ii) Fixed Maximum Installment amount = B iii) [A \* current number of installment] - Account value of investments via Opti SIP as on 5th day (T-5) before the installment date = C iv) Opti SIP Installment amount = C, provided it is not less than A or greater than B. For example :

Scenario	A	B	C	Opti SIP Instalment Amount
1	1000	2000	800	1000
2	1000	2000	2100	2000
3	1000	2000	1500	1500

10. T = Installment dates. If T-5th day is a holiday/non-business day, then account valuation for investments via Opti SIP will be done on T-6th day.

11. On T-2, on a best effort basis the actual Opti SIP installment amount, will be communicated to the investor via SMS/Email, where relevant details are available.

12. SIP/Opti SIP via Auto debit/ECS facility is available only on specific dates of the month/quarter i.e. 1st /5th/10th/15th / 28th. An investor shall have the option of choosing for one or more than one SIP/Opti SIP in the same scheme and in the same month. To register multiple SIP/Opti SIPs in the same scheme /same month, please submit separate Auto Debit/ECS Application Form.

13. The first SIP/Opti SIP cheque /draft could be of any Business day but subsequent ECS /Auto Debit Transactions should be dated 1st /5th/10th/ 15th / 28th only. If the date on the first cheque/draft or subsequent ECS/Auto Debit Transactions is a non-Business Day for the scheme, then the units shall be allotted on the next Business Day.

14. Across all TAMCO Schemes, an investor can choose to invest in the "Existing" plan or in the "Direct" plan. All schemes offered by Taurus MF are eligible for SIP/Opti SIP mode of investment. Minimum application amount for Monthly SIP/Opti SIP Option - 6 instalments of ₹1000/- each or in multiples of ₹1/- thereafter. For Quarterly SIP Option - 4 instalments of ₹1500/- each and in multiples of ₹1/- thereafter. (For Taurus Tax Shield SIP/Opti SIP Minimum of 12 monthly installment of ₹500/- each)

15. For MICRO SIP maximum SIP amount can be ₹4000/- Per Month or ₹12000/- Per Quarter. Opti SIP facility is NOT offered for Micro SIPs. In accordance with SEBI letter no. MRD/DoP/PAN/PM/166999/2009 dated June 19, 2009 issued to Association of Mutual Fund in India (AMFI) and subsequent guidelines issued by AMFI vide its circular no. 35P/MEM-COR/4/09/10 dated July 14, 2009 in this regard, SIPs upto ₹50,000/- per year per investor i.e. aggregate of investments in a rolling 12 months period or in a financial year i.e. April to March (hereinafter referred to as "Micro SIP") shall be exempted from the requirement of PAN, with effect from August 1, 2009. Micro SIP will not be subject to common KYC process through CVL. This exemption shall be applicable only to investments by individuals (including NRIs but not PIOs), Minors and Sole proprietary firms including joint holders. HUF and other categories of investors will NOT be eligible for this exemption.

This exemption shall not be applicable to normal purchase transactions upto ₹50,000/- which will continue to subject to the PAN requirement.

Any one of the following photo identification document can be submitted along with Micro SIP applications as proof of identification in lieu of PAN: • Voter Identity Card Driving License • Government /Defense identification card

- Passport • Photo Ration Card • Photo Debit Card • Employee ID card issued by companies registered with Registrar of Companies • Photo Identification issued by Bank Manager of Scheduled Commercial Bank/Gazetted Officer / Elected Representatives to the Legislative Assembly /Parliament • ID card issued to employees of Scheduled Commercial / State / District Co-operative Bank • Senior Citizen / Freedom Fighter ID card issued by Government • Card issued by Universities/deemed Universities or institutes under statutes like ICAI, ICWA, ICSI • Permanent Retirement Account No (PRAN) card issued to New Pension System (NPS) subscribers by CRA (NSD) • Any other photo ID card issued by Central Government /State Government / Municipal authorities / Government organizations like ESIC / EPFO. The photo identification document has to be current and valid and also to be either self attested or attested by the ARN holder (AMFI Registered Distributor) mentioning ARN number. Important: While making subsequent Micro SIP applications with a mutual fund, investor can quote the existing folio number where a Micro SIP has been registered and therefore need not resubmit the supporting document. The Micro SIP application will be rejected by the AMC where it is found that the registration of the application will result in the aggregate of Micro SIP instalments in a financial year exceeding ₹50,000/- or where there are deficiencies in the documents submitted by the investors in lieu of PAN as mentioned above. The rejected application will be sent back to the investor with a deficiency memo. In case the first Micro SIP instalment is processed (as the cheque may be banked), and the application is found to be defective, the Micro SIP registration will be terminated for future instalments. No refunds shall be made by the AMC for the units already allotted and a communication to this effect will be sent to the investors. However, investors shall be allowed to redeem their investments at applicable NAV.

16. Allotment of units would be subject to realisation of cheque or funds

17. The Unit holders can choose to opt out from the SIP/Opti SIP at any point of time by submitting a written request to the nearest ISC or TAMCO. Such request for discontinuation should be received at least 15 days prior to the next due date of the SIP/Opti SIP. On receipt of such a request, the SIP/Opti SIP will be discontinued for the respective scheme(s).

18. TAMCO reserves the right to reject any application without assigning any reason thereof. TAMCO in consultation with Trustees reserves the right to withdraw these offerings, modify the procedure, frequency, dates, load structure in accordance with the SEBI Regulations and any such change will be applicable only to units transacted pursuant to such change on a prospective basis.

19. In accordance with the requirements specified by the SEBI circular no. SEBI/IMD/CIR.No.4/168230/09 dated June 30, 2009 no entry load will be charged with effect from August 1, 2009. Exit Load as applicable in the respective Scheme at the time of enrolment of SIP/Opti SIP will be applicable.

20. A Statement of Account will be issued in physical form or by e-mail (if opted by the unit holder) to the unit holder in case of Physical Form - For the first transaction, the Statement will be dispatched within 10 working days and for subsequent frequency of transactions, the Statement will be dispatched within 10 working days at the end of every quarter. In case of specific requests of the investor, Mutual Fund will endeavor to dispatch within 5 working days from date of receipt of such request. In case of electronic form - The Statement shall be sent by e-mail as provided in the form if so mandated. The statement shall be sent on the next business day of the transaction day in a secure password protected form.

21. Applicants should indicate the option (Dividend/Growth) for which the application is made, by indicating the choice in the appropriate box provided for this purpose in the SIP/Opti SIP Application Form.

22. The KYC acknowledgement will be issued by CVL/NDML or any other designated KYC Registration Authority (KRA) based on the submission of the required proof/ documents.

Each valid KYC application requires In-Person Verification (IPV). This is a confirmation that the applicant (Individual or Non-individual) of the KYC has been seen and the KYC form has been signed by the applicant in presence of an authorized person who will then put their own Name, Designation, Name of Organisation, ARN code (applicable for KYC Compliant distributors) & Stamp. The date and the time of this IPV is also needed to be mentioned clearly. This authorized person can be either from the AMC or a NISM certified KYC Compliant Distributor or a Scheduled Commercial Bank official. All valid KYC applications will be registered with the KRA. In case of Rejection by the KRA, for any reason, the KYC for the investor will not be complete and the investment for the investor is liable to be rejected. In all such cases, investors are required to promptly submit a fresh KYC application.

For all existing KYC verified investors, who did not submit the following information at the time of KYC - before or after Jan 1, 2012, the additional details are required to be given at the earliest in order to enable further transactions in the folio -

**Individual Investors - father/spouse name, nationality, marital status, declaration of Gross Income/Net Worth as per the new slab and In-Person Verification (IPV)**

**Non-Individual Investors - i) declaration of Gross Income/Net Worth as per the new slab ii) photo, name, PAN, Residential address & DIN/UID of all Promoters/Partners/Karta/Trustees/Whole Time Directors who are involved in day to day activities.**

Investors should note that it is mandatory for all applications, for subscription for any amount, to quote the KYC Compliance Status of each applicant (guardian in case of minor) in the application for subscription and attach proof of KYC Compliance viz. KYC Acknowledgement Letter / Printout of KYC Compliance Status downloaded from KRA website using the PAN Number. Applicants intending to apply for units through Power of Attorney (PoA) must ensure that the issuer of PoA and the holder of PoA must mention their KYC compliance status and attach proof of KYC compliance at the time of investment.

Applications for subscriptions of value of any amount without a valid KYC may be rejected. Provided further, where it is not possible to verify the KYC compliance status of the investor at the time of allotment of units, TAMCO shall verify the KYC compliance status of the investor within a reasonable time after the allotment of units. In the event of non compliance of KYC requirements, TAMCO reserves the right to freeze the folio of the investor(s) and affect mandatory redemption of unit holdings of the investors at the applicable NAV, subject to payment of exit load, if any.

23. The Bank, i.e. the investor's bank, shall not be liable for, nor be in default by reason of, any failure or delay in completion of its obligations under this Agreement, where such failure or delay is caused, in whole or in part, by any acts of civil war, civil commotion, riot, strike, mutiny, revolution, fire, flood, fog, war, lightning, earthquake, change of Government policies, unavailability of Bank's computer system, force majeure events, or any other cause of peril which is beyond the Bank's reasonable control and which has the effect of preventing the performance of the contract by the Bank.

### DECLARATION AND SIGNATURES

- Signatures should be in English or in any Indian language. Thumb impressions must be attested by a Magistrate/Notary Public under his/her official seal. In case of HUF, the Karta will sign on behalf of the HUF.
- Applications on behalf of minors should be signed by their guardian.
- Applicant needs to sign twice as indicated on the form, if EUIN number is mentioned. In the absence of EUIN, investor has to sign a third time for Execution only.