

INSTRUCTIONS - COMMON TO SIP-PDC/ SWP/ STP FACILITIES AVAILABLE UNDER THE SPECIAL PRODUCTS (SIP-PDC/ SWP /STP)

- Existing investors seeking for Special Product only, need to fill up this Special Product Form. New investors who wish to enrol for the Special Product should fill up Special Product Form in addition to the Common Application Form. However, in line with SEBI and AMFI guidelines the requirement of documents for submission of documents for subscription/transaction is modified from time to time. Therefore, for such additional requirements the investor is required to refer the "Instruction for Completing the Application Form" (as provided in the main application form) and submit such additional documentation for the same.
- In case of renewal of SIP-PDC/ SWP/ STP this form should be submitted at least 15 working days prior to the due date
- The investor has the right to discontinue SIP/ SWP/ STP at any time he/she so desires by sending a written request at least 15 working days prior to the due date of next SIP / SWP / STP to any of the offices of BOIAXA Mutual Fund or its Authorised Collection Centres. On receipt of such request the SIP /SWP /STP will be terminated and in case of SIP balance post-dated cheques will be returned to the investor.
- Units will be allotted / redeemed / transferred at the Applicable NAV related prices of the 1st /or 7th /or 10th /or 15th /or 20th /or 25th of every month (or next business day, if 1st/ or 7th/ or 10th/ or 15th /or 20th /or 25th non business day). In case of Post Dated Cheques submitted for any dates, other than the dates offered, immediate next offered date would be considered as the SIP date(s). An account statement will be dispatched to the unit holders once every quarter within 10 working days of the end of each quarter. The first account statement will be issued within 10 working days of the initial investment.
- Investors availing the Micro SIP facility shall be exempted from submission of requirement of PAN. Micro SIP shall be applicable where aggregate of installments in a rolling 12 months period or in a financial year i.e. April-March does not exceed ₹ 50,000/-.
- Micro SIP benefit is available to individuals, NRI's, Minors and Sole Proprietors only. HUF's, PIO's and any other entities/ persons etc. are not eligible. The AMC will reject the application where they find that documents are deficient or where the installment total will exceed ₹ 50,000/-.
- Eligible investors are required to submit any one of the following photo identification document as a proof of identification in lieu of PAN:
 1. Voter Identity Card; 2. Driving License; 3. Government / Defense identification card; 4. Passport; 5. Photo Ration Card; 6. Photo Debit Card; 7. Employee ID cards issued by companies registered with Registrar of Companies; 8. Photo Identification issued by Bank Managers of Scheduled Commercial Banks / Gazetted Officer / Elected Representatives to the Legislative Assembly / Parliament; 9. ID card issued to employees of Scheduled Commercial / State / District Co-operative Banks; 10. Senior Citizen / Freedom Fighter ID card issued by Government; 11. Cards issued by Universities / deemed universities or institutes under statutes like ICAI, ICWA, ICSI; 12. Permanent Retirement Account No (PRAN) card issued to New Pension System (NPS) subscribers by CRA (NSDL); and 13. Any other photo ID card issued by Central Government / State Governments /Municipal authorities / Government organizations like ESIC / EPFO.
- Submission of KYC acknowledgement is not mandatory in case of investments as Micro SIPs. However, for such cases the proof of identification and proof of address (as specified in the above documents list) (if the proof of identification also includes address the separate address proof is not necessary) may be submitted along with the application as part of the regulatory requirement. Such documentary proofs should be self attested or attested by the distributor/ any competent authority. However, in case the Micro SIP investor has a PAN, then it is mandatory that he/she submit the KYC acknowledgement issued by CVL.
Investments by investors residing in the State of Sikkim are not required to provide KYC acknowledgement. However, in such cases, investor require to submit proof of identification and proof of address (as per specified documents list mentioned above) (if proof of identification also includes address, a separate address proof is not necessary). Proof of address should contain address in the State of Sikkim and the address mentioned in the application form should be the same. Such documentary proofs should be self-attested or attested by the distributor/ any competent authority.
- DIRECT APPLICATIONS :** Investors should ensure to write the word 'DIRECT' in the column 'ARN No' or 'Broker Code' in their applications for purchases/additional purchases/ switches/fresh Systematic Investment Plans (SIP)/fresh Systematic Transfer Plans (STP) in all such cases where applications are not routed through any distributor/agent/broker. In cases where unit holder uses a pre-printed transaction slip where details in the 'ARN No' or 'Broker Code' column is already printed, unit holder should cancel the ARN No/ Broker Code, write 'DIRECT' in the said column and it should also be counter signed by the unit holder/ all joint holder(s). Transactions slips/application forms where the column under 'ARN No' or 'Broker Code' is provided, has to be filled by the unit holder as 'DIRECT' for processing the same as Direct applications. Investors can submit their applications for purchases / additional purchases/ switches/fresh SIP/ fresh STP at any of the Official Point(s) of Acceptance of BOIAXA Mutual Fund. The list of Official Point(s) of Acceptance is available on the website of BOIAXA Mutual Fund (www.boiixa-im.com).
- The applicability of SIP/ SWP/ STP will be as per the terms & conditions of the respective Scheme Information Documents and Statement of Additional Information.
- Please attach Photo copy of a cancelled cheque.
- All post-dated cheques have to be issued favouring the individual scheme name with extension of Folio No./ PAN No./ Name of the first Holder (For SIP-PDC).
- The first investment cheque while applying for Daily SIP/ Monthly SIP can be either equal to or greater than the subsequent Daily SIP/ Monthly SIP installment amounts. The subsequent Daily SIP/ Monthly SIP installment amounts however should remain the same as per the scheme specific information document and all the post-dated cheques issued.
- Cheques should be drawn payable at locations of BOIAXA branches & authorised centres. Non MICR / outstation post dated cheques will not be accepted for SIP.
- Options available under SWP & Minimum Amount in BOIAXA Regular Return Fund and BOIAXA Short Term Income Fund
 - Fixed withdrawal: Investors can withdraw fixed amount of ₹ 500/- and in multiples of ₹ 100/- thereafter at regular intervals & the dates applicable for the same are 1st/ or 7th/ or 10th/ or 15th /or 20th /or 25th for minimum 6 months.
 - Appreciation SWP: Appreciation of above ₹ 500/- can be withdrawn at monthly & quarterly frequency & the dates applicable for the same are 1st /or 7th /or 10th /or 15th /or 20th/ or 25th of the relevant month. In both Fixed Withdrawal and Appreciation SWP, Units will be redeemed basis Applicable NAV on the date chosen as per above.
- If the STP application has from date and to date, then it refers to calendar days and processing happens only on business days.
- If the STP application has number of installments, the number of installment is registered by omitting the non business day and holidays.

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Schemes	SIP				STP				SWP				
	Available	Minimum Amount	SIP Frequency	Minimum Duration	Available	Minimum Amount	STP Frequency	Minimum Duration	Available	Minimum Amount	Withdrawal Frequency	Minimum Duration Installment	
					IN	OUT							
BOI AXA Equity Fund		Daily - ₹ 300 Monthly - ₹ 1,000 and in multiples of ₹ 100 thereafter	Daily Monthly	Daily - 1 Month Monthly - 6 Months			Daily - ₹ 300 Monthly - ₹ 1,000 and in multiples of ₹ 100 thereafter	Daily and Monthly	Daily - 1 Month Monthly - 6 Months			Not Applicable	
BOI AXA Tax Advantage Fund		₹ 500 and in multiples of ₹ 1 thereafter	Monthly	6 Months			₹ 500 and in multiples of ₹ 1 thereafter	Monthly	6 Months	Minimum balance in a scheme for SWP should ₹ 10,000	₹ 500 and in multiples of ₹ 1 thereafter	Monthly, Quarterly	6
BOI AXA Focused Infrastructure Fund		Daily - ₹ 300 Monthly - ₹ 1,000 and in multiples of ₹ 100 thereafter	Daily Monthly	Daily - 1 Month Monthly - 6 Months			Daily - ₹ 300 Monthly - ₹ 1,000 and in multiples of ₹ 100 thereafter	Daily and Monthly	Daily - 1 Month Monthly - 6 Months			Not Applicable	
BOI AXA Regular Return Fund		Monthly - ₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly	6 Months			Monthly - ₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly	6 Months	Minimum balance in a scheme for SWP should ₹ 25,000	₹ 500 and in multiples of ₹ 100 thereafter	Monthly, Quarterly	6
BOI AXA Equity Debt Rebalancer Fund		Monthly - ₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly	12 Months			Monthly - ₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly	12 Months			Not Applicable	
BOI AXA Short Term Income Fund		₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly	6 Months			₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly	6 Months	Minimum balance in a scheme for SWP should be ₹ 25,000	₹ 500 and in multiples of ₹ 100 thereafter	Monthly, Quarterly	6
BOI AXA Liquid Fund			Not Applicable				Daily - ₹ 300 Monthly - ₹ 1,000 and in multiples of ₹ 100 thereafter	Daily and Monthly	Daily - 1 Month Monthly - 6 Months		₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Annually	Monthly - 6 Quarterly - 6 Annually - 2**
BOI AXA Treasury Advantage Fund		₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly	6 Months			Daily - ₹ 300 Monthly - ₹ 1,000 and in multiples of ₹ 100 thereafter	Daily and Monthly	Daily - 1 Month Monthly - 6 Months		₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Annually	Monthly - 6 Quarterly - 6 Annually - 2**

BOI AXA Equity Fund and BOI AXA Focused Infrastructure Fund currently does not offer STP OUT facility. Daily SIP is allowed only in respect of BOI AXA Equity Fund and BOI AXA Focused Infrastructure Fund. Default dates for Monthly/Quarterly SIP/SWP/STP is 7th of relevant month. Withdrawals are subject to 3 year lock-in under BOIAXA Tax Advantage Fund.

** 1st redemption under the facility will be effected on the 3rd day of the anniversary month, or on the 3rd day of the month as indicated by the Unit holder, and annually thereafter. If the 3rd day referred above is a non business day, the redemption of the SWP will be effected on the following Business Day. "Anniversary month" means 12 calendar months from the month in which the request from the Unitholder for the Facility is registered.

For more information visit us at
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