

**Mutual Fund**

APP No.:

**SYSTEMATIC WITHDRAWAL PLAN APPLICATION FORM**

Use this form if you wish to withdraw your investment systematically.

Please read the instructions carefully, before filling up the application

**1. DISTRIBUTOR / BROKER INFORMATION**

1. DISTRIBUTOR / BROKER INFORMATION				FOR OFFICE USE ONLY	
Name & Broker Code / ARN <b>ARN-52719</b>	Sub Broker / Sub Agent ARN Code	Employee Unique Identification Number	Sub Broker / Sub Agent Code <b>E079989</b>	Date and Time of Receipt	Bank / Register Serial No.

"I/We hereby confirm that the EUIIN box has been intentionally left blank by me/us as this is an "execution-only" transaction without any interaction or advice by the employee/relationship manager/sales person of the above distributor or notwithstanding the advice of in-appropriateness, if any, provided by the employee/relationship manager/sales person of the distributor and the distributor has not charged any advisory fees on this transaction".  
 Upfront commission shall be paid directly by the investor to the AMFI registered distributor based on the investor's assessment of various factors including the service rendered by the distributor.

**2. EXISTING UNIT HOLDER INFORMATION**

FOLIO NO. \_\_\_\_\_

**3. APPLICANT INFORMATION**

Name of First / Sole applicant \_\_\_\_\_  
 Name of Guardian \_\_\_\_\_  
 Name of Second Applicant \_\_\_\_\_  
 Name of Third Applicant \_\_\_\_\_

**4. PARTICULARS FOR REGULAR WITHDRAWAL (If the investor wishes to invest in Direct Plan please mention Direct Plan against the scheme name)**

Scheme Name \_\_\_\_\_ Plan \_\_\_\_\_ Option \_\_\_\_\_ Amount \_\_\_\_\_  
 Frequency  Monthly  Quarterly  
 Enrolment Period From DD/MM/YY To DD/MM/YY (Min. Rs. 500/- & any amount thereafter per withdrawal)

The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us. I hereby declare that the above information is given by the undersigned and particulars given by me/us are correct and complete.

**SIGN HERE**

 Sole / 1<sup>st</sup> applicant / Guardian  
 Authorised Signatory

 2<sup>nd</sup> applicant /  
 Authorised Signatory

 3<sup>rd</sup> applicant  
 Authorised Signatory

**INSTRUCTIONS FOR SWP**

- All SWP applications will be processed on the 1st/8th/15th/22nd of every month or 1st/8th/15th/22nd of every first month of every quarter. If such day happens to be a holiday, it will be processed on next working day.
- For all the eligible schemes, the minimum withdrawal amount is Rs. 500/- and in multiples of Rs. 100/- thereafter.
- The Unit holder is required to define the frequency and amount of withdrawals. SWP forms received without this information will be treated incomplete and request for SWP will be rejected.
- The Unit holder needs to specify the start date and the end date in the SWP form. In cases where the start date and end date has not been specified, the SWP will commence from the first transaction date of the subsequent month in which such request is received and will continue till the balance in the account becomes nil or below the required amount specified by the investor for SWP.
- The amount withdrawn under the SWP will be considered as a redemption and shall be converted into units and will be deducted from the unit balance of the Unit holder.
- The redemption proceeds will be paid by cheque/demand draft in favour of the registered first named Unit holder with the bank account number specified in the application form. The redemption cheque will be posted within normal service standards to the investors. No post-dated cheques will be issued against SWP transactions.
- A Unit holder who has opted for SWP under a specified account can also redeem or switch his units to any other eligible scheme or any other plans of the same scheme provided he has sufficient balance in his account on the date of such request. SWP will automatically cease in case the balance becomes nil subsequent to such redemption / switch transaction or falls below the required amount specified by the investor for SWP.
- The Unit holder can put in additional subscriptions, in accordance with conditions specified in the Statement of Additional Information (SAI) and Scheme Information Document (SID) for additional subscriptions in the account anytime during the existence of the concerned account. Such additional subscriptions in no way alter the functioning of the SWP option, unless subsequent request to the contrary is received from the unit holder in writing.
- Any changes in the amount, frequency or period of SWP should be communicated to the Registrar's office at least 14 days in advance.
- Investors who have made investments in ELSS schemes should note that SWP is not available to them during the stipulated lock in period.
- SWP request in any other form beside the specified format will be treated as invalid and is liable to be rejected.
- The SWP form duly completed may be submitted at the nearest Investor Service Centre or mailed to the Registrar: M/s. Kany Computershare Pvt. Ltd., Unit: RCMF, Avenue 4, Street No. 1, Banjara Hills, Hyderabad - 500 034.
- Investors subscribing under Direct Plan of XYZ Fund will have to indicate the Scheme / Plan name in the application form as "XYZ Fund - Direct Plan". Investors should also indicate "Direct" in the ARN column. In case ARN code is mentioned in the application form, but "Direct Plan" is indicated against the Scheme name, ARN code will be ignored and the application will be processed under Direct Plan. If the investor does not mention Direct against the scheme name and the ARN code is also not provided the default allotment would be made in the Direct Plan.
- Communication for the investors:**  
 If the investor(s) has/have provided his/their email address in the application form or any subsequent communication in any of the folio belonging to the investor(s), RCMF / Asset Management Company reserves the right to use Electronic Mail (email) as a default mode to send various communication which include account statements for transactions done by the investor(s).  
 The investor(s) may request for a physical account statement by writing or calling RCMF's Investor Service Center/ Registrar & Transfer Agent. In case of specific request received from the investor(s), RCMF shall endeavor to provide the account statement to the investor(s) within 5 working days from the receipt of such request.  
 With effect from October 1, 2011, in accordance with SEBI Circular No. Cir/ IMD/ DF/16/ 2011 dated September 8, 2011, the investor whose transaction has been accepted by the RCMF/RMF shall receive the following:  
 (i) On acceptance of the application, a confirmation by way of email and/or SMS within 5 Business Days from the date of receipt of transaction request will be sent to the Unit holders registered e-mail address and/or mobile number.  
 (ii) Thereafter, a Consolidated Account Statement (CAS) shall be issued for each calendar month on or before 10th of the immediately succeeding month to the Unit holder(s) in whose folio(s) transaction(s) has/have taken place during the month by physical/e-mail mode. CAS shall contain details relating to all the transactions carried out by the investor across all schemes of all mutual funds during the month and holding at the end of the month including transaction charges paid to the distributor.  
 The word 'transaction' shall include purchase, redemption, switch, dividend payout, dividend reinvestment, systematic investment plan, systematic withdrawal plan, systematic transfer plan and bonus transactions.  
 (iii) For the purpose of sending CAS, common investors across mutual funds shall be identified by their Permanent Account Number (PAN). In case of a specific request received from the Unit holders, RCMF / RMF will provide the account statement to the investors within 5 Business Days from the receipt of such request. In the event the account has more than one registered holder, the first named Unit holder shall receive the CAS/account statement.  
 CAS shall not be received by the Unit holders for the folio(s) not updated with PAN details. The Unit holders are therefore requested to ensure that the folio(s) are updated with their PAN. For Micro SIP and Sikkim based investors whose PAN details are not mandatorily required to be updated Account Statement will be dispatched by RCMF/RMF for each calendar month on or before 10th of the immediately succeeding month.  
 Further, CAS detailing holding of investment across all schemes of all mutual funds at the end of every six months (i.e. September / March), shall be sent by mail/e-mail on or before 10th day of succeeding month as the case may be, to all such Unit holders in whose folios no transaction has taken place during that period. The half yearly consolidated account statement will be sent by e-mail to the Unit holders whose e-mail address is available, unless a specific request is made to receive in physical.
- Employee Unique Identification Number (EUIIN) would assist in tackling the problem of mis-selling even if the employee/relationship manager/sales person leave the employment of the distributor.

**ACKNOWLEDGEMENT SLIP (To be filled by the investor)**

APP No.:

Received from Mr./Mrs. \_\_\_\_\_ an application for SWP in  
 Scheme \_\_\_\_\_ in Folio/Account No: \_\_\_\_\_  
 for amount \_\_\_\_\_ and Frequency \_\_\_\_\_.

Please note your Statement of Account is sent once a month through CAS or ECAS if email id is updated in the folio. To have an access to the folio statement visit our website to generate an instant account statement.