

# DSP MUTUAL FUND

Website : www.dspim.com  
E-mail : service@dspim.com  
Contact Centre:  
1800-208-4499 / 1800-200-4499

### ACKNOWLEDGEMENT SLIP

Acknowledgement is subject to verification. Request may not be processed in case of incomplete / ambiguous / improper / incorrect details in Transaction Form.

Investor Name

Existing SSIP Folio Number

- SCHEME CHANGE FOR FUTURE SSIP
- SUBMISSION OF ADDITIONAL POST DATED CHEQUES
- NORMAL REDEMPTION
- SWITCH OF EXISTING UNITS
- REINSTATEMENT OF DISHONOURED TRANSACTION
- REINSTATEMENT OF PRINCIPAL AMOUNT REDEEMED IN CASE OF 21yrs. SSIP OPTION
- CONTACT DETAILS
- NOMINATION DETAILS

ISC Stamp & Signature

# DSP MUTUAL FUND

## SSIP COMMON TRANSACTION FORM (For Existing SSIP Investors only)

Website : www.dspim.com  
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Toll Free Number : 1800-208-4499 / 1800-200-4499

- Scheme change for future SSIP instalments • Submission of additional post-dated cheques • Normal redemption • Switch of existing units • Reinstatement of dishonoured transaction
  - Reinstatement of principal amount redeemed in case of 21 yrs. SSIP option • Change of address • Contact details • PAN details • Nomination details
- Please use separate Transaction Form for each Transaction and for each Scheme / Plan and Kindly refer Instructions overleaf.

Distributor / RIA / PMRN Name and ARN / Code	Sub Broker ARN & Name	Sub Broker/Branch/RM Internal Code	EUIN (Refer note below)	For Office use only

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

Existing SSIP Folio Number \_\_\_\_\_ Scheme Name / Plan\* / Option\* / Sub Option\*  
DSP

### SCHEME CHANGE FOR FUTURE SSIP INSTALMENT (INSTRUCTION 1)

\*Kindly invest my future SSIP instalments in the scheme mentioned below.

Scheme Name

DSP

Option  Growth\*  Dividend reinvestment (\*Default Option # Default option for DSPEQ) (Kindly refer to schemes available with SSIP option in instructions).

\*Scheme change for future instalments will take upto 25 days. Any SSIP instalments in the interim, by the time new scheme is updated by the registrar, will be made as per previous instructions.

### SUBMISSION OF ADDITIONAL POST DATED CHEQUES (INSTRUCTION 2)

Cheques to be in favour of "DSP Mutual Fund"

Cheque date and cheque amount should be as per existing SSIP date & amount in the folio.

Number of Cheques provided (minimum 18) \_\_\_\_\_

Cheques Nos. From \_\_\_\_\_ To \_\_\_\_\_

Drawn on Bank \_\_\_\_\_

Branch \_\_\_\_\_

City \_\_\_\_\_

### DECLARATION & SIGNATURES

Having read and understood the contents of the Standard Offer Document, Key Information Memorandum, Instructions overleaf and Addenda issued from time to time of the respective Scheme(s) of DSP Mutual Fund mentioned within, I hereby apply to the Trustee of DSP Mutual Fund for units of the Scheme(s) and agree to abide by terms and conditions, rules and regulations of the relevant Scheme(s). I have neither received nor been induced by any rebate or gifts, directly or indirectly in making this investment. I hereby nominate the above nominee to receive all the amounts to my credits in the event of my death and have read the Instructions for Nomination listed overleaf. Signature of the nominee acknowledging receipts of my credit will constitute full discharge of liabilities of the Fund. I declare that the amount invested in the 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 confirm that I am a Non-Resident(s) of Indian Nationality / Origin and I hereby confirm that the funds for subscription have been remitted from abroad through normal banking channels or from funds in my Non-Resident External / Ordinary Account / FCNR Account(s).

\* Default Option may be applied in case of no information, ambiguity or discrepancy.

### NORMAL REDEMPTION

If you are an investor in the 21 year SSIP, insurance cover will be discontinued, if redeemed more than capital appreciation after three years. In the 6, 11 or 16 year you may redeem any amount without loss of insurance cover. In all cases redemption will account for applicable loads if any.

Amount in Figures \_\_\_\_\_ Amount in Words \_\_\_\_\_

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 \_\_\_\_\_

### SWITCH OF EXISTING UNITS

Amount in Figures \_\_\_\_\_ Amount in Words \_\_\_\_\_

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 / Option\* (\*Default option will be applicable if not mentioned clearly)

DSP \_\_\_\_\_

Sole Holder

Distributor / RIA / PMRN Name and ARN / Code	Sub Broker ARN & Name	Sub Broker/Branch/RM Internal Code	EJIN (Refer note below)	For Office use only

**INSTRUCTIONS**

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

**GENERAL INSTRUCTIONS:** • Investors should mention their name, SSIP Folio No., Scheme name & option clearly. In case they do not fill the plan / option / sub-option clearly or in case of incomplete details, non-clarity or ambiguity, default options will be considered and applied. • Monthly instalment amount, Date and/ or SSIP tenure cannot be changed.

**1. SCHEME CHANGE FOR FUTURE SSIP INSTALMENTS:** • The request for 'scheme change for future SSIP' should be submitted at any official point of transaction at least 25 days before the immediately next SSIP • Investors should check with DSPIM offices for the eligible schemes • Changing the monthly instalment amount and / or SSIP tenure is not permissible • In case the payment mechanism is through Post-dated cheques, the relevant changes may have to be made to subsequent Post-dated cheques. • Any SSIP instalments in the interim, by the time a new scheme is updated by the Registrar, will be made as per previous instructions.

**2. SUBMISSION OF ADDITIONAL POST-DATED CHEQUES:** • The cheques should be drawn in favour of 'DSP Mutual Fund', and should be crossed 'Account Payee Only'. • Minimum 18 Post-dated cheques are required. • Separate cheques and form should be given for each separate investments in a different scheme / option or SSIP folio.

**3. REINSTATEMENT OF A DISHONOURED TRANSACTION:** • The life insurance cover will be terminated if the investor fails to pay more than 5 cumulative instalments. • The reinstatement cheque should be submitted within 25 days from the due date of the default transaction. • Reinstated instalment is not counted as a missed instalment for the purpose of 5 cumulative instalment defaults. In other words, a default instalment made good within the required time limit will not be taken into consideration for the purpose of counting the number of SSIP instalment defaults be an investor.

**4. REINSTATEMENT OF PRINCIPAL AMOUNT REDEEMED IN 21 YEARS SSIP TENURE:** • In the 21 year SSIP tenure, an investor can redeem only the capital appreciation after three years to continue with the insurance benefit. An investor loses the insurance cover if the principal amount invested till date is redeemed. • Should an investor redeem the principal amount, the investor may give a cheque for the same so that the cover is reinstated. The cheque amount should be equal to the principal amount redeemed. • The cheque should be submitted within 25 days of the redemption.

**5. EMAIL COMMUNICATION:** • Account statements will be send via email by default to investors who have provided their email ID, unless specified otherwise. • 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 send via email.

**6. NOMINATION DETAILS:** • The nomination can be made only by individuals applying for / holding units on their own behalf singly or jointly. Non-individuals including society, trust, body 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. • Nomination in respect of the units stands rescinded upon the transfer of units. • The cancellation of the nomination can be made only by those individuals who hold units on their own behalf singly or jointly and who made the original nomination. On cancellation of the nomination, the nomination shall stand rescinded and the AMC shall not be under any obligation to transfer the units in favour of the Nominee. • Investors who desire to make their nomination in favour of more than one and upto three individuals, may do so by writing to the AMC/Registrar, specifying clearly the percentage to be allocated between the nominees. If no percentages are mentioned, nomination will be done equally for all the nominees. • The rights in the units will vest in the nominee only upon the death of all unitholders.

**Name of Sole / First Unitholder** (Leave space between first / middle / last name)  Mr.  Ms.  M/s.  Others \_\_\_\_\_

**Existing SSIP Folio Number** \_\_\_\_\_ **Scheme Name / Plan / Option\* / Sub Option\***  
 \_\_\_\_\_  
 \_\_\_\_\_ DSP

**PLEASE FILL THE ABOVE SECTION BEFORE PROCEEDING FURTHER**

**REINSTATEMENT OF DISHONOURED TRANSACTION (INSTRUCTION 3)**  
 (Due to cheque bounce / Auto debit failure)

**Date of Dishonoured SSIP Transaction** \_\_\_\_\_ **Enclosed Cheque No.** \_\_\_\_\_  
 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Amount\*** \_\_\_\_\_ **Date** \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Drawn on Bank** \_\_\_\_\_

\*Cheque amount to be the same as monthly SSIP instalments in the Folio.

**REINSTATEMENT OF PRINCIPAL AMOUNT REDEEMED IN 21 YEARS SSIP TENURE (INSTRUCTION 4)**

**Date of Redemption** \_\_\_\_\_ **Enclosed Cheque No.** \_\_\_\_\_  
 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Amount\*** \_\_\_\_\_ **Cheque Date** \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Drawn on Bank** \_\_\_\_\_

\*Cheque amount to be the same as actual principal amount redeemed.

**CONTACT DETAILS**

STD Code		Tel. Off.	
Extn.		Mobile	
Tel. Resi.		Fax	
E-Mail			

\*Account statement will be send via e-mail by default unless specified otherwise

**PAN AND KYC UPDATION**

Sole / First Applicant / Guardian \_\_\_\_\_  Attached

**NOMINATION DETAILS**

I/We wish to nominate  I/We DO NOT wish to nominate  
 I/We do hereby nominate the person/s more particularly described hereunder / and / cancel the nomination made by me/us earlier in respect of Units held by Me/us.

	Allocation %	Signature (Nominee/Guardian)										
<b>Nominee 1 Name :</b> Date of Birth <table border="1"><tr><td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> Guardian Name (if minor) : _____ Address : _____ _____ Landmark _____ City _____ Pin Code _____	D	D	/	M	M	/	Y	Y	Y	Y		
D	D	/	M	M	/	Y	Y	Y	Y			
<b>Nominee 2 Name :</b> Date of Birth <table border="1"><tr><td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> Guardian Name (if minor) : _____ Address : _____ _____ Landmark _____ City _____ Pin Code _____	D	D	/	M	M	/	Y	Y	Y	Y		
D	D	/	M	M	/	Y	Y	Y	Y			
<b>Nominee 3 Name :</b> Date of Birth <table border="1"><tr><td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> Guardian Name (if minor) : _____ Address : _____ _____ Landmark _____ City _____ Pin Code _____	D	D	/	M	M	/	Y	Y	Y	Y		
D	D	/	M	M	/	Y	Y	Y	Y			
<b>Total</b>	<b>100%</b>											

**DECLARATION & SIGNATURES**

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\_\_\_\_\_  
**Sole Holder**