

# Common Application Form

(For Lump Sum and SIP Investments)



**L&T Mutual Fund**  
Built on strong foundations

Time Stamp

App. No.

Distributor/Broker Code <b>ARN-97379</b> (ARN stamp here)	Sub-Broker Code	Branch Code	Relationship Manager's Name
			Mobile
			Unique Ref. No. <b>E112253</b>

Initial commission will be paid by the investor directly to the distributor, based on the service rendered and assessment of any other factors.

**Please refer to the guidance notes for assistance and complete all sections in English. For legibility, please use BLOCK LETTERS in black or dark ink.**

## 1. EXISTING UNIT HOLDER(S) PERSONAL DETAILS (See note 1)

If you have, at any time, invested in any scheme of L&T Mutual Fund and wish to hold your present investment in the same folio, please furnish the Name of Sole/First Unitholder & Folio Number below and proceed to Section 3.

Name of Sole/1st Holder

First Name	Middle Name	Last Name	Folio No.
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## 2. NEW APPLICANTS' PERSONAL DETAILS (See note 2)

Sole/1st Applicant\*

First Name	Middle Name	Last Name	Date of Birth*
			D D   M M   Y Y Y Y

Second Applicant^

First Name	Middle Name	Last Name	Date of Birth
			D D   M M   Y Y Y Y

Third Applicant^

First Name	Middle Name	Last Name	Date of Birth
			D D   M M   Y Y Y Y

\* Compulsory if applicant is minor ^ If the Sole/First applicant is below 18 years of age, please furnish the details of the Guardian in the 'GUARDIAN DETAILS' section. ^ Not applicable if the first applicant is a minor.

### Guardian Details (Mandatory if Sole/First Applicant is a Minor) / Contact Person Details (for Non-Individuals)

Guardian Name (in case Sole/First Applicant is a minor) Contact Person (in case of Non Individual applicants)

Guardian's Relationship With Minor\*  Father  Mother  Court Appointed Guardian

Proof of Date of Birth and Guardian's Relationship with Minor\*  Birth Certificate  Passport  Others (please specify)

Mode of Holding (Please ✓)  Single  Anyone or Survivor  Joint (If not indicated and multiple holders are mentioned, will be treated as 'joint' by default.)

Status of Sole/First Applicant (Please ✓)  Resident Indian Individual  Non-Resident Indian Individual  PIO  Mutual Fund  FI  Bank  Trust  Government Body  Defence Establishment  Company/Body Corporate  Partnership Firm  HUF  AOP/BOI  FII  Society  NGO  Others (Please specify)

### Correspondence Address (P.O. Box is not sufficient)

City/Town State Pin

### Overseas Address (Mandatory for NRIs/PIOs)

City/Town State Country Postal Code

### Contact Details

Tel. (O) (ISD/STD) Tel. (R) (ISD/STD) Mobile

E-mail ID\*

\* Investors providing E-mail ID would mandatorily receive only E-statements of accounts, annual report and other communication in lieu of physical copy.

## 3. PAN AND KYC DETAILS (See note 3)

First Unit Holder Second Unit Holder Third Unit Holder

Please enclose a copy of KYC acknowledgement letters for all applicants.

## 4. BANK DETAILS [For Receiving Dividends/ Redemption Payments (Mandatory)] (See note 4)

Account Number Account Type (Please ✓)  Savings  Current  NRE  NRO  FCNR  Others

Bank

Branch City

MICR Code (9-digit number next to your cheque no.) IFSC Code (The 11 character code on a cheque. If you do not find it, please ask your bank branch for it)

Dividend/Redemption payments would be credited to your account directly subject to availability of complete bank details and the facility being available with your Bank.

If you however, wish to receive Dividend/Redemption proceeds as a Cheque instead, please indicate your preference for the same by ticking alongside.

**Please enclose an original cancelled cheque leaf of the above bank account if your investment instrument is from a different bank account.**

## ACKNOWLEDGEMENT SLIP (To be filled in by the Applicant)



Received from Name of First Applicant/Unitholder an application for investment in Scheme Plan Option App. No.

Investment Type (✓) Investment/SIP Instalment Investment Cheque/First SIP Cheque Details Cheque No.

Lumpsum  SIP Rs. Dated D D | M M | Y Y Y Y drawn on Bank

Branch City

Subject to realisation of cheque and furnishing of mandatory information/documents. Please retain this slip till you receive your Account Statement.

For Office Use Only

Acknowledgement Stamp & Date

## 5. INVESTMENT & PAYMENT DETAILS (See note 5)

### Transaction Charges\*\* Refer Note 5(D)

<input type="checkbox"/> <b>I am a First Time Investor in Mutual Funds</b> Rs. 150 will be deducted as transaction charges if the lump sum purchase amount or total SIP amount (Number of instalments x instalment amount) is Rs. 10,000 or more.	<b>OR</b>	<input type="checkbox"/> <b>I am an Existing Investor in Mutual Funds</b> Rs. 100 will be deducted as transaction charges if the lump sum purchase amount or total SIP amount (Number of instalments x instalment amount) is Rs. 10,000 or more.
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\*\* Will be deducted only if the Purchase/SIP application is submitted through a Distributor who has 'opted in' to receive transaction charges.

### Investment Details

Investment Type (Please ✓)  Lumpsum  SIP (Please fill up the 1st SIP cheque details below and also fill and attach the SIP Auto-Debit Form)

Scheme \_\_\_\_\_ Plan \_\_\_\_\_

**Option** (Please ✓) (^ Default option if not selected)  Growth^  Dividend Payout  Dividend Reinvestment Dividend Frequency \_\_\_\_\_

NRI/FII Investors (Refer \* in the Declaration section below), please indicate source of funds for your investment (Please ✓)  NRE  NRO  FCNR  Others \_\_\_\_\_ (Please specify)

### Payment Details (Please issue cheque favouring scheme name)

Investment Amount (Rs.) \_\_\_\_\_ A DD Charges (if applicable) (Rs.) \_\_\_\_\_ B Net Amount\*\*\* (Rs.) \_\_\_\_\_ A minus B

Instrument No. \_\_\_\_\_ Dated DD | MM | YYYY Drawn on Bank \_\_\_\_\_

Branch \_\_\_\_\_ City \_\_\_\_\_

\*\*\*Final investment amount will be net amount minus the transaction charges if applicable. Refer Note 4(d).

**Reason for Investment (Please ✓)**  Children's Education  Children's Marriage  House  Car  Retirement

## 6. NOMINATION DETAILS (See note 6)

Do you wish to appoint a nominee for your investment(s)?

YES (Please fill up the nominee details below and sign. If you wish to appoint more than 1 nominee, please ask for a separate nomination form.)

NO (Please strike off the part below and sign.)

I/We do hereby nominate the undermentioned Nominee to receive the Units allotted to my/our credit in my/our folio in the event of my/our death. I/We also understand that all payments and settlements made to such Nominee and Signature of the Nominee acknowledging receipt thereof, shall be a valid discharge by the AMC/Mutual Fund/Trustees.

### Name and Address of the Nominee

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth (in case Nominee is a minor) \_\_\_\_\_

Signature of Nominee X \_\_\_\_\_

### Name and Address of the Guardian (To be furnished in case the Nominee is a minor)

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature of Guardian (Mandatory) X \_\_\_\_\_

### Signature(s) (All Applicants must sign here)

X (Sole/First Applicant) \_\_\_\_\_

X (Second Applicant) \_\_\_\_\_

X (Third Applicant) \_\_\_\_\_

## 7. YOUR SIGNATURE/S (To be signed by All Applicants) (See note 5)

I/We have read and understood the contents of the Scheme Information Document, Statement of Additional Information and Key Information Memorandum of the above Scheme of L&T Mutual Fund including the sections on "Who cannot invest" and "Important Note on Anti Money Laundering, Know-Your-Customer and Investor Protection". I/We hereby apply for allotment/purchase of Units in the Scheme and agree to abide by the terms and conditions applicable thereto. I/We hereby declare that I/We am/are authorised to make this investment and that the amount invested in the Scheme 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 issued by any regulatory authority in India. I/We hereby authorise L&T Mutual Fund, its Investment Manager and its agents to disclose details of my investment to my bank(s)/L&T Mutual Fund's bank(s) and/or Distributor/Broker/Investment Adviser. 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/We have neither received nor been induced by any rebate or gifts, directly or indirectly, in making this investment. I/We declare that the information given in this application form is correct, complete and truly stated. If I/We have not ticked in Section 6 of the Application Form for not appointing a Nominee, then the Application Form shall be processed as without Nomination.

I/We, the undersigned, hereby acknowledge and confirm that:

The above transaction is "Execution Only" as explained vide SEBI Circular No. CIR/IMD/DF/13/2011 dated 22 August 2011. This investment is being made notwithstanding the advice of the appropriateness/inappropriateness of the same. On such "Execution Only" transaction(s), I am not being charged any kind of transaction fee(s) by the AMFI registered distributor. On this "Execution Only" transaction, the distributor would be compensated by the Mutual Fund House/Asset Management Company concerned in lines with the commission rate(s) disclosed by the distributor. (Applicable only for "Execution Only" transaction)

I/We accept and agree to abide by the terms and conditions (as mentioned on www.LNTMF.com) with respect to my/our dealings with L&T Mutual Fund/its Investment Manager through various channels.

\*APPLICABLE FOR NRIs: I/We confirm that I am/we are Non-Resident(s) of Indian Nationality/Origin and that I/We have remitted funds from abroad through approved banking channels or from funds in my/our NRE/FCNR Account. I/We undertake that all additional purchases made under this folio will also be from funds received from abroad through approved banking channels or from funds in my/our NRE/FCNR Account.

X (Sole/First Applicant) \_\_\_\_\_

X (Second Applicant) \_\_\_\_\_

X (Third Applicant) \_\_\_\_\_

## 8. POA HOLDER DETAILS

If the investment is being made by a Constituted Attorney please furnish Name and PAN of Power of Attorney Holder (POA) in respect of each applicant below:

PoA Holder Name for Applicant 1

PoA Holder Name for Applicant 2

PoA Holder Name for Applicant 3

PoA Holder PAN for Applicant 1

PoA Holder PAN for Applicant 2

PoA Holder PAN for Applicant 3

# SIP Investment Form

(Registration-cum-Mandate Form for Auto-debit and ECS)

Time Stamp

In case of new applicants this Form needs to accompany the Common Application Form.

Distributor/Broker Code <b>ARN-97379</b> <small>(ARN stamp here)</small>	Sub-Broker Code	Branch Code	Relationship Manager's Name
			Mobile
			Unique Ref. No. <b>E112253</b>

Initial commission will be paid by the investor directly to the distributor, based on the service rendered and assessment of any other factors.  
**Please refer to the guidance notes for assistance and complete all sections in English. For legibility, please use BLOCK LETTERS in black or dark ink.**

## PERSONAL DETAILS (See note 1)

First Unit Holder  First Name  Middle Name  Last Name  Folio No.

PAN

Second Unit Holder  Third Unit Holder

KYC is mandatory. Please enclose a copy of KYC acknowledgement letters for all applicants.

## INVESTMENT DETAILS (See note 2)

New SIP Registration  SIP Renewal  Change in Bank Details (for an existing SIP)

Scheme  Option (✓)  Growth^  Dividend Payout

Plan  Dividend Frequency   Dividend Reinvestment

### First instalment details

Mode of Payment (Please ✓)  Cheque  Demand Draft  Pay Order Instrument No.  Date

Drawn on  Bank  Branch

NRI Investor, please specify account type (✓)  NRE  NRO  FCNR  Others  Please specify

Reason for your SIP  Children's Education  Children's Marriage  House  Car  Retirement

## YOUR SIGNATURE/S (To be signed by All Joint Holders)

I/We have read and understood the respective Scheme Information Document, Statement of Additional Information and Key Information Memorandum of L&T Mutual Fund. I/We hereby declare that I/We do not have any existing Micro SIPs which together with the current application will result in aggregate investments exceeding Rs. 50,000 in a year. I/We have neither received nor been induced by any rebate or gifts directly or indirectly in making this Systematic Investment. The ARN holder has disclosed to me/us all the commissions (in trail commission or any other), payable to him for the different competing schemes of Mutual Funds from amongst which the Scheme is being recommended to me/us. I/We hereby declare that the particulars given here are correct and express my/our willingness to make payments referred above through direct debit/participation in ECS. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/We would not hold L&T Mutual Fund, their Investment Manager - L&T Investment Management Limited, or any of their appointed service providers or representatives responsible. I/We will also inform L&T Investment Management Limited about any changes in my/our bank account. I/We have read and agreed to the terms and conditions mentioned overleaf.

Date

(Sole/First Unit Holder)

(Second Unit Holder)

(Third Unit Holder)

## AUTO-DEBIT AUTHORISATION (See note 4)

The Manager, I/We authorize L&T Mutual Fund and their authorised service providers to debit my account via ECS/Direct Debit/Standing Instructions.

Name of Bank  Branch  City

Bank Account Number  Account Type (Please ✓)  Savings  Current  Cash Credit  NRE  NRO

Scheme/Plan  Option

SIP Auto-debit Date (Please ✓)  1st  5th  10th^  15th  25th  All five dates SIP Instalment Amount Rs.  Min. 500

Frequency (Please ✓)  Monthly^  Quarterly SIP Auto-debit Period  Till I instruct discontinuation^ [OR] From  To

MICR Code  (9-digit number next to your cheque no.) ^ Default option if not selected.

I/We hereby declare that the information provided by me/us is accurate. If the transaction is delayed or not carried through courtesy incomplete or incorrect information, I/We would not hold L&T Mutual Fund or its authorised service providers responsible. Mandate verification charges, if any, may be charged to my/our account.

Name(s) & Signature(s) of Bank Account Holder(s) as in Bank Records

Signature of Sole/1st Bank Account Holder

Signature of 2nd Bank Account Holder

Signature of 3rd Bank Account Holder

(To be signed by all holders if mode of operation of Bank Account is 'Joint')

Date

Attestation by the Banker

(Mandatory, if your First SIP Instalment is through a Demand Draft/Pay Order)

I/We certify that the signature of account holder(s) and the details of bank account are correct as per our records.

Signature and Stamp of the Authorised Official from Bank

Bank Stamp & Date

## FOR OFFICE USE

Recorded on  Recorded by  Credit A/c. No.

We confirm that we have taken the above ECS/Auto-debit instructions on our records.

Stamp of Bank Branch Manager

Signature

Name

## GENERAL INSTRUCTIONS

1. This form can be used to register a new SIP, renew a SIP or change the bank details for an existing SIP. New SIP applicants need to fill in the Common Application Form also.
2. Please read the Scheme Information Document(s) carefully before investing. Also note that SIP facility is not available in the Institutional and Super Institutional Plans of any of our schemes.
3. If you may make an error while filling this form, please ensure that all applicants sign against the correction.
4. The completed SIP transaction Form should be submitted to any L&T or CAMS Investor Service Centre.
5. PAN and KYC are mandatory. Please note that a PAN (Permanent Account Number) and KYC (Know Your Customer) compliance are mandatory for investing a lump sum or through a SIP, for switching between funds and for setting up a STP (Systematic Transfer Plan). Your KYC status is usually indicated in your Account Statement as follows:
  - a) KYC Verified: The KYC check is completed and you are KYC-compliant.
  - b) KYC Pending: Your KYC check is in progress.
  - c) KYC Failed: Your KYC has failed due to some deficiencies in the forms or documents you submitted to CVL.
  - d) KYC Not Available: You have not applied for KYC compliance or you have not submitted a copy of your KYC acknowledgement letter to us.
6. PLEASE NOTE: All PoA (Power of Attorney) holders and Guardians have to be KYC-compliant. If you need more information, please visit [www.LNTMF.com](http://www.LNTMF.com).

## GUIDANCE NOTES

### Note 1 – Personal Details

Please fill in the name of the sole/first unit holder and the folio number, PAN for all unit holders. Please also enclose a copy of KYC acknowledgement letters for all unit holders.

### Note 2 - Investment Details

- a) Please specify the following:
  - I. Scheme/Plan/Option and Dividend Frequency.
  - II. Your first instalment details. Please note that the cheque for the first instalment should favour the scheme.
- b) Your first instalment can be processed on any date and there has to be a minimum gap of 30 days between the first and second instalment dates.
- c) If you do not specify the SIP period, date or frequency, we will process as follows:
  - a. SIP period: Until we receive instructions to discontinue
  - b. SIP date: 10th of every month (commencing 30 days after the first SIP instalment date)
  - c. SIP frequency: Monthly
- d) **Reason for Investment:** We help you to record the financial goal you are investing for. You can specify one goal for a scheme. If you have earlier filled in a reason to save in a particular scheme in a folio and choose a different reason while filling in this form, we will over-write the earlier reason. If you wish to keep your investments separate, you can choose to make the investment in a different folio.

### Note 3 - Declaration & Unit Holder(s) Signatures

This section needs to be signed by all unit holder(s) at the places marked 'X' as per the holding instruction provided to us (i.e. 'Single', 'Anyone or Survivor' or 'Joint').

### Note 4 - Auto-debit Authorisation by Bank Account Holder(s)

- a) Please fill your bank account details for the SIP Auto-debit. The sole/first holder must be one of the holders in the bank account.
- b) The 9-digit MICR code of your bank branch is a mandatory requirement without which your SIP application will be rejected. You should find the MICR code next to the cheque number.
- c) If you are paying for the first SIP instalment through a DD or a Pay Order, please enclose an original cancelled cheque or obtain your banker's attestation against the Auto-debit Authorisation section in this form. If the payment is made by cheque, please ensure it is from the same bank account as the one used for Auto-debit for the subsequent instalments. This would help us to verify your bank details and let you know of any discrepancy to take corrective action. In case there is a mismatch in the bank account number submitted by you and the account number on the cheque, we will update the bank account number appearing on the cheque, provided your name appears on it.
- d) Please specify the SIP instalment amount (Minimum Rs. 1000 and in multiples of Re. 1 thereafter, except for L&T Tax Advantage Fund which should be in multiples of Rs. 500), and number of SIP Instalments should be a minimum of six.
- e) Please specify the SIP investment amount i.e. instalment amount multiplied by the number of instalments. This should be a minimum of Rs. 6,000 for all schemes (except L&T Tax Advantage Fund, for which it should be Rs. 3,000).
- f) Please specify the SIP Frequency (Monthly/Quarterly) and SIP Date i.e. 1st/5th/10th/15th/25th. You can also opt for SIP instalments on all five dates by ticking the appropriate check-box. If you do, your systematic investments will be processed on each of the five available dates every month.

- a) You can also invest in a perennial SIP - i.e. with no expiry date - by ticking the check-box "Till I instruct discontinuation".
- b) Please mention the names of all the bank account holders. If the mode of operation of your bank account is 'joint', then all the bank account holders should sign at the places marked 'XX' in the same sequence and manner in which their signatures appear in the bank account.
- c) If the payment advice does not mention the bank account holders' name/s, then a self-attested bank pass book copy/bank statement/bank letter to substantiate that the first unit holder is one of the joint holders of the bank account should be provided. Otherwise, it will be treated as a 3rd party payment and rejected except under the following exceptional circumstances:
  - Payment by parents/grand-parents/related persons on behalf of a minor (other than the registered guardian) in consideration of natural love and affection or as a gift, provided the purchase value is less than or equal to Rs. 50,000 and KYC is completed for the registered guardian and the person making the payment. Additional declaration in the prescribed format signed by the guardian and parents/grand-parents/related persons should be submitted. However, if the purchase/SIP instalment value exceeds Rs. 50,000, the application will be rejected.
  - Payment by an employer on behalf of Employee Systematic Investment Plans or lump sum/one-time subscription through payroll deductions, provided both employee and employer are KYC-compliant. Additional declaration in the prescribed format is also required along with the application form.
  - Custodian on behalf of an FII or a Client provided KYC is completed for the Investor and Custodian. Additional declaration in the prescribed format is also required along with the application form.

### Note 5 - Transaction Charges

**In line with SEBI circular dated August 22, 2011 and September 13, 2012, for each investment application (purchase) of Rs. 10,000 or more, mutual funds are permitted to deduct transaction charges as follows:**

- **Rs. 150/- if the application is received from a First Time Mutual Fund Investor.**
  - **Rs. 100/- if the application is received from an investor other than a First Time Mutual Fund Investor i.e. Existing Investor in Mutual Funds.**
- Please tick the appropriate option given in the form if you are a first time or existing investor. If both options are left unselected, we will treat you as a first time or existing investor based on our internal verifications. For SIP investments, transaction charges will be deducted over four installments.**
- **Mutual Fund Units will be allotted only against the net investment amount i.e. Gross Amount – DD Charges (if any) – Transaction Charges (if applicable).**
  - **Transaction charges will be deducted only if the investment is submitted through a Distributor who has 'opted in' to receive transaction charges.**
  - **Transaction charges will NOT be deducted in the following cases:**
    - **Purchase/Subscription submitted by investor at the designated collection centres or through AMC's website viz. [www.LNTMF.com](http://www.LNTMF.com) and which is not routed through any distributor.**
    - **Purchase/Subscription through a distributor for an amount less than Rs. 10,000;**
    - **Transactions such as Switches, STP i.e. all such transactions wherein there is no additional cash flow at a Mutual Fund level similar to Purchase/Subscription.**
    - **Purchase/Subscriptions through any stock exchange.**

## TERMS AND CONDITIONS FOR AUTO-DEBIT FACILITY

1. Our SIP Auto-debit (ECS/Direct Debit) facility is offered to you using Reserve Bank of India's (RBI) Electronic Clearing Service (Debit Clearing Facility) or Standing Instructions (SI) where applicable. By opting for this facility you agree to abide by the terms and conditions subject to which this facility is offered by RBI.
2. The SIP Auto-debit (ECS/Direct Debit) facility is offered to investors with bank accounts in any of the cities/towns where ECS/Direct Debit is available. There are 252 cities/towns as on 20th July, 2012 where this facility is available and for updates to list, please log on to our website [www.LNTMF.com](http://www.LNTMF.com). L&T Mutual Fund reserves the right to modify this list without assigning any reason or prior notice. The cities listed on our website may be modified/removed at any time purely at the discretion of L&T Mutual Fund without providing any reason or prior notice.
3. Applications for SIP Auto-debit (ECS/Direct Debit) will be processed only if your bank branch is part of the MICR/ECS network. In case your bank chooses to cross verify the Auto-debit mandate with you as their customer, you would need to promptly act on the same. L&T Mutual Fund, its Investment Manager - L&T Investment Management Limited, its Registrar and other service providers will not be liable for any transaction failures due to rejection of the transaction by your bank/branch or its refusal to register the SIP mandate or any charges that may be levied by your bank/branch on you.
4. There has to be a minimum gap of 30 days between the date of your first SIP (through cheque) and your second SIP (through Auto-debit). While mentioning the SIP Auto-debit period (from) in this form, please take this into account and indicate the correct SIP Auto-debit commencement date. For cancellation of the Auto-debit (ECS/Direct Debit) facility, you need to provide 30 days advance notice.
5. If you are an existing SIP investor with us using the Auto-debit (ECS/Direct Debit) facility, please note the following with respect to this systematic investment that you propose to make in the folio: Your proposed SIP investments should be from the same bank account from which your existing SIP investments are being made. We will not be able to process the SIP if the bank mandate is different from the bank mandate provided for the existing SIP investments.
6. You will not hold L&T Mutual Fund ("The Fund")/L&T Investment Management Limited ("AMC")/Trustees to the Fund, its Registrars and other service providers responsible if the transaction is not/incorrectly effected due to incomplete or incorrect instructions from you. Besides, you will not hold either of the entities listed herein before responsible if the transaction is delayed or not effected or your bank account or the bank account of the minor Unit holder is debited in advance or after the specific SIP date due to various clearing cycles of RBI's ECS/local holidays.
7. The Fund/AMC reserves the right not to re-present any mandate for Auto-debit facility, if the registration could not be effected in time for reasons beyond its/their control.
8. The Fund/AMC/Trustees to the Fund, its Registrars and other service providers shall not be responsible and liable for any damages/compensation for any loss, damage, etc. incurred/suffered by you as a result of use of this facility.

# Transaction Form

Time Stamp

Distributor/Broker Code <b>ARN-97379</b> <small>(ARN stamp here)</small>	Sub-Broker Code	Branch Code	Relationship Manager's Name
			Mobile <input type="text"/>
			Unique Ref. No. <b>E112253</b>

Initial commission will be paid by the investor directly to the distributor, based on the service rendered and assessment of any other factors.

**Please refer to the guidance notes for assistance and complete all sections in English. For legibility, please use BLOCK LETTERS in black or dark ink.**

## PERSONAL DETAILS (See note 1)

First Unit Holder  First Name  Middle Name  Last Name  Folio No.

PAN

KYC is mandatory. Please enclose a copy of KYC acknowledgement letters for all applicants.

## PURCHASE (See note 2)

Scheme  Plan  Dividend Frequency  Option  Growth\*  Dividend Payout  Dividend Reinvestment

Investment Amount (Rs.)  A DD Charges, if applicable (Rs.)  B Net Amount (Cheque/DD) (Rs.)  A minus B

Mode of Payment  Cheque  DD  Fund Transfer  RTGS  NEFT Payment made by  (Please refer notes on 3rd party payments overleaf)  
 First/Second/Third Unit Holder  Guardian  Others

Cheque No.  Dated  D D | M M | Y Y Y Y Drawn on Bank   
 Branch  City

NRI Investor, please specify account type  NRE  NRO  FCNR  Others  (please specify) Reason for your SIP   
 Children's Education  Children's Marriage  House  Car  Retirement

## REDEMPTION (See note 3)

Scheme  Plan  Dividend Frequency

Option  Growth\*  Dividend Payout  Dividend Reinvestment Amount (Rs.)  No. of Units  All Units

If you have changed your bank and have not informed us of the change, your money will be credited to the bank account registered with us

## SWITCH (See note 4)

From Scheme  Plan  Option  Growth  Dividend Payout  Dividend Reinvestment

To Scheme  Plan  Option  Growth\*  Dividend Payout  Dividend Reinvestment

Amount (Rs.)  No. of Units  All Units   \* Default option if not selected

## SYSTEMATIC WITHDRAWAL PLAN (SWP) (See note 5)

Scheme  Plan

Option  Growth  Dividend Payout  Dividend Reinvestment

Withdrawal Preference  Amount\*  Capital Appreciation Withdrawal Instalment x No. of Instalments  Total Withdrawal

Withdrawal From (First Instalment)  To (Last Instalment)  Withdrawal Date  Withdrawal Frequency   
 1st  5th  10th\*  15th  25th  Monthly\*  Quarterly \* Default option if not selected

## SYSTEMATIC TRANSFER PLAN (STP) (See note 6)

From Scheme  Plan  Option  Growth  Dividend  Dividend Frequency

To Scheme  Plan  Option  Growth\*  Dividend Payout  Dividend Reinvestment  Dividend Frequency

Transfer Preference  Amount\*  Capital Appreciation Transfer Instalment Rs. x No. of Instalments  Total Transfer Rs.  Transfer Period From (First Instalment)  To (Last Instalment)   
 Amount\*  Capital Appreciation  Minimum Rs. 500  M M | Y Y Y Y M M | Y Y Y Y

Transfer Frequency (Please choose from the options mentioned here)  Weekly  Mon\*  Tue  Wed  Thu  Fri  Fortnightly Date  1st  15th\*  Monthly\*  Quarterly Date  1st  5th  10th\*  15th  25th  
 \* Default option if not selected

## YOUR SIGNATURE/S (To be signed by all joint holders)

I/We have read and understood the respective Scheme Information Document, Statement of Additional Information and Key Information Memorandum. I/We have neither received nor been induced by any rebate or gifts, directly or indirectly in making this transaction. I/We understand that the upfront commission will be paid directly by me/us to the AMFI registered distributors based on my/our assessment of various factors including the service rendered by the distributor. Also, the AMFI registered distributor has disclosed the commissions to me/us (in trail commission or any other), payable to him for different schemes of mutual funds from amongst which the scheme is being recommended to me/us. Date  D D | M M | Y Y Y Y

(Sole/First Unit Holder)

(Second Unit Holder)

(Third Unit Holder)

## ACKNOWLEDGEMENT SLIP (To be filled in by the Applicant)

Received from  Name of the Sole/First Unitholder  Folio No.

Scheme  Plan  Option

Purchase Cheque No.  Dated  D D | M M | Y Y Y Y Drawn on Bank

Redemption  Amount   Units   All Units  All Units

Switch  Amount   Units  All Units to  Scheme Name

SWP Instalment Amount  No. of Instalments  Frequency (Please  Monthly^  Quarterly

SWP Instalment Amount  No. of Instalments  to  Scheme Name

Frequency (Please  Daily  Weekly  Fortnightly  Monthly  Quarterly

For Office Use Only

Acknowledgement  
Stamp & Date

## GENERAL INSTRUCTIONS

1. This form is for existing unit holders only. New applicants need to fill in the Common Application Form, which is part of the Key Information Memorandum. With this form you can invest in a fund, redeem your money, switch between funds, register for our Systematic Withdrawal Plan (SWP) or Systematic Transfer Plan (STP).
2. Please read the Scheme Information Document and Statement of Additional Information of the respective fund before investing.
3. If you may make an error while filling this form, please ensure that all applicants sign against the correction.
4. The completed form should be submitted to any L&T MF or CAMS Investor Service Centre.
5. PAN and KYC are mandatory. Please note that a PAN (Permanent Account Number) and KYC (Know Your Customer) compliance are mandatory for investing a lump sum or through a SIP

for switching between funds and for setting up a STP (Systematic Transfer Plan). Your KYC status is usually indicated in your Account Statement as follows:

- a) **KYC Verified:** The KYC check is completed and you are KYC-compliant.
- b) **KYC Pending:** Your KYC check is in progress.
- c) **KYC Failed:** Your KYC has failed due to some deficiencies in the forms or documents you submitted to CVL
- d) **KYC Not Available:** If you have not applied for KYC compliance or if you have not submitted a copy of your KYC acknowledgement letter to us. If you need more information, please visit [www.LNTMF.com](http://www.LNTMF.com).

**PLEASE NOTE:** All PoA (Power of Attorney) holders and Guardians have to be KYC-compliant.

6. **NON-INDIVIDUAL INVESTORS:** Please inform us of any change in your list of signatories and provide us with a certified copy of the Board Resolution and List of Authorised Signatories.

## GUIDANCE NOTES

### Note 1 – Personal Details

- a) Please fill in the name of the sole/first unit holder and the folio number and PAN for all unit holders. Please also enclose a copy of KYC acknowledgement letters for all unit holders.

### Note 2 – Purchase Request

- a) Please specify the scheme details, investment amount and cheque details.
- b) Your payment cheque should be drawn in favour of the scheme in which you are investing.
- c) If you are an NRI, please indicate the source of funds for your investment.
- d) Reason for Investment: We help you to record the financial goal you are investing for. You can specify one goal for a scheme. If you have earlier filled in a reason to save in a particular scheme in a folio and choose a different reason while filling in this form, we will over-write the earlier. If you wish to keep your investments separate, you can choose to make the investment in a different folio.
- e) If the payment advice does not mention the bank account holders' name/s, then a self-attested bank pass book copy/bank statement/bank letter to substantiate that the first unit holder is one of the joint holders of the bank account should be provided. Otherwise, it will be treated as a 3rd party payment and rejected except under the following exceptional circumstances:
  - Payment by parents/grandparents/related persons on behalf of a minor (other than the registered guardian) in consideration of natural love and affection or as a gift, provided the purchase value is less than or equal to Rs. 50,000 and KYC is completed for the registered guardian and the person making the payment. Additional declaration in the prescribed format signed by the guardian and parents/grandparents/related persons should be submitted. However, if the purchase/SIP instalment value exceeds Rs. 50,000, the application will be rejected.
  - Payment by an employer on behalf of Employee Systematic Investment Plans or lump sum/one-time subscription through payroll deductions, provided both employee and employer are KYC-compliant. Additional declaration in the prescribed format is also required along with the application form.
  - Custodian on behalf of an FII or a Client provided KYC is completed for the Investor and Custodian. Additional declaration in the prescribed format is also required along with the application form.
- f) **Transaction Charges:**

**In line with the SEBI circular dated August 22, 2011 and September 13, 2012, for each investment application (purchase) of Rs. 10,000 or more, mutual funds are permitted to deduct transaction charges as follows:**

- **Rs. 150/- if you are a first-time investor in mutual funds.**
- **Rs. 100/- if you are an existing investor in mutual funds.**

**Mutual Fund units will be allotted only against the net investment amount - or less DD charges and transaction charges as applicable.**

**Transaction charges will be deducted only if your investment is submitted through a distributor who has 'opted in' to receive transaction charges.**

**Transaction charges will NOT be deducted:**

**If you invest at designated collection centres or at our website [www.LNTMF.com](http://www.LNTMF.com) and do not add a distributor's ARN.**

**If you invest less than Rs. 10,000 through a distributor.**

**If you invest via a Switch or STP as there is no additional investment.**

**If you invest through any stock exchange.**

### Note 3 – Redemption Request

- Please specify scheme details and the amount/number of units you wish to redeem. If you wish to redeem all units, tick against the box provided for the purpose.
- If your redemption request specifies both amount and units for redemption, the latter will be processed.
- A redemption will be processed only for the amount which has been realised. If the balance in the scheme/plan/option after taking into account the redemption is below the minimum redemption size (either in amount or in units whichever is less), the entire balance would be redeemed and paid out.
- To safeguard investors against fraudulent action on their investments, where a redemption request is received together with a request for change of address and/or change in bank details, the AMC may release the payment only after completing necessary additional checks.

### Note 4 – Switch Request

- Please specify the exact source and target scheme names for the switch. For e.g. if your target scheme is L&T Equity Fund – Growth and the source scheme is L&T Cash Fund Retail – Growth, please ensure that all these details are filled in.
- Please specify the amount/number of units you wish to switch. If you wish to switch all units, please tick against the box provided for the purpose.

- If your switch request specifies both amount and units, the latter would be processed.
- If the balance in the source scheme/plan/option, after taking into account the switch is below the minimum redemption size (either in amount or in units whichever is less), the entire balance in the source scheme will be switched to the target scheme.

### Note 5 – Systematic Withdrawal Plan (SWP)

- a) Please note SWP facility is available in all our schemes except Institutional & Super Institutional Plans.
- b) Please indicate if you wish to withdraw a fixed amount per period or the Capital Appreciation. If none of the options is specified, by default, the instalment will be fixed amount. Capital Appreciation SWP is available from 'Growth' plans only. Please also specify scheme details, number of instalments, total withdrawal amount, withdrawal frequency and withdrawal period.
- c) The minimum withdrawal size is Rs. 1000 or 100 units. The value of the unit balance in the folio should be at least Rs 25000. Else the SWP will not be processed.
- d) Please note that your SWP will be processed within 7 calendar days from the date of your request. Hence, while filling in the 'From Date' for the SWP period, please factor in at least 7 calendar days beyond the date of your request. For instance, if you submitted your request on the 1st, please fill in the 7th of that particular month.
- e) You can cancel a registered SWP at any time by submitting a written request. The cancellation will be processed within 15 days.
- f) Please note the following:
  - If both amount and units are mentioned, we will process the SWP for the amount.
  - If the total withdrawal amount is not mentioned or incorrectly mentioned, we will process as per the instalment amount and number of instalments mentioned.
  - If the scheme/plan/option is not mentioned and there is only one scheme/plan/option combination available in the folio, we will process the same.
  - If the start date is not mentioned by default, we will take the 10th of every month as the date.
  - If the end date is not mentioned, the SWP will be processed until we receive a request from you to discontinue it.
  - If the frequency is not mentioned or if more than one frequency has been selected, we will process it as a monthly SWP by default.

### Note 6 – Systematic Transfer Plan (STP)

- a) Please note STP facility is available in all our schemes except Institutional and Super Institutional Plans.
- b) Please indicate if you wish to transfer a fixed amount per period or the capital appreciation. If none of the options is specified, by default, the instalment will be fixed amount. Please also specify the scheme details, number of instalments, transfer instalment amount, total transfer amount, transfer frequency and transfer period.
- c) The minimum transfer size is Rs. 1000 or 100 units. The value of the unit balance in the folio should be at least Rs 25000. Else the STP will not be processed.
- d) Please note that your STP will be processed within 7 calendar days from the date of your request. Hence, while filling in the 'From Date' for the STP period, please factor in at least 7 calendar days beyond the date of your request. For instance, if you submitted your request on the 1st, please fill in the 7th of that particular month.
- e) Please note the following:
  - If the plan/option of the source scheme is not mentioned, and there is only one scheme/plan/option combination available in the folio, we will process the same.
  - If the plan/option of the target scheme is not mentioned, we will process as per the default options mentioned in the Scheme Information Document of the respective scheme.
  - If the minimum balance criteria are not met when processing an instalment, we will transfer out the entire available unit balance and cease the STP.
  - If the start date is not mentioned, we process the STP every Monday for Weekly STPs and on the 10th of the month for Monthly/Quarterly STPs.
  - If the end date is not mentioned, the STP will be processed until we receive a request from you to discontinue it.
  - If the total transfer amount is not mentioned or incorrectly mentioned, we will process as per the instalment amount and number of instalments mentioned.
  - If the frequency is not mentioned or if more than one frequency has been selected, we will process it as a monthly STP by default.
  - If more than one day is selected, we will process for "Monday."
  - If the monthly frequency is selected, but no date is mentioned, we will process the STP instalments on the 10th of every month by default.
- e) You can cancel a registered STP at any time by submitting a written request. The cancellation will be processed within 15 days.