

**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

**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\*

**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)

**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

**CONTACT DETAILS**

STD Code      Tel. Off.

Extn.      Mobile

Tel. Resi.      Fax

E-Mail

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\*

EDGE CORPORATE SERVICES PVT LTD  
**ARN-2380**

**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.

Name	Allocation %	Signature
1		
2		
3		
Total	100%	

**Nominee 1 Address**

City Pin Code  
Tel. Off. Resi.

**Nominee 2 Address**

City Pin Code  
Tel. Off. Resi.

**Nominee 3 Address**

City Pin Code  
Tel. Off. Resi.

**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)

SIP Period (Minimum 12 Instalments) 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

Withdrawal Period (Period to cover - minimum 6 SWP transactions) 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

Transfer Period (Period to cover - minimum 6 STP transactions) 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).

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. ● Investors should fill name of the scheme, plan & option clearly. In case the investor does not fill the plan / option / sub-option properly and clearly or in case of incomplete details, non-clarity or ambiguity default options will be considered and applied. ● The cheque or demand draft should be drawn in favour of 'Scheme Name', as the case may be, and should be crossed. ● Account Payee Only. ● Separate cheques should be given for each separate investment in different scheme, plan or option. Investors residing in locations where Investor Service centres or Collection Centres are not located are requested to make payment by demand drafts. DD charges for such investors will be borne by the AMC, subject to the standard DD charges, as charged by the State Bank of India.  
● CONTACT AND PAN DETAILS : ● Applicants should provide contact information such as their telephone number and email address. ● PAN Details: With effect from 1st January 2008 as per SEBI and Income Tax Act, it is mandatory for all investors (including NRIs) to submit PAN card copy (verified with original) for purchase / additional purchase / SIP of any amount.  
● KYC COMPLIANCE FOR INVESTMENTS OF RS.50,000/- OR MORE : ● W.e.f 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. This would also apply to new Systematic Investment Plan (SIP) registrations on or after 01 February 2008, if each SIP instalment is of value greater than or equal to Rs.50,000/. Accordingly, the investors will have to attach KYC Acknowledgement Letter along with the investment transaction of the mentioned amount for all holders. It is a one time requirement and required for all holders irrespective of the mode of holding. In case of investors invested through POA, the KYC Acknowledgement letter of both the investor and the POA holder is required.  
● 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. However, only individuals with mode of holding as 'Single' or 'Anyone or Survivor' are allowed to transact over phone / Internet. Applicants who wish to have a PIN should read the terms and conditions of the PIN facility and tick the relevant box to request a PIN. A PIN will be mailed to the unit holder entirely at his/her/its own risk.  
● NOMINATION DETAILS: ● The nomination can be made only by individuals applying for / holding units on their own behalf singly or jointly. Non-individuals including society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. If the units are held jointly, all joint holders will sign the Nomination Form. ● A minor can be nominated and in that event, the name and address of the guardian of the minor nominee shall be provided by the unit holder. Nomination can also be in favour of the Central Government, State Government, a local authority, any person designated by virtue of his office or a religious or charitable trust. ● The Nominee shall not be a trust, other than a religious or charitable trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family or a Power of Attorney holder. A Non-Resident Indian can be a Nominee subject to the exchange controls in force, from time to time. ● Nomination in respect of the units stands rescinded upon the transfer of units. ● The cancellation of the nomination can be made only by those individuals who hold units on their own behalf singly or jointly and who made the original nomination. On cancellation of the nomination, the nomination shall stand rescinded and the AMC shall not be under any obligation to transfer the units in favour of the Nominee. ● Investors who desire to make their nomination in favour of more than one and up to three individuals, may do so by writing to the AMC/Registrar, specifying clearly the percentage to be allocated between the nominees. If no percentages are mentioned, nomination will be done equally for all the nominees. ● The rights in the units will vest in the nominee only upon the death of all unitholders.  
● 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, according to the investor's preference. ● It is deemed that the Unitholder is aware of all the security risks associated with online communication, including possible third party interception of the documents sent 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. ● Minimum Investment Amount for each SIP is Rs.1000/- ● SIP Facility is available only on specific dates of the month viz. 1st / 7th / 14th / 21st. ● All Cheques should be of the same date of month / quarter and of the same amount. ● You can opt for SIP in the Scheme monthly / quarterly basis by issuing post-dated cheques for a pre-defined amount. ● In case "all four dates" is selected, minimum 12 instalments for each date should be given. ● The Cheque should be drawn in favour of "Name of the Scheme and Plan" as applicable. ● A separate SIP Form must be filled for each Scheme / Plan. Please mention your folio number and name on reverse of the Cheque.  
● SYSTEMATIC WITHDRAWAL PLAN (SWP) : ● Please allow upto 5 days for SWP to be registered and first SWP transaction to happen. Hence form should be submitted atleast 5 days before SWP start date. ● SWP is available in all the schemes of DSP Merrill Lynch Mutual Fund. ● SWP Facility can be availed only by the unitholders with a minimum balance of Rs.25,000/- in the folio. If the balance is less than Rs.25,000/-, SWP will not be registered. ● SWP Facility is available only on specific dates of the month viz. 1st / 7th / 14th / 21st. ● In case of ambiguity / incomplete form, 1st will be treated as default option date. ● You can opt for SWP for a fixed amount or appreciation on a weekly (on all four SWP dates) / monthly / quarterly basis. In case of ambiguity / incomplete form, monthly option will be treated as default option. ● SWP has to be for minimum of SIX transactions irrespective of frequency i.e six dates increase of weekly option or six months increase of monthly option or six quarters increase of quarterly option. ● Your withdrawal request should not be below Rs.1000/- ● For investors availing the withdrawal of 'appreciation' option, where in any week, month or quarter, there is no appreciation or is less than Rs.1,000/-, withdrawal as mentioned above, will not be carried out. Even if withdrawal is not carried due to lack of appreciation, the SWP will be terminated at the end of the specified period. ● You can choose to discontinue this facility by giving 15 days written notice to the Registrar.  
● SYSTEMATIC TRANSFER PLAN (STP) : ● Please allow upto 5 days for STP to be registered and first STP transaction to happen. Hence form should be submitted atleast 5 days before STP start date. ● STP is available in all the schemes of DSP Merrill Lynch Mutual Fund. ● STP Facility can be availed only by the unitholders with a minimum balance of Rs.25,000/- in the folio. If the balance is less than Rs.25,000/-, STP will not be registered. ● STP Facility is available only on specific dates of the month viz. 1st / 7th / 14th / 21st. ● In case of ambiguity / incomplete form, 1st will be treated as default option date. ● You can opt for STP for a fixed amount or appreciation on a weekly (on all four STP dates) / monthly / quarterly basis. In case of ambiguity / incomplete form, monthly option will be treated as default option. ● STP has to be for minimum of SIX transactions/ transfers irrespective of frequency i.e six dates increase of weekly option or six months increase of monthly option or six quarters increase of quarterly option. ● Your transfer request should not be below Rs.1000/- ● For investors availing the transfer of 'appreciation' option, where in any week, month or quarter, there is no appreciation or is less than Rs.1,000/-, switch as mentioned above, will not be carried out. Even if transfer is not carried due to lack of appreciation, the STP will be terminated at the end of the specified period. ● You can choose to discontinue this facility by giving 15 days written notice to the Registrar.

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