

# COMMON APPLICATION FORM

For Resident Indians and NRIs/FIIs



**Birla Sun Life**  
Mutual Fund

(PLEASE READ THE INSTRUCTIONS BEFORE FILLING UP THE FORM)

Distributor Name / ARN No.	Sub Broker Name / No.	Collection Centre
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Application No.

Ref. Instruction No. 9

ARN Declaration - Upfront commission shall be paid directly by the investor to the AMFI registered Distributors based on the investors assessment of various factors including the service rendered by the distributor.

## 1. EXISTING UNIT HOLDER INFORMATION (Please fill in your Folio No. & Name and then proceed to Section 8) Applicable details and mode of holding will be as per the existing Folio No.

Folio No.

## 2. UNIT HOLDER INFORMATION (Refer Instruction No. 2) Fresh / New Investors fill in all the blocks. (2 to 12)

NAME OF FIRST / SOLE APPLICANT

Mr. Ms. M/s.

Mandatory

Date of Birth D D M M Y Y Y Y

NAME OF SECOND APPLICANT

Mr. Ms. M/s.

MODE OF HOLDING [Please tick (✓)]

- Joint  Single  
 Anyone or Survivor (Default option is Anyone or survivor)

NAME OF THIRD APPLICANT

Mr. Ms. M/s.

NAME OF THE GUARDIAN (In case of minor) / CONTACT PERSON - DESIGNATION / PoA HOLDER (In case of Non-individual Investors)

Mr. Ms. M/s.

MAILING ADDRESS OF FIRST / SOLE APPLICANT (P.O.Box Address is not sufficient. Please provide full address.) (Indian Address in case of NRIs/FIIs)

CITY	STATE	PIN CODE
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CONTACT DETAILS OF FIRST / SOLE APPLICANT / CONTACT PERSON - DESIGNATION (In case of Non-individual Investors)

ISD CODE	TEL: OFF.	S T D
TEL: RESI	S T D	MOBILE
ONLINE ACCESS** (this enables you to access your investment portfolio through our website - www.birlasunlife.com) <input type="checkbox"/> Yes <input type="checkbox"/> No [Please tick (✓)]		
E-MAIL (Refer Instruction No. 10)		



### Important Note:

Please ensure that you enter your phone number and email address correctly. Here's why:

- **Keep an eye on your money:** We will send you regular updates on your investment status
- **Early Bird advantage:** You'll be the first to know about our new products
- **Go green:** Stay free of paperwork

Overseas Address (For NRIs/FIIs) (For NRI / FI application in addition to mailing address above)

CITY	STATE	PIN CODE
COUNTRY		PIN CODE

## 3. MANDATORY [Please tick (✓)] (Refer Instruction No. 2, 3 & 4) (NOT APPLICABLE FOR MICRO SIP)

APPLICANT DETAILS	PAN *Please attach proof	Know Your Client (KYC)	STATUS
FIRST APPLICANT	<input type="checkbox"/> Proof	<input type="checkbox"/> KYC Complied	<input type="checkbox"/> Resident Individual <input type="checkbox"/> Fils <input type="checkbox"/> NRI - NRO
SECOND APPLICANT	<input type="checkbox"/> Proof	<input type="checkbox"/> KYC Complied	<input type="checkbox"/> HUF <input type="checkbox"/> Club / Society <input type="checkbox"/> PIO
THIRD APPLICANT	<input type="checkbox"/> Proof	<input type="checkbox"/> KYC Complied	<input type="checkbox"/> Body Corporate <input type="checkbox"/> Minor <input type="checkbox"/> Government Body
GUARDIAN / POA HOLDER	<input type="checkbox"/> Proof	<input type="checkbox"/> KYC Complied	<input type="checkbox"/> Trust <input type="checkbox"/> NRI - NRE <input type="checkbox"/> Bank & FI
			<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership Firm
			<input type="checkbox"/> Others _____ (Please Specify)

## 4. OCCUPATION [Please tick (✓)]

- Professional  Housewife  Business  Service  Retired  Student  Others (Please Specify) \_\_\_\_\_

## 5. COMMUNICATION [Please tick (✓)] (Refer Instruction No. 10)

- I/We wish to receive the following document(s) via E-mail instead of Physical mode  Account Statement  Annual Report  Other Statutory Information

ACKNOWLEDGEMENT SLIP (To be filled in by the Investor)

COMMON APPLICATION FORM

Application No.



**Birla Sun Life Asset Management Company Limited**

One India Bulls Centre, Tower 1, 17th Floor, Jupiter Mill Compound, 841, Senapati Bapat Marg, Elphinstone Road, Mumbai 400 013

Toll Free : 1800-270-7000 | sms 'GAIN' to 56161 | Email: connect@birlasunlife.com

Collection Centre /  
AMC Stamp & Signature

Received from Mr. / Ms. \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

[Please tick (✓)] ENCLOSED  PAN Proof  KYC Complied  ECS Facility  Yes  No

**6. Documents Submitted** [Please tick (✓)] (Refer Instruction No. 2 (iv))

- Board / Committee Resolution / Authority Letter  Memorandum & Articles of Association  Trust Deed  Partnership Deed  Bye-laws  Overseas Auditor's certificate  
 List of Authorised Signatories with names, designations & specimen signature

**7. BANK ACCOUNT DETAILS** (Please note that as per SEBI Regulations it is mandatory for investors to provide their bank account details) Refer Instruction No. 3

Name of the Bank \_\_\_\_\_  
 Branch Address \_\_\_\_\_  
 City \_\_\_\_\_ Pin Code \_\_\_\_\_ Account No. \_\_\_\_\_  
 Account Type [Please tick (✓)]  SAVINGS  CURRENT  NRE  NRO  FCNR  OTHERS (please specify) \_\_\_\_\_ MICR CODE \_\_\_\_\_  
 IFSC CODE / RTGS CODE \_\_\_\_\_ This is a 9 digit number next to your Cheque Number. Please attach an extra blank cancelled cheque or a clear photocopy of a cheque

**8. INVESTMENT DETAILS** [Please tick (✓)] (Refer Instruction No. 16)

Separate cheque / demand draft must be issued for each investment, drawn in favour of respective scheme name. Please write appropriate scheme name as well as the Plan / Option / Sub Option.

S. No.	*Cheque / DD Favouring Scheme Name (refer Instruction 5)	Plan / Option	Sweep to (applicable only for Dividend option)	Amount Invested (Rs.)	DD Charges	Net Amount Paid (Rs.)	Payment Details		Type of Account #
							Cheque / DD No.	Bank and Branch	
1.			Scheme Name Plan / Option						
2.			Scheme Name Plan / Option						
3.			Scheme Name Plan / Option						
4.			Scheme Name Plan / Option						

# (Type of Account : Saving / Current / NRE / NRO / FCNR / NRSR) \*All purchases are subject to realization of cheque/DD

**9. REDEMPTION / DIVIDEND REMITTANCE** Please attach a copy of cancelled cheque Refer Instruction No. 8 & 14

DIRECT CREDIT AVAILABLE IN BANK ACCOUNT	REAL TIME GROSS SETTLEMENT (RTGS) (FOR REDEMPTIONS ONLY)
Unitholders having bank account with ABN AMRO Bank, Citi Bank, Deutsche Bank, HDFC Bank, HSBC Bank, ICICI Bank, IDBI Bank, Standard Chartered Bank, Axis Bank, Kotak Mahindra Bank, Yes Bank, State Bank of India & Punjab National Bank will receive their Redemption / Dividend Payments (if any) directly into their bank account. <b>In case Unitholders wish to receive a cheque (instead of a direct credit into their bank account), please indicate the preference below:</b> I/We want to receive the redemption and dividend proceeds (if any) by way of a cheque. [Please tick (✓)] <input type="checkbox"/> Yes <input type="checkbox"/> No	I/We request you to activate Real Time Gross Settlement (RTGS) facility for my folio and remit the redemption proceeds through RTGS (Refer Instruction No. 14) [Please tick (✓)] <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please fill the IFSC Code) IFSC CODE _____ It is the responsibility of the Investor to ensure the correctness of the IFSC code of the recipient / destination branch corresponding to the Bank details mentioned in Section 7.

**ELECTRONIC CLEARING SERVICE (ECS) (FOR DIVIDENDS ONLY)**

I authorise Birla Sun Life Mutual Fund to credit my dividend payments through ECS [Please tick (✓)]  Yes  No

**10. NOMINATION DETAILS** (Refer Instruction No. 7) In case of multiple nominees - more than 1 up to 3 - fill a separate nomination form available in this booklet or on our website (www.birlasunlife.com)

I/We do hereby nominate the undermentioned Nominee to receive the units to my / our credit in this folio no. in the event of my / our death. I / We also understand that all payments and settlements made to such Nominee (upon such documentation) shall be a valid discharge by the AMC / Mutual Fund / Trustees.

Nominee Name : \_\_\_\_\_ Date Of Birth (in case of minor): \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Relationship : \_\_\_\_\_ Guardian / Parent Name (in case of minor): \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Witness Name: \_\_\_\_\_ Address : \_\_\_\_\_  
 I have attached the nomination details separately with this application form (Please tick if applicable)

Signature of Nominee or Parent / Guardian  
 \_\_\_\_\_  
 Signature of the Witness  
 \_\_\_\_\_

**11. DECLARATION(S) & SIGNATURE(S)** (Refer Instruction No. 1)

To, The Trustee, Birla Sun Life Mutual Fund  
 Date: DD MM YY YY  
 Having read and understood the contents of the Statement of Additional Information / Scheme Information Document of the Scheme, I/We hereby apply for units of the scheme and agree to abide by the terms, conditions, rules and regulations governing the scheme. I/We hereby declare that the amount invested in the scheme is through legitimate sources only and does not involve and is not designed for the purpose of the contravention of any Act, Rules, Regulations, Notifications or Directions of the provisions of the Income Tax Act, Anti Money Laundering Laws, Anti Corruption Laws or any other applicable laws enacted by the government of India from time to time. I/We have understood the details of the scheme & I/We have not received nor have been induced by any rebate or gifts, directly or indirectly in making this investment.  
**For NRIs 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 /Non-Resident Ordinary /FCNR account. (Refer Inst. No. 6)  
 I/We confirm that details provided by me/us are true and correct.  
 \*\*I have voluntarily subscribed to the on-line access for transacting through the internet facility provided by Birla Sun Life Asset Management Company Ltd. (Investment Manager of Birla Sun Life Mutual Fund) and confirm of having read, understood and agree to abide the terms and conditions for availing of the internet facility more particularly mentioned on the website www.birlasunlife.com and hereby undertake to be bound by the same. I further undertake to discharge the obligations cast on me and shall not at any time deny or repudiate the on-line transactions effected by me and I shall be solely liable for all the costs and consequences thereof.  
 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.

Signature First Applicant / Authorised Signatory	Signature Second Applicant	Signature Third Applicant
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S. No.	Scheme Name	Plan / Option	Sweep to (applicable only for Dividend option)	Net Amount Paid (Rs.)	Payment Details	
					Cheque / DD No.	Bank and Branch
1.			Scheme Name Plan / Option			
2.			Scheme Name Plan / Option			
3.			Scheme Name Plan / Option			
4.			Scheme Name Plan / Option			

# SIP APPLICATION FORM

(to be filled & submitted with Common Application Form)

SIP  Micro SIP (Refer Instruction D-27)



**Birla Sun Life**  
Mutual Fund

(PLEASE READ THE INSTRUCTIONS BEFORE FILLING UP THE FORM)

## SIP THROUGH ECS / AUTO DEBIT FACILITY Registration Cum Mandate Form for ECS (Debit Clearing)

Investment Advisor's Name & ARN	Sub-Broker's Name & ARN	Stamp & Sign Official Acceptance Point	Date
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Ref. Instruction No. D-22  
ARN Declaration - Upfront commission shall be paid directly by the investor to the AMFI registered Distributors based on the investors assessment of various factors including the service rendered by the distributor.

Existing Investor Folio No.  New Application No.

**Request for**

Registration of SIP

Renewal of SIP

Change in Bank Details

Additional Micro SIP in same folio

### 1. APPLICANT INFORMATION (MANDATORY)

NAME OF FIRST / SOLE APPLICANT Mr. Ms. M/s.

NAME OF THE SECOND APPLICANT Mr. Ms. M/s.

NAME OF THE THIRD APPLICANT Mr. Ms. M/s.

NAME OF THE GUARDIAN ^ Mr. Ms. M/s.

^ (in case of First / Sole Applicant is a Minor) / CONTACT PERSON - DESIGNATION (in case of non-individual Investors)

Applicant	PAN* (Mandatory for SIP)	KYC Complied	Date of birth	Reference / Identification No. (Mandatory for Micro SIP, not for additional Micro SIP in same folio)
Sole / First Applicant	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Second Applicant	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Third Applicant	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Guardian	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Ref. Instruction No. D-21

Document submitted for Micro SIP :

### 2. SYSTEMATIC INVESTMENT PLAN (SIP)

SCHEME	PLAN	OPTION
SWEEP TO (Ref. Instruction D-23)	SCHEME	PLAN / OPTION
First Installment has to be through Cheque / DD. 1st SIP Cheque / DD No. <input type="text"/>	1st Cheque Dated	<input type="text"/>
Drawn on Bank <input type="text"/>	Amount (Rs.) (in figures)	<input type="text"/>
SIP Start Date <input type="text"/>	SIP End Date <input type="text"/>	SIP Date (Only one date) <input type="checkbox"/> 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
Frequency [Please tick (✓)] <input type="checkbox"/> MONTHLY (max 4 SIP dates in a months) <input type="checkbox"/> QUARTERLY (Only one date)		
Each SIP Amount (Rs.) <input type="text"/>	Ref. Instruction No. D-26	

### 3. ECS DEBIT BANK ACCOUNT DETAILS (MANDATORY)

Name of 1st Applicant as in Bank Records

Name of Bank  Branch

City  Pin Code  Account No.

Account Type [Please tick (✓)]  SAVINGS  CURRENT  OTHERS (please specify)  MICR CODE  This is a 9 digit number next to your Cheque Number.

I/We hereby authorise Birla Sun Life Mutual Fund and their authorised service provider to debit the above bank account by ECS Debit Clearing for collection of SIP payments. I/We understand that the information provided by me/us may be shared with third parties for facilitating transaction processing for the auto debit process or for compliance with any legal or regulatory requirements. I/We hereby declare that the particulars given above are correct and express my/our willingness to make payments referred above through participation in ECS. If the transaction is delayed or not effected at all reasons of incomplete information. I/We will not hold responsible. I/We will also inform, about any changes in my bank account immediately. I/We have read and agreed to the terms and conditions mentioned overleaf.

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. For Micro SIP only: here by declare that I do not have any existing Micro SIPs which together with the current application in rolling 12 month period or in financial year i.e. April to March will result in aggregate investments exceeding Rs. 50,000 in a year.

Signature(s)

Sole / Unit Holder / First Applicant

Second Unit Holder / Second Applicant

Second Unit Holder / Third Applicant

(To be signed by All Applicants if mode of operation is Joint) (As in Bank Records)

**Authorisation of the Bank Account Holder:** This is to inform that I/We have registered for RBI's Electronic Clearing Service (Debit Clearing) and that my/our payment towards my/our investment in Birla Sun Life Mutual Fund shall be made from my/our below mentioned bank account with your bank. I/We authorise the representative carrying this ECS mandate Form to get it verified & executed. Mandate verification charges if any, may be charged to my / our account

Bank Account Number

Name of First Account Holder

Name of Second Account Holder

Name of Third Account Holder

First Account Holder

Second Account Holder

Third Account Holder

(To be signed by All Applicants if mode of operation is Joint) (As in Bank Records)

Signature verified & Debit mandate received  Yes  No

Authorisation of Branch Manager & Date

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

### SIP THROUGH ECS FACILITY APPLICATION FORM

Application No.



## Birla Sun Life Asset Management Company Limited

One India Bulls Centre, Tower 1, 17th Floor, Jupiter Mill Compound, 841, Senapati Bapat Marg, Elphinstone Road, Mumbai 400 013

Toll Free : 1800-270-7000 | sms 'GAIN' to 56161 | Email: connect@birlasunlife.com

Collection Centre / AMC Stamp & Signature

Received from Mr. / Ms.  Date :

**SIP THROUGH ECS FACILITY : TERMS & CONDITIONS**  
**(SIP PAYMENT THROUGH ELECTRONIC CLEARING SERVICE OF THE RESERVE BANK OF INDIA)**

**[A. LIST OF CITIES FOR SIP THROUGH ECS]\*\***

Delhi, Ludhiana, Amritsar, Jalandhar, Chandigarh, Shimla, Jammu, Kanpur, Allahabad, Varansi, Lucknow, Dehradun, Gorakhpur, Agra, Jaipur, Bhillwara, Udaipur, Jodhpur, Rajkot, Jamnagar, Ahmedabad, Baroda, Surat, Mumbai, Goa, Pune, Sholapur, Kolhapur, Nasik, Aurangabad, Nagpur, Indore, Bhopal, Gwalior, Jabalpur, Raipur, Hyderabad, Tirupati, Vijaywada, Nellore, Vizag, Kakinada, Bangalore, Mysore, Mangalore, Udipi, Hubli, Gadag, Bijapur, Belgaum, Davangere, Shimoga, Tumkur, Mandya, Gulbarga, Chennai, Pondicherry, Trichy, Madurai, Salem, Erode, Thirupur, Calicut, Trichur, Cochin, Trivandrum, Coimbatore, Kolkata, Bardhaman, Durgapur, Siliguri, Bhubaneswar, Guwahati, Patna, Dhanbad, Jamshepur, Ranchi, Haldia, Asansol, Cuttack

\*\* (subject to revisions in dates and locations offered)

**[B. LIST OF BANKS FOR SIP THROUGH AUTO DEBIT]\*\***

Punjab National Bank (All branches under core banking), Bank of Baroda (All branches under core banking), Union Bank of India (All branches under core banking), Bank of India (All branches under core banking), IDBI (All Branches), HDFC (All Branches), Axis Bank (All Branches), IndusInd Bank (All Branches), ICICI Bank (All Branches), Kotak Bank (All Branches)

\*\* (subject to revisions in dates and locations offered)

**C. SCHEMES AVAILABLE UNDER SIP**

Birla Sun Life Advantage Fund / Birla Sun Life Dividend Yield Plus / Birla Sun Life Tax Plan\* / Birla Sun Life India Opportunities Fund / Birla Sun Life MNC Fund / Birla Sun Life Midcap Fund / Birla Sun Life 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 Commodity Equities Fund / Birla Sun Life '95 Fund / Birla Sun Life Freedom Fund / Birla Sun Life Top 100 Fund / Birla Sun Life Infrastructure Fund / Birla Sun Life International Equity Fund / Birla Sun Life Index Fund / Birla Sun Life Special Situations Fund, Birla Sun Life Savings Fund / Birla Sun Life Short Term Opportunities Fund, Birla Sun Life Dynamic Bond Fund / Birla Sun Life Floating Rate Fund - Long Term Plan / Birla Sun Life Gilt Plus / Birla Sun Life Income Plus / Birla Sun Life Government Securities Fund / Birla Sun Life MIP# / Birla Sun Life MIP II# / Birla Sun Life Monthly Income# / Birla Sun Life Short Term Fund / Birla Sun Life Income Fund / Birla Sun Life Medium Term Plan & Birla Sun Life Enhanced Arbitrage Fund.

# 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)

**D. INSTRUCTIONS**

**General Instructions**

1. New investors who wish to enroll for SIP should fill this form in addition to the Common Application Form. Please quote the application number of the Common Application Form on this SIP Form. Details of the SIP should be provided on this form. Both Forms should be submitted together. Single scheme is allowed per application. For multiple transactions, please fill separate forms with first purchase cheque.
2. Existing investors need to fill up only this form and first purchase cheque with existing folio details
3. This facility is offered to the investors having bank account in selected cities mentioned above.
4. The cities in the list may be modified/updated/changed/removed at any time in future entirely at the discretion of Birla Sun Life Mutual Fund without assigning any reasons or prior notice. If any city is removed, SIP instruction for investors in such cities via ECS (Debit) route will be discontinued without prior notice.
5. The name of the bank provided for ECS (Debit) should participate in local MICR clearing.
6. The investor hereby agrees to abide by the terms and conditions of ECS facility of Reserve Bank of India (RBI).
7. SIP form should be submitted 30 days before the first Debit through ECS.

**Mandatory Details**

8. Investors should mandatory give a cheque for the first SIP transaction drawn on the same bank account, which is to be registered for ECS (Auto Debit).
9. Initial investment amount and subsequent sip amount should be same.
10. Investor should provide 9 digit MICR code for ECS transaction and complete bank address for SIP auto debit transactions. MICR starting with 000 and end with 000 will not be acceptable for ECS transactions.

**Default Details**

11. 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
12. In case the 'End Date' is not mentioned by the investor in the ECS Facility Form, the same would be considered as 31st December, 2025 by default
13. Minimum Amount:  
A) For Monthly SIP : (i) Birla Sun Life Tax Plan\* and Birla Sun Life Tax Relief '96\* : Minimum 6 installments ^ of Rs. 500/- each and above.  
(ii) Other Schemes: Minimum 6 installments ^ of Rs. 1,000/- each and above.  
B) For Quarterly SIP : (i) Birla Sun Life Tax Plan and Birla Sun Life Tax Relief '96: Minimum 4 installments ^ of Rs. 500/- each and above.  
(ii) Other Schemes: Minimum 4 installments ^ of Rs. 2,000/- each and above.  
^ (including the first installment)  
The amount of first purchase and subsequent SIP amounts should be same.
14. Allotment of Units  
Units will be Allotted at the NAV related prices of the 1st and/or 7th and/or 10th 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). An account statement will be dispatched to the unit holders once every quarter within 10 working days of the end of each quarter. The first account statement will be issued within 10 working days of the initial investment. Further an updated account statement will be sent after each transaction under the special products wherever, e-mail address has been provided, the account statement will be sent through e-mail only.
15. 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.
16. Change of Amount  
Investors can change the SIP amount by submitting the following documents 30 working days before the next ECS debit date :  
a) A new 'SIP through ECS Facility' Form with revised SIP amount details.  
b) Letter to discontinue the existing SIP
17. Change of Bank  
In order to change the existing bank account for ECS/SIP Auto Debit investors need to submit following documents 30 working days before the next SIP debit  
a) A new 'SIP through ECS Facility' Form with Change of bank details and cancelled cheque of new bank.  
b) Letter to discontinue the existing SIP
18. Discontinue / Cancellation of SIP  
The investor has the right to discontinue SIP at any time he/she so desires by sending a written request 30 working days in advance of the immediate next due date to any of the offices of Birla Sun Life Mutual Fund or its Authorized Collection Centres. On receipt of such request SIP will be terminated.
19. Conversion of PDC facility in to ECS/ Auto debit Facility  
Investor with existing SIP facility through Post Dated Cheques can also avail of this facility by submitting the following documents 30 days before the next ECS Debit date :  
a) SIP through ECS Facility Form along with one mandatory cheque.  
b) Letter requesting to cancel the existing SIP through PDCs and for returning all the remaining PDCs.
20. Disclaimer  
1. Investors will not hold Birla Sun Life Mutual Fund, its Registrars and other service providers responsible if the transaction is delayed or not effected or the investor bank account is debited in advance or after the specific SIP date due to various clearing cycles of ECS.  
2. Birla Sun Life Mutual Fund, its Registrars and other service providers shall not be responsible and liable for any damages/compensation for any loss, damage etc. incurred by the investor. The investor assumes the entire risk of using this facility and takes full responsibility.  
3. Birla Sun Life Mutual Fund reserves the right to reject any application without assigning any reason thereof.
21. It is compulsory for all investors to quote their Permanent Account Number (PAN) and submit copy of the PAN card issued by the Income Tax Department, irrespective of the amount of investment, while making an application for Purchase of Units. In case of joint applicants, PAN details of all holders should be submitted. In case the investor making the application

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\*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)

is a minor, PAN details of the Guardian must be submitted. Investors residing in the state of Sikkim are exempt from the mandatory requirement of PAN proof submission, however sufficient documentary evidence shall have to be submitted to Birla Sun Life Mutual Fund for verifying that they are residents of State of Sikkim. Investors (being individuals) applying for Micro SIP registrations are exempt from mandatory requirement of PAN submission. For further details on Micro SIP, documents required etc please refer instructions (D-27) in SIP Application Form.

22. DIRECT APPLICATIONS : Investors should ensure to write the word 'DIRECT' in the column 'ARN No' or 'Broker Code' in their applications for purchases/additional purchases/switches/fresh Systematic Investment Plans (SIP)/ fresh Systematic Transfer Plans (STP) in all such cases where applications are not routed through any distributor/agent/broker. In cases where unit holder uses a pre-printed transaction slip/application form where details in the 'ARN No' or 'Broker Code' column is already printed, unit holder should cancel the ARN No/ Broker Code, write 'DIRECT' in the said column. It should also be counter signed by the unit holder/ all joint holder(s). Transactions slips/application forms where the column under 'ARN No' or 'Broker Code' is provided, has to be filled by the unit holder as 'DIRECT' for processing the same as Direct applications. Investors can submit their applications for purchases/additional purchases/ switches/fresh SIP/ fresh STP at any of the Official Point(s) of Acceptance of Birla Sun Life Mutual Fund. The list of Official Point(s) of Acceptance is available on the website of Birla Sun Life Mutual Fund ([www.birlasunlife.com](http://www.birlasunlife.com)).
23. DIVIDEND SWEEP FACILITY: Under this Facility the Unitholders can opt for switching the dividend earned under any of the Open-ended Equity Scheme into any other Open-ended Equity Scheme or into the Retail Plan (wherever available) of any of the following Open ended schemes of Birla Sun Life Mutual Fund viz., Birla Sun Life Savings Fund, Birla Sun Life Short Term Fund, Birla Sun Life Income Fund, Birla Sun Life Income Plus, Birla Sun Life Cash Manager, Birla Sun Life Gilt Plus, Birla Sun Life Government Securities Fund, Birla Sun Life Dynamic Bond Fund, Birla Sun Life Medium Term Plan, Birla Sun Life Monthly Income, Birla Sun Life MIP, Birla Sun Life MIP II or Birla Sun Life Short Term Opportunities Fund. In case the investor fails to specify his preference of Option/Facility for the scheme into which the dividend has to be swept, Growth option under the respective Scheme/Plan shall be default option and the application form shall be processed accordingly.
24. KNOW YOUR CUSTOMER (KYC): According to guidelines issued by SEBI under 'The Prevention of Money Laundering Act, 2002, Mutual Funds are required to follow enhanced know your customer (KYC) norms. According to enhanced KYC norms, it is made compulsory for all investors to be KYC compliant while making an application for subscription of units, amounting to Rs. 50,000 and above, w.e.f. February 1, 2008. Birla Sun Life Asset Management Company has made arrangements with CDSL Ventures Limited ("CVL"), to process KYC compliance. Investors can visit branches of BSLAMC or may visit [www.birlasunlife.com](http://www.birlasunlife.com), [www.amfiindia.com](http://www.amfiindia.com) and [www.cdslindia.com](http://www.cdslindia.com) to know detailed procedure for KYC compliance. On submission of KYC application alongwith the prescribed documents "KYC Acknowledgement letter" will be issued by CVL to the applicant. Applications for subscriptions of value of Rs. 50,000 and above without a valid KYC compliance may be rejected. Provided further, where it is not possible to verify the KYC compliance status of the investor at the time of allotment of units, the BSLAMC shall verify the KYC compliance status of the investor within a reasonable time after the allotment of units. In the event of non compliance of KYC requirements, the BSLAMC reserves the right to freeze the folio of the investor(s) for any kind of transactions or affect mandatory redemption of unit holdings of the investors at the applicable NAV, subject to payment of exit load, if any and recovery of unaccounted NFO expenses. Investors who have obtained MIN allotment letter by submitting the PAN copy are deemed to be KYC compliant. Investors should note that on completion of KYC Compliance all details of the investor in the Mutual Fund records will be replaced by the details as given in KYC Application Form by the investor to the CVL. Any change in this details like change of Name/ Address / Status /Signature, etc. should be given by Investor directly to CVL in the prescribed manner.
25. MONTHLY DIVIDEND SWEEP FOR BIRA SUN LIFE DYNAMIC BOND FUND: Under this option the Unitholders can opt for switching the dividend earned under the Scheme into any other Open-ended Equity Scheme or Balanced Scheme of Birla Sun Life Mutual Fund as opted by the Unitholder. The dividend (net of applicable TDS, if any) shall be switched subject to minimum investment/sweep amount of Rs. 1000 or the minimum investment eligibility criteria of the scheme into which the dividend is swept in; whichever is higher, at applicable NAV based prices plus applicable load, (ex-dividend NAV, if the opted Scheme has a record date on the date of exercise of sweep option).
26. List of Mandatory fields needs to be included :- ECS Debit Bank Account Details / Authorization bank details should be same, MICR CODE other than core banking and auto debit banks, Each sip amount, Scheme name with option, Start date, Signature on ECS Mandate and Bank Authorisation, Register FOR to be selected. **If this field is left blank. The SIP Application form is liable to be rejected.**
27. MICRO SIP :-  
(a) Micro SIP: In accordance with AMFI notification and Guidelines issued on July 14, 2009, Systematic Investment Plans (SIPs) by investor where aggregate of installments in a rolling 12-month period or in a financial year i.e. April to March does not exceed Rs 50,000 (known as "Micro SIP") shall be exempted from the requirement of PAN.  
(b) This exemption of PAN requirement is only available to individuals (including NRIs but not PIOs), Minors and Sole proprietary firms. HUFs cannot avail this exemption.  
(c) However in lieu of PAN, investor (including joint holders) has to submit any one current and valid photo identification document from the list below Voter Identity Card, Driving License, Government / Defense identification card, Passport, Photo Ration Card, Photo Debit Card (Credit card not included because it may not be backed up by a bank account), Employee ID cards issued by companies registered with Registrar of Companies, Photo Identification issued by Bank Managers of Scheduled Commercial Banks/Gazetted Officer/Elected Representatives to the Legislative Assembly/Parliament, ID card issued to employees of Scheduled Commercial/State/District Co-operative Banks, Senior Citizen/Freedom Fighter ID card issued by Government, Cards issued by Universities/deemed Universities or institutes under statutes like ICAI, ICWA, ICSI etc., Permanent Retirement Account No (PRAN) card issued to New Pension System (NPS) subscribers by CRA (MSDL), Any other photo ID card issued by Central Government/State Governments/Municipal authorities/Government organizations like ESIC / EPFO. The document submitted shall be self attested and attested by the ARN holder, if any, mentioning the ARN number.  
(d) Additional Micro SIP in same folio: For subsequent Micro SIP applications, investor can quote the existing folio number where a Micro SIP has been registered and need not resubmit the supporting document.  
(e) In case of any deficiencies in the supporting documents or in case of the aggregate of SIP investments exceeding Micro SIP threshold, the Mutual Fund reserves the right to reject the applications.  
(f) In case the first Micro SIP installment is processed, and the application is found to be defective, the Micro SIP registration will be ceased for future installments. No refund shall be made for the units already allotted and the investors may redeem their investments.

**ACKNOWLEDGEMENT SLIP (To be filled in by the Investor) SIP THROUGH ECS FACILITY APPLICATION FORM**

an application for **SYSTEMATIC INVESTMENT PLAN THROUGH ECS FACILITY / MICRO SIP**

Scheme Name \_\_\_\_\_ Plan \_\_\_\_\_ Option \_\_\_\_\_

Sweep To:- Scheme Name \_\_\_\_\_ Plan \_\_\_\_\_ Option \_\_\_\_\_

Amount (Rs.) \_\_\_\_\_

**Request for**

Registration of SIP

Renewal of SIP

Change in Bank Details

Additional Micro SIP in same folio