

# SPECIAL PRODUCTS APPLICATION FORM **SIP SWP STP**

(Please refer the instructions overleaf)

Date

<b>ARN-</b> Investment Advisor's Name & ARN	<b>ARN-</b> Sub-Broker's Name & ARN	Stamp & Sign Official Acceptance Point
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APPLICATION / FOLIO NO.	NAME OF FIRST APPLICANT/FIRST UNITHOLDER
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PAN* <input type="text" value="Sole / First Applicant"/>	<input type="text" value="Second Applicant"/>	<input type="text" value="Third Applicant"/>
Enclosed PAN Proof <input type="checkbox"/> or Form 60/61 <input type="checkbox"/>	PAN Proof <input type="checkbox"/> or Form 60/61 <input type="checkbox"/>	PAN Proof <input type="checkbox"/> or Form 60/61 <input type="checkbox"/>
*Mandatory if each Systematic Investment Amount >=Rs. 50,000		
E-Mail ID <input type="text" value="please provide your email ID for mailing of Account Statement"/>		

## 1. SYSTEMATIC INVESTMENT PLAN (SIP)

Scheme <input type="text"/>	Plan <input type="text"/>	Option <input type="text"/>
Investment Amount <input type="text" value="in figures"/>	Frequency (Please √) <input type="checkbox"/> Monthly (Max 4 SIP dates in a month) <input type="checkbox"/> Quarterly (Only one date)	
Investment Period <input type="text" value="in Months"/> From <input type="text" value="MM/YYYY"/> To <input type="text" value="MM/YYYY"/>	Dates 1st <input type="checkbox"/> 7th <input type="checkbox"/> 10th <input type="checkbox"/> 14th <input type="checkbox"/> 20th <input type="checkbox"/> 21st <input type="checkbox"/> 28th <input type="checkbox"/> Total Chqs	
Investment Commencement Date <input type="text" value="DD/MM/YYYY"/>	Cheque Nos. From <input type="text"/> To <input type="text"/>	
Drawn on <input type="text" value="Bank"/> Branch <input type="text"/>	Cheques Dates From <input type="text" value="DD/MM/YYYY"/> To <input type="text" value="DD/MM/YYYY"/>	
Account Type Current <input type="checkbox"/> Savings <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/>		

## 2. SYSTEMATIC WITHDRAWAL PLAN (SWP)

Scheme <input type="text"/>	Plan <input type="text"/>	Option <input type="text"/>
Withdrawal Option (Please √) <input type="checkbox"/> Fixed <input type="checkbox"/> OR <input type="checkbox"/> Appreciation withdrawal (Only on the 1st of every month)	Fixed Withdrawal <input type="checkbox"/> Monthly (Minimum 8 months) <input type="checkbox"/> Quarterly (Minimum 4 quarters)	
Total amount of SWP <input type="text" value="in figures"/>	Dates (Only one date) 1st <input type="checkbox"/> 7th <input type="checkbox"/> 10th <input type="checkbox"/> 14th <input type="checkbox"/> 20th <input type="checkbox"/> 21st <input type="checkbox"/> 28th <input type="checkbox"/>	
	Withdrawal Period From <input type="text" value="DD/MM/YYYY"/> To <input type="text" value="DD/MM/YYYY"/>	

## 3. SYSTEMATIC TRANSFER PLAN (STP)

From Scheme <input type="text"/>	Plan <input type="text"/>	Option <input type="text"/>
To Scheme <input type="text"/>	Plan <input type="text"/>	Option <input type="text"/>
Amount per Transfer Rs. <input type="text" value="in figures"/>	Transfer Frequency <input type="checkbox"/> Monthly (Max 4 STP dates in a month) <input type="checkbox"/> Quarterly (Only one date)	
Transfer Period From <input type="text" value="DD/MM/YYYY"/> To <input type="text" value="DD/MM/YYYY"/>	Dates 1st <input type="checkbox"/> 7th <input type="checkbox"/> 10th <input type="checkbox"/> 14th <input type="checkbox"/> 20th <input type="checkbox"/> 21st <input type="checkbox"/> 28th <input type="checkbox"/>	
Total Amount of Transfer <input type="text" value="in figures"/>	No. of Transfers <input type="text"/>	

## 4. DECLARATION AND SIGNATURES


Having read and understood the contents of the offer document(s) of the scheme(s), I/We hereby apply to the Trustee of Birla Mutual Fund for units of scheme(s) of Birla Mutual Fund as indicated above and agree to abide by the terms, conditions, rules and regulations of the scheme(s). I/We hereby declare that the particulars given herein are correct and complete. I/We confirm that I/we have not received and will not receive any commission or brokerage or any other incentive in any form, directly or indirectly, for subscribing to units issued under any of the scheme(s). I/We hereby declare that the amount invested in the scheme(s) is through legitimate sources only and does not involve and is not designed for the purpose of any contravention or evasion of any Act, Rules, Regulations, Notifications or Directions of the provisions of Income Tax Act, 1961, Prevention of Money Laundering Act, 2002, Prevention of Corruption Act, 1988 or any other applicable laws enacted by the Government of India from time to time.

For NRIs/FIIs only: I/We confirm that I am/we are Non Residents of Indian Nationality/origin and that I/We have remitted funds from abroad through approved banking channels or from funds in my/our Non-resident External Account/FCNR account/NRO/NRSR Account.

SIGNATURE(S)	<input type="text" value="Sole/ First Applicant"/>	<input type="text" value="Second Applicant"/>	<input type="text" value="Third Applicant"/>
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(To be signed by All Applicants if mode of operation is iJointi)

## SPECIAL PRODUCTS APPLICATION FORM

 Received From \_\_\_\_\_  
an application for Systematic Investment / Systematic Withdrawal / Systematic Transfer  
Scheme \_\_\_\_\_ Facility Details \_\_\_\_\_

Scheme _____	SIP	Date DD / MM / YYYY	Amount (Rs) _____
Plan _____	SWP	Date DD / MM / YYYY	Amount (Rs) _____
Option _____	STP	Date DD / MM / YYYY	Amount (Rs) _____

## ACKNOWLEDGEMENT SLIP

<b>APPLICATION / FOLIO NO.</b>
Official Acceptance Point Stamp & Sign

**A. SCHEMES AVAILABLE UNDER THE SPECIAL PRODUCTS (SIP / SWP / STP)**

<b>SIP</b>	Birla Advantage Fund / Birla Asset Allocation Fund / Birla Balance / Birla Bond Plus / Birla Dynamic Bond Fund / Birla Dividend Yield Plus / Birla Equity Plan* / Birla Gilt Plus / Birla India Opportunities Fund / Birla Index Fund / Birla Income Plus / Birla Midcap Fund / Birla MNC Fund / Birla MIP# / Birla MIP II# / Birla Sun Life Monthly Income# / Birla Sun Life Income Fund / Birla Sun Life Government Securities Fund / Birla Sun Life Equity Fund / Birla India GenNext Fund / Birla Sun Life New Millennium Fund / Birla Sun Life Buy India Fund / Birla Sun Life Basic Industries Fund / Birla Sun Life Frontline Equity Fund / Birla Sun Life '95 Fund / Birla Sun Life Tax Relief '96* / Birla India GenNext Fund / Birla Top 100 Fund / Birla Infrastructure Fund
<b>SWP</b>	Birla Bond Plus / Birla Dynamic Bond Fund / Birla Gilt Plus / Income Plus / Birla MIP# / Birla MIP II# / Birla Sun Life Monthly Income# / Birla Sun Life Government Securities Fund / Birla Sunlife Income Fund
<b>STP</b>	Can transfer "OUT" investment from the following Schemes: Birla Bond Plus / Birla Bond Index Fund / Birla Cash Plus / Birla Dynamic Bond Fund / Birla Floating Rate Fund / Birla Gilt Plus / Birla Income Plus / Birla MIP# / Birla MIP II# / Birla Sun Life Monthly Income# / Birla Sun Life Government Securities / Birla Sun Life Cash Manager / Birla Sun Life Short Term Fund / Birla Sun Life Income Fund Can transfer "IN" investment in the following Schemes: Birla Advantage Fund / Birla Balance / Birla Dividend Yield Plus / Birla Equity Plan* / Birla India Opportunities Fund / Birla MNC Fund / Birla Midcap Fund / Birla India GenNext Fund / Birla Sun Life Equity Fund / Birla Sun Life New Millennium Fund / Birla Sun Life Buy India Fund / Birla Sun Life Basic Industries Fund / Birla Sun Life Frontline Equity Fund / Birla Sun Life Tax Relief '96* / Birla Sun Life '95 Fund / Birla Top 100 Fund / Birla Infrastructure Fund

**B. INSTRUCTIONS - COMMON TO SIP / SWP / STP**

- New investors who wish to enrol for the special products should fill this form in addition to the Common Application Form. Please complete all details in the Common Application Form. Details of the Special Products should be provided on this form. Existing investors need to fill up only this form.
- For multiple transactions under more than 1 scheme, photocopies of the form can be utilised
- This form should be submitted at least 15 working days before the commencement date.
- The investor has the right to discontinue SIP / SWP / STP at any time he/she so desires by sending a written request at least 15 working days in advance of the immediate next due date to any of the offices of Birla Mutual Fund or its Authorised Collection Centres. On receipt of such request the SIP / SWP / STP will be terminated and in case of SIP balance post-dated cheques will be returned to the investor.
- Units will be Allotted / Redeemed / Transferred at the NAV related prices of the 1st and/or 7th and/or 14th and/or 20th and/or 21st and/or 28th of every month (or next business day, if 1st and/or 7th and/or 10th and/or 14th and/or 20th and/or 21st and/or 28th is a non business day). In case of Post Dated Cheques submitted for any dates, other than the dates offered, immediate next offered date would be considered as the SIP date(s). An updated account statement will be sent after each transaction under the Special Products, wherever, email address has been provided, the account statements will be sent through email only. Other investors will be sent on a quarterly basis.
- An application for Purchase of Units amounting to Rs. 50,000/- or more should quote PAN of the applicant, (In case of Joint applicants, PAN of all holders) along with documentary proof of PAN (Photocopy of PAN card). In case of a minor, PAN details of the Guardian must be submitted. In case a person does not have a PAN, a declaration in Form 60/Form 61 (as applicable) alongwith proof of address must be submitted. Applications without this would be rejected by the Mutual Fund without any reference to the investor.

**C. INSTRUCTIONS - SYSTEMATIC INVESTMENT PLAN (SIP)**

- Minimum Amount :**  
**A] For Monthly SIP :** (i) *Birla Equity Plan and Birla Sun Life Tax Relief '96: Minimum 8 cheques of Rs. 500/- each and above.*  
(ii) *Other Schemes: Minimum 8 Cheques of Rs. 1,000/-each and above.*  
**B] For Quarterly SIP :** (i) *Birla Equity Plan and Birla Sun Life Tax Relief '96: Minimum 4 cheques of Rs. 500/- each and above.*  
(ii) *Other Schemes: Minimum 4 Cheques of Rs. 2,000/- each and above.*
- All post-dated cheques have to be issued favouring the individual scheme.**
- Value of each monthly installment should be the same in all the post-dated cheques issued.
- Investment Dates: Monthly Systematic Investment Plan: Cheques should be of the following dates: 1st and/or 7th and/or 10th and/or 14th and/or 20th and/or 21st and/or 28th of every month.
- Fast Forward Facility: Investors can opt for multiple dates within a month in case of monthly SIP. Investors may choose maximum upto 4 dates from the following dates: 1st and/or 7th and/or 10th and/or 14th and/or 20th and/or 21st and/or 28th of every month. Fast Forward Facility is not available in case of quarterly SIP.
- Cheques should be drawn payable at locations of Birla Sun Life Asset Management Company Limited branches & authorised centres. **Non MICR / outstation post dated cheques will not be accepted for SIP.**
- Default Dates:** In case of any ambiguity in selection of investment frequency, the SIP date will be 7 of each month / quarter. In case where more than 4 dates are specified, default dates will be 7 , 14 , 21 & 28 of each month.

**D. INSTRUCTIONS - SYSTEMATIC WITHDRAWAL PLAN (SWP)**

- Options available and Minimum Amount :**  
**A] Fixed withdrawal:-** Investors can withdraw fixed amount of Rs. 1,000/- each and above at regular intervals.  
**B] Appreciation withdrawal:-** Investors can withdraw appreciation of Rs. 1,000/- and above at regular intervals. If the appreciation amount is less than Rs. 1,000/- or the specified amount there will be no SWP in that month/quarter. The cumulative appreciation of this period and the immediately succeeding period shall be paid out subject to it being a minimum of Rs. 1,000/- or the specified amount.
- SWP is not available for investments under lock-in period and for investments which are pledged.
- The redemptions warrants will be sent at the requested frequency. The investor can also opt for direct credit of the redemption proceeds to their bank accounts (Currently direct credit offered for ten banks - ABN Amro Bank, Citibank, Deutsche Bank, HDFC Bank, HSBC, ICICI Bank, IDBI Bank, Standard Chartered Bank, UTI Bank, Kotak Mahindra Bank)
- In case of Fixed Withdrawal, if the amount of instalment is more than the amount available in that account for redemption, the entire available amount will be redeemed and the SWP will terminate automatically.
- In case of Appreciation Withdrawal, appreciation will be calculated on the units available for redemption at the time of the SWP installment.
- Withdrawal Dates: Fixed Withdrawal:** Investors can withdraw fixed amount on 1 or 7 or 10 or 14 or 20 or 21 or 28 of each month/quarter for minimum 8 months/ 4 quarter.  
**Appreciation withdrawal:** Investors can withdraw appreciation on the 1 of each month/quarter for minimum 8 months/ 4 quarter.
- Default Dates:** In case of any ambiguity in selection of withdrawal frequency, the SWP date will be 7 of each month in case of Fixed withdrawal facility.

**E. INSTRUCTIONS - SYSTEMATIC TRANSFER PLAN (STP)**

- Minimum Amount :** **A] Monthly Plan :** Minimum 8 transfers of Rs. 1,000/- each and above.  
**B] Quarterly Plan :** Minimum 4 transfers of Rs. 2,000/- each and above.
- Minimum balance in the Scheme at the time of enrollment for STP facility should be Rs. 8,000/-.
- Investors have the option to STP investment to a sub-account under the same Folio by quoting the 10 digit FOLIO Number.
- STP is not available for investments under lock-in period.
- In case of insufficient balance, the transfer will not be effected.
- Transfer Dates : Monthly Systematic Transfer Plan:** Transfers can be on 1 and/or 7 and/or 10 and/or 14 and/or 20 and/or 21 and/or 28 of each month for minimum 8 transfers.  
**Quarterly Systematic Transfer Plan:** Transfers can be on 1 or 7 or 10 or 14 or 20 or 21 th or 28 of each quarter for minimum 4 quarters.
- Default Dates:** In case of any ambiguity in selection of transfer frequency, the STP date will be 7 of each month / quarter. In case where more than 4 dates are specified, default dates will be 7 , 14 , 21 & 28 of each month.

**F. LOAD STRUCTURE**

**SIP Entry Load:** In schemes that have an entry load, the same will currently be waived for SIP investments of less than or equal to Rs. 10,00,000/- per cheque. However, such investments will be charged load equivalent to the waived entry load (in percentage terms) on the applicable NAV for repurchase, if such investments are redeemed/ switched out within 2 years from the date of allotment. **Exit Load:** If applicable to the Scheme shall be charged at the time of redemption / switch out.

**SWP** As applicable to respective schemes at the date of withdrawal.

**STP** The amount transferred under STP, if less than or equal to Rs. 10,00,000/- from the transferor scheme to the transferee scheme shall be effected by redeeming units of the transferor scheme at the applicable NAV, without payment of any exit load, if any; and subscribing to the units of the transferee scheme at the applicable NAV, without payment of any entry load, if any, as on the specified date of a month/quarter. However, such investments will be charged load equivalent to the waived entry load (in percentage terms) on the applicable NAV for repurchase, if such investments are redeemed/ switched out within 2 years from the date of allotment in the transferee scheme.

# An open-end income Scheme. Monthly income is not assured and is subject to availability of distributable surplus.

\*An Open ended Equity Linked Savings Scheme(ELSS) (All investments in the scheme are subject to a lock-in period of 3 years from the date of allotment)