

# Common Transaction Form for Systematic Transfer Plan/ Systematic Withdrawal Plan (For Existing Unit Holders only)

Please read the instructions before filling the Application Form

DISTRIBUTOR INFORMATION & APPLICATION RECEIPT DATE			
Distributor Name & ARN No.	Sub-Broker Code	Unique Identification No.	Date & Time of Receipt

Declaration for "execution-only" transaction (only where EUIN box is left blank)

I/We hereby confirm that the EUIN 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.

First/ Sole Applicant/ Guardian	Second Applicant	Third Applicant
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### UNITHOLDERS DETAILS

Folio No.  Name of Sole/ First Unit Holder   
 PAN

*Upfront commission shall be paid directly by the investor to the AMFI registered Distributors based on the investor's assessment of various factors including the service rendered by the distributor. For details on transaction charges payable to distributor please refer Key Information Memorandum.*

I would like to opt for  Systematic Transfer Plan  Systematic Withdrawal Plan

### SYSTEMATIC TRANSFER PLAN (STP)

From Scheme \_\_\_\_\_ Option (✓)  Direct  Regular  
 Growth  Dividend Payout  Dividend Reinvestment Dividend Frequency \_\_\_\_\_  
 To Scheme \_\_\_\_\_ Option (✓)  Direct  Regular  
 Growth  Dividend Payout  Dividend Reinvestment Dividend Frequency \_\_\_\_\_  
 Frequency (✓)  Weekly (Debit date will be 1st/7th/14th/21st of the Month)  Fortnightly (Debit date will be  1st/ 14th or  7th/ 21st of the Month)  
 Monthly (Please indicate the date  1st  7th  14th  21st)  
 Transfer  Fixed Amount  Appreciation (only for Monthly frequency) Amount per Transfer (Minimum Rs.1,000/-) Rs. \_\_\_\_\_  
 Preference (✓)  
 Transfer Period: From         To         Total Amount of Transfer (Rs.) \_\_\_\_\_ No. of Transfers (Minimum 06)

### SYSTEMATIC WITHDRAWAL PLAN (SWP)

From Scheme \_\_\_\_\_ Plan (✓)  Direct  Regular  
 Growth  Dividend Payout  Dividend Reinvestment Dividend Frequency \_\_\_\_\_  
 Withdrawal Preference (✓)  Fixed Amount (Minimum Rs.1,000/-)  Appreciation Amount per Withdrawal (Rs.) \_\_\_\_\_ Frequency  Monthly  Bi - Monthly (Default Option)<sup>#</sup>  
 Dates (✓)\* Monthly Option  1st  7th  14th  21st of every month  
 Bi-Monthly Option<sup>#</sup>  13th of bi-month (In case of investment in IIFL Liquid Fund)  
 Withdrawal Period: From         To         Total Amount of Withdrawal (Rs.) \_\_\_\_\_ No. of Withdrawals

**Declaration:** Having read & understood the contents of the Scheme Information Document of the Transferor and Transferee Scheme. I/We hereby apply for units of the scheme & agree to abide by the terms, conditions, rules & regulations governing the scheme. I/We hereby declare that the particulars given herein are correct and complete. I/We confirm that I/we have not received and will not receive any commission or brokerage or any other incentive in any form, directly or indirectly, for subscribing to units issued under any of the scheme(s).

**For NRIs only:** I/We confirm that I am/we are the Non-Residents of Indian Nationality/Origin and I/We hereby confirm that the funds for subscription have been remitted from abroad through approved banking channels or from funds in my/our Non-Residents External/Ordinary Account/FCNR Account.

Signature of Sole / First Applicant / Guardian / POA / Authorised Signatory	Signature of Second Applicant / POA / Authorised Signatory	Signature of Third Applicant / POA / Authorised Signatory

To be signed by unit holders as per mode of holding opted. To be signed by all unit holders if units are held jointly. Please strike off section(s) that are not filled by you, to avoid unauthorised use.

<sup>#</sup>Applicable only for investment in IIFL Liquid Fund.

\*In the event that such day is a holiday, the withdrawal would be effected on next business day

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

Folio No.  ARN No:   
 Received from   
 Scheme  Option

**STP** Instalment Amount (Rs.) \_\_\_\_\_ No. of Instalments \_\_\_\_\_ To (Scheme Name) \_\_\_\_\_  
 Preference (✓)  Fixed  Appreciation Frequency (✓)  Weekly  Fortnightly  Monthly

**SWP** Instalment Amount (Rs.) \_\_\_\_\_ No. of Instalments \_\_\_\_\_  
 Preference (✓)  Fixed  Appreciation

Signature, Stamp & Date

**Please Note:** This acknowledgment slip is for your reference only. Information on the form will be considered final.

## INSTRUCTIONS AND INFORMATION

1. Unitholders are advised to read the Scheme information Document of the respective Scheme(s) i.e. Transferor and Transferee and Statement of Additional Information carefully.
2. Please indicate the commencement date in your STP/SWP request. In case of Fixed amount Transfer/Withdrawal, the commencement date is the date on which your Systematic Transfer/Withdrawal starts. In case of Appreciation Transfer/Withdrawal, the commencement date is the base date from which your appreciation gets computed. Your first Transfer/Withdrawal in this case would happen after a month from the commencement date.
3. Unitholders must use separate enrolment forms for different Schemes/Plans/Options.
4. Investors are required to submit the request form at least 10 days before the first STP/SWP installment date for STP/SWP Registration.
5. The STP/SWP facility is available only for units held / to be held in Non-Demat mode.
4. The investor can choose to opt out from the STP/SWP at any point of time by submitting a written request at least 10 days prior to the next due date of STP/SWP. On receipt of such a request, the STP/SWP will be discontinued for the respective scheme(s).
5. Incorrect, incomplete, ambiguous forms are liable to be rejected.

## SYSTEMATIC TRANSFER PLAN

1. This facility enables the unitholders to switch an amount from their existing investments in a Scheme/Option of the Fund, which is available for investment at that time at periodic intervals through a one time request.
2. The switch can be made either weekly, fortnightly or monthly. Under this facility the switch by the unit holders should be within the same account/folio number.
3. The unitholder has to fulfill the following criteria in order to avail of the Systematic Transfer Plan :
  - (a) A Unit Holder has to have a minimum balance of Rs. 10,000/- in a scheme. (b) The minimum amount as stated in the offer document of the respective transferor scheme, whichever is higher. (c) A minimum of 6 such transfers has to be submitted for the STP.
4. The transfer will be effected by way of a switch, i.e. redemption of Units from one Scheme and investment of the proceeds thereof, in the other Scheme at the then prevailing terms of both Scheme.
5. All transactions by way of STP shall, however, be subject to the terms (other than minimum application amount) of the target Scheme.
6. A Unit Holder who opts for an STP has the choice of switching (i) a fixed amount or (ii) an amount equal to the periodic appreciation on his/her/its investment in the Scheme from which the transfer is sought, as detailed below :

### FIXED AMOUNT OPTION:

1. Under this alternative, a Unit Holder may switch a fixed amount of at least Rs. 1,000/- per transaction and the 'STP Date' for the switch will be as under :
  - (a) where a weekly STP is opted for, the STP Date shall be the 1st, 7th, 14th or 21st, as the case may be, for the period concerned.
  - (b) In case of Fortnightly STP, the investor needs to select either dates of 1st & 14th of the month or 7th & 21st of the month.
  - (c) where a monthly STP is opted for, the STP Date shall be the 1st, 7th, 14th or 21st, as the case may be, of the month concerned.
2. The Units in the Scheme/Option from which the switch – out is sought will be redeemed at the Applicable NAV of the Scheme/Option on the respective dates on which such switches are sought and the new Units in the Scheme/Option to which the switch – in is sought will be created at the Applicable NAV of such Scheme/Option on the respective dates.
3. In case the day on which the transfer is sought is a non business day for the Scheme, the same will be processed on the immediately following business day.

### APPRECIATION OPTION:

1. Under this option, the Unitholder can seek switch of an amount equal to the periodic appreciation on the investment.
2. This facility is available only under monthly frequency.
3. Under this option the Unit holder switches only proportionate number of Units, which when multiplied by the applicable NAV is, in amount terms equal to the appreciation in the investment over the last month.
4. The investor has to mention a "Start Date". The 'STP Date' available under this alternative are 1st, 7th, 14th or 21st of the month. The first switch will happen after one month from the start date.
5. In case the investor purchases additional Units, the amount to be switched would be equal to the appreciation generated on such Units, provided the appreciation is atleast Rs. 1,000/-.
6. In the absence of any appreciation or appreciation less than Rs. 1,000/- as mentioned above, the switch under this option will not be made for that month.
7. The Units in the Scheme/ Option from which the switch – out is sought will be redeemed at the Applicable NAV of the Scheme/Option on the respective dates on which such switches are sought and the new Units in the Scheme/ Option to which the switch – in is sought will be allotted at the Applicable NAV of such Scheme/Option on the respective dates.
8. In case the day on which the transfer is sought is a non-business day for the Scheme, the same will be processed on the immediately following business day.

## SYSTEMATIC WITHDRAWAL PLAN

1. This facility enables the Unitholders to withdraw sums from their Unit accounts in the Scheme at periodic intervals through a one-time request.
2. The withdrawals can be made on Monthly basis on 1st, 7th, 14th or 21st of every month or on Bi-monthly option# basis on 13th of bi-month
3. This facility is available in two options to the Unitholders :

### FIXED AMOUNT OPTION:

1. Under this option, the Unitholder can seek redemption of a fixed amount of not less than Rs. 1,000/- from his/her Folio.
2. In this option the withdrawals will commence from the Start Date (being one of the dates indicated above) mentioned by the Unitholder in the Application Form for the facility.
3. The Units will be redeemed at the Applicable NAV of the respective dates on which such withdrawals are sought.
4. In case the day on which the withdrawal is sought is a non-business day for the Scheme, the same will be processed on the immediately following business day.

### APPRECIATION OPTION:

1. Under this option, the Unitholder can seek redemption of an amount equal to a periodic appreciation on the investment.
2. The Unitholder redeems only such number of Units, which when multiplied by the Applicable NAV is, in amount terms equal to the appreciation in his investment over the last month provided the appreciation is atleast Rs. 1,000/-.
3. In the absence of any appreciation or appreciation less than Rs. 1,000/- as mentioned above, the withdrawal under this option will not be made for that month.
4. The investor would need to indicate in his systematic withdrawal request, the commencement / start date from which the appreciation in investment value should be computed.
5. The withdrawal will commence after one month from the commencement / start date mentioned by the Unitholder in the application Form and can, at the investor's discretion be on 1st, 7th, 14th or 21st of the month and 13th of the bi-month (in case of investment in IIFL Liquid Fund).
6. The Units will be redeemed at the Applicable NAV of the respective dates on which such withdrawals are sought. In case the day on which the withdrawal is sought is a non business day for the Scheme, the same will be processed on the immediately following business day.
7. In case the investor purchases additional Units, the withdrawal amount would include the appreciation generated on such Units as well.
8. In the absence of any appreciation or appreciation less than Rs. 1,000/-, the redemption under this option will not be made.

Toll Free: 1800 419 2267

service@iifl.com

www.iifl.com



**IIFL Asset Management Ltd.** (Formerly known as India Infoline Asset Management Company Ltd.)  
Regd. Office: IIFL Centre, 6th Floor, Kamala City, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013  
Tel.: (+91 22) 39585555 Fax: (+91 22) 2495 4310

**REGISTRAR**

**Computer Age Management Services Pvt. Ltd. (CAMS),**

Unit: IIFL Mutual Fund, 6th Floor, "Rayala Towers", #158, Anna Salai, Chennai - 600 002 • Tel.: (044) 3021 2817 • Fax: (044) 3021 2828 Toll-Free: 1800 419 2267 • E-mail: enq\_if@camsonline.com