SBI MUTUAL FUND
A PARTNER FOR LIFE

# Systematic Transactions Change request form (SIP/STP/SWP)

| ARN & Name of Distributor | Branch Code (only for SBG) | Sub-Broker ARN Code | Sub-Broker Code | EUIN* (Employee Unique Identification Number) | Reference No. |
|---|---|---|---|---|---|
| | | | | | |

**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.

**Folio No.** | **PAN No.**

**Investor Name Mr / Ms./ M/s**

## I. MODIFICATION IN ☐ SIP ☐ STP ☐ SWP (Tick any one)

| Details | Existing Details | New Details (Mention below only the details to be changed) |
|---|---|---|
| Existing Scheme (SIP/SWP/STP Scheme) | | |
| Target Scheme (only for STP) | | |
| Existing Instalment Date | D D | New Date (1st to 30th) D D |
| Each Instalment Amount (₹) | | |
| Top Up Amount (only for SIP) (₹) | | |
| End Date | D D M M Y Y Y Y | D D M M Y Y Y Y |

## II. SIP PAUSE (Please refer to terms & conditions)

| | | | |
|---|---|---|---|
| Scheme Name | Plan | Option | |
| SIP Date | D D | SIP Pause Start Month M M Y Y Y Y | SIP Pause End Month M M Y Y Y Y |
| SIP Instalment Amount (₹) | | Bank Account No. | |
| Frequency | ___________(Daily/Weekly/Monthly/Quarterly/Annual) | Bank Name | |

## III. CHANGE OF DEBIT BANK (ONLY FOR SIP) — Tick any One

| | | |
|---|---|---|
| New Bank Name | | ☐ OTM to be registered (Attach OTM form given below, duly signed along-with cancelled cheque of new bank account) |
| New Bank Account Number | | ☐ OTM is already registered |

## IV. CANCELLATION REQUEST (Tick any one) ☐ SIP ☐ STP ☐ SWP

| | | | | |
|---|---|---|---|---|
| Scheme /Plan / Option | | | To Scheme (For STP Only) | |
| Instalment Details | Instalment Amount (₹) | | Existing Bank Account Number (only for SIP) | |
| | Instalment Date | | | |
| | Frequency | | | |

**DECLARATION:** I/We hereby declare that the particulars given in this mandate form are correct and express my willingness to make payments towards investment in the schemes of SBI Mutual Fund. I/We hereby confirm and declare that the monies invested by me in the schemes of SBI Mutual Fund do not attract the provisions of Foreign Contribution Regulations Act ("FCRA"). I/We are aware that SBI Mutual Fund and its service providers and bank are authorized to process transactions by debiting my/our bank account through Direct Debit / NACH facility. If the transaction is delayed or not effected for reasons of incomplete or incorrect information, I/We would not hold the user institution responsible. I/We will also inform SBI Mutual Fund/RTA about any changes in my/our bank account. I/We confirm that the aggregate of the lump sum investment (fresh purchase & additional purchase) and SIP instalments in rolling 12 months period or financial year i.e. April to March does not exceed Rs. 50,000/- (Rupees Fifty Thousand) (applicable for "Micro investments" only). 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 read, understood and agreed to the terms and conditions and contents of the SID, SAI, KIM and Addenda issued from time to time of the respective Scheme(s) of SBI Mutual Fund. I/We hereby authorize the bank to honour such payments for which I/We have signed and endorsed the Mandate Form.

| Applicants must sign as per mode of holding | | | |
|---|---|---|---|
| | 1st Applicant / Guardian / Authorised Signatory | 2nd Applicant / Authorised Signatory | 3rd Applicant / Authorised Signatory |
| Date | | Place | |

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# ONE TIME DEBIT MANDATE FORM (OTM)

UMRN | Date D D M M Y Y Y Y

Sponsor Bank Code | Utility Code

CREATE ✓ / MODIFY / CANCEL

I/We, hereby authorize **SBI Mutual Fund** To debit (Please ✓) SB / CA / CC / SB-NRE / SB-NRO / Other

Bank A/c No.

with Bank Bank Name | IFSC | OR MICR

an amount of Rupees | ₹

FREQUENCY: ☒ ~~Weekly~~ ☒ ~~Monthly~~ ☒ ~~Quarterly~~ ✓ As & when presented | DEBIT TYPE : ☒ ~~Fixed Amount~~ ✓ Maximum Amount

Folio No.: | Moblie No.:

Appln No. : | Email ID:

I Agree for the debit of mandate processing charges by the bank whom I am authorizing to debit my account as per latest schedule of charges of the bank.

**PERIOD**

From

To 3 1 1 2 2 0 9 9

Or ☐ ~~Until cancelled~~

| Signature of 1st Bank Account Holder | Signature of 2nd Bank Account Holder | Signature of 3rd Bank Account Holder |
|---|---|---|
| Name as in Bank records | Name as in Bank records | Name as in Bank records |

This is to confirm that the declaration has been carefully read, understood & made by me/us. I am authorizing the User entity/Corporate to debit my account, based on the instruction as agreed and signed by me.
I have understood that I am authorized to cancel/amend this mandate by appropriately communicating the cancellation / amendment request to the User entity /Corporate or the bank where I have authorized the debit.

# TERMS & CONDITIONS

Investor must use separate request for change of Option in each existing SIP/STP/SWPs. Modification in Registration will be accepted only if there is any existing systematic registration. This form should be not used for fresh SIP / STP / SWP Registration.

**MODIFICATION IN SIP:**

- For SIP, Modification can be done in Scheme name, Instalment date, Instalment amount, Top up amount, End date and Change of debit bank.
- Request should be submitted at least 10 days prior to the next SIP instalment date.
- The units allotted for previous instalments will remain in the old plan/option. The change will be applicable from prospective instalment.
- The new registration of SIP based on the change request would be subject to the minimum instalments conditions required to carry out such registration.
- Modification in SIP shall be processed only if the OTM Debit Mandate is already registered in the folio.
- If no broker code details are mentioned in the change request, the new registrations will be processed in Direct Plan of the said scheme.
- **SIP cancellation request** must be submitted 10 days in advance from the next SIP due date.
- Change request form shall be liable for rejection if the details mentioned are incorrect / incomplete.

**MODIFICATION IN STP:**

- In STP, Modification can be done in Source scheme, Target scheme, Instalment date, Instalment amount and End date.
- Request should be submitted at least 10 days prior to the next STP instalment date.
- The new registration of STP based on the change request would be subject to the minimum instalments conditions required to carry out such registration.
- In case the selected date falls on a Non-Business Day or on a date which is not available in a particular month, the STP will be processed on the immediate next business day/date.
- In case of change in scheme details, default option will be applied in case the details are not available or in case of any ambiguity.
- **STP cancellation request** must be submitted 10 days in advance from the next STP due date.
- Modification/Cancellation request shall be liable for rejection if the details mentioned are incorrect / incomplete.

**MODIFICATION IN SWP:**

- In SWP, Modification can be done in Scheme name, Instalment date, Instalment amount and End date.
- Request should be submitted at least 10 days prior to the next SWP instalment date.
- The new registration of SWP based on the change request would be subject to the minimum instalments conditions required to carry out such registration.
- In case the selected date falls on a Non-Business Day or on a date which is not available in a particular month, the SWP will be processed on the immediate next business day/date.
- **SWP cancellation request** must be submitted 10 days in advance from the next SWP due date.
- Modification/Cancellation request shall be liable for rejection if the details mentioned are incorrect / incomplete.

**SIP PAUSE:**

- Investor can Pause SIP at any time he or she so desires by filling in the SIP Pause form and submitting the same at any branch of SBIMF/CAMS. Pause request should be received 15 days prior to the subsequent SIP date.
- SIP Pause facility is available for SIP registration across all frequencies.
- SIP shall restart immediately after the completion of Pause period.
- SIP Pause facility will allow investors to 'Pause' their existing SIP during the tenure of SIP across all frequencies for a period of one year. The actual number of instalments that will get paused will be as per the SIP frequency
- Investors can avail this facility only once in the tenure of the existing SIP.
- SIP Pause facility will not be available for the SIPs sourced/registered through MFU, Exchange & Channel platforms as the mandate is registered by them.
- If the SIP Pause period is coinciding with the Top-Up facility, the SIP instalment amount post completion of pause period would be inclusive of SIP Top-up amount. For e.g. SIP instalment amount prior to Pause period is Rs. 2,000/- and Top-up amount is Rs.1,000/-. If the pause period is completed after date of Top-up, then the SIP instalment amount post completion of pause period shall be Rs. 3,000/-.
- In case of multiple SIPs registered in a scheme, SIP Pause facility will be made applicable only for those SIP instalments whose SIP date, frequency, amount and Scheme/Plan is specified in the form.
- The AMC reserves the right to terminate this facility or modify the conditions of the SIP Pause facility at its discretion.
- In case of discrepancies in the information provided in the SIP Pause Form and the details registered with the AMC, the details registered with the AMC shall be considered for processing or in case of ambiguity in the SIP Pause Form, the AMC reserves the right to reject the SIP Pause Form.
- Investor cannot cancel the SIP Pause once registered.

**CHANGE OF DEBIT BANK (ONLY FOR SIP):**

Please submit following document:

I. Please submit "CANCELLED" original cheque leaf of the New bank account where the first unitholder / investor's name is printed on the face of the cheque

II. The existing default bank account in the folio will remain same.