



COMMON TRANSACTION FORM

For Existing Investors only

- Additional Purchase
- Redemption
- Switch
- Change of Bank Account

- PAN Details
- KYC Letter
- Change of Address & Contact Details
- Cancellation of Systematic Transaction (SIP/SWP/STP)

- PIN Facility
- Nomination
- SIP
- SWP / STP

Please use separate Transaction Form for each Transaction and for each Scheme / Plan.



ACKNOWLEDGEMENT SLIP

Acknowledgement is subject to verification. Request may not be processed in case of incomplete / ambiguous / improper / incorrect details in Transaction Form.

Investor Name

Folio Number

Scheme

Plan / Option / Sub Option

Additional Purchase or SIP

Total Amount (Rs.)

Total Cheques

Cheques No.(s) From To

Redemption or Switch

Amount (Rs.)

OR Units

- SWP or STP
- Change of Bank Account
- PAN Details KYC Letter
- Change of Address / Contact Details
- Cancellation Form for Systematic Transactions (SIP/ STP/ SWP)
- PIN Facility Nomination Details



ISC Stamp & Signature



COMMON TRANSACTION FORM (For Existing Investors only)

Website : dspmlmutualfund.com
E-mail : dspmlmf@ml.com
Toll Free Number : 1-800-345-4499

- Additional Purchase • Redemption • Switch • Change of Bank Account • PAN Details and KYC Letter • Change of Address and Contact Details • Cancellation Form of Systematic Transactions (SIP / SWP / STP) • PIN Facility • Nomination • SIP / SWP / STP

Please use separate Transaction Form for each Transaction and for each Scheme / Plan and Kindly refer Instructions overleaf.

Distributor Name and AMFI Reg. No. (ARN)	Sub Agent's Name & ARN

Name of Sole / First Unitholder (Leave space between first / middle / last name) Mr. Ms. M/s. Others

Existing Folio Number Scheme Name Plan / Option* / Sub Option*

ADDITIONAL PURCHASE (Write Investment Scheme Name, Plan / Option* / Sub Option* on top)

Amount in Words

Amount in Figures Cheque / DD No.

Rs. / /

Cheque / DD Drawn on (Name of Bank & Branch)

Cheque / DD Date / / *Cheque / DD to be drawn in favour of 'Name of the Scheme'*

PAN DETAILS

Sole / First Applicant / Guardian

Enlosed (Please ✓) PAN card copy

Second Applicant / Guardian

Enlosed (Please ✓) PAN card copy

Third Applicant / Guardian

Enlosed (Please ✓) PAN card copy

KYC LETTER (for Rs. 50,000/- & above)

Attached

Attached

Attached

REDEMPTION (Write Scheme Name, Plan / Option / Sub Option on top)

Amount in Figures Amount in Words

Rs. / /

OR (Please note that the Redemption can be done either in Units or in Amount and not in both)

Units in Figures Units in Words

PoA (Power of Attorney) DETAILS, if applicable

Name of the PoA holder

KYC Letter (for Rs. 50,000/- & above) Attached

CHANGE OF ADDRESS (P.O. Box Address is not sufficient) (Local Address for NRIs / FIs)

CoA for KYC Compliance Folios need to be carried with CVL and not directly with the Fund / Registrar.

City

Pin Code State

NRI / FII Overseas Address (Mandatory) (P.O. Box Address is not sufficient)

SWITCH (Write switch-out Scheme Name, Plan / Option / Sub Option on top)

Amount in Figures Amount in Words

Rs. / /

OR (Please note that the Switch can be done either in Units or in Amount and not in both)

Units in Figures Units in Words

Switch-in To Scheme / Plan / Option* / Sub Option*

CONTACT DETAILS

STD Code Tel. Off.

Extn. Mobile

Tel. Resi. Fax

E-Mail

CHANGE OF BANK ACCOUNT DETAILS

Please attach cancelled / photocopy of Cheque / Bank Letter confirming new bank account details

Bank Name

Branch

Account No.

A/c. Type (Please ✓) Savings Current NRE NRO FCNR

9 Digit MICR Code for ECS :

11 Digit IFSC Code

I/We wish receive the following via e-mail instead of physical document (Please ✓)

Account Statement Quarterly Newsletter and Annual Report

Communication on Change of Address, Bank Mandate etc.

DECLARATION & SIGNATURES

Having read and understood the contents of the Standard Offer Document, Key Information Memorandum, Instructions and Addenda issued from time to time of the respective Scheme(s) of DSP Merrill Lynch Mutual Fund mentioned within, I/ We hereby apply to the Trustee of DSP Merrill Lynch Mutual Fund for units of the Scheme(s) and agree to abide by terms and conditions, rules and regulations of the relevant Scheme(s). I/ We have neither received nor been induced by any rebate or gifts, directly or indirectly in making this investment. I/ We hereby nominate the above nominee to receive all the amounts to my / our credits in the event of my / our death and have read the Instructions for Nomination listed overleaf. Signature of the nominee acknowledging receipts of my / our credit will constitute full discharge of liabilities of the Fund. I/We declare that the amount invested in the scheme is through legitimate sources only and is not designed for the purpose of any contravention or evasion of any Act, Regulation, Rule, Notification, Directions or any other applicable laws enacted by Government of India or any Statutory Authority.

Applicable to NRIs only : I/ We confirm that I am / We are Non-Resident(s) of Indian Nationality / Origin and I/ We hereby confirm that the funds for subscription have been remitted from abroad through normal banking channels or from funds in my / our Non-Resident External / Ordinary Account / FCNR Account(s).

Sole / First Holder

Second Holder

Third Holder

* Default Option will be applied in case of no information, ambiguity or discrepancy.

Name of Sole / First Unitholder (Leave space between first / middle / last name) Mr. Ms. M/s. Others

Distributor Name and AMFI Reg. No. (ARN) Sub Agent's Name & ARN

Folio Number Scheme Name Plan / Option* / Sub Option*

CANCELLATION FORM FOR SYSTEMATIC TRANSACTIONS (SIP/ SWP / STP)

Please mentioned Folio no., Scheme, Plan / Option clearly above.

Transaction Type [Please ✓] SIP SWP STP
Installment / Transaction Date 1st 7th 14th 21st All four dates of the Month / Quarter.
Amount Rs.

Note: Discontinuation of Systematic Transaction takes minimum 15 business days.

PIN FACILITY

I / We would like to subscribe to the Personal Identification Number (PIN) Facility offered by DSP Merrill Lynch Mutual Fund [Please ✓]
Issue me/us a PIN for Telephone Transactions & for Internet Transactions as and when started. I/We have read and agree to the terms & conditions of this facility mentioned in Offer Documents.

NOMINATION DETAILS

I/We do hereby nominate the person/s more particularly described hereunder / and / cancel the nomination made by me/us earlier in respect of Units held by Me/us.

Table with columns: Name, Allocation %, Signature. Includes a Total row showing 100% allocation.

Nominee 1 Address

Form fields for Nominee 1 Address: City, Pin Code, Tel. Off., Resi.

Nominee 2 Address

Form fields for Nominee 2 Address: City, Pin Code, Tel. Off., Resi.

Nominee 3 Address

Form fields for Nominee 3 Address: City, Pin Code, Tel. Off., Resi.

* Default Option will be applied in case of no information, ambiguity or discrepancy.

SYSTEMATIC INVESTMENT PLAN (SIP)

(Separate Cheque required for investment in different Scheme / Plan) All Cheques should be of same date of the months / quarters.

Each SIP Amount Rs. Investment Frequency (Please ✓) Monthly Quarterly
SIP Date 1st 7th 14th 21st All four dates of the Month / Quarter. (minimum 12 instalments)

Form fields for SIP: SIP Period (From / To), Cheque Nos. From / To, Drawn on Bank, Branch, City.

SYSTEMATIC WITHDRAWAL PLAN (SWP) (Please allow 5 days to register SWP)

Withdrawal Amount Fixed Sum of Rs. (Minimum Rs.1,000/-) Capital Appreciation, subject to Minimum of Rs.1,000/-
Withdrawal Date Frequency 1st* 7th 14th 21st All four SWP Dates Monthly* Quarterly * Default Option

Form fields for SWP: Withdrawal Period (From / To)

SYSTEMATIC TRANSFER PLAN (STP) (Please allow 5 days to register STP)

STP in To Scheme Plan / Option* / Sub Option*

Transfer Amount Fixed Sum of Rs. (Minimum Rs.1,000/-) Capital Appreciation, subject to Minimum of Rs.1,000/-
Transfer Date Frequency 1st* 7th 14th 21st All four STP Dates Monthly* Quarterly * Default Option

Form fields for STP: Transfer Period (From / To)

Investments done in schemes through STP will be treated as investments through SIP and the load structure for SIP will be applicable.

DECLARATION & SIGNATURES

Having read and understood the contents of the Standard Offer Document, Key Information Memorandum, Instructions and Addenda issued from time to time of the respective Scheme(s) of DSP Merrill Lynch Mutual Fund mentioned within, I / We hereby apply to the Trustee of DSP Merrill Lynch Mutual Fund for units of the Scheme(s) and agree to abide by terms and conditions, rules and regulations of the relevant Scheme(s). I / We have neither received nor been induced by any rebate or gifts, directly or indirectly in making this investment. I / We hereby nominate the above nominee to receive all the amounts to my / our credits in the event of my / our death and have read the Instructions for Nomination listed overleaf. Signature of the nominee acknowledging receipts of my / our credit will constitute full discharge of liabilities of the Fund. I/We declare that the amount invested in the scheme is through legitimate sources only and is not designed for the purpose of any contravention or evasion of any Act, Regulation, Rule, Notification, Directions or any other applicable laws enacted by Government of India or any Statutory Authority.

Applicable to NRIs only: I / We confirm that I am / We are Non-Resident(s) of Indian Nationality / Origin and I / We hereby confirm that the Funds for subscription have been remitted from abroad through normal banking channels or from funds in my / our Non-Resident External / Ordinary Account / FCNR Account(s).

Vertical text labels: Sole / First Holder, Second Holder, Third Holder

INSTRUCTIONS

This form can be used by existing investors only. Please read the below mentioned instructions carefully before filling up the form.

- DSPML Mutual Fund will not be liable for non acceptance / rejection / non processing of any transaction from body corporates or resident investors or Flis if they fail to provide the LUN for transactions as mentioned above.
• ADDITIONAL PURCHASE & PAYMENT DETAILS: • The minimum additional purchase amount is Rs. 1000/- in all the schemes of DSP Merrill Lynch Mutual Fund.
• CONTACT AND PAN DETAILS: • Applicants should provide contact information such as their telephone number and email address.
• KYC COMPLIANCE FOR INVESTMENTS OF RS.50,000/- OR MORE: We 1st Feb 08 all investors (Individuals or Non Individuals) who wish to make an investment of Rs. 50,000 or above in a mutual fund scheme will be required to complete the KYC process.
• PIN FACILITY: The Fund may provide the facility to transact over the telephone or on the Internet. For this purpose, Unit Holders will be provided with a Personal Identification Number (PIN). PIN can be issued to all investors to avail various services.
• NOMINATION DETAILS: • The nomination can be made only by individuals applying for / holding units on their own behalf singly or jointly.
• EMAIL COMMUNICATION: • Applicants are encouraged to provide their email address to enable the Fund to send them various kinds of investor communication like Account statements, quarterly newsletters, annual reports, etc. more efficiently via email.
• SYSTEMATIC INVESTMENT PLAN (SIP): • SIP is not available in DSP ML Liquidity Fund, DSP ML Short Term Fund and DSP ML Floating Rate Fund.
• SYSTEMATIC WITHDRAWAL PLAN (SWP): • Please allow upto 5 days for SWP to be registered and first SWP transaction to happen.
• SYSTEMATIC TRANSFER PLAN (STP): • Please allow upto 5 days for STP to be registered and first STP transaction to happen.

List of Official Points of Acceptance of Transactions

DSP Merrill Lynch Fund Managers Limited – Investor Service Centres

Ahmedabad	303/A, 3rd Floor, RainDrops, Opp. Cargo Motors, C. G. Road, Ahmedabad - 380 006.	Tel.: (079) 3002 2855
Bangalore	19/5 & 19/6, Kareem Towers, Cunningham Rd, Bangalore - 560 052.	Tel.: (080) 6691 2855
Chandigarh	Ground Floor, SCO 40-41, Sector 9 D, Madhya Marg, Chandigarh - 160 017	Tel.: (0172) 305 2855
Chennai	1st Floor, SPS Buildings, Door No. 185, Annasalai, Chennai 600 002.	Tel.: (044) 3918 2855
Coimbatore	1st Floor, East Wing, Tristar Towers, 657, Avinashi Road, Coimbatore - 641 037	Tel.: (0422) 653 2855
Goa	C/o Advani Business Centre, Neelkamal Arcade, Atmaram Borkar Road, Panjim, Goa - 403004	Tel.: (0832) 665 0308
Jaipur	Jaipur Business Centre, 3rd Floor, Cabin No-17, Sangam Tower, Church Road, Jaipur - 302001	Tel.: (0141) 403 2105
Hyderabad	103, First Floor, Mahavir Chambers, Stanza Building, Liberty Junction, Himayatnagar, Secunderabad - 500029	Tel.: (040) 3058 2855
Indore	206, 2nd Floor, Starlit Tower, 29/1 Y N Road, Indore - 452 001	Tel.: (0731) 301 2855
Kochi	Office No. 40 / 1045 H1, 6th Floor, Amrithaa Towers, M.G. Road, Kochi - 682011	Tel.: (0484) 444 2855
Kolkata	309, Lords, 3rd Floor, 7/1 Lord Sinha Road, Kolkata - 700 071.	Tel.: (033) 3058 2855
Lucknow	Speed Motors Building-3rd Floor, 3-Sahanajaf Road, Lucknow - 226001.	Tel.: (0522) 261 1070
Mumbai	Maker Chambers VI, Office No. 126/127, 12th Floor, Jamnalal Bajaj Road, Nariman Point, Mumbai - 400 021	Tel.: (022) 6671 8000
Nagpur	Fortune Business Centre, 1 Fl, 6, Vasant Vihar, WHC Rd, Shankar Nagar, Nagpur - 440 010	Tel.: (0712) 324 2855
New Delhi	Dr Gopal Das Bhavan, Upper Ground Floor, 28, Barakhamba Road, New Delhi - 110 001	Tel.: (011) 3041 2855
Pune	304 Business Guild, Plot # 87/2, Law College Road, Erandawane, Pune 411 004.	Tel.: (020) 6644 2855
Surat	322 - 323, Jolly Plaza, Beside Girls Polytechnic College, Athawa Gates, Surat - 395 001.	Tel.: (0261) 398 2855
Vadodara	401, 4th Floor, Sakar Complex, Haribhakti Colony, Old Padra Road, Vadodara - 390 007.	Tel.: (0265) 308 2855
Vashi	Shop No.8, Gr. Flr, Thakker Tower, Plot No.86, Sector 17, Vashi, Navi Mumbai - 400 705.	Tel.: (022) 3918 2855

CAMS - Investor Service Centres / Transaction Points (Call on 1901 44 12 34)

• AHMEDABAD	• CHANDIGARH	• INDORE	• LUDHIANA	• NAGPUR	• SURAT
• BANGALORE	• CHENNAI	• JAIPUR	• MANGALORE	• NEW DELHI	• VADODARA
• BHUBANESWAR	• DURGAPUR	• KANPUR	• MUMBAI	• PUNE	• VISAKHAPATNAM
• COIMBATORE	• GOA	• KOLKATA	• MADURAI	• PATNA	• VIJAYAWADA
• COCHIN	• HYDERABAD	• LUCKNOW			
• AGRA	• BHOPAL	• GUNTUR	• JODHPUR	• NELLORE	• SALEM
• AJMER	• BOKARO	• GURGAON	• KOLHAPUR	• PANIPAT	• SAMBALPUR
• ALLAHABAD	• BURDWAN	• GUWAHATI	• KOTA	• PATIALA	• SILIGURI
• AMARAVATHI	• CALICUT	• GWALIOR	• KOTTAYAM	• PONDICHERRY	• TRICHUR
• AMRITSAR	• CUTTACK	• HUBLI	• MANIPAL	• RAIPUR	• TRICHY
• ASANSOL	• DEHRADUN	• JABALPUR	• MEERUT	• RAJAMUNDRY	• TRIVANDRUM
• AURANGABAD	• DHANBAD	• JALANDHAR	• MORADABAD	• RAJKOT	• UDAIPUR
• BELGAUM	• ERODE	• JAMNAGAR	• MYSORE	• RANCHI	• VALSAD
• BHILAI	• GORAKPUR	• JAMSHEDPUR	• NASIK	• ROURKELA	• VARANASI
					• WARANGAL

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