



# SIP INVESTMENT FORM

TO BE FILLED IN CAPITAL LETTERS. This form should be submitted along with the Common Application form. Please read the instructions carefully, before filling up the application form. All Columns marked \* are mandatory.

|   |                    |   |                                |                        |
|---|--------------------|---|--------------------------------|------------------------|
| <b>1. AGENT INFORMATION</b>                       |                    |   | <b>2. EXISTING UNIT HOLDER</b> | <b>OFFICE USE ONLY</b> |
| Broker Code / Name (AMFI registered members only) | Sub Broker Code:   | Employee Unique Identification Number (EUIIN) | Folio No.                      | Receipt Date / Time    |
| ARN Code:   | ARN of Sub Broker: | In case left blank, tick below confirmation   |                                |                        |

I/We hereby confirm that the EUIIN 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 | <b>MANDATORY</b> | Second Applicant | <b>MANDATORY</b> | Third Applicant | <b>MANDATORY</b> |
|-----------------------------------|------------------|------------------|------------------|-----------------|------------------|

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.  New Investor (Investing first time in Mutual Fund)  Existing Investor

### 3. UNIT HOLDER INFORMATION

Name of First / Sole Applicant\*  Mr.  Ms.  M/s. Date of Birth

FIRST NAME LAST NAME D D M M Y Y Y Y Y Y

Mobile \_\_\_\_\_ Email \_\_\_\_\_

I wish to receive updates via sms on my mobile. (Please )  Physical Communication  Email Communication (Please ) Frequency  Daily  Weekly  Monthly

PAN/PEKRN & KYC Mandatory\* First / Sole Applicant\* Second Applicant\* Third Applicant\*

(Please provided attested PAN/PEKRN card copy)

Enclosed (  )  Attested PAN Card  KYC Acknowledgment attached  Attested PAN/PEKRN Card  KYC Acknowledgment attached  Attested PAN/PEKRN Card  KYC Acknowledgment attached

### 4. REGISTRATION I wish to register the following SIP

### 5. CANCELLATION I wish to cancel my SIP

### 6. SIP TRANSACTION DETAILS SIP MICRO SIP

Scheme \_\_\_\_\_ Plan \_\_\_\_\_ \* Please tick Direct if investing directly with the fund. Also indicate direct in the ARN column of the application forms. Please read SID / Addendum for default option.

Option (Please  )  Growth\*  Dividend  Through Distributor  Direct\* Sub Option (Please  )  Payout  Re-investment\*

SIP Date  1<sup>st</sup>  10<sup>th</sup>  15<sup>th</sup>  27<sup>th</sup> SIP Period M M Y Y Y Y Y Y To M M Y Y Y Y Y Y

SIP Amount (per installment): \_\_\_\_\_ Frequency  Monthly  Quarterly ( Jan, Apr, July, Oct ) \* Default Option

### 7. FIRST CHEQUE DETAILS

Cheque Amount \_\_\_\_\_ Account Type  Savings  Current  NRE  NRO  FCNR  Others

Cheque Number \_\_\_\_\_ Bank Name \_\_\_\_\_

Cheque Date D D M M Y Y Y Y Y Y Bank Branch \_\_\_\_\_

(W.e.f. August 1, 2013 only CTS 2010 standard cheques shall be acceptable.) Branch City \_\_\_\_\_

### 8. BANK ACCOUNT DETAILS FOR AUTO DEBIT (Mandatory)

Name of 1st Account Holder \_\_\_\_\_

Name of 2nd Account Holder \_\_\_\_\_

Name of 3rd Account Holder \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch Name: \_\_\_\_\_

Bank City: \_\_\_\_\_ Account No.: \_\_\_\_\_

9 Digit MICR Code: \_\_\_\_\_ Please provide a copy of cancelled cheque (Mandatory) leaf from an ECS/Direct Debit eligible bank Account Type  Savings  Current  NRE  NRO  FCNR

(This is 9 digit MICR code next to Cheque number)

### 9. DECLARATIONS & SIGNATURE(S)

I/We hereby declare that the particulars given above are correct and express my willingness to make payments referred above to debit my/our account directly or through participation in ECS. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/We would not hold the user institution responsible. I/We will also inform ING Mutual Fund, about any changes in my bank account. I/We have read and agreed to the terms and conditions mentioned overleaf. I/We have not received nor have been induced by any rebate or gifts directly or indirectly in making these investments. 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 confirm I do not have any existing Micro SIPs which together with the current application will result in aggregate investments exceeding Rs. 50,000/- in a financial year or rolling period of 12 months. I hereby agree and undertake to pay a transaction charge of Rs. 100/- (in case of existing investors of the mutual fund) or Rs. 150/- (in case of new investors of the mutual fund) per subscription of Rs. 10000/- & above and that such transaction charge, if any, shall be deducted by the AMC from the subscription amount and paid to the distributor; and the balance shall be invested. I further acknowledge that in case of SIP, such transaction charge shall be applicable only if the total commitment through SIP amounts to Rs. 10,000/- & above and in such cases the transaction charge shall be recovered in 4 instalments. (Not applicable in case of direct investments).

**Signature (s)** (as in bank records)

\_\_\_\_\_ First/Sole Unit holder / Guardian \_\_\_\_\_ Second Unit holder \_\_\_\_\_ Third Unit holder

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.

### 10. BANKER'S ATTESTATION (For bank use only)

Certified that the signature of account holder and the Details of Bank account are correct as per our records. Account Number \_\_\_\_\_ Signature of authorised Official from Bank (Bank stamp and date) \_\_\_\_\_

### 11. AUTHORISATION OF THE BANK ACCOUNT HOLDER (To be filled and signed by investors)

To, The Branch Manager

Bank \_\_\_\_\_ Branch \_\_\_\_\_ Date D D M M Y Y Y Y Y Y

Sub: Mandate verification for A/c. No. \_\_\_\_\_

This is to inform you that I/We have registered for making payment towards my investments in ING Mutual Fund by debit to my /our above account directly or through ECS (Debit Clearing). I/We hereby authorize you to honour such payments for which I/We have signed and endorsed the Mandate Form. Further, I authorize my representative (the bearer of this request) to get the above Mandate verified. Mandate verification charges, if any, may be charged to my/our account.

Thanking you, Yours sincerely

First/Sole Unit holder / Guardian \_\_\_\_\_ Second Unit holder \_\_\_\_\_ Third Unit holder \_\_\_\_\_



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

### SIP INVESTMENT FORM

Application No.: S

Received from Mr./Mrs./Ms. \_\_\_\_\_ an application for Systematic Investment Plan through ECS/Direct Debit.

|   |  |  |  |
|---|--|--|--|
| Folio No.:  | SIP Details  | ECS / Direct Debit   | OFFICIAL   |
| Scheme Name: _____  | Cheque No. _____ Cheque Date _____   | Bank Name: _____   | Collection Centre's Stamp & Receipt Date & Time        |
| Option: _____   | SIP Amount (per installment) _____   | Account No.: _____   |  |
| Sub-Option: _____   | SIP Date <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 10 <sup>th</sup> <input type="checkbox"/> 15 <sup>th</sup> <input type="checkbox"/> 27 <sup>th</sup> Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly | Account Type: <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRE |  |
| Please retain this slip duly acknowledged by the Official Acceptance Point till you receive your Account Statement. | SIP Period <span style="float: right;">M M Y Y Y Y Y Y To M M Y Y Y Y Y Y</span>   | <input type="checkbox"/> NRO <input type="checkbox"/> FCNR   | Allotment is subject to realisation of ECS Installment |

**12. SELF ATTESTED DOCUMENTS OF THE FIRST HOLDER: (please ✓ as applicable)**

- |  |  |
|--|--|
| <input type="checkbox"/> Voter ID card   | <input type="checkbox"/> ID card issued to employees of scheduled commercial / state / district co-operative banks.  |
| <input type="checkbox"/> Government / Defence ID card  | <input type="checkbox"/> Senior citizen / Freedom fighter ID card issued by government.  |
| <input type="checkbox"/> Driving License   | <input type="checkbox"/> Cards issued by universities / deemed universities or institutes under statutes like ICAI, ICWA, ICSI.  |
| <input type="checkbox"/> Passport  | <input type="checkbox"/> Permanent retirement account no. (PRAN) card issued to new pension system (NPS) subscribers by CRA (NSDL).                                    |
| <input type="checkbox"/> Photo Ration Card   | <input type="checkbox"/> Any other photo ID card issued by central government / state governments / municipal authorities / government organisations like ESIC / EPFO. |
| <input type="checkbox"/> Photo Debit card  | <input type="checkbox"/> KYC Acknowledgment  |
| <input type="checkbox"/> Employee ID cards issued by companies registered with registrar of companies  |  |
| <input type="checkbox"/> Photo identification issued by Bank Managers of scheduled commercial banks / Gazetted Officers / Elected Representatives to the legislative assembly / parliament |  |

**INSTRUCTIONS & INFORMATION ON SYSTEMATIC INVESTMENT PLAN****General Instruction**

The SIP Investment Form should be filled in English and in block letters only. Please tick (✓) in the appropriate box where boxes have been provided. The SIP Investment form, complete in all respects should be submitted at any of the ING Mutual Fund branch or at official point of acceptance of transaction(s) of Computer Age Management Services (Pvt) Ltd. (CAMS).

New investors who wish to enroll for SIP are required to fill the SIP Investment form along with the common application form. New investors are advised to read the Scheme Information Document(s) of the respective Scheme(s) carefully before investing. The Scheme Information Document(s)/Key Information Memorandum(s) of the respective Scheme(s) are available with the ING Mutual Fund branches / Brokers / Distributors and also displayed on our website www.ingim.co.in. The common application form number must be compulsorily mentioned in the Systematic Investment Form.

Existing unit holders need not fill the Common Application Form. However they must compulsorily mention their Folio Number in the Systematic Investment Form. Existing unit holders should note that unit holder's details and mode of holding is mandatory (Single, Joint, Anyone or Survivor) will be as per the existing folio number.

Irrespective of the investment amount, mention your PAN/PEKRN details and enclose a photocopy of the PAN/PEKRN proof attested for all applicants including POA holder. In case of a minor, please furnish PAN/PEKRN details and proof of PAN/PEKRN of the Guardian. KYC Acknowledgment should be attached for all investors. If Date of Birth (DOB) not provided application liable to be rejected.

**Systematic Investment Details**

|                                       |  |
|---------------------------------------|--|
| <b>Schemes where SIPs are allowed</b> | Please refer Scheme Information Document   |
| <b>Frequency</b>                      | Monthly or Quarterly   |
| <b>Choice of Dates / Months</b>       | 1st, 10th, 15th and 27th of every month / Jan, Apr, July, Oct  |
| <b>Default Date</b>                   | If no choice is made, the default date will be 10th  |
| <b>Minimum Investment</b>             | Rs. 1000/- in monthly and Rs. 3000/- in quarterly (In multiples of Rs. 100, except for Tax Saving Scheme which is Rs. 500 in monthly & Rs. 1500/- in Quarterly & in multiples of Rs. 500 thereafter) |
| <b>Minimum Period</b>                 | 6 cheques for monthly and 4 cheques for quarterly  |
| <b>Default Period</b>                 | If the period is not mentioned, the default period will be for 3 years   |
| <b>Load</b>                           | As per scheme structure.   |

Units will be allotted on the above application dates. In case the date falls on a Non-Business Day or falls during the book closure period the immediate next Business Day will be considered for the purpose of determining the applicability of NAV subject to the realisation of the cheques.

**SIP Auto Debit – Terms and Conditions**

Payment to be made by current dated cheque drawn on any bank which is situated at and is a member of the banker's Clearing House located at the place where the SIP investment form is submitted. No Cash, Money Orders or Postal Orders will be accepted. In case if the cheque is from NRE account, please furnish a NRI declaration / attached cancelled cheque copy from your banker.

The bank account details provided for ECS / Direct Debit should be that of the First SIP cheque only. The bank branch through which the SIP auto debit takes place should participate in local MICR Clearing.

It is mandatory to provide the 9 digit MICR Code which appears on the right side of the cheque number on the cheque leaf along with a cancelled cheque leaf from an ECS / Direct Debit eligible bank.

Any cancellation or modification should be submitted 30 days prior to the next auto debit date. Any modification should be accompanied with a new SIP form duly filled in and carrying the revised SIP request details.

Extension of SIP needs to be accompanied with a cancelled cheque leaf only if the debit bank account details remain the same as per the first SIP.

If 3 consecutive SIPs fail, the SIP will automatically stand terminated. Incorrect, incomplete or ambiguous forms are liable to be rejected.

The investor agrees to abide by the terms and condition of ECS / Direct Debit facility of the Reserve Bank of India as applicable at the time of investment and as may be modified from time to time at a later stage.

Investors will not hold ING Mutual Fund, its registrars, banks 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 due date to various clearing cycle of ECS. ING Mutual Fund, its registrars, banks 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.

**DECLARATION AND SIGNATURES**

a) Signatures can be in English or in any Indian language. Thumb impressions must be attested by a Magistrate/Notary Public under his/her official seal. In case of HUF, the Karta will sign on behalf of the HUF. Similarly, for the Association of Persons (AOP) the application must be signed by the Authorised Signatory. b) Applications on behalf of minors should be signed by their Guardian. c) If the application form is signed by a Power of Attorney (PoA) holder, the form should be accompanied by a notarized photocopy of the PoA. Alternatively, the original PoA can be submitted, which will be returned after verification. d) In case of corporates or any non-individual investors, a list of authorized signatories should be submitted along with the application form.

I hereby agree that AMC shall in case where multiple purchase / additional purchase / switch-in transactions aggregating to Rs. 2 lakh or more are submitted by me / us for the same transaction date / Net Asset Value (NAV) applicability date, then all such multiple applications will be aggregated and will be considered as a single transaction for considering NAV applicability date.

**LIST OF BANKS WITH DIRECT DEBIT FACILITY (All Branches)**

**Axis Bank** (Please fill 15 Digit Bank Account Numbers Only), **IDBI Bank** (Please fill between 13-16 Digit Bank Account Numbers Only), **ING Vysya Bank, IndusInd Bank** (Please fill between 13-16 Digit Bank Account Numbers Only), **Kotak Mahindra Bank, Bank Of Baroda** (Please fill 14 Digit Bank Account Numbers Only), **Punjab National Bank** (Please fill 16 Digit Bank Account Numbers Only), **Bank Of India** (Please fill 15 Digit Bank Account Numbers Only), **Union Bank Of India** (Please fill 15 Digit Bank Account Numbers Only) **State Bank of India, Citi Bank, Corporation Bank**

**LIST OF ECS LOCATIONS**

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

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