# Systematic Investment Plan (SIP) Auto Debit Facility/MICRO SIP



PLEASE FILL ALL FIELDS WITH BLACK BALL POINT, IN BLOCK LETTERS AND COMPLETE MANDATORY (MARKED\*) FIELDS

Please read the instructions carefully, before filling up the application form.

### **Application No:**

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# TERMS AND CONDITIONS FOR Systematic Investment Plan (SIP) Auto Debit Facility/MICRO SIP



- Existing investors seeking for Systematic Investment only, need to fill up this Systematic Investment Form. New investors who wish to enroll for the Systematic Investment should fill up SIP Form in addition to the Common Application Form, with or without the initial investment amount i.e. the first installment can be without the cheque. However in lines with SEBI and AMFI guidelines the requirement of submission of documents for subscription/transaction is modified from time to time. Therefore, for such additional requirements the investor is required to refer the "Instruction For Completing the Application Form" (as provided in the main application form) and submit such additional documentation for the same
- 2. The cheque may be drawn in favour of "Full name of the Scheme" followed by the name of the sole or 1st joint holder/ his PAN/folio number. For e.g. "XYZ Scheme A/c Sole / First Investor name" or "XYZ Scheme A/c Permanent Account Number" or "XYZ Scheme A/c Folio Number".
- 3. If the investment is without a first investment cheque then the cancelled cheque copy is mandatory for submission and, if such cancelled cheque is without any name a bankers attestation is required on the SIP form.
- 4. Monthly SIP/ Daily SIP facility is currently available only with following banks: Bank of India, HDFC Bank, IDBI Bank, Kotak Mahindra Bank, IndusInd Bank, Bank of Baroda for all locations. For Mumbai, Delhi, Kolkatta, Chennai Daily SIP shall be accepted in all Banks.
- 5. Please check the Scheme Information Document & the Statement of Additional Information for SIP facility in respective scheme.
- 6. The cities as prescribed in RBI's list may be modified/updated/changed/removed at any time in future entirely at the discretion of BOI AXA Investment Managers Private Limited without assigning any reasons or prior notice. If any city is removed, SIP instructions for investors in such cities via Auto Debit route will be discontinued and communication to that effect will be sent to the investor.
- 7. Monthly SIP facility is available only on specific dates of the month viz 1st or 7th or 10th or 15th or 20th or 25th for Monthly SIP.
- 8. During ongoing purchase in monthly SIP your first SIP can be for any day of the month. Your second and subsequent SIPs are available only on the above specified dates of the month with a minimum gap of atleast 30 days between first and second SIP installment. In case the chosen date turns out to be a non working day for the scheme; the SIP will be processed on the immediate following working day.
- 9. The SIP cheque (where the investment is made by cheque) should be drawn on the same bank account which is to be registered for Auto Debit. The bank account provided for Auto Debit should participate in local MICR clearing.
- 10. The first investment cheque while applying for Monthly SIP can be either equal to or greater than the subsequent Monthly SIP installment amounts. The subsequent Monthly SIP installment amounts however should remain the same as per the scheme specific information document and all the postdated cheques issued.
- 11. If two consecutive SIP's fail, the SIP will automatically stand terminated and a communication to the effect will be sent to the investor.
- 12. If the SIP preferences are not indicated or in case of discrepancy or ambiguity, the default option shall be as under: SIP Frequency-Monthly, SIP Date every 7th of the month and Tenure -6 months.
- 13. The investor has the right to discontinue SIP at any time he/she so desires by sending a written request, at least 15 working days prior to the due date of next SIP for Monthly SIP, to any of the offices of BOI AXA Mutual Fund or its Investor Service Centres. All the request should be accompanied by:
  - a. A new SIP form duly filled in and carrying the revised/new SIP request details, or
  - b. A written and signed confirmation for discontinuing the existing SIP.
- 14. Investors availing the Micro SIP facility shall be exempted from submission of requirement of PAN. Micro SIP shall be applicable where aggregate of installments in a rolling 12 months period or in a financial year i.e. April-March does not exceed ₹50,000/- per year.
- 15. Micro SIP benefit is available to individuals, NRI's, Minors and Sole Proprietors only. HUF's, PIO's and any other entities/persons etc. are not eligible.
  - The AMC will reject the application where they find that documents are deficient or where the installment total will exceed ₹ 50,000/- per year.
- 16. Eligible investors are required to submit any one of the following photo identification document as a proof of identification in lieu of PAN:
  - 1. Voter Identity Card; 2.Driving License; 3.Government / Defense identification card; 4. Passport; 5. Photo Ration Card; 6. Photo Debit Card; 7.Employee ID cards issued by companies registered with Registrar of Companies; 8.Photo Identification issued by Bank Managers of Scheduled Commercial Banks / Gazetted Officer / Elected Representatives to the Legislative Assembly / Parliament; 9.ID card issued to employees of Scheduled Commercial / State / District Co-operative Banks; 10.Senior Citizen / Freedom Fighter ID card issued by Government; 11.Cards issued by Universities or institutes under statutes like ICAI, ICWA, ICSI; 12. Permanent Retirement Account No (PRAN) card issued to New Pension System (NPS) subscribers by CRA (NSDL); and 13.Any other photo ID card issued by Central Government / State Governments/Municipal authorities/ Government organizations like ESIC / EPFO.

Submission of KYC acknowledgement is not mandatory in case of investments as Micro SIPs. However, for such cases the proof of identification and proof of address (as specified in the above documents list) (if the proof of identification also includes address the seperate address proof is not necessary) may be submitted along with the application as part of the regulatory requirement. Such documentary proofs should be self attested or attested by the distributor/ any competent authority. However, in case the Micro SIP investor has a PAN, then it is mandatory that he/she submit the KYC acknowledgement issued by CVL.

Investments by investors residing in the State of Sikkim are not required to provide KYC acknowledgement. However, in such cases, investor require to submit proof of identification and proof of address (as per specified documents list mentioned above) (if proof of identification also includes address, a separate address proof is not necessary). Proof of address should contain address in the State of Sikkim and the address mentioned in the application form should be the same. Such documentary proofs should be self-attested or attested by the distributor/ any competent authority.

- 17. Investor will not hold BOI AXA Investment Managers Pvt. Ltd., its registrars and other service providers responsible if the transaction is delayed or not effected, the investor bank account is debited in advance or after the specific SIP date due to various clearing cycles of Auto Debit / local holidays / incomplete or incorrect instructions from the applicant
- 18. BOI AXA Investment Managers Pvt. Ltd. reserves the right not to represent any mandate for SIP auto Debit facility if the registration could not be effected in time for reason beyond its control.
- 19. BOI AXA Investment Managers Pvt. Ltd., its registrars and other service providers shall not be responsible and liable for any transaction failures, due to rejection of the transaction by your bank / branch or its refusal to register the SIP mandate.
- 20. In case of renewal of SIP this form should be submitted at least 1 month (for Monthly SIP) and prior to the due date.
- 21. Please refer the Scheme Information Documents/ Statement of Additional Information of the scheme for the Applicable NAV, Redemptions, Risk Factors, Load and other information before investing.
- 22. Generic Structure on SIP: This facility enables investors to save and invest periodically over a longer period of time. It is a convenient way to "invest as you earn" and affords the investor an opportunity to enter the market regularly, thus averaging the acquisition cost of Units. SIP allows investors to invest a fixed amount of Rupees on either daily basis or on specific dates every month by purchasing Units of the Scheme at the Purchase Price prevailing at such time. Any unit holder can avail of this facility subject to certain terms and conditions contained in the Application form, Scheme Information Document and Statement of Additional Information of the respective scheme. Systematic Investment Plan facility will be available as detailed below:

SIP Options	Daily SIP	Monthly SIP								
Contribution will be debited		Day On any one of the following dates in a month as chosen by the investor / Unitholder: 1st /or 7th /or 10th /or 15th /or 20th /or 25th basis NAV of that day, or of following Business Day, if that day is not a Business Day.								
Minimum duration of SIP	1 month	6 months								

### Contribution

Auto Debit allows an investor to instruct his bank to debit his bank account at periodic intervals for making investments in mutual fund scheme(s). There shall be a gap of at least 30 days between the date of the first cheque and first instalment through Auto Debit in the case of a Monthly SIP initiated during the Ongoing Offer period.

## FOR MORE INFORMATION