



# KEY INFORMATION MEMORANDUM

## IDBI Fixed Maturity Plan

A closed-ended debt scheme offering 5 Plans of tenor from 30 Days to 60 Months (inclusive)

Offer of Units of Rs. 10 each for cash (at par) during the New Fund Offer

**Name of the Plan : IDBI FMP-SERIES II-540 DAYS (DECEMBER 2011)-A**

**NFO Opens on 5th December, 2011 & Closes on 13th December, 2011**

|   |   |
|---|---|
| Name of Mutual Fund : <b>IDBI Mutual Fund</b> | Name of Asset Management Company : <b>IDBI Asset Management Limited</b> |
| Name of Sponsors : <b>IDBI Bank Limited</b>   | Name of Trustee Company : <b>IDBI MF Trustee Company Limited</b>        |

**Registered Office:** IDBI Tower, WTC Complex, Cuffe Parade, Colaba Mumbai - 400 005.

**Corporate Office:** 5th Floor, Mafatlal Centre, Nariman Point, Mumbai - 400 021.

**Website:** www.idbimutual.co.in

This Key Information Memorandum (KIM) sets forth the information, which a prospective investor ought to know before investing. For further details of the scheme/Mutual Fund, due diligence certificate by the AMC, Key Personnel, investors' rights & services, risk factors, penalties & pending litigations etc. investors should, before investment, refer to the Scheme Information Document and Statement of Additional Information available free of cost at any of the Investor Service Centres or distributors or from the website www.idbimutual.co.in

The Scheme particulars have been prepared in accordance with Securities and Exchange Board of India (Mutual Funds) Regulations 1996, as amended till date, and filed with Securities and Exchange Board of India (SEBI). The units being offered for public subscription have not been approved or disapproved by SEBI, nor has SEBI certified the accuracy or adequacy of this KIM.

### Investment Objective

Each Plan under the Scheme will endeavour to generate income through investments in Debt and Money Market Instruments.

### Asset Allocation Pattern

| Maturity  | Instrument   | Minimum | Maximum |
|---|--|---------|---------|
| Up to and including 18 months                   | Money Market   | 0%      | 100%    |
|   | Debt instruments (including government securities, floating rate debt instruments and securitized debt*) | 0%      | 100%    |
| Above 18 months and Up to and including 3 Years | Money Market   | 0%      | 50%     |
|   | Debt instruments (including government securities, floating rate debt instruments and securitized debt*) | 50%     | 100%    |
| Above 3 years and Up to and including 5 Years   | Money Market   | 0%      | 35%     |
|   | Debt instruments (including government securities, floating rate debt instruments and securitized debt*) | 65%     | 100%    |

\* Investment in Securitized Debt not to exceed 50% of the net assets of the Scheme.

The scheme does not intend to invest in ADRs/GDRs or foreign securities. Investment in Derivatives will be up to 50% of the net assets of the Scheme. Investment in derivatives shall be for hedging, portfolio balancing and such other purposes as maybe permitted from time to time. The cumulative gross exposure through money market instruments, debt and derivative positions should not exceed 100% of the net assets of the scheme.

In accordance with SEBI Circular No SEBI/IMD/ CIR No. 12/147132/08 dated December 11, 2008 each Plan shall invest only in such securities which mature on or before the maturity date of the respective plan.

Pending deployment of funds as per the investment objective of the Scheme, the funds may be parked in short term deposits of the Scheduled Commercial Banks, subject to guidelines and limits specified by SEBI. The Scheme may also participate in securities lending to augment its income. Securities lending in the scheme will be in accordance with the guidelines on securities lending and borrowing scheme issued by SEBI from time to time.

It must be clearly understood that the percentages stated above are only indicative and not absolute and that they can vary substantially depending upon the perception of the AMC, the intention being at all times to seek to protect the interests of the Unit holders. Such changes in the asset allocation pattern will be for short term and defensive considerations. In the event of asset allocation falling outside the limits specified in the asset allocation table, the fund manager will endeavor to review and rebalance the same within 30 days. Though every endeavor will be made to achieve the objectives of the Scheme, the AMC/Sponsors/Trustees do not guarantee that the investment objectives of the Scheme will be achieved.

### Specific disclosures for close-ended debt oriented schemes

#### i. Credit evaluation policy for investment in debt securities

The in-house credit evaluation policy to evaluate the credit quality of an issuer follows the 'bottom-up' procedure outlined below -

The credit analyst carries out an in-depth analysis of the financial statements (annual reports and quarterly earnings statements) of the issuer, for the last 2-3 years evaluating amongst other metrics, relevant ratios of profitability, capital adequacy, gearing, turnover, and liquidity/asset-liability management. Qualitative factors like management track record, group companies, resource-raising ability, extent of availability of banking lines, internal control systems, etc are evaluated in addition to the business model and industry within which the issuer operates as regards industry/model-specific risks, working capital requirements, cash generation, seasonality, regulatory environment, competition, bargaining power, etc. The analyst also reviews secondary sources like rating rationales/ perspectives of credit rating agencies, research reports of broking firms while also relying on primary sources such analyst conference calls with company management and direct interaction with the management on need based specific clarifications. On an ongoing basis, the credit analyst keeps track of credit profile of the issuer, possible credit risks reflected in change in outlook of rating agencies, external developments affecting the issuer etc. Investments in issuers will be subject to ceiling limits (for long-term and short-term separately) based on net worth and rated quantum by rating agencies. All the credit analysis/ opinions are formally documented in a pre-defined format and preserved for future reference.

#### ii. List of sectors that the AMC would not be investing in for this Scheme

a. Real Estate

#### iii. Type of instruments in which the Plans propose to invest in

The corpus of the Scheme will be invested in money market instruments & debt

## Key Information Memorandum and Application Form (Cont'd...)

instruments which shall include but shall not be limited to CD, CP, Treasury Bills, NCD, Securitized Debt, CBLO/Reverse Repo etc.

- iv. Floors and ceilings within a range of 5% of the intended allocation (in %) against each sub asset class/rating.

| Instruments      | Credit Rating |         |      |        |
|------------------|---------------|---------|------|--------|
|                  | AAA/A1        | AA/A2   | A/A3 | BBB/A4 |
| CD               | 0%            | 0%      | 0%   | 0%     |
| CP               | 0-5%          | 0%      | 0%   | 0%     |
| NCD              | 0%            | 95-100% | 0%   | 0%     |
| Securitized Debt | 0%            | 0%      | 0%   | 0%     |

The above table reflects the intended allocation against each sub asset class/credit rating and there will not be any variations between the allocation indicated above and the final portfolio except in the following instances.

- In case of non availability of and taking in to account the risk reward analysis of CPs, NCDs including Securitized Debts, the scheme may invest in CDs with highest credit rating (AAA/AAA(SO)/A1/A1(SO) and CBLO.
- The intended allocation mentioned in the table will not act as a restriction for the scheme to make investments in the higher credit rated instruments of the same investment category. In view of the same, the fund manager will have the option to replace a AA rated instrument (CPs, CDs, NCDs, SDs etc) with a AAA rated instrument of same investment category.
- The Modifiers ("+" (plus) / "-"(minus)}used with the rating symbols for the categories AA to C will reflect the comparative standing within the category and intended allocation mentioned against a rating will include its modifiers also.
- At the time of building up the portfolio post NFO as per the investment objective of the scheme and also towards the maturity of the scheme there may be a higher allocation to cash and cash equivalent.

All the investment will be made on the basis of credit rating prevalent at the time of investments. If two or more credit ratings are available for a single instrument, most conservative publicly available rating will be considered.

In the event of asset allocation falling outside the limits specified in the intended allocation table mentioned above, the fund manager will endeavor to review and rebalance the same within the next 30 days.

### Risk Profile of the Scheme

Mutual Fund Units involve investment risks including the possible loss of principal. Please read the SID carefully for details on risk factors before investment. Scheme specific Risk Factors are summarized below:

- The Trustees, AMC, Fund, their directors or their employees shall not be liable for any tax consequences that may arise in the event that the scheme is wound up for the reasons and in the manner provided under the Scheme Information Document & Statement of Additional Information.
- All Plans launched under IDBI Fixed Maturity Plan Series II will seek to invest in credit instruments, Government Securities, securitized debt, debt derivatives and money market instruments. Trading volumes and settlement periods may inherently restrict the liquidity of the scheme's investments which may impact the Scheme's ability to capitalize on investment opportunities resulting in lower than anticipated performance for the Scheme.
- Different types of securities in which the Scheme/Plans would invest as given in the SID carry different levels of risk. Accordingly the Scheme's/Plan's risk may increase or decrease depending upon the investment pattern. For e.g. corporate bonds carry a higher amount of risk than Government Securities. Further even among corporate bonds, bonds, which are AAA rated, are comparatively less risk than bonds, which are AA rated.
- The Mutual Fund is not assuring any dividend nor is it assuring that it will make any dividend distributions. All dividend distributions are subject to the availability of distributable surplus and would depend on the performance of the scheme and will be at the discretion of the AMC.
- Risks associated with investments in debt and money market securities (including government securities, and floating/fixed rate debt instruments)
  - Credit risk:** This risk arises due to any uncertainty in counterparty's ability or willingness to meet its contractual obligations.  
The AMC seek to manage credit risk by restricting investments only to

investment grade securities. Regular review of the issuer profile to monitor and evaluate the credit quality of the issuer will be carried out.

- ii. **Interest Rate risk:** This risk is associated with movements in interest rate. The values of investments will appreciate/depreciate if the interest rates fall/rise.

Interest rate risk mitigation will be through active duration management at the portfolio level through regular monitoring of the interest rate environment in the economy.

- iii. **Liquidity risk:** The liquidity of a bond may change depending on market conditions. At the time of selling the security, the security can become illiquid leading to loss in the value of the portfolio.

Since no intermediate repurchases are permitted during the tenor of the Scheme but only at maturity and since the maturity of the instruments in the underlying portfolio cannot exceed the maturity date of the Scheme, liquidity risk is not likely to impact the Scheme.

- iv. **Reinvestment risk:** This risk arises from uncertainty in the rate at which cash flows from an investment may be reinvested. The rate at which the coupons will be reinvested will depend upon prevailing market rates at the time the coupons are received.

The AMC will endeavor to manage this risk by diversifying the investments in instruments with appropriate maturity baskets.

### 6. Risks associated with Investing in Derivatives

Derivative products are leveraged instruments and can provide disproportionate gains as well as disproportionate losses to the investor. Execution of such strategies depends upon the ability of the fund manager to identify such opportunities. Identification and execution of the strategies to be pursued by the fund manager involve uncertainty and decision of fund manager may not always be profitable. No assurance can be given that the fund manager will be able to identify or execute such strategies.

The risks associated with the use of derivatives are different from or possibly greater than, the risks associated with investing directly in securities and other traditional investments.

There are certain risks inherent in derivatives. These are

- Price Risk:** Despite the risk mitigation provided by various derivative instruments, there remains an inherent price risk which may result in losses exceeding actual underlying.
- Default Risk:** This is the risk that losses will be incurred due to default by counter party.
- Basis Risk :** This risk arises when the derivative instrument used to hedge the underlying asset does not match the movement of the underlying being hedged.
- Limitations on upside:** Derivatives when used as hedging tool can also limit the profits from a genuine investment transaction.
- Liquidity risk** pertains to how saleable a security is in the market.

The AMC will monitor the overall economic and credit environment including the systemic liquidity on a regular basis and the outlook will be integrated into the risk control and monitoring of the Scheme to control the risk emanating from derivative investments.

### 7. Risks associated with investing in Securitized Debt

Securitized Debt is a financial instrument (bond) whose interest and principal payments are backed by an underlying cash flow from another asset. The risks associated with investing in such instruments are:

**Limited Recourse:** The instruments represent an undivided beneficial interest in the underlying receivables and do not represent an obligation of either the Issuer or the Seller or the originator, or the parent or any affiliate of the Seller, Issuer and Originator. No financial recourse is available to the buyer of the security against the Investors' Representative.

**Delinquency and Credit Risk:** Delinquencies and credit losses may cause depletion of the amount available under the Credit Enhancement and thereby the Monthly Investor Payouts to the Holders may get affected if the amount available in the Credit Enhancement facility is not enough to cover the shortfall. On persistent default of an Obligor to repay his obligation, the Servicer may repossess and sell the Vehicle/ Asset. However many factors may affect, delay or prevent the repossession of such Vehicle/Asset or the length of time required to realize the sale proceeds on such

sales. In addition, the price at which such Vehicle/Asset may be sold may be lower than the amount due from that Obligor.

**Risks due to possible prepayments:** Full prepayment of a contract may lead to an event in which investors may be exposed to changes in tenor and yield.

**Bankruptcy of the Originator or Seller:** If the service provider becomes subject to bankruptcy proceedings and the court in the bankruptcy proceedings concludes that either the sale from each Originator was not a sale then an Investor could experience losses or delays in the payments due under the instrument.

**Liquidity risk:** There is no assurance that a deep secondary market will develop for the instrument. This could limit the ability of the investor to resell them.

Risk mitigating mechanisms for securitized debts are explained in detail in the SID.

#### 8. Risks associated with Short Selling and Securities Lending

**Short Selling:** When the Fund engages in short selling, it will borrow the security from a third party with the understanding that the security will be returned at a later date as and when required by the lender. However, there is a risk that the stock price may go up contrary to expectations which will result in losses to the Scheme. The losses will be realized to the Scheme if the Scheme may be forced to buy the shares in the market at the prevailing higher market price (than the price at which sold initially) to return the security to the lender if so required by the lender.

9. **Securities lending:** There are risks inherent to securities lending, including the risk of failure or bankruptcy of the counter party, leading to non-compliance with the terms of the agreement by the counterparty. Such failure can result in the possible loss of rights to the collateral, the inability of the counterparty to return the securities deposited by the lender and the possible loss of any corporate benefits accruing thereon.

#### 10. Risks associated with investing in unrated securities

Investing in unrated securities will be riskier compared to investment in rated instruments due to non availability of third party assessment on the repaying capability of the issuer.

Any investment in unrated securities will be carried out only after obtaining the general approval from Board of Trustees and Board of AMC. The Mutual Fund will carry out internal rating exercise for all unrated instruments in which the Fund Manger plans to make investments and assign a proxy rating. Investments in unrated instruments will only be made in instruments with proxy rating of A1/AA- or above.

#### Launch Schedule

The Scheme will provide investors with offering 5 Plans of tenor from 30 Days to 60 Months (both inclusive). The tenor for each Plan under the Scheme shall be decided by the AMC at the time of launch of the respective Plan and will be disclosed in the notice issued prior to the launch of that Plan. The AMC will under no circumstance offer a Plan with a tenor outside the maturity range indicated above.

| Name of Plan  | Number of Plans proposed in the Series | Tenor of Plan                              |
|---|--|--|
| IDBI FMP Series II Plan A up to IDBI FMP Series II Plan E | 5                                      | From 30 Days to 60 Months (both inclusive) |

The schedule is for information purpose only and the AMC retains the discretion not to launch any or all of the Plans provided in the Schedule. The above Schedule will be valid for a period of six months from the date of no observation letter received from SEBI. Each Plan will be maintained as a separate portfolio. If the maturity date for a particular Plan falls on a non-business day, then the immediately succeeding business day will be the maturity date for the Plan

#### Plan and Options

- Growth Option
- Dividend Option -Payout Only

In cases where investors do not opt for a particular option at the time of investment, the default Option will be the Growth Option.

Dividend option offers payout facility only. The frequency of dividend payment for Plans with maturity less than and including 365 Days will be on a monthly basis and/or at maturity while the frequency of dividend payment for Plans with maturity above 365 Days will be on a quarterly basis and/or at maturity subject to the availability of distributable surplus and at the discretion of the Fund Manager.

The Dividend Option and the Growth Option of each Plan will be maintained under a common portfolio. In cases where investors do not opt for a particular Option at the time of investment, the default Option will be the Growth Option.

Please note that the Scheme does not assure any dividend under any option in the

Scheme. Declaration of dividend is subject to the availability of distributable surplus, if any, in the scheme and at the discretion of the Fund Manager/AMC.

#### Applicable NAV (after the scheme opens for repurchase and sale)

The Scheme will be open for subscription only during the NFO. Units will be available at par (Rs. 10/-) during the NFO. All units of the individual Plans shall be redeemed only on maturity of the Plan and redemption will be at the applicable NAV.

Being a closed-ended scheme, individual Plans in the Scheme will not offer any repurchase facility on an ongoing basis except at maturity of each of the Plans. Units of each Plan will be listed on the National Stock Exchange (NSE) for providing investors a window for liquidity. The Stock Exchange will issue a circular for the notice of the public once the listing process is completed.

#### Minimum Application Amount/ Number of Units

| Purchase  | Repurchase     |
|---|----------------|
| <b>For purchases during NFO:</b><br>Rs. 5000 and in multiples of Re. 1 thereafter | Not applicable |

#### Dispatch of Redemption proceeds on maturity

Within 10 business days from the date of the maturity of the Plan.

#### Benchmark Index

Each Plan in the Scheme will benchmark its performance to one of the following indices

- For Plans with maturity up to 91 Days CRISIL Liquid Fund Index
- For Plans with maturity above 91 Days and up to 36 Months CRISIL Short Term Bond Fund Index
- For Plans with maturity above 36 Months CRISIL Composite Bond Fund Index

#### Dividend Policy

Dividend declaration under the Dividend option of the scheme is subject to the availability of distributable surplus and at the discretion of the AMC and no returns is assured under the scheme.

#### Name of the Fund Manager

Mr. Gautam Kaul

#### Name of the Trustee Company

IDBI MF Trustee Company Limited

#### Performance of the scheme

This scheme does not have any performance track record

#### Expenses of the Scheme

##### (i) Load Structure

| New Fund Offer Period   | On an ongoing basis |
|---|---------------------|
| The initial issue expenses of IDBI Fixed Maturity Plan would be borne by the Asset Management Company<br><b>Load Structure</b><br><b>Entry Load:</b> Not Applicable;<br><b>Exit Load:</b> Nil | Not applicable      |

SEBI vide its circular no. SEBI/IMD/CIR No. 4/ 168230/09 dated June 30, 2009 has decided that there shall be no entry Load for all Mutual Fund Schemes. The upfront commission, if any, to the distributor on the investment made by the investor will be paid by the investor directly to the distributor, based on his assessment of various factors including the service rendered by the distributor.

##### (ii) Transaction Charges

As per SEBI circular Cir/IMD/DF/13/ 2011 dated August 22, 2011 the distributor is entitled to charge a transaction charge per subscription of Rs.10,000/- and above.

However, there shall be no transaction charges on direct investments. The transaction charge shall be subject to the following:

- For existing investors in a Mutual Fund, the distributor may be paid Rs. 100/- as transaction charge per subscription of Rs. 10,000/- and above.
- As an incentive to attract new investors, the distributor may be paid Rs. 150/- as transaction charge for a first time investor in Mutual Funds.
- The terms and conditions relating to transaction charge shall be part of the application form in bold print.
- The 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. The details of amount deducted towards transaction charges and the amount invested will be clearly disclosed in the monthly statement of account.
- Distributors shall be able to choose to opt out of charging the transaction charge.

However, the 'opt-out' shall be at distributor level and not investor level i.e. a distributor shall not charge one investor and choose not to charge another investor.

- vi. The AMCs shall be responsible for any malpractice/mis-selling by the distributor while charging transaction costs.
- vii. There shall be no transaction charge on subscription below Rs. 10,000/-
- viii. In case of SIPs, the transaction charge shall be applicable only if the total commitment through SIPs amounts to Rs, 10,000/- and above. In such cases the transaction charge shall be recovered in 3-4 installments.
- ix. There shall be no transaction charge on transactions other than purchases/subscriptions relating to new inflows.

### (iii) Recurring expenses

In the case of IDBI Fixed Maturity Plan, the total recurring expenses of the Plans in the Scheme including the investment management and advisory fees shall not exceed 2.25% of the weekly average net assets as per the SEBI (MF) Regulations

In the case of IDBI Fixed Maturity Plan, the investment management and advisory fees shall not exceed 1.25% of the weekly average net assets as per the SEBI (MF) Regulations.

### Waiver of Load for Direct Applications

Not applicable

### Tax treatment for the Investors (Unitholders)

| IDBI Fixed Maturity Plan                      | Resident Investors   | Mutual Fund  |
|---|--|--|
| Tax on Dividend-<br>Dividend Distribution Tax | Nil  | <ul style="list-style-type: none"> <li>● Individual investors - 12.5% (plus applicable surcharge and cess)</li> <li>● Others - 30% (plus applicable surcharge and cess)</li> </ul> |
| Capital Gains<br>● Long Term<br>● Short Term  | 10%*/20%**<br>Rates applicable to Unit holders as per their income slabs | Nil<br>Nil   |

\*/\*\*For further details on taxation please refer to the Section on Taxation in the SAI.

### Daily Net Asset Value (NAV) Publication

The NAV for Plan launched in the Scheme will be declared on all business days and will be published in 2 newspapers. NAV can also be viewed on [www.idbimutual.co.in](http://www.idbimutual.co.in) and [www.amfiindia.com](http://www.amfiindia.com).

## GENERAL INFORMATION AND GUIDELINES

### GENERAL INFORMATION

- a. Mutual Fund Investments are subject to market risk, please read all scheme related documents, the Scheme Information Document (SID) and the Statement of Additional Information (SAI) of the scheme containing the terms of offer carefully before investing. Prospective investors should not treat the contents of this document or the SID of the scheme as advice relating to legal, taxation, investment or any other matter and are recommended to consult their own professional advisors concerning the acquisitions, holding or disposal of the Units. It must be understood clearly that all applicants are deemed to have accepted the terms subject to which this offer is being made and bind themselves to the terms upon signing the application form and tendering payment. The SID/SAI/Key Information Memorandum of the Scheme is available with the Investor Service Centres (ISCs) of IDBIMF, AMFI certified brokers/distributors and also available for download on the **IDBIMF website i.e. [www.idbimutual.co.in](http://www.idbimutual.co.in)**
- b. Please complete the Application Form legibly in black ink or blue ink, in the English language only, in BLOCK CAPITALS. Please strike out with a line across any section that is not applicable.
- c. **Submission of Application Forms:** Application form complete in all respects with the necessary remittances may be submitted before the closure of the New Fund offer/on an ongoing basis at IDBI MF Corporate Office, IDBI MF ISC/official Points of Acceptance of the Registrar or such other collection centers as may be designated by the AMC. The list of collection centers is printed on the last page. Applications received by post/courier will be deemed to have been submitted on date of receipt at the designated collection centre.
- d. Investors are advised to retain the acknowledgement slip signed/stamped by the

### For Investor Grievances, please contact

| Registrar   | IDBI Mutual Fund   |
|---|--|
| <b>Computer Age Management Services Private Limited (CAMS)</b><br>SEBI Registration Number: INR000002813<br>New No. 10, Old No. 178,<br>MGR Salai,<br>Nungambakkam,<br>Chennai – 600034<br>Tel: 044-30407000<br>Fax: 044-24581750 | <b>Mr. S. V. Durga Prasad</b><br>Asst. Vice President &<br>Investor Relations Officer<br>IDBI Asset Management Ltd.,<br>5th Floor, Mafatlat Centre,<br>Nariman Point, Mumbai- 400021<br>Phone: 022-66442800;<br>Fax: 022-66442801<br>Email: <a href="mailto:contactus@idbimutual.co.in">contactus@idbimutual.co.in</a> |

### Unitholders' Information

1. **Account Statement:** The Mutual Fund shall dispatch the Account Statement within 5 Business Days from the date of allotment of units under the Plan.
2. **Scheme Portfolio and Unaudited half-yearly results:** The Mutual Fund shall publish a complete statement of the scheme portfolio and the unaudited financial results, within one month from the close of each half year (i.e. 31st March and 30th September), by way of an advertisement at least, in one National English daily and one regional newspaper in the language of the region where the head office of the Mutual Fund is located as per the new format prescribed by SEBI vide their Circular No. MFD/CIR/1/200/2001 dated April 20, 2001
3. **Annual Report:** The Scheme wise Annual Report or an abridged summary thereof shall be mailed to all Unitholders within four months from the date of closure of the relevant accounts year i.e. 31st March each year. The Abridged Scheme wise Annual Report may be mailed to the investors' e-mail address if so mandated. The link of the full scheme wise annual report will be displayed prominently in the website of AMC. The same will also be available in the website of AMFI. The full Annual Report shall be available for inspection at the Head Office of the mutual fund and a copy thereof shall be made available to unit holder on payment of such nominal fees as may be specified by the mutual fund.

The Portfolio Statement, unaudited financial results, Scheme wise annual report will also be displayed on the website of the Mutual Fund and AMFI.

### Special Considerations

Mutual Fund or AMC and its empanelled Brokers have not given and shall not give any indicative portfolio and indicative yield in any communication, in any manner whatsoever. Investors are advised not to rely on any communication regarding indicative yield/portfolio with regard to the scheme

Date: 22nd November, 2011

collection centre where they submit the application.

- e. **Allotment of Units:** Allotment is assured to all applicants provided the application is complete in all respects and is in order. Applications not complete in any respect are liable for rejection.

## GUIDELINES TO HELP YOU COMPLETE THE APPLICATION FORM

### 1 - First Applicant's Personal Details:

- a) **Applications for Individuals:** Please write your name in the sequence of First Name, Middle Name and Last Name. Please do not abbreviate any name. Preferably write your name exactly as it appears in the Bank Account (as provided in the bank account details).
- b) **Applications for Non-Individuals:** Companies, Trusts, Partnership firms, Societies or any other association should write the name exactly as it appears in its Incorporation document and in the Bank Account (as provided in the bank account details).
- c) **Date of Birth :** Please fill in your date of birth as this may be required to identify you when communicating with us.
- d) If you have an email ID please include it as this will help us resolve queries more promptly.
- e) **PAN (Permanent Account Number):** SEBI has made it mandatory for investors to mention their Permanent Account Number (PAN) for transacting in the units of mutual funds, irrespective of the amount of transaction. Submission of self attested copy of PAN card is mandatory for all categories of investors (including NRI investors) except for investors residing in Sikkim. Submission of copy of PAN card by Guardian of a minor is mandatory for investments by minor whether copy of PAN of minor is provided or not.
- f) **Know your Customer (KYC) Policy:** In accordance with AML Laws, Mutual Funds are

required to formulate and implement a client identification programme or KYC to verify and maintain the records of identity and address(s) of the investors. In this regard, investors who wish to invest in any amount in the units of mutual fund will be required to produce prescribed documents to any of the Point of service (POS) or such other offices as may be notified by IDBIMF or AMFI from time to time in order to comply with KYC norms of IDBIMF. With reference to SEBI circular dated October 7, 2010 and January 1, 2011 KYC will be compulsory for all type of investors irrespective of investment amount. However, the AMC reserves absolute discretion to revise the aforesaid investment limit in line with the existing AML rules & regulations. Applications without a valid KYC compliance will be liable to be rejected. CDSL Ventures Limited (CVL) is handling the work of "Customer profiling and Record keeping" for issuance of Know Your Client (KYC) acknowledgement to mutual fund investors. All investors will now have to submit their PAN card copy (which serves as Proof of Identity (PoI)) and Proof of Address (PoA) only once to the designated Point of Service (PoS) centers spread across the country. After confirming the credentials of the investor, the PoS will issue a KYC acknowledgement letter that needs to be submitted along with the application form. A complete list of PoS is available on the website of AMFI ([www.amfindia.com](http://www.amfindia.com)), CVL ([www.cvlindia.com](http://www.cvlindia.com)) and on [www.idbimutual.co.in](http://www.idbimutual.co.in). Applicants intending to apply for units through a Power of Attorney (PoA) must ensure that the issuer of the PoA and the holder of the PoA must mention their KYC Compliance Status and attach proof of KYC Compliance at the time of investment.

In the case of individual investors, KYC compliance shall be applicable to

- (i) Their constituted Power of Attorney (POA) holder, in case of investments through a POA; and
- (ii) Each of the applicants, in case of application in joint names and
- (iii) Guardian in case of investments on behalf of minor.

Investors residing in the state of Sikkim are exempted from KYC Compliance. Investors residing in the state of Sikkim shall submit proof of address of Sikkim state along with photo ID proof which shall be self attested by the investor / attested by the ARN holder mentioning the ARN number or attested by any competent authority.

**g) Accounts opened on behalf of Minor:**

- 1 The minor shall be the first and the sole holder in an account. There shall not be any joint accounts with minor as the first or joint holder.
- 2 Guardian in the folio on behalf of the minor should either be a natural guardian (i.e. father or mother) or a court appointed legal guardian.
  - 2.1. Information on the relationship/status of the guardian as father, mother or legal guardian in the application form is to be mentioned.
  - 2.2. In case of natural guardian, a document evidencing the relationship if the same is not available as part of the documents submitted as per 3 below.
  - 2.3. In case of court appointed legal guardian, supporting documentary evidence shall be obtained.
- 3 Date of birth of the minor along with photocopy of supporting documents as enumerated below shall be mandatory while opening the account on behalf of minor:
  - 3.1. Birth certificate of the minor, or
  - 3.2. School leaving certificate / Mark sheet issued by Higher Secondary Board of respective states, ICSE, CBSE etc., or
  - 3.3. Passport of the minor, or
  - 3.4. Any other suitable proof evidencing the date of birth of the minor.

**h) Change of status of Minor to Major:** When the units are held on behalf of the minor, the ownership of the units rests with the minor. A guardian shall operate the account until the minor attains the age of majority.

- 2.1 On the event of minor attaining majority, existing standing instructions on SIP/STP/SWP shall continue to be processed until the change of status is effected in the records of the mutual fund. Prior to minor attaining majority, an advance notice will be sent to the registered correspondence address advising the guardian and the minor to submit an application form along with prescribed documents (as per clause 2.4 below) to change the status of the account to "major". The existing standing instructions shall be terminated within 30 days of receipt of intimation from the minor for changing the status to major.
- 2.2 The account shall be frozen for operation by the guardian on the day the

minor attains the age of majority and no transactions other than SIP, STP, SWP shall be permitted till the documents for changing the status as stated in clause 2.1 are received.

- 2.3 Standing instructions like SIP, SWP, STP in a minor folio shall be registered only till the date of the minor attaining majority, though the instructions may be for a period beyond that date.
- 2.4 List of standard documents to change account status from minor to major:
  - 2.4.1. Services Request form, duly filled and containing details like name of major, folio numbers, etc.
  - 2.4.2. New Bank mandate where account changed from minor to major,
  - 2.4.3. Signature attestation of the major by a manager of a scheduled bank / Bank Certificate / Letter,
  - 2.4.4. KYC acknowledgement of the major.

**i) Change of Guardian:** When there is a change in guardian either due to mutual consent or demise of existing guardian, the following documents are required to be submitted prior to registering the new guardian:

- 1 Request letter from the new guardian,
- 2 No Objection Letter (NoC) or Consent Letter from existing guardian or Court Order for new guardian, in case the existing guardian is alive.
- 3 Notarized copy or attested copy of the Death Certificate of the deceased guardian, where applicable. The attestation may also be done by a special executive magistrate, AMC authorised official or manager of a scheduled bank.
- 4 The new guardian must be a natural guardian (i.e. father or mother) or a court appointed legal guardian.
  - 4.1. It is mandatory to inform the AMC the relationship/status of the guardian as father, mother or legal guardian in the application form.
  - 4.2. In case of natural guardian, a document evidencing the relationship if the same is not available as part of the documents submitted as per point no. 3 of (g) **Accounts opened on behalf of Minor.**
  - 4.3. In case of court appointed legal guardian, supporting documentary evidence.
- 5 Bank attestation attesting the signature of the new guardian in a bank account of the minor where the new guardian is registered as the guardian.
- 6 KYC of the new guardian.

**j) Your address should be written in full. P.O. Box address is not sufficient.**

**k) Mode of Payment**

- i. **For Resident investors** Cheque/DD should be drawn in the name of the Scheme and PAN of the applicant should be written in the cheque. e.g. "IDBI FMP-Series II-540 Days (December 2011)-A A/c PAN XXXXXX" (Investor PAN). The cheque/DD shall be crossed "A/c payee". Where an investor subscribes for units vide prefunded instruments like DD/payorder/ banker's cheque issued by way of debit to his / her bank account, a proof of debit to the investor's bank account in the form of a bank manager's certificate with details of account holder's Name, bank account number and PAN as per bank records, OR a copy of the acknowledgement from the bank wherein the instructions to debit carry the bank account details and name of the investor as an account holder are available OR a copy of the passbook/bank statement evidencing the debit for issuance of a DD shall be provided. If the instrument is purchased against Cash, a banker's certificate for issuance of such instrument against cash that also states the investor's Name, bank account number and PAN as per bank record is a must. If payment is made by RTGS, NEFT, ECS, bank transfer, etc., a copy of the instruction to the bank stating the account number debited must accompany the purchase application. No cash or third party cheques will be accepted. When payment is made through instruments issued from an account other than that of the beneficiary investor, the same is referred to as Third-Party payment.

Third-Party payments are allowed if the payment is made by:

- a) Parents/Grand-Parents/related persons on behalf of a minor in consideration of natural love and affection or as gift for a value not exceeding Rs.50,000/- (each regular purchase). However, this restriction will not be applicable for payment made by a guardian whose name is registered in the records of Mutual Fund in that folio.
- b) Payment by Employer on behalf of employee as a lump sum / one-time subscription, through Payroll deductions.

c) Custodian on behalf of an FII or a client.

If the bank account number on the cheque leaf is handwritten or investor name is not printed on the face of the cheque, bank account statement or pass book giving the name, address and the account number should be enclosed in original. If photocopies are submitted, investors must produce original for verification. In case of payments from a joint bank account, the first holder of the mutual fund folio has to be one of the joint holders of the bank account from which payment is made. The Bank account from which the payment is made will be treated as the default bank account of the investor unless a separate request in the prescribed form for change in bank mandate is submitted. Investors are advised to register the same bank account from which the payment was made for receiving redemption proceeds. In case investor wish to give separate bank account for receiving redemption proceeds, investor will have to register the said bank account with the mutual fund/AMC by submitting relevant documentary proof mentioned above.

Bank charges for outstation demand drafts will be borne by the AMC and will be limited to the bank charges stipulated by the State Bank of India subject to a maximum limit of Rs.50000 per instrument. The AMC will not bear the bank charges for outstation demand drafts in case of investments in liquid/money market funds and such charges will have to be borne by the investor. Outstation Demand Draft has been defined as a demand draft issued by a bank where there is no ISC/Points of Acceptance available for Investors. Investors may please further note that in case of any application made through the Demand Draft, no Demand Draft charges will be reimbursed by the AMC in any case. The same will have to be borne by investors only.

If the investor is making payment from his/her/its IDBI Bank account or such banks where AMC has special arrangement, investor have the option to submit a debit mandate to their account along with the application rather than submitting Cheque/DD.

ii. **For Non-Resident Indian (NRI)/PIO/FII investors**

● **On Repatriation Basis**

In the case of NRIs including PIOs, payment may be made either by inward remittance through normal banking channels or out of funds held in his Non - Resident (External) Rupee Account (NRE) / Foreign Currency (Non- Resident) Account (FCNR). In case Indian rupee drafts are purchased abroad or from Foreign Currency Accounts or Non-resident Rupee Accounts an account debit certificate from the Bank issuing the draft confirming the debit shall also be enclosed. FIIs shall pay their subscription either by inward remittance through normal banking channels or out of funds held in Foreign Currency Account or Non- Resident Rupee Account maintained by the FII with a designated branch of an authorized dealer in accordance with the relevant exchange management regulations.

● **On non-repatriation basis**

In the case of NRIs/PIOs, payment may be made either by inward remittance through normal banking channels or out of funds held in his NRE / FCNR / Non-Resident Ordinary Rupee Account (NRO). In case Indian rupee drafts are purchased abroad or from Foreign Currency Accounts or Non-resident Rupee Accounts an account debit certificate from the Bank issuing the draft confirming the debit shall also be enclosed.

**2 - SECOND AND THIRD APPLICANTS' DETAILS:**

The names of Second and Third Applicants should be provided here. Please see guideline 1 above.

**3 - BANK PARTICULARS:**

SEBI has made it mandatory for investors in mutual funds to state their bank account numbers in their applications and in redemption requests. Investors are requested to provide these details in the space provided in the application form to enable verification of the bank mandate details and to also ensure expeditious clearing of instruments. This measure is intended to avoid fraud/misuse or theft of warrants in transit. Please note that applications not containing these details may be rejected.

**Change in Bank Details:** Investors shall submit the following documents for effecting change in the registered bank account with the mutual fund

- Transaction slip/Request letter from investor; AND
- Cancelled original cheque carrying the account number and name of the investor

printed on it for New Bank Mandate; OR

- Original Bank Statement. True copy will be accepted only if the original is brought to the branch for verification; OR
- True copy of Bank Passbook only if the original Passbook is brought to branch for Verification. If the bank account number on the cheque leaf is handwritten or investor name is not printed on the face of the cheque, bank account statement or pass book giving the name, address and the account number should be enclosed in original. If photocopies are submitted, investors must produce original for verification. In the event of a request for change in bank account information being invalid / incomplete / dissatisfactory in view of signature mismatch/insufficiency of documents/not complying with any requirements more specifically as indicated in the application form, the request for such change will not be processed. Redemption/ Dividend payments, if any, will be processed as per specified service standards and the default bank account information will be used for such payments to Unit holders. If the redemption request is received along with a request for change in bank mandate, the redemption application will be processed first and proceeds will be credited to the registered/ default bank account of the investor. The request for change in bank mandate will be processed and made effective for future transaction only. However, in exceptional situations, under the specific instruction of the investor, the proceeds will be credited to a new bank account, if sufficient document is provided to prove that the new bank account to which the proceeds are requested to be credited is also belongs to the same investor. Investors are advised to submit the change of bank mandate request atleast 10 days prior to submission of redemption request incase he/she/it wish to receive the redemption proceeds to un registered new bank account to enable the AMC/R&T to complete the bank account registration process.

**Indian Financial System Code (IFSC):** IFSC is a 11 digit number given by some of the banks on the cheques. IFSC will help to secure transfer of redemption and dividend payouts via the various electronic mode of transfers that are available with the banks.

**4 - INVESTMENT AND PAYMENT DETAILS:**

**Pay - in Bank Account:** An investor at the time of his/her purchase of units must provide the details of his / her pay-in bank account (i.e. account from which a subscription payment is being made) in Section 10 in the application form.

In order to prevent frauds and misuse of payment instruments, the investors are mandated to make the payment instrument such as cheque, demand draft, pay order, etc, favoring the following given below and crossed "Account Payee only".

- a. the Specific Scheme A/c Permanent Account Number  
e.g.: IDBI FMP-Series II-540 Days (December 2011)-A A/c PAN XXXXXX (Investor PAN)
- or
- b. the Specific Scheme A/c First Investor Name\*  
\* Applicable only for investors from the state of Sikkim.  
e.g.: "IDBI FMP-Series II-540 Days (December 2011)-A A/c PAN XXXXXX" (Investor PAN) or "IDBI FMP-Series II-540 Days (December 2011)-A A/c XXXXXX" (Name of the First holder)

**ASBA:** Investors have the additional option to participate in the NFO through the ASBA process. For using ASBA facility investors should approach Self Certified Syndicate Banks (SCSBs) providing ASBA facility and submit the ASBA application form authorizing blocking of funds from the bank account specified in the ASBA Application Form. ASBA facility is available only for investors desirous of subscribing units in the dematerialized form. When investor desires to hold units in dematerialized form, KYC performed by Depository Participant (DP) will be considered compliance with applicable requirements specified in this regard in terms of SEBI circular ISD/AML/CIR-1/2008. ASBA forms for making investments in the units of IDBI FMP-Series II-540 Days (December 2011)-A is available with all SCSB and in the website of the Mutual Fund. The acknowledgement for receiving the application by the designated Branches of the SCSBs does not guarantee that the Mutual Fund units shall be allotted either by the SCSB or the Mutual Fund. The Application shall be further processed by the Registrar & Transfer agent appointed by the Mutual Fund and units shall be allotted after deducting the blocked amount, only if the application is complete in all respect. The ASBA Applicant's shall specify the bank account number and the Depository account number in the ASBA Application Form and the SCSB shall block an amount equivalent to the Application Amount in the bank account specified in the ASBA Application Form. The SCSB shall keep the Application Amount in the relevant bank account blocked until withdrawal/ rejection of the ASBA Application or receipt of instructions from the Registrar to unblock the Application Amount. In the event of withdrawal or rejection of the ASBA Application Form or for unsuccessful ASBA

Application Forms, the Registrar shall give instructions to the SCSB to unblock the application money in the relevant bank account. The SCSB will then unblock the application money within one day of receipt of such instruction. The Application Amount shall remain blocked in the ASBA Account until scrutiny of the documents by the registrar of the Mutual Fund and consequent transfer of the Application Amount to the Account of the Mutual Fund, or until withdrawal/ failure of the NFO or until rejection of the ASBA Bid, as the case may be. All successful applicants will be allotted with units in dematerialized form to the depository account of the applicant.

**Listing and trading:** Since the scheme is closed-ended, the Mutual Fund will not be providing redemption facility except on the maturity date. It is the intent of the scheme to list the units in National Stock Exchange of India Ltd and will be available for trading subject to liquidity. The concerned stock Exchange will issue a circular for the notice of the public once the listing process is completed. An applicant in a close ended scheme whose application has been accepted shall have the option either to receive the statement of accounts or to hold units in dematerialized form. Successful applicants will receive a statement of accounts specifying the number of units allotted to the applicant. In case the applicant has opted for dematerialized units the units will be credited to the depository account of the unit holders within five business days from the date of closure of the initial subscription list. If the investor request for dematerialization of physical units under this scheme, dematerialized units will be issued within two business days of the receipt of request from the unit holder. A unit holder, in a close ended scheme listed on a recognized stock exchange, who desires to trade in units shall hold units in dematerialized form. For trading in the stock Exchange, investors will have to approach a trading member/broker registered in the Exchange and open an account with them after completing the required documentation. Where investor desires to hold units in dematerialised form, the KYC performed by DP in terms of SEBI Circular MRD/DoP/Dep/Cir-29/2004 dated August 24, 2004 and this would be considered compliance with applicable requirements specified in this regard in terms of SEBI Circular ISD/AML/CIR-1/2008 dated December 19, 2008 by mutual funds /AMCs. Where investor desires to hold units in dematerialised form, demat statement given by depository participant would be deemed to be adequate compliance with requirements prescribed under regulation 36 of SEBI (Mutual Fund) Regulations, 1996, and SEBI Circulars MFD/CIR/9/120/2000 dated November 24, 2000 and IMD/CIR/12/80083/2006 dated November 20, 2006 regarding despatch of statements of account.

**Demat:** Investors have the option to hold units in dematerialized mode and the units are freely transferable. For holding units in dematerialized mode, investors should have a Depository account in their name. If the investor select the depository mode for receiving units, no separate KYC needs to be complied. Investors can select the option of receiving units in dematerialized mode at the time of subscription of units in the application form and in that case the units will be credited to the depository account of the investor. The statement of account issued by the depository participant will be sufficient and no separate statement of account indicating crediting of units by the mutual fund is required for proving allotment of units in the name of the unit holder. For redemption, investors will have to submit duly filled up delivery instruction slip to his concerned depository participant and an acknowledgement for the same along with application for redemption is required to be submitted at the POS. Investors have the responsibility in ensuring transfer of units to the designated pool account of the Mutual fund maintained with the registrar for redemption of units.

#### 5 - E-MAIL COMMUNICATION

Account Statements / Newsletters / Annual Reports / Other statutory information (as may be permitted under SEBI (Mutual Funds) Regulations, 1996) can be sent to each Unit holder by courier / post / e-mail. Unit holders who have opted to receive these documents by e-mail will be required to download and print the documents after receiving e-mail from the Mutual Fund. Should the Unit holder experience any difficulty in accessing the electronically delivered documents, the Unit holder shall promptly advise the Mutual Fund to enable the Mutual Fund to make the delivery through alternate means. It is deemed that the Unit holder is aware of all security risks including possible third party interception of the documents and contents of the documents becoming known to third parties. The Newsletter shall be displayed at the website of the Mutual Fund. The Unit holders can request for a copy of the Newsletter by post / e-mail. The AMC would arrange to dispatch these documents to the concerned Unit holder.

#### 6 - MODE OF PAYMENT OF REDEMPTION/ DIVIDEND PROCEEDS-VIA DIRECT CREDIT / RTGS OR NEFT/ ECS

● **Direct Credit:-** The AMC has entered into arrangements with IDBI Bank and HDFC Bank to facilitate direct credit of redemption and dividend proceeds (if any) into the bank account of the respective Unit holders maintained with any of these banks. The list of banks is subject to change from time to time.

● **Real Time Gross Settlement (RTGS) and National Electronic Funds Transfer (NEFT):** The AMC provides the facility of RTGS & NEFT offered by Reserve Bank of India (RBI), which aims to provide credit of redemption and dividend payouts (if any) directly into the bank account of the Unit holder maintained with the banks (participating in the NEFT System). Unit holders can check the list of banks participating in the NEFT System from the RBI website i.e. [www.rbi.org.in](http://www.rbi.org.in) or contact any of our Investor Service Centres. However, in the event of the name of Unit holder's bank not appearing in the 'List of Banks participating in RTGS & NEFT' updated on RBI website, from time to time, the instructions of the Unit holder for remittance of redemption/ dividend (if any) proceeds via NEFT System will be discontinued by IDBI Mutual Fund without prior notice to the Unit holder and the payouts of redemption / dividend (if any) proceeds shall be effected by sending the Unit holder(s) a cheque / demand draft. For more details on NEFT or for frequently asked questions (FAQs) on RTGS and NEFT, Unit holders are advised to visit the RBI website.

● **Electronic Clearing Service (ECS):** Investors who have opted for the ECS facility of RBI for dividend payment will receive a direct credit of the amount due to them in their mandated account whenever the payment is made through ECS. A separate advice regarding credit of amount(s) via ECS will be sent to the unit holder. It should be noted that while the Mutual Fund will make all efforts, there is no commitment that this facility will be made available to all desirous investors. Applicants in cities not covered under ECS facility will receive dividend payments, if any by cheques or demand drafts and the same will be mailed to the Unitholders. Please note that the ECS Facility is available only in respect of dividend payments and not in the case of Redemption of Units. Therefore, the Investors will receive their redemption / dividend proceeds (if any) directly into their bank accounts in the following order:

- (i) In case the bank account of an investor is covered under Direct Credit facility then the payment of redemption / dividend proceeds (if any) will happen via direct credit payout mode only. Investors having these bank accounts will not receive payouts via NEFT/ECS\*
- (ii) In case the bank account of an investor is not covered under Direct Credit facility but covered under NEFT system offered by the RBI then the payment of redemption (maturity) / dividend proceeds (if any) shall be effected via NEFT mechanism only.
- (iii) The facility for payment of dividend proceeds, if any via ECS\* shall be affected only in case the bank account of an investor is not covered under the Direct Credit facility or NEFT system.

\* available only in respect of dividend payments.

Each of the above facilities aims to provide direct credit of the redemption proceeds and dividend payouts (if any) into the bank account (as furnished in Application Form) of the Unit holder and eliminates the time lag between despatch of the cheque, its receipt by the Unit holders and the need to personally bank the instrument and await subsequent credit to the Unit holders account. Further, the potential risk of loss of instruments in transit through courier / post is also eliminated. Each of the said facility as a mode of payment is faster, safer and reliable. In case the bank account as communicated by the Unit holder is with any of the said banks with whom the AMC has entered into arrangements to facilitate such direct credits or with any of the banks participating in the NEFT System offered by RBI, the AMC shall automatically extend this facility to the Unit holders. IDBI Mutual Fund shall not be held liable for any losses / claims, etc. arising on account of processing the direct credit or credit via NEFT / ECS of redemption / dividend proceeds on the basis of Bank Account details as provided by the unit holder in the Application Form. The AMC would then ensure that the payouts are effected by sending the Unit holders a cheque / demand draft. In case of unforeseen circumstances, the Mutual Fund reserves the right to issue a cheque / demand draft.

#### 7 - SERVICES FACILITY

The E-services facility includes IDBI Online, E-alerts and E-payouts

**IDBI online:** - This facility is available only for existing unit holders of IDBI Mutual Fund. This facility enables investors to transact online on [www.idbimutual.co.in](http://www.idbimutual.co.in) by using transact online. On transact online IDBI MF Unitholders can execute transactions online for purchase\*, redemption, switching of schemes within the mutual fund and other services as may be introduced by IDBI Mutual Fund from time to time. Unitholders can also view account details and portfolio valuation online, download account statements and request for documents via email, besides other options.

\* facility available with select banks and subject to submission of Permanent Account Number (PAN) and Know Your Customer (KYC) compliance proof by all Unitholders(s) only.

**E-Alerts:** - This facility enables the Unit holder to receive SMS confirmation for purchase, redeem or switch dividend declaration details and other alerts.

**E-payouts:** - Apart from above mentioned facilities, the facility of E-payouts comprising of mode of payment of Redemption / Dividend Proceeds if any, via Direct Credit / NEFT / ECS is covered under E-services facility.

#### **8 - INVESTMENT OPTIONS:**

Options exercised at the time of application may be changed by the investor at a later date by way of a communication to the Registrar of the Scheme. Such changes would be effective from a prospective date. Please tick either the "Growth" or "Dividend" Option. If this is left blank or it is not clear, the default will be treated as "Growth".

#### **9 - NOMINATION FACILITY:**

- i. Nomination is mandatory for new folios/accounts opened by individual especially with sole holding. Even those investors who do not wish to nominate must sign separately confirming their non-intention to nominate. Nomination is not allowed in a folio held on behalf of a minor.
- ii. The applicant/unit holders can nominate a person/persons (upto two) in whom the units held by him shall vest in the event of his death. Where the units are held by more than one person jointly, the joint Unit holders may together nominate a person/persons (upto two) in whom all the rights in the units shall vest in the event of death of all the joint Unit holders. If the units are held jointly, all joint holders will sign the nomination form.
- iii. 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 (HUF), holder of Power of Attorney cannot nominate.
- iv. 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.
- v. 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.
- vi. The Nominee shall not be a Trust, other than a religious or charitable trust, society, body corporate, partnership firm, Karta of HUF or a Power of Attorney holder.
- vii. A non-resident Indian can be a Nominee subject to the exchange controls in force, from time to time.
- viii. Nomination in respect of the units stands rescinded upon the transfer of units.
- ix. Transfer of units in favour of a Nominee shall be valid discharge by the AMC against the legal heir.
- x. The cancellation of nomination can be made only by those individuals who hold units on their own behalf singly or jointly and who made the original nomination.
- xi. 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 should note that where the Units are transferred in favour of the nominee, the KYC formalities, as applicable, shall have to be completed by the nominee.
- xii. Every new nomination for a folio/account will overwrite the existing nomination.

#### **10 - TRANSMISSION:**

The documents required for transmission under various situations are as under:

- 1 Transmission to surviving unit holders in case of death of one or more unitholders:
  - 1.1. Letter from surviving unitholders to the Fund / AMC / RTA requesting for transmission of units,
  - 1.2. Death Certificate in original or photocopy duly notarized or attested by gazette officer or a bank manager,
  - 1.3. Bank Account details of the new first unit holder as per Annexure 1 (can be downloaded from AMC website) along with attestation by a bank branch manager or cancelled cheque bearing the account details and account holders name.
  - 1.4. KYC of the surviving unit holders, if not already submitted.
- 2 Transmission to registered nominee/s in case of death of Sole or all unit holders:
  - 2.1. Letter from claimant nominee/s to the Fund / AMC / RTA requesting for transmission of units,

- 2.2. Death Certificate/s in original or photocopy duly notarized or attested by gazette officer or a bank manager,
  - 2.3. Bank Account Details of the new first unit holder as per Annexure 1 along with attestation by a bank branch manager or cancelled cheque bearing the account details and account holders name.
  - 2.4. KYC of the claimant/s,
  - 2.5. If the transmission amount is Rs One Lakh or more:
    - a. Indemnity duly signed and executed by the nominee/s - Annexure II (can be downloaded from AMC website).
- 3 Transmission to claimant/s, where nominee is not registered, in case of death of Sole or all unit holders:
- 3.1. Letter from claimant/s to the Fund / AMC / RTA requesting for transmission of units,
  - 3.2. Death Certificate/s in original or photocopy duly notarized or attested by gazette officer or a bank manager,
  - 3.3. Bank Account Details of the new first unit holder as per Annexure 1 along with attestation by a bank branch manager or cancelled cheque bearing the account details and account holders name.
  - 3.4. KYC of the claimant/s,
  - 3.5. Indemnity Bond from legal heir/s - Annexure III (can be downloaded from AMC website).
  - 3.6. Individual affidavits from legal heir/s - Annexure IV (can be downloaded from AMC website).
  - 3.7. If the transmission amount is below Rs One Lakh: any appropriate document evidencing relationship of the claimant/s with the deceased unitholder/s.
  - 3.8. If the transmission amount is Rs One Lakh or more: Any one of the documents mentioned below:
    - a. Notarised copy of Probated Will, or
    - b. Legal Heir Certificate or Succession Certificate or Claimant's Certificate issued by a competent court, or
    - c. Letter of Administration, in case of Intestate Succession.
- 4 Transmission in case of HUF, due to death of Karta: HUF, being Hindu Undivided Family, the property of the family is managed by the Karta and HUF does not come to an end in the event of death of the Karta. In such a case, the members of the HUF will appoint the new Karta who needs to submit following documents for transmission:
- 4.1 Letter Requesting for change of Karta,
  - 4.2. Death Certificate in original or photocopy duly notarized or attested by gazette officer or a bank manager,
  - 4.3. Duly certified Bank certificate stating that the signature and details of new Karta have been appended in the bank account of the HUF - Annexure I
  - 4.4. KYC of the new Karta and KYC of HUF, if not already submitted.
  - 4.5. Indemnity bond signed by all the surviving coparceners and new Karta - Annexure V (can be downloaded from AMC website).
  - 4.6. In case of no surviving co-parceners OR the transmission amount is Rs One Lakh or more OR where there is an objection from any surviving members of the HUF, transmission should be effected only on the basis of any of the following mandatory documents:
    - a. Notarized copy of Settlement Deed, or
    - b. Notarized copy of Deed of Partition, or
    - c. Notarized copy of Decree of the relevant competent Court

#### **11 - DECLARATION AND SIGNATURES:**

- a) All signatures should be in English or any Indian language. Thumb impressions should be from the left hand for males and the right hand for females and in all cases be attested by a Magistrate, Notary Public under his/her official seal.
- b) In case of applications under a Power of Attorney, the relevant Power of Attorney or the certified and duly notarized copy thereof must be lodged along with the application.

5th Floor, Mafatlal Centre, Nariman Point, Mumbai 400021  
 Website: www.idbimutual.co.in

**APPLICATION FORM**

Application No.

| ARN Code & Name | Sub Distributor /Branch Code | Bank Serial No. / Bank Stamp / Receipt Date |
|-----------------|------------------------------|---|
|                 |                              |   |

Upfront commission shall be paid directly by the investor to the AMFI registered Distributors based on the investors' assessment of various factors including the service rendered by the distributor.

**1. EXISTING UNIT HOLDER INFORMATION [Please fill in your Folio Number and proceed to Investment Details and Payment Details]**

**Folio No.**  The details in our records under the folio number mentioned will apply for this application.

Name of 1st Unit Holder

**2. PAN AND KYC COMPLIANCE STATUS DETAILS - Mandatory [Refer Instructions]**

| PAN # (refer instruction) | KYC Compliance Status (if yes, attach proof. If No, attach KYC Application form) |                             |                              |                             |
|---------------------------|--|-----------------------------|------------------------------|-----------------------------|
| First / Sole Applicant *  | Yes <input type="checkbox"/>   | No <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Second Applicant          | Yes <input type="checkbox"/>   | No <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Third Applicant           | Yes <input type="checkbox"/>   | No <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

 \* If the first/sole applicant is a Minor, then please provide details of Natural / Legal Guardian. # Please attach PAN proof.  
 KYC is mandatory for all investors except investors residing in the state of Sikkim.

**3. APPLICANT(S) INFORMATION [Refer Instruction 1]**

**NAME OF FIRST / SOLE APPLICANT / MINOR**  **DATE OF BIRTH**  (Mandatory in case of Minor & 1st Applicant)

Mr. | Ms. | M/s.

**Father/Husband's Name**

**NAME OF SECOND APPLICANT**

Mr. | Ms. | M/s.

**NAME OF THIRD APPLICANT**

Mr. | Ms. | M/s.

**NAME OF THE GUARDIAN** (In case 1st Applicant is a Minor)/Contact person name (in case of non-individual)  **Relationship with Minor (Please ✓)**  
 Mr. | Ms. | M/s.  Mother  Father  Legal Guardian

**Mode of Holding (Please ✓)** Anyone or Survivor  Single  Joint  (Default option is Anyone or Survivor)

**Occupation (Please ✓)** Business  Service  Professional  Retired  Student  Housewife  Others  (Please specify)

**Status (Please ✓)** Resident Individual  NRI / PIO  Trust  HUF  Bank / Fls  Sole Proprietorship  Minor  Company/Body Corporate  Flls  Partnership Firm  AOP / BOI  Society

**4. MAILING ADDRESS [Please provide Full Address. P. O. Box No. may not be sufficient. Overseas Investors will have to provide Indian Address]**

**Local Address of 1st Applicant -**

City  State  Pin Code

Tel. Off.  Resi.  Mobile

E-Mail

**Overseas Correspondence Address (Mandatory for NRI / FI Applicant)**

City  Country  Pin Code

**5. COMMUNICATION (Please ✓)**
 I/We wish to receive Account Statements/Annual Reports/Quarterly Statements/Newsletter/Updates or any other Statutory Information via E-mail/SMS alerts in lieu of Physical Documents.

**6. BANK ACCOUNT DETAILS - Mandatory (For multiple banks registration please submits the Multiple Bank Registration Form)**

**Name of the Bank**

**Branch Address**

**Bank Branch City**  **State**  **Pin Code**

**Account No.**  **A/c. Type (Please ✓)** SAVINGS  NRE  CURRENT  NRO  FCNR

**9 digit MICR Code**  Please attach a cancelled cheque OR a clear photo copy of a cheque **11 digit IFSC Code**  (Mandatory for credit via NEFT/RTGS)

**7. UNITS IN DEMAT MODE Please (✓)  NSDL  CDSL**

**DP ID**  **Beneficiary Account No./Client ID**  **DP Name**

Note: please attach the depository transaction statement or DP master data indicating the DP account number of the applicant. Please ensure that sequence of Names as mention in the Application Form match with that of the account held with the DP.

**ACKNOWLEDGEMENT SLIP (TO BE FILLED IN BY THE SOLE/FIRST APPLICANT)**


Application No.

5th Floor, Mafatlal Centre, Nariman Point, Mumbai 400021, Website: www.idbimutual.co.in

Received from Mr. / Ms. /M/s

an application for purchase of units/redemption of in **IDBI FMP-Series II-540 Days (December 2011)-A**

for Rs.  on date

Stamp,  
Signature & Date

**8. POWER OF ATTORNEY (POA)**

POA Name :

Address

City  State  Pin Code

PAN  KYC  Yes  No - If investment is being made by a constitutional Attorney, Please submit the notarized copy of the POA

**9. IDBIMF PERSONAL IDENTIFICATION NUMBER (IPIN) (Please ✓)**

I / We being unit holder(s) of IDBI Mutual Fund (Fund) schemes do hereby apply for the facility for effecting online transactions over the internet with respect to my investment with IDBI Mutual Fund. Please send me the PIN agreement form.

**10. INVESTMENT DETAILS AND PAYMENT DETAILS - Cheque/DD/RTGS/NEFT/Transfer (Payment through Cash/Outstation Cheques not accepted)**

(Please ✓) For complete information on Investment details, please refer to "Plan & Options" in the KIM.

|  |  |
|--|--|
| <b>Scheme Name</b>                                   | <b>Option</b>  |
| <b>IDBI FMP-Series II-540 Days (December 2011)-A</b> | Growth <input type="checkbox"/> Dividend Payout <input type="checkbox"/> |
| Investment Amount (Rs.) <input type="text"/>         | DD Charges if any (Rs.) <input type="text"/>                             |
| Net Amount (Rs.) <input type="text"/>                | Mode of Payment (Please ✓)   |
| Net Amount ( in Words )                              | Cheque <input type="checkbox"/>  |
|  | DD <input type="checkbox"/>  |
|  | Funds Transfer <input type="checkbox"/>                                  |
|  | RTGS/NEFT <input type="checkbox"/>                                       |

Drawn on Bank

Branch & City  Account No.

Chq. / DD No  Date  IFSC Code

\*A/c Type - (✓) S/B  NRE\*  Current  NRO  FCNR\*  \*Kindly provide photocopy of the payment Instrument or Foreign Inward Remittance Certificate (FIRC) evidencing source of funds

**Cheque / D.D. to be crossed "Account Payee" only and should be drawn payable to: - "IDBI FMP-Series II-540 Days (December 2011)-A A/c PAN XXXXXXX" (Investor PAN)**

**11. NOMINATION DETAILS (OPTIONAL) [Minor / HUF / POA Holder / Non Individuals cannot Nominate]**

I / We \_\_\_\_\_ do hereby nominate the undermentioned Nominee(s) to receive the units to my / our credit in this folio no. in the event of my / our death. I / We also understand that all payments and settlements made to such Nominee(s) and Signature of the Nominee(s) acknowledging receipt thereof, shall be a valid discharge by the AMC / Mutual Fund / Trustees.

| No. | Nominee(s) Name                         | % of Share*                   | Date of Birth (in case of Minor) | Nominee(s) Signature |
|-----|---|-------------------------------|----------------------------------|----------------------|
| 1   |   |                               | D D - M M - Y Y Y Y              |                      |
| 2   |   |                               | D D - M M - Y Y Y Y              |                      |
| No. | Name of the Guardian (in case of Minor) | Relationship with Unit Holder |                                  |                      |
| 1   |   |                               |                                  |                      |
| 2   |   |                               |                                  |                      |

\* If the percentage of share is not mentioned then the claim will be settled equally amongst all the indicated nominee(s)

I/We do not wish to nominate anybody on my/our behalf. **Signature of the Declarant**

**12. Special Considerations**

The Mutual Fund/AMC and its empanelled Brokers has not given and shall not give any indicative portfolio and indicative yield in any communication, in any manner whatsoever. Investors are advised not to rely on any communication regarding indicative yield/portfolio with regard to the scheme.

**13. DECLARATION**

I / We have read and understood the contents of the SID and Key Information Memorandum of the Scheme. I/We hereby apply to the IDBI Mutual Fund for allotment of units of the Scheme, as indicated above and agree to abide by the terms, conditions, rules and regulations of the Scheme. I / We hereby confirm and certify that the source of these funds is not directly / indirectly a result of "proceeds of crime" as defined in "The Prevention of Money Laundering Act, 2002" and we undertake to provide all necessary proof / documentation, if any, required to substantiate the facts of this undertaking. I have not received nor been induced by any rebate or gifts, directly or indirectly in making this investment. I / We authorize the Fund to disclose details of my/our account and all my/our transactions to the intermediary whose stamp appears on the application form. I also authorize the Fund to disclose details as necessary, to the Fund's and investor's bankers for the purpose of effecting payments to me / us.

Applicable to NRIs only : I/We confirm that I am/we are Non-Resident of Indian Nationality/Origin and I/We hereby confirm that the funds for subscription have been remitted from abroad through approved banking channels or from funds in my/our Non-Resident External / Ordinary Account / FCNR / NRSR Account. Investment in the scheme is made by me / us on:  Repatriation basis  Non Repatriation basis.

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.

|                                   |                  |                 |
|-----------------------------------|------------------|-----------------|
| First / Sole Applicant / Guardian | Second Applicant | Third Applicant |
|-----------------------------------|------------------|-----------------|

Scheme Name :IDBI FMP-Series II-540 Days (December 2011)-A Plan: \_\_\_\_\_ Option: \_\_\_\_\_

Cheque / DD No. : \_\_\_\_\_ Date : \_\_\_\_\_ Amount : Rs. \_\_\_\_\_ Bank and Branch: \_\_\_\_\_

**REGISTRAR & TRANSFER AGENTS**

Computer Age Management Services Private Limited (CAMS)  
 SEBI Registration Number: INR000002813,  
 148, Old Mahabalipuram Road, Okkiyam, Thuraiyakkam, Chennai 600 096, Tamil Nadu  
 Tel: 044-30407000 Fax: 044-24581750

**CHECKLIST** (Please submit the following documents with your application (where applicable). All documents should be original/true copies certified by a Director/Trustee /Company Secretary /Authorized signatory / Notary Public/AMC or R&T Officials.)

| Documents   | Individual (RI) | Companies | Societies | Partnership Firms | Investment through POA | Trusts | NRI | FIs | PIO |
|---|-----------------|-----------|-----------|-------------------|------------------------|--------|-----|-----|-----|
| Copy of the PAN Card                                    | ✓               | ✓         | ✓         | ✓                 | ✓                      | ✓      | ✓   | ✓   | ✓   |
| Copy of the KYC acknowledgement                         | ✓               | ✓         | ✓         | ✓                 | ✓                      | ✓      | ✓   | ✓   | ✓   |
| Resolution/ Authorisation to invest                     |                 | ✓         | ✓         |                   |                        |        |     |     |     |
| List of authorised signatories with specimen signatures |                 | ✓         | ✓         | ✓                 |                        | ✓      |     | ✓   |     |
| Trust Deed  |                 |           |           |                   |                        | ✓      |     |     |     |
| Bye-laws  |                 |           | ✓         |                   |                        |        |     |     |     |
| Partnership Deed  |                 |           |           | ✓                 |                        |        |     |     |     |
| Overseas Auditor Certificate                            |                 |           |           |                   |                        |        |     | ✓   |     |
| Notarised POA   |                 |           |           |                   | ✓                      |        |     |     |     |
| Proof of Address  |                 |           |           |                   |                        |        |     |     | ✓   |
| PIO Card  |                 |           |           |                   |                        |        |     |     | ✓   |
| Foreign Inward Remittance Certificate                   |                 |           |           |                   |                        |        |     | ✓   |     |

## POINTS OF ACCEPTANCE FOR APPLICATION FORM

### OUR BRANCHES (INVESTOR SERVICE CENTRES)

**Ahmedabad:** IDBI Mutual Fund, IDBI Complex, 1st Floor, Near Lal Bungalow, Off CG Road, Ahd- 380 006. **Bengaluru:** IDBI Mutual Fund, IDBI House, 3rd Floor, No.58, Mission Road, Bengaluru- 560 027. **Chennai:** IDBI Mutual Fund, Ground Floor, “Lancor Westminster” Bldg., Old No.108, New No.70, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004. **Chandigarh:** IDBI Mutual Fund, IDBI Bank Ltd., 3rd floor, SCO 72/73 Bank Square, sector -17B, Chandigarh -160017. **Delhi:** IDBI Mutual Fund, IDBI Bank, 5th Floor, Red Cross Building, Red Cross Road, Parliament Street, New Delhi-110 001. **Hyderabad:** IDBI Mutual Fund, 3rd Floor 5-9-89/1 Chapel Road, Hyderabad-500001. **Indore:** IDBI Mutual Fund, IDBI Bank Ltd., Ground Floor, Alankar Chambers, Ratlam kothi, A. B. Road, Indore-452001. **Kolkatta:** IDBI Mutual Fund, IDBI House,6th floor, 44, Shakespeare Sarani, Kolkata 700 017. **Kochi:** IDBI Mutual Fund, IDBI Bank Corporate Office, Near Passport Office, Panampally Nagar, P. B. No. 4253, Kochi-680 366. **Lucknow:** IDBI Mutual Fund, IDBI Bank, 2 M G Marg, Kisan sekhari bhawan, Hazratganj, Lucknow -226001. **Mumbai:** IDBI Mutual Fund, 5th Floor, Mafatlal Centre, Nariman Point, Mumbai - 400 021. **Pune:** IDBI Mutual Fund, IDBI House, 4th Floor, Dnayaneshwar Paduka Chowk, SC Road, Shivaji Nagar, Pune-411 004.

### CAMS INVESTOR SERVICE CENTRES

**Ahmedabad:** 402-406, 4th Floor - Devpath Building, Off C G Road, Behind Lal Bungalow, Ellis Bridge, Gujarat, Ahmedabad 380 006; **Bengaluru:** Trade Centre, 1st Floor, 45, Dikensen Road, ( Next to Manipal Centre ), Karnataka, Bengaluru 560 042; **Bhubaneswar :** Plot No - 111, Varaha Complex Building, 3rd Floor, Station Square, Kharvel Nagar,Unit 3, Bhubaneswar- 751 001. **Chandigarh:** SCO 80-81, IIIrd F, Sector 17 C, Punjab, Chandigarh 160 017; **Chennai:** Ground Floor No.178/10, Kodambakkam High Road, Opp. Hotel Palmgrove, Nungambakkam, Tamil Nadu, Chennai 600 034; **Cochin:** 40 / 9633 D, Veekshanam Road, Near International hotel, Keralam Cochin 682 035; **Coimbatore:** Old # 66 New # 86, Lokamanya Street (West), Ground Floor, R.S.Puram, Tamil Nadu, Coimbatore 641 002; **Dehradun:** 204/121 Nari Shilp Mandir Marg , Old Connaught Place, Dehradun-248001. **Hyderabad:** 208, II Floor, Jade Arcade, Paradise Circle, Andhra Pradesh, Secunderabad 500 003; **Indore:** 101, Shalimar Corporate Centre, 8-B, South tukogunj, Opp. Greenpark, Madhya Pradesh, Indore 452 001; **Jaipur:** R-7, Yudhisthir Marg ,C-Scheme, Behind Ashok Nagar Police Station, Rajasthan, Jaipur 302 001; **Jodhpur :** 1/5, Nirmal Tower, Ist Chopasani Road, Jodhpur-342003. **Kanpur:** I Floor 106 to 108, CITY CENTRE Phase II, 63/ 2, THE MALL, Uttarpradesh, Kanpur 208 001; **Kolkata :** “LORDS Building”, 7/1, Lord Sinha Road, Ground Floor, West Bengal, Kolkata, 700 071; **Lucknow:** Off # 4, 1st Floor, Centre Court Building, 3/C, 5 - Park Road, Hazratganj, Uttarpradesh, Lucknow 226 001; **Ludhiana:** U/ GF, Prince Market, Green Field, Near Traffic Lights, Sarabha Nagar Pulli, Pakhowal Road, Punjab, Ludhiana 141 002; **Mumbai:** Rajabhadur Compound, Ground Floor, Opp Allahabad Bank, Behind ICICI BankL 30, Mumbai Samachar Marg, Fort, Maharashtra, Mumbai 400 023; **New Delhi:** 304-305 III Floor, Kanchenjunga Building, 18, Barakhamba Road, Cannaugt Place, New Delhi 110 001; **Pune:** Nirmiti Eminence, Off No. 6, I Floor, Opp Abhishek Hotel Mehandale Garage Road, Erandawane, Maharashtra Pune 411 004; **Raipur:** C-24, Sector 1, Devendra Nagar, Chhattisgarh, Raipur 492004; **Vadodara :** 103 Aries Complex, BPC Road, Off R.C. Dutt Road, Alkapuri, Gujarat, Vadodara 390 007



**IDBI ASSET MANAGEMENT LIMITED**

**Corporate Office**

5th Floor, Mafatlal Centre, Nariman Point, Mumbai - 400 021.

**Registered Office**

IDBI Tower, WTC Complex, Cuffe Parade, Colaba, Mumbai- 400 005.

Website : [www.idbimutual.co.in](http://www.idbimutual.co.in)