

**ENROLMENT FORM FOR 'SALARY PLUS FACILITY' - THIRD PARTY PAYMENT DECLARATION FORM FOR EMPLOYEE**

Distributor Code	Sub-Distributor Code	Internal Code for Sub-broker/ Employee	EUIN No.
ARN-	ARN-		

I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this is an "execution-only" transaction without any interaction or advice by the employee/relationship manager/sales person of the above distributor or notwithstanding the advice of in-appropriateness, if any, provided by the employee/relationship manager/sales person of the distributor and the distributor has not charged any advisory fees on this transaction.

First Holder

Second Holder

Third Holder

**TRANSACTION CHARGES** (Please ✓ any one of the below) (Refer Instruction No. 1)

☐ I am a first time investor in mutual funds **OR** ☐ I am an existing investor in mutual funds

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

**Third Party Payment Declaration Form for Employee** should be completed in English and in BLOCK LETTERS only.

(Please read the Third Party Payment Rules and Instructions carefully before completing this Form)

**FOR OFFICE USE ONLY**

Date of Receipt	Branch	Branch Ref. No.

**1 BENEFICIAL INVESTOR INFORMATION**

(Refer Instruction No. 2)

Folio No. (for existing Investor)  Name of Organisation 

Name of the Applicants (Beneficial Investor)  Employee No. 

	Name	PAN No.	PAN Proof enclosed	KYC Compliance
Sole/ First Holder			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Second Holder			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Third Holder			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

**2 THIRD PARTY INFORMATION**

(Refer Instruction No. 3)

**A) Name of Third Party** (Person Making the Payment)

Mr. Ms. M/s. 

Nationality 
**B) Name of Contact Person & Designation** (in case of non-Individual Third Party)

Mr. Ms. 

Designation 
**C) Mailing Address** (P.O. Box Address may not be sufficient)



City  State  Pin Code 
**D) Contact Details**

STD Code  Tel. (Office)  Tel. (Res.) 

Fax No.  Mobile No. 

Email ID 
**E) Relationship Of Third Party With The Beneficial Investor.** - The Third Party is the employer of the Beneficial Investor

**3 DETAILS OF SCHEMES**

(Refer Instruction No. 5)

	Name of the Scheme / Plan / Option / Sub Option	Installment Amount (Rs.)
Scheme 1		
Scheme 2		
Scheme 3		
	<b>Total</b>	

## BENEFICIAL INVESTOR DECLARATION

I/We certify that the information declared herein with respect to the Third Party myself/ourselves and my/our relationship with the Third Party is true and correct.

I/We acknowledge that IDFC Mutual Fund reserves the right in its sole discretion to reject/not process this Form and refund payment received (if any) from the aforesaid Third Party and the declaration made by the Third Party in the company Declaration Form will apply to my/our transaction as the Beneficial Investor(s) detailed in this Form. IDFC Mutual Fund / AMC will not be liable for any damages or losses or any claims of whatsoever nature arising out of any delay or failure to process this transaction due to occurrences beyond the control of IDFC Mutual Fund/AMC.

I agree that I have read, understood and am bound by the contents of the third party payments rules, the instruction and terms and conditions mentioned overleaf. By signing this form. I/We confirm that I/We have read the Security and Privacy Policy of IDFC Mutual Fund which is available at [www.idfcmf.com](http://www.idfcmf.com) and agree to the collection and use of my/our personal information as provided in such policy, as it may be updated from time to time.

## SIGNATURE/S

First / Sole Applicant	Second Applicant	Third Applicant
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## SALARY PLUS FACILITY - THIRD PARTY PAYMENT DECLARATION FORM FOR EMPLOYEE

### PRODUCT FEATURES

- Salary Plus Facility (this "**Product**") is a new systematic investment option offered by IDFC Mutual Fund ("**Mutual Fund**") / IDFC Asset Management Company Limited ("**AMC**") to a resident salaried employee ("**Employee**"). This Product provides the Employee a hassle-free option of investing in certain specified schemes of the Mutual Fund by way of a differential systematic investment plan ("**DSIP**") through payroll deductions.
- Payments for each instalment of the DSIP under this Product would be directly paid by the employer of the Employee ("**Company**") to the Mutual Fund from the monthly salary of the Employee (and the balance would be paid to the Employee). The Employee would not be required to provide monthly cheques or issue debit instructions to the Mutual Fund for investments under this Product.
- There is no lock-in period for investments made through this Product. Investments made through this Product are easily redeemable upon receipt of valid requests by AMC.

### THIRD PARTY PAYMENT RULES

- In order to enhance compliance with Know your Customer ("KYC") norms under the Prevention of Money Laundering Act, 2002 ("PMLA") and to mitigate the risks associated with acceptance of third party payments, Association of Mutual Funds of India ("AMFI") issued best practice guidelines on "risk mitigation process against third party instruments and other payment modes for mutual fund subscriptions". AMFI has issued the said best practice guidelines requiring mutual funds/asset management companies to ensure that third-party payments are not used for mutual fund subscriptions (other than the exception provided below).
  - The following words and expressions shall have the meaning specified herein:
    - "**Beneficial Investor**" is the first named applicant/ investor, being an Employee of the Third Party, in whose name the application for subscription of Units is applied for with the Mutual Fund.
    - "**Third Party**" means the Company, who is the employer of the Beneficial Investor, making payments towards subscription of Units in the name of the Beneficial Investor under DSIP through payroll deductions.
    - "**Third Party Payment**" is referred to as a payment made through instruments issued from a bank account other than that of the Beneficial Investor.
  - Illustrations**

Illustration 1: An Application submitted in joint names of A, B & C along with cheque issued from a bank account in name of D. This will be considered as Third Party Payment.

Illustration 2: An Application submitted in joint names of A, B & C along with cheque issued from a bank account in names of C, A & B. This will not be considered as Third Party Payment.

Illustration 3: An Application submitted in joint names of A, B & C along with cheque issued from a bank account in name of A. This will not be considered as Third Party Payment.
  - The AMC will not accept subscriptions with Third Party Payments except in certain exceptional cases, such as payment by an employer on behalf of employee(s) under a systematic investment plan (SIP) by payroll deductions, subject to submission of requisite documentation/ declarations (as is envisaged under this Product).
  - Applications submitted through the above mentioned 'exceptional case' is required to comply with the following, without which applications for subscriptions of Units of the scheme(s) of IDFC Mutual Fund ("**Scheme(s)**") will be rejected / not processed/ refunded.
    - Mandatory KYC for the Beneficial Investor (and other holders, if any) and the person making the payment i.e. Third Party.
    - Submission of a complete and valid 'Application Form' (if required).
    - Submission of a duly signed and complete 'Enrolment Form for Salary Plus Facility - Third Party Payment Declaration Form for Employee' ("**Employee Declaration Form**").
    - Submission of a duly signed and complete 'Salary Plus Facility - Third Party Payment Corporate Declaration Form for Corporate' ("**Corporate Declaration Form**"), and together with the Employee Declaration Form, the "Declaration Forms", containing requisite details relating to the Beneficial Investors, details of the bank account from which the payment will be made and relationship with the Beneficial Investors.
  - Investor(s) are requested to note that any application for subscription of Units of the Scheme(s) (as identified in the Application Form(s) or the Declaration Forms or otherwise) under this Product accompanied with Third Party Payment other than the above mentioned exceptional case as described in Rule (3) above is liable for rejection without any recourse to Third Party or the applicant investor(s).
- The above mentioned Third Party Payment Rules are subject to change from time to time. Please contact any of the Investor Service Centres of the AMC or visit our website [www.idfcmf.com](http://www.idfcmf.com) for any further information or updates on the same.

## INSTRUCTIONS AND TERMS AND CONDITIONS FOR SALARY PLUS FACILITY BENEFICIAL INVESTOR DECLARATION FORM

### 1. GENERAL INSTRUCTIONS

Capitalised terms not defined in the Employee Declaration Form shall have the meaning ascribed to them in the scheme information document ("SID") of the relevant Scheme(s). The AMC / the Mutual Fund / the Trustees are offering this Product with a view to accommodate / facilitate the Beneficial Investor and is as such offered at the sole discretion of the AMC / the Mutual Fund/ the Trustees. The AMC / the Mutual Fund / the Trustees are not bound and / or obliged in any way to offer, or continue to permit the Beneficial Investor and the Third Party to avail this Product.

The Beneficial Investor are deemed to have read and accepted these Instructions, the terms and conditions and other details mentioned below, the Third Party Payment Rules,

the contents of Statement of Additional Information ("SAI"), the SID and the Key Information Memorandum of the relevant Scheme(s) of the Mutual Fund (as amended from time to time) in which investments are proposed to be made under this Product, subject to which this offer is being made, and bind themselves to the terms thereof upon signing the Employee Declaration Form.

Beneficial Investor must separately submit the Employee Declaration Form, Application Form(s) (if applicable) and such other documents/information/forms for investing in the various Scheme(s) of the Mutual Fund under this Product. Likewise, the Third Party must also separately submit the Corporate Declaration Form along with relevant details relating to investments/payments to be made by the Third Party on behalf of the Beneficial Investor under this Product. The Corporate Declaration Form may provide details relating

## INSTRUCTIONS AND TERMS AND CONDITIONS FOR SALARY PLUS FACILITY BENEFICIAL INVESTOR DECLARATION FORM

to other Employees who also propose to invest through this Product and the said form would be updated from time to time and when additional Employees register under this Product or if there are any changes relating to investments of the Employees.

The Employee Declaration Form should be read in conjunction with the Corporate Declaration Form (to the extent of the details relating to the Third Party and the relevant Beneficial Investor) and not in isolation. Beneficial Investor to note that the declarations and confirmations provided by them under this Employee Declaration Form would be applicable for investments made in all the Scheme(s) of the Mutual Fund registered by the Beneficial Investor under this Product. Further considering this Product is a differential systematic investment plan (DSIP), the said declarations and confirmations would be applicable for all installments of DSIP made for the Beneficial Investor in each of the Scheme(s) until the Beneficial Investor is registered under this Product for that Scheme.

The Mutual Fund / AMC reserve the right to reject any application and/or investment request if there are any inconsistencies or discrepancies in any details provided relating to investments under this Product under the Application Form(s) (if any) and the Declaration Forms submitted by the Beneficial Investor and the Third Party (as amended from time to time).

The Employee Declaration Form should be completed in ENGLISH and in BLOCK LETTERS only. Please tick in the appropriate box for relevant declarations wherever applicable. Please do not over write. For any correction/changes (if any) made in the Employee Declaration Form, the corrections made shall be authenticated by cancelling and re-writing the correct details and counter-signed by the Beneficial Investor, failing which the AMC / the Mutual Fund may at its sole discretion reject the application. Please ensure that the requisite details and documents have been provided, in order to avoid processing delays and / or rejection of your application.

Applications along with the Employee Declaration Form completed in all respects, must be submitted at the Official Points of acceptance of transaction / Investor Service Centres (ISCs) of the Mutual Fund or directly with the AMC. The Third Party should ensure to submit a fresh Corporate Declaration Form or update relevant details provided in any earlier Corporate Declaration Forms submitted with the AMC with respect to the investments to be made on behalf of the Beneficial Investor under this Product.

The Beneficial Investor can route the transactions under this Product either directly or through any distributor/ARN holder of his choice (details of which should be provided in the Employee Declaration Form). However, once selected, all the subsequent investments through this Product will happen under the same distributor code, unless the Beneficial Investor issues further written instructions for change in distributor code. The Beneficial Investors to note that in the event the EUIN No. section in the Form is kept blank, it will be deemed that the Beneficial Investor has confirmed that the transaction should be processed as an 'execution-only' transaction. No transaction charges would be charged for such 'execution-only' transactions.

### Transaction Charges :

- Beneficial Investor to take note of the following guidelines pursuant to SEBI Circular No. Cir/IMD/DF/13/2011 dated August 22, 2011
  - i. The Mutual Fund shall deduct transaction charges from the subscription amount in the manner set out below. The amount so deducted shall be paid to the empanelled distributor / agent of the Beneficial Investor (if such empanelled distributor/agent has "opted in" to receive the transaction charge for this type of product) and the balance shall be invested and Units will be allotted against the net investment.
  - ii. In case of persons who have in the past invested in mutual funds, transaction charge of Rs. 100/- will be deducted for Purchases of Rs. 10,000/- and above.
  - iii. In case of persons investing in mutual funds for the first time, transaction charge of Rs. 150/- will be deducted for Purchases of Rs. 10,000/- and above.
  - iv. In case of SIPs, the transaction charge shall be deducted 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.
- In case the investment amount falls below the minimum application amount due to deduction of transaction charge from the subscription amount, the requirement of minimum application amount shall not be applicable.
- Transaction charges shall not be deducted for: (i) Purchases for an amount less than Rs.10,000/-; (ii) transaction other than Purchases switch/STP/SWP etc; (iii) Purchases made directly with the Mutual Fund (i.e. not through any Distributor/agent); and (iv) Transfer / transmission of Units/ allotment of bonus Units/ Dividend reinvestment Units will not be considered as Purchase for the purpose of levying transaction charges.

Please note that any transaction charges levied in the manner set out above are in addition to the existing system of commission payable to Distributors.

In case the Declaration Forms does not comply with the above requirements, the Mutual Fund/ AMC retains the sole and absolute discretion to reject / not process such Declaration Forms and refund the subscription money and shall not be liable for any such rejection.

## 2. BENEFICIAL INVESTOR INFORMATION

This Product is only available to a resident salaried Employee. The Employee can have up to two joint holders for the investments made under this Product; however, it should be ensured that the Employee is always the first holder in the folio. The Beneficial Investor already having an account in any of the Scheme(s) offering this Product and opting to hold the present investment in the same folio should provide the folio number, and specify his/her full name in Section 1. Details featuring in the existing folio would apply to investments under this Product. The Beneficial Investor's name should match with the details in the existing folio, failing which the Employee Declaration Form is liable to be rejected. The Beneficial Investor is also required to provide details of their employee no. (if any) and the name of their employer in full in Section 1.

In case the Beneficial Investor does not have a folio number or does not opt to hold the present investments in the existing folios, then the Beneficial Investor should also enclose a duly filled Application Form and mention the Application Number as stated in the Application Form in Section 1.

The Beneficial Investor (and other holders, if any) are required to specify in the Employee Declaration Form whether or not he/she is KYC Compliant by ticking the relevant check box. Please refer to Instruction no. 4 for further details on KYC Compliance.

## 3. THIRD PARTY INFORMATION

Details of the Third Party are required to be provided in section 2. Name and mailing address must be written in full. (P.O. Box address alone is not sufficient). Details such as the full name of the contact person of the Third Party and their designation should also be provided. Beneficial Investor to note that they will not be able to avail of this Product until the Third Party is KYC Compliant. Beneficial Investor should ensure that the Third Party provides relevant KYC related details in their Corporate Declaration Form to avoid processing delays and / or rejection of your application. Please refer to Instruction no. 4 for further details on KYC Compliance.

## 4. PREVENTION OF MONEY LAUNDERING AND KNOW YOUR CUSTOMER (KYC) COMPLIANCE

SEBI vide its circular reference number ISD/CIR/RR/AML/1/06 dated January 18, 2006 mandated that all intermediaries including Mutual Funds should formulate and implement a proper policy framework as per the guidelines on anti money laundering measures and also to adopt a Know Your Customer (KYC) policy.

It is mandatory for all investor identified in the Employee Declaration Form to be KYC Compliant. Investors who are not KYC Compliant are required to submit the KYC Application Form (available on our website [www.idfcmf.com](http://www.idfcmf.com)) along with this Employee Declaration Form and carry out the KYC process including in-person verification ("IPV") with any SEBI registered intermediaries including the Mutual Fund. If all Beneficial Investor are not KYC Compliant at the time of submission of the Employee Declaration Form, they will be registered for this Product only after completion of all KYC formalities and being categorized as being KYC Compliant.

In the event that the Beneficial Investor/Third Party does not satisfy the KYC requirements of the AMC, they will not be permitted to avail this Product. KYC failed cases are currently not eligible to be registered for this Product. Decisions of the AMC with regards permitting the Beneficial Investor/Third Party to avail this Product shall be final and binding upon them. Declaration Forms not complying with the above requirement will not be accepted/processed.

Further, in the event of non-compliance of KYC requirements or any provisions of the Act, SEBI/AMFI circular(s) and KYC policy and / or where the AMC believes that transaction is suspicious in nature within the purview of the Act and SEBI/AMFI circular(s), the Trustee/AMC reserves the right to freeze the folio of the Beneficial Investor, reject any application / allotment of Units and affect mandatory redemption of unit holdings of the Beneficial Investor at the applicable NAV (subject to payment of applicable Exit Load, if any) and/or report the same to FIU-IND. The Mutual Fund, AMC, Trustee and their Directors, employees and agents shall not be liable in any manner for any claims arising whatsoever on account of the above.

For further details, please refer Section 'Prevention of Money Laundering' under the SAI available on our website [www.idfcmf.com](http://www.idfcmf.com).

## 5. DETAILS OF SCHEME(S)

The Beneficial Investor is required to provide the following details relating to their investments in the Employee Declaration Form: (i) names of one or more Scheme(s) (not exceeding 3 Schemes) along with details of the Plans/Options/Sub-options selected for each Scheme, and (ii) instalment amount for DSIP for each Scheme registered under this Product. In the event the Beneficial Investor wishes to subscribe to more than 3 Scheme(s), he/she can provide details of such additional Scheme(s) (along with other details mentioned above) in the prescribed annexure to be obtained from the AMC/ISC and attach such annexure to the Employee Declaration Form. If the Beneficial Investor does not indicate their preferred [Plan/]Option/Sub-option for some or all Scheme(s) covered under this Product, then the default [Plan/]Option/Sub-option would be as provided in the SID of the relevant Scheme.

## 6. DECLARATION AND SIGNATURE(S)

All signature(s) should be in English or in any Indian Language. Thumb impressions should be from the left hand for males and the right hand for females and in all cases must be attested by a magistrate, notary public or special executive magistrate under his / her official seal.

## 7. TERMS AND CONDITIONS

- (a) This Product is only available to a resident salaried Employee. In case of any change in status of the Beneficial Investor from resident to non-resident or discontinuation of employment with the Third Party, the Beneficial Investor should promptly communicate the same to the AMC. Thereafter, the Beneficial Investor will no longer be eligible to avail any facility under this Product, and the registration of the Beneficial Investor under this Product will cease.
- (b) In addition to the details provided in these Instructions, all other provisions of the SAI and the relevant SID(s) and their application forms will also be applicable to the Beneficial Investor for investments made through this Product.
- (c) The responsibility of the information provided in this Employee Declaration Form or any other application form(s) for availing this Product solely rests with the Beneficial Investor. The AMC / Mutual Fund / R&T will not be responsible or liable for any loss, claims, liability that may arise on account of any incorrect and / or erroneous data / information supplied by the Beneficial Investor to the AMC for availing this Product.
- (d) The AMC and/or Mutual Fund has the right, and may in its absolute discretion, request the Beneficial Investor for an oral, fax or written confirmation of any transaction request submitted with the AMC for using this Product and/or request for any additional information with respect to the Beneficial Investor. Subject to applicable law, the AMC, at its sole discretion, has the right to suspend the Product for any particular Beneficial Investor or the Third Party, without assigning any reasons whatsoever.
- (e) All installments under this Product will be processed on a monthly basis on a date as agreed between the AMC and the Third Party ("Transaction Date"). details of which will be informed to the Beneficial Investor by the Third Party. Any payments intended for interim period will not be processed and will be treated as void.
- (f) The installment amounts for each Scheme registered under this Product for each month could be of unequal amounts (i.e. 1st installment could be lower / higher than

## INSTRUCTIONS AND TERMS AND CONDITIONS FOR SALARY PLUS FACILITY BENEFICIAL INVESTOR DECLARATION FORM

the subsequent installment), subject to each installment not being less than the minimum subscription amount for the respective Scheme(s). There is no upper limit for individual installments / aggregate investments made under this Product.

- (g) There will be no transaction restrictions in the folio which is linked to this Product. The Beneficial Investor can make purchases, redemptions, switches and register Systematic Investment Plan (SIP), Systematic Withdrawal Plan (SWP), and Systematic Transfer Plan (STP) in the folio, independent of the monthly investment through this Product. The Beneficial Investor can continue routing such transaction through the various other modes of transactions available to the Beneficial Investor (i.e. direct transactions, either through physical/ phone/ online/ SMS modes or through distributors, etc). For further information on various modes of transactions, please feel free to call our customer care executives on 18002666688 or write to us at [investormf@idfc.com](mailto:investormf@idfc.com)
- (h) The Units will be allotted to the Beneficial Investor at the Applicable NAV of the respective Business Day on which the investments are sought to be made as per the applicable cut-off timing. However, if any of the dates on which an investment is sought to be made is a non Business Day, the Units will be allotted at the Applicable NAV of the next Business Day.
- (i) In case of investments under this Product, if 2 or more consecutive payment instructions provided by the Third Party are dishonoured for either insufficiency of funds or as a result of a stop payment instruction issued by the Third Party, the AMC/ Mutual Fund / Trustees reserves the right to discontinue the facility provided to the Beneficial Investor under this Product.
- (j) Upon successful allotment of Units to the Beneficial Investor, confirmation of the same shall be communicated directly to the Beneficial Investor in accordance with the details provided in the SID of the respective Scheme(s).
- (k) Once registered, services under this Product will be provided to the Beneficial Investor until the Beneficial Investor continues to remain as an employee of the Third Party or opts to cancel its registration under this Product, whichever is earlier.
- (l) The Beneficial Investor has the right to discontinue this Product at any time, if they so desire. The request for discontinuation of this Product should be submitted to the Third Party and any of the Investor Services Centres at least 5 Business Days before the subsequent installment.
- (m) It is deemed that the Beneficial Investor is aware of all the security risks associated with online communication, including possible third-party interception of documents sent via e-mail.
- (n) Beneficial Investor agrees that they shall be liable to pay all charges, fees, interests, and costs wherever applicable, which the AMC in its absolute discretion may levy with respect to the Product. The Beneficial Investor shall not assign any right or interest or delegate any obligation arising under this Product.
- (o) The Beneficial Investor shall take responsibility for transactions conducted by the AMC as per instructions received from the Third Party and shall abide by the record of transactions generated by the AMC and / or the R&T in this regard. Further, the Beneficial Investor confirms that such records generated by the AMC shall be conclusive proof and binding for all purposes and may be used as evidence in any proceedings and unconditionally waives all objections in this behalf.
- (p) Additionally, the Beneficial Investor confirms that the AMC, Mutual Fund, the R&T or their respective delegates, shall under no circumstances be liable for any damages or losses whatsoever whether such damages or losses are direct, indirect, incidental, consequential or special, exemplary or punitive losses, costs or injury suffered and irrespective of whether any claim is based on loss of revenue, investment, production, goodwill, profit, interruption of business or any other loss or want character or nature whatsoever and whether sustained by the Beneficial Investor and/or the Third Party or any other person, due to:
  - i. any transaction carried out in good faith by the AMC based on instructions and details provided by the Third Party to the AMC;
  - ii. any unauthorized usage / unauthorized transactions concluded by the Third Party;
  - iii. any negligence / mistake or misconduct by the Beneficial Investor / Third Party and / or for any breach or non compliance by the Beneficial Investor / Third Party of the provisions of the SID(s), SAI, the Declaration Forms, application form(s) or any other instructions provided by the AMC;
  - iv. not carrying out any such instructions where the AMC has reason to believe (which decision of the AMC, the Beneficial Investor / Third Party shall not question or dispute) that the instructions given are not genuine or are otherwise improper, unclear, vague or raise a doubt;
  - v. carrying out a transaction after such reasonable verification as the AMC may deem fit regarding the identity of the Beneficial Investor / Third Party; and
  - vi. error, defect, failure, interruption, disruption or non-availability of the services provided by the AMC in the desired manner for reasons including but not limited to cancellation of this Product by the AMC, natural calamity, floods, fire and other natural disasters, legal restraints, period maintenance of servers, technical fault / error or virus, any failure of the service provider, loss or corruption of data, mobile device failure or malfunctioning, faults or failures in telecommunication network, software or hardware error or any other reason beyond the control of the AMC;
- (q) Beneficial Investor agree to jointly (with the Third Party) and severally indemnify the AMC, Mutual Fund, Trustees or their delegates (including their directors, employees, agents or representatives) for all liabilities, losses, damages and expenses which the AMC, Mutual Fund, Trustees or their delegates (including their directors, employees or representatives) may sustain or incur either directly or indirectly as a result of:
  - i. any claims (including claims by third parties) for any refusal or for carrying out any transaction by the AMC based on instructions of the Third Party;
  - ii. fraud or dishonesty relating to any instruction by the Beneficial Investor / Third Party;

- iii. incorrect / erroneous information provided by the Beneficial Investor / Third Party in this Declaration Form or any other application form submitted relating to this Product or with respect to the transactions undertaken under this Product; and
- iv. any negligence / mistake or misconduct by the Beneficial Investor / Third Party and / or for any breach or non compliance by the Beneficial Investor / Third Party of the provisions of the SID or SAI or any other instructions provided by the AMC.
- (r) The AMC/ Mutual Fund / Trustees reserves the right to change/modify the terms and conditions of this Product at their sole discretion and without notice to the Beneficial Investor, and the Beneficial Investor shall at all times be bound by such modifications and/or variations.

### 8. RIGHTS, OBLIGATIONS, DUTIES AND CONFIRMATIONS OF THE BENEFICIAL OWNERS

- (i) By executing this Declaration Form, the Beneficial Investor confirms that (i) he/she is an employee of the Third Party, (ii) he/she consents to register for this Product subject to the terms and conditions provided herein, (iii) he/she permits and irrevocably authorises the Third Party to deduct a part of his/her salary, as instructed by the Beneficial Investor, and to make payments in the Scheme(s) on his/her behalf until the Beneficial Investor is registered for the Product, and also provide such information and/or documents relating to the Beneficial Investor as requested by the AMC. The Beneficial Investor undertakes to separately inform the human resources department or such other relevant department of the Third Party of his/her decision to register for this Product.
- (ii) It shall be the sole responsibility of the Beneficial Investor to ensure that the Third Party provides the AMC requisite forms / information / supporting documents, including details of the bank account from which the payments are proposed to be made for systematic investments under this Product, relating to the Third Party and/or the Beneficial Investor, which are required to avail the services under this Product.
- (iii) Until the Beneficial Investor is registered under the Product, it shall be the sole responsibility of the Beneficial Investor, and the Beneficial Investor confirms, acknowledges and undertakes to convey adequate instructions in writing to the Third Party on or before the end of each month or such other date agreed with the Third Party, with regard to the total sum to be deducted from his/her salary for that month for investment in each of the Scheme(s) registered under this Product. For the purpose of availing the Product, the Beneficial Investor shall be deemed to have authorized the Third Party to convey investment instructions to the AMC.
- (iv) In case the Beneficial Investor wishes to increase or reduce his monthly installment amount or discontinue his systematic investments for one or more Scheme(s) registered under this Product, he/she is required to communicate the same to the AMC/ISC in writing. Such communication must be received by the AMC atleast 5 business days prior to the next Transaction Date. The Beneficial Investor should also ensure that he/she communicates such changes to the Third Party in writing, well in advance before the monthly payroll payments are processed by the Third Party in accordance with their company policy or such other date communicated by the Third Party to the Beneficial Investor for availing this Product. In the event the Beneficial Investor fails to communicate such details within the specified time frames, then the next systematic investment will be made in accordance with the last received instructions under this Product. Once registered under this Product, the Beneficial Investor is required to continue making systematic investments until he/she is registered under the Product. Discontinuing systematic investments for a specific/limited period is not permitted, and nonpayment of 2 or more consecutive installments would result in de-registration of the Beneficial Investor from the Product (with respect to one or more Scheme(s) selected, as applicable). Any future investments by the Beneficial Investor under this Product will require re-registration.
- (v) The AMC/ Mutual Fund shall allot Units to the Beneficial Investor only to the extent of subscription amount received by the AMC from the Third Party on behalf of the Beneficial Investor. The AMC / Mutual Fund will not be responsible for any loss(es) incurred by the Beneficial Investor on account of non-allotment or partial allotment of Units to the Beneficial Investor for non-receipt or partial receipt of subscription amounts from the Third Party. The investment details provided by the Third Party to the AMC in the consolidated investment instructions (referred to as the "Consolidated Investment Instructions") provided to the AMC would be final and conclusive.
- (vi) The Beneficial Investor understand and agrees that the AMC will solely act upon the instructions provided by the Third Party to the AMC in the Consolidated Investment Instructions and the AMC shall not be required to take any other / further steps for the purposes of determining the list of Beneficial Investors / amount to be invested in various Scheme(s) under this Product, for a particular month. In the event there is any difference in the instructions conveyed by the Beneficial Investor to the Third Party and instructions conveyed or any action taken by the Third Party to the AMC, the AMC shall not be liable for any loss / damages caused or borne by the Beneficial Investor on account of such differences.
- (vii) The Beneficial Investor shall check his / her account records carefully and promptly. If the Beneficial Investor believes that there has been an error in any transaction, or that an unauthorized transaction has been effected, the Beneficial Investor shall notify the Third Party / the AMC immediately. If the Beneficial Investor defaults in intimating the alleged discrepancies in the statement within a period of thirty days of receipt of the statements, he waives all his rights to raise the same in favour of the AMC, unless the discrepancy / error is apparent on the face of it.
- (viii) The Beneficial Investor shall immediately inform the AMC upon the termination, removal or resignation of the Beneficial Investor from employment of the Third Party. Upon receipt of such a notice the AMC will cancel the registration of the Beneficial Investor under the Product and not permit the Beneficial Investor to avail benefits of the Product thereafter. The Beneficial Investor can however continue to be affiliated with the AMC / Mutual Fund as an Unit holder under the respective Scheme(s) in which he/she would have invested through the Product.



## SALARY PLUS FACILITY - THIRD PARTY PAYMENT DECLARATION FORM FOR CORPORATE

**Third Party Payment Declaration Form for Corporate** should be completed in English and in BLOCK LETTERS only.  
(Please read the Third Party Payment Rules and Instructions carefully before completing this Form)

### FOR OFFICE USE ONLY

Date of Receipt	Branch	Branch Ref. No.

### 1 BENEFICIAL INVESTOR INFORMATION

(Refer Instruction No. 2)

A list of Beneficial Investors ("Initial Investors List") covered under this Corporate Declaration Form to be enclosed with this form. Any change in the details of the Beneficial Investors covered under this form or the transactions to be undertaken on behalf of them should be promptly communicated to the AMC by way of a Supplementary Investors List (which together with the Initial Investors List is referred to as the "Investors List"). The Investors List forms an integral part of this Corporate Declaration Form. Please refer to instruction no 2 for further details in this regard.

### 2 THIRD PARTY INFORMATION

(Refer Instruction No. 2)

#### A) Name of Third Party (Person Making the Payment)

Mr. Ms. M/s.

Nationality  PAN/PERN#  KYC\*\* (Please ✓) ☐ Attached (Mandatory for any amount)

\*Mandatory for any amount. Please attach PAN/PERN Proof. Refer instruction No. 6. \*\* Refer instruction No. 8.

#### B) Name of Contact Person & Designation (in case of non-Individual Third Party)

Mr. Ms.

Designation

#### C) Mailing Address (P.O. Box Address may not be sufficient)

City  State  Pin Code

#### D) Contact Details

STD Code  Tel. (Office)  Tel. (Res.)

Fax No.  Mobile No.

Email ID

#### E) Relationship Of Third Party With The Beneficial Investor

'The Third party is the employer of the Beneficial Investor. We declare that the payment is made on behalf of the Beneficial Investor(s) under differential systematic investment plan through payroll deduction.'

### 3 THIRD PARTY PAYMENT DETAILS

(Refer Instruction No. 2)

Mode of Payment	Mandatory Enclosure(s)*
Cheque	In case the account number and account holder name of the third party is not pre-printed on the cheque then a copy of the bank passbook / statement of bank account or letter from the bank certifying that the third party maintains a bank account.
Pay Order/ Demand Draft / Banker's Cheque	Certificate from the Issuing Banker stating the Bank Account Holder's Name and Bank Account Number debited for issue of the instrument.
RTGS/ NEFT/ Fund Transfer	Copy of the Instruction to the Bank stating the Bank Account Number which has been debited.

\* IDFC Mutual Fund/IDFC Asset Management Company Limited ("IDFC AMC") reserves the right to seek information and /or obtain such other additional documents/information from the Third Party for establishing the identity of the Third Party.

Details relating to the amount to be invested, mode of payment, instrument details (if any), etc will be provided by the Third Party to the AMC along with the monthly Consolidated Investment Instructions. Please refer to instruction no. [8 (iii)] for further details in this regard.

## DECLARATIONS & SIGNATURE/S

### THIRD PARTY DECLARATION

We confirm having read and understood the third party payment rules, the instructions and terms and conditions mentioned overleaf and hereby agree to be bound by the same by signing this form.

We declare that the information declared herein is true and correct, which IDFC Mutual Fund is entitled to verify directly or indirectly. We agree to furnish such further information as IDFC Mutual Fund may require from us. We agree that, if any such declarations made by us are found to be incorrect or incomplete, IDFC Mutual Fund / AMC is not bound to pay any interest or compensation of whatsoever nature on the said payment received from us and shall have absolute discretion to reject / not process the Application Form and the Employee Declaration Form(s) received from the Beneficial Investor(s) and refund the subscription monies. We hereby declare that the amount invested in the Scheme(s) are through legitimate sources only and does not involve and is not designed for the purpose of any contravention or evasion of any Act, Rules, Regulations, Notifications or Directions issued by any regulatory authority in India. We will assume personal liability for any claim, loss and/or damage of whatsoever nature that IDFC Mutual Fund/ the AMC may suffer as a result accepting the aforesaid payment from us towards processing of the transaction in favour of the Beneficial Investor(s) as detailed in the Investors List applicable to this form.

By signing this form, we confirm that we have read the Security and the Privacy Policy of IDFC Mutual Fund which is available at [www.idfc.com](http://www.idfc.com) and agree to the collection and use of our personal information as provided in such policy, as it may be updated from time to time.

Company Stamp & Signature of the  
Authorised Signatory

## SALARY PLUS FACILITY –THIRD PARTY PAYMENT DECLARATION FORM FOR CORPORATE

### PRODUCT FEATURES

- Salary Plus Facility (this “**Product**”) is a new systematic investment option offered by IDFC Mutual Fund (“**Mutual Fund**”) /IDFC Asset Management Company Limited (“**AMC**”) to a resident salaried employee (“**Employee**”). This Product provides the Employee a hassle-free option of investing in certain specified schemes of the Mutual Fund by way of a differential systematic investment plan (“**DSIP**”) through payroll deductions.
- Payments for each installment of the DSIP under this Product would be directly paid by the employer of the Employee (“**Company**”) to the Mutual Fund from the monthly salary of the Employee (and the balance would be paid to the Employee). The Employee would not be required to provide monthly cheques or issue debit instructions to the Mutual Fund for investments under this Product.
- There is no lock-in period for investments made through this Product. Investments made through this Product are easily redeemable upon receipt of valid requests by AMC.

### THIRD PARTY PAYMENT RULES

- In order to enhance compliance with Know your Customer (“**KYC**”) norms under the Prevention of Money Laundering Act, 2002 (“**PMLA**”) and to mitigate the risks associated with acceptance of third party payments, Association of Mutual Funds of India (“**AMFI**”) issued best practice guidelines on “risk mitigation process against third party instruments and other payment modes for mutual fund subscriptions”. AMFI has issued the said best practice guidelines requiring mutual funds/asset management companies to ensure that third-party payments are not used for mutual fund subscriptions (other than the exception provided below).
- The following words and expressions shall have the meaning specified herein:
  - “**Beneficial Investor**” is the first named applicant/ investor, being an Employee of the Third Party, in whose name the application for subscription of Units is applied for with the Mutual Fund.
  - “**Third Party**” means the Company, who is the employer of the Beneficial Investor, making payments towards subscription of Units in the name of the Beneficial Investor under DSIP through payroll deductions.
  - “**Third Party Payment**” is referred to as a payment made through instruments issued from a bank account other than that of the Beneficial Investor.
- The AMC will not accept subscriptions with Third Party Payments except in certain exceptional cases, such as payment by an employer on behalf of employee(s) under a systematic investment plan (SIP) by payroll deductions, subject to submission of requisite documentation/ declarations (as is envisaged under this Product).
- Applications submitted through the above mentioned 'exceptional case' is required to comply with the following, without which applications for subscriptions of Units of the scheme(s) of IDFC Mutual Fund (“**Scheme(s)**”) will be rejected / not processed/ refunded.
  - Mandatory KYC for the Beneficial Investor (and other holders, if any) and the person making the payment i.e. Third Party.
  - Submission of a complete and valid 'Application Form' (if required).
  - Submission of a duly signed and complete 'Enrolment Form for Salary Plus Facility- Employee Declaration Form' (“**Employee Declaration Form**”).
  - Submission of a duly signed and complete 'Salary Plus Facility – Third Party Payment Declaration Form for Corporate' (“**Corporate Declaration Form**”, and together with the Employee Declaration Form, the “**Declaration Forms**”), containing requisite details relating to the Beneficial Investors, details of the bank account from which the payment will be made and relationship with the Beneficial Investors.
- Investor(s) are requested to note that any application for subscription of Units of the Scheme(s) (as identified in the Application Form(s) or the Declaration Forms or otherwise) under this Product accompanied with Third Party Payment other than the abovementioned exceptional case as described in Rule (3) above is liable for rejection without any recourse to Third Party or the applicant investor(s).

The above mentioned Third Party Payment Rules are subject to change from time to time. Please contact any of the Investor Service Centres of the AMC or visit our website [www.idfcmf.com](http://www.idfcmf.com) for any further information or updates on the same.

## INSTRUCTIONS AND TERMS AND CONDITIONS FOR SALARY PLUS FACILITY –THIRD PARTY DECLARATION FORM FOR CORPORATE

### 1. GENERAL INSTRUCTIONS

Capitalised terms not defined in the Corporate Declaration Form shall have the meaning ascribed to them in the scheme information document (“**SID**”) of the relevant Scheme(s). The AMC / the Mutual Fund / the Trustees are offering this Product with a view to accommodate / facilitate the Beneficial Investor and is as such offered at the sole discretion of the AMC / the Mutual Fund/ the Trustees. The AMC / the Mutual Fund / the Trustees are not bound and / or obliged in any way to offer, or continue to permit the Beneficial Investor and the Third Party to avail this Product.

The Third Party is deemed to have read and accepted these Instructions, the terms and conditions and other details mentioned below, the Third Party Payment Rules, the contents of Statement of Additional Information (“**SAI**”), the SID and the Key Information

Memorandum of the relevant Scheme(s) of the Mutual Fund (as amended from time to time) in which investments are proposed to be made under this Product, subject to which this offer is being made, and bind themselves to the terms thereof upon signing the Corporate Declaration Form.

The Third Party must submit the Corporate Declaration Form along with relevant details relating to investments/payments to be made by the Third Party on behalf of the Beneficial Investor under this Product. The Corporate Declaration Form may provide details relating to other Employees who also propose to invest through this Product and the said form would be updated from time to time as and when additional Employees register under this Product or if there are any changes relating to investments of the Employees.

## INSTRUCTIONS AND TERMS AND CONDITIONS FOR SALARY PLUS FACILITY BENEFICIAL INVESTOR DECLARATION FORM

Likewise, the Beneficial Investor must also separately submit the Employee Declaration Form, Application Form(s) (if applicable) and such other documents/information/forms for investing in the various Scheme(s) of the Mutual Fund under this Product.

The Employee Declaration Form should be read in conjunction with the Corporate Declaration Form (to the extent of the details relating to the Third Party and the relevant Beneficial Investor) and not in isolation. Third Party to note that the declarations and confirmations provided by them under this Corporate Declaration Form would be applicable for all investments made by the Third Party on behalf of each Beneficial Investor covered under this Corporate Declaration Form. Further considering this Product is a differential systematic investment plan (DSIP), the said declarations and confirmations would be applicable for all installments of DSIP made for the Beneficial Investors in each of the Scheme(s) until the Beneficial Investor is registered under this Product for that Scheme.

The Mutual Fund / AMC reserve the right to reject any application and/or investment request if there are any inconsistencies or discrepancies in any details provided relating to investments under this Product under the Application Form(s) (if any) and the Declaration Forms submitted by the Beneficial Investor and the Third Party (as amended from time to time).

The Corporate Declaration Form should be completed in ENGLISH and in BLOCK LETTERS only. Please tick in the appropriate box for relevant declarations wherever applicable. Please do not overwrite. For any correction/changes (if any) made in the Corporate Declaration Form, the corrections made shall be authenticated by cancelling and re-writing the correct details and counter-signed by the Third Party, failing which the AMC / the Mutual Fund may at its sole discretion reject the application. Please ensure that the requisite details and documents have been provided, in order to avoid processing delays and / or rejection of your application.

Applications along with the Corporate Declaration Form completed in all respects, must be submitted at the Official Points of acceptance of transaction/ Investor Service Centres (ISCs) of the Mutual Fund or directly with the AMC.

In case the Declaration Forms does not comply with the above requirements, the Mutual Fund/ AMC retains the sole and absolute discretion to reject / not process such Declaration Forms and refund the subscription money and shall not be liable for any such rejection.

### 2. BENEFICIAL INVESTOR INFORMATION

This Product is only available to a resident salaried Employee. The Employee can have up to two joint holders for the investments made under this Product; however, it should be ensured that the Employee is always the first holder in the folio. The Third Party confirms that it is the employer of each Beneficial Investor registering under this Product.

The Third Party is required to provide a list of Beneficial Investors ("Initial Investors List") covered under this Corporate Declaration Form, on behalf of whom the Third Party agrees to make payments under DSIP through payroll deductions. In the event additional Employees propose to register under this Product or if any existing Beneficial Investors registered for this Product would like to either de-register from one or more Scheme(s) or wishes to increase or reduce his monthly installment amount for one or more Scheme(s) or subscribe for new Scheme(s) under this Product, such changes in the details of the Beneficial Investors covered under this Form or the transactions to be undertaken on behalf of them should be promptly communicated to the AMC by way of a supplementary investors list ("Supplementary Investors List", which together with the Initial Investors List is referred to as the "Investors List"). The Investors List forms an integral part of the duly signed Corporate Declaration Form submitted by the Third Party with the AMC. The Investors List should contain details such as the name of the Beneficial Investor, Employee No (if any), folio no. (if any), names of the Scheme(s) selected by each Beneficial Investor for investment (including the Plan/Option/Sub-option selected by the Beneficial Investor) and installment amount for each of the Scheme(s) selected by each Beneficial Investor. The AMC would acknowledge receipt of the Initial Investors List and each Supplementary Investors List and thereafter process transactions under this Product on the basis of such Investors List. The Third Party is required to submit a duly signed Corporate Declaration Form (along with the Initial Investors List) only once and is not required to re-submit a separate Corporate Declaration Form along with each Supplementary Investors List. The confirmations and declarations provided by the Third Party under the this Corporate Declaration Form would be applicable for both, Initial Investors List and all subsequent Supplementary Investors Lists submitted with the AMC from time to time. Any reference to the term Beneficial Investor(s) in these instructions would mean the Beneficial Investors reflected in the Initial Investors List and all subsequent Supplementary Investors Lists, submitted with the AMC.

Third Party to note that the AMC will not be able to process any transactions under this Product for any Beneficial Investor until the relevant Beneficial Investor is KYC Compliant. Beneficial Investor should ensure that they submit relevant KYC related details along with their Employee Declaration Form to avoid processing delays and / or rejection of your application.

### 3. THIRD PARTY INFORMATION

The Third Party is required to provide their details in section 2. Name and mailing address must be written in full. (P. O. Box address alone is not sufficient). Details such as the full name of the contact person of the Third Party and their designation should also be provided. Please refer to Instruction no. 4 for further details on KYC Compliance.

It is mandatory for the Third Party to mention the permanent account number (PAN) irrespective of the amount of investment made under this Product and enclose a photocopy of the PAN card duly self-certified along with the original PAN card (the original PAN Card will be returned immediately across the counter after verification, an attested copy of their PAN card) or have their PAN verified in any other manner permitted under applicable laws. The Third Party is also required to specify in the Corporate Declaration Form whether or not they are KYC Compliant by ticking the relevant check box. Please refer to Instruction nos. 4 for further details on KYC Compliance. Corporate Declaration Forms not complying with the above requirement will not be accepted/ processed.

### 4. PREVENTION OF MONEY LAUNDERING AND KNOW YOUR CUSTOMER (KYC) COMPLIANCE

SEBI vide its circular reference number ISD/CIR/RR/AML/1/06 dated January 18, 2006 mandated that all intermediaries including Mutual Funds should formulate and implement a proper policy framework as per the guidelines on anti money laundering measures and also to adopt a Know Your Customer (KYC) policy.

The Third Party should ensure that the amount invested in the Scheme is through legitimate sources only and does not involve and is not designated for the purpose of any contravention or evasion of the provisions of the Income Tax Act, Prevention of Money Laundering Act, Prevention of Corruption Act and / or any other applicable law in force and also any laws enacted by the Government of India from time to time or any rules,

regulations, notifications or directions issued there under.

To ensure appropriate identification of the Third Party and with a view to monitor transactions for the prevention of money laundering, the AMC/ Mutual Fund reserves the right to seek information, record investor's telephonic calls and or obtain and retain documentation for establishing the identity of the Third Party, proof of residence, source of funds, etc. It may re-verify identity and obtain any incomplete or additional information for this purpose.

For further details, please refer Section 'Prevention of Money Laundering' under the Statement of Additional Information available on our website [www.idfcmf.com](http://www.idfcmf.com).

**KNOW YOUR CUSTOMER (KYC) COMPLIANCE** It is mandatory for the Third Party to be KYC Compliant. Third Party who are not KYC Compliant are required to submit the KYC Application Form (available on our website [www.idfcmf.com](http://www.idfcmf.com)) along with this Corporate Declaration Form and carry out the KYC process including in-person verification ("IPV") with any SEBI registered intermediaries including the Mutual Fund. Third Party to note that if any of the Beneficial Investor are not KYC Compliant at the time of submission of the Corporate Declaration Form, they will be registered for this Product only after completion of all KYC formalities and being categorized as being KYC Compliant.

In the event that the Beneficial Investor or the Third Party does not satisfy the KYC requirements of the AMC, they will not be permitted to avail this Product. KYC failed cases are currently not eligible to be registered for this Product. Decisions of the AMC with regards permitting the Beneficial Investor/Third Party to avail this Product shall be final and binding upon them. Declaration Forms not complying with the above requirement will not be accepted/ processed.

Further, in the event of non-compliance of KYC requirements or any provisions of the Act, SEBI/AMFI circular(s) and KYC policy and / or where the AMC believes that transaction is suspicious in nature within the purview of the Act and SEBI/AMFI circular(s), the Trustee/AMC reserves the right to freeze the folio of the Beneficial Investor, reject any application / allotment of Units and affect mandatory redemption of unit holdings of the Beneficial Investor at the applicable NAV (subject to payment of applicable Exit Load, if any) and/or report the same to FIU-IND. The Mutual Fund, AMC, Trustee and their Directors, employees and agents shall not be liable in any manner for any claims arising whatsoever on account of the above

For further details, please refer Section 'Prevention of Money Laundering' under the SAI available on our website [www.idfcmf.com](http://www.idfcmf.com).

### 5. THIRD PARTY PAYMENT DETAILS

Third Party must provide details of the Pay-in Bank Account i.e. account from which subscription payment is made in the name of the Beneficial Investor(s) in the Consolidated Investment Instructions (as defined below). Transaction requests with incomplete payment details shall be rejected.

The following document(s) is/are required to be submitted by Third Party with the AMC along with this Consolidated Investment Instructions (if not provided earlier) as per the mode of payment selected:

#### (i) Source of funds - if paid by cheque

In case the account number and account holder name of the Third Party is not pre-printed on the cheque, then the Third Party should provide any one of the following documents:

1. a copy# of the bank passbook or a statement of bank account having the name and address of the account holder and account number;
2. a letter (in original) from the bank on its letterhead certifying that the third party maintains an account with the bank, along with information like bank account number, bank branch, account type, the MICR code of the branch & IFSC Code (where available). The said letter should be certified by the bank manager with his / her full signature, name, employee code, bank seal and contact number.

#The original documents along with the documents mentioned above should be submitted to the ISCs / Official Points of Acceptance of the Mutual Fund. The copy of such documents will be verified with the original documents to the satisfaction of the AMC/ Mutual Fund/Registrar and Transfer Agent. The original documents will be returned across the counter after due verification.

#### (ii) Source of funds - if funded by pre-funded investments such as Pay Order, Demand Draft, Banker's cheque etc.

A Certificate (in original) from the issuing banker with the purchase application, stating the Account holder's name and the Account Number which has been debited for issue of the instrument. The said Certificate should be duly certified by the bank manager with his / her full signature, name, employee code, bank seal and contact number.

#### (iii) Source of funds - if paid by RTGS, Bank Account-to-Account Transfer, NEFT, ECS, etc. Acknowledged copy of the instruction to the bank stating the account number debited.

#### (iv) Source of funds - if paid by a pre-funded instrument issued by the Bank against Cash

The AMC/ Mutual Fund will not accept any purchase applications from investor if accompanied by a pre-funded instrument such as Pay Order, Demand Draft, Banker's cheque etc. issued by a bank against cash funded by third party for investments of ₹ 50,000/- or more. The third party should provide a Certificate (in original) obtained from the bank giving name, address and PAN (if available) of the person who has requested for the payment instrument. The said Certificate should be duly certified by the bank manager with his / her full signature, name, employee code, bank seal and contact number.

The modes of payment listed above are indicative and not exhaustive. The AMC / Mutual Fund may adopt any other procedure it deems fit in order to ascertain whether the application for purchases are accompanied by Third Party Payments and reserves the right to change / alter the above provisions. The AMC / Mutual Fund shall adopt additional procedures and introduce any new method of payment. The AMC / Mutual Fund reserves the right at its absolute discretion to reject / not process the application which does not comply with the above provisions and refund the application money. The AMC / Mutual Fund shall not be liable in any manner whatsoever for such rejections.

### 6. DECLARATION AND SIGNATURE(S)

All signature(s) should be in English or in any Indian Language. Thumb impressions should be from the left hand for males and the right hand for females and in all cases must be attested by a magistrate, notary public or special executive magistrate under his / her official seal. Authorised officials of the Third Party should sign the Declaration Form under their official designation and company seal.



## INSTRUCTIONS AND TERMS AND CONDITIONS FOR SALARY PLUS FACILITY BENEFICIAL INVESTOR DECLARATION FORM

### 7. TERMS AND CONDITIONS

- (a) This Product is only available to a resident salaried Employee. In case of any change in status of the Beneficial Investor from resident to non-resident or discontinuation of employment with the Third Party, the Third Party should promptly communicate the same to the AMC. Thereafter, the Beneficial Investor will no longer be eligible to avail any facility under this Product, and the registration of the Beneficial Investor under this Product will cease. The Third Party should also submit an updated Investors List reflecting such a change.
- (b) The responsibility of the information provided in this Corporate Declaration Form or any other application form(s) for availing this Product solely rests with the Third Party. The AMC / Mutual Fund / R&T will not be responsible or liable for any loss, claims, liability that may arise on account of any incorrect and / or erroneous data / information supplied by the Third Party to the AMC for availing this Product.
- (c) The AMC and/or Mutual Fund has the right, and may in its absolute discretion, request the Third Party for an oral, fax or written confirmation of any transaction request submitted with the AMC for using this Product and/or request for any additional information with respect to the Third Party. Subject to applicable law, the AMC, at its sole discretion, has the right to suspend the Product for any particular Beneficial Investor or the Third Party, without assigning any reasons whatsoever.
- (d) All installments under this Product will be processed on a monthly basis on a date as agreed between the AMC and the Third Party ("Transaction Date"), details of which will be informed to the Beneficial Investor by the Third Party. Any payments intended for interim period will not be processed and will be treated as void.
- (e) The installment amounts for each Scheme registered under this Product for each month could be of unequal amounts (i.e. 1st installment could be lower / higher than the subsequent installment), subject to each installment not being less than the minimum subscription amount for the respective Scheme(s). There is no upper limit for individual installments / aggregate investments made under this Product.
- (f) The Units will be allotted to the Beneficial Investor at the Applicable NAV of the respective Business Day on which the investments are sought to be made as per the applicable cut-off timing upon receipt of confirmed credit in the bank accounts of the relevant Scheme(s). However, if any of the dates on which an investment is sought to be made is a non Business Day, the Units will be allotted at the Applicable NAV of the next Business Day.
- (g) In case of investments under this Product, if 2 or more consecutive payment instructions provided by the Third Party are dishonoured for either insufficiency of funds or as a result of a stop payment instruction issued by the Third Party, the AMC/ Mutual Fund / Trustees reserves the right to discontinue the facility provided to the Beneficial Investor under this Product.
- (h) Upon successful allotment of Units to the Beneficial Investor, confirmation of the same shall be communicated directly to the Beneficial Investor in accordance with the details provided in the SID of the respective Scheme(s).
  - (i) Once registered, services under this Product will be provided to the Beneficial Investor until the Beneficial Investor continues to remain as an employee of the Third Party or opts to cancel its registration under this Product, whichever is earlier.
  - (j) The Beneficial Investor has the right to discontinue this Product at any time, if they so desire. The request for discontinuation of this Product should be submitted to the Third Party and any of the Investor Services Centres at least 5 Business Days before the subsequent installment.
- (k) It is deemed that the Beneficial Investor and the Third Party is aware of all the security risks associated with online communication, including possible third-party interception of documents sent via e-mail.
- (l) The Third Party agree that it shall be liable to pay all charges, fees, interests, and costs wherever applicable, which the AMC in its absolute discretion may levy with respect to the Product. The Third Party shall not assign any right or interest or delegate any obligation arising under this Product.
- (m) The Third Party shall take responsibility for transactions conducted by the AMC as per instructions provided by it to the AMC and shall abide by the record of transactions generated by the AMC and / or the R&T in this regard. Further, the Third Party confirms that such records generated by the AMC shall be conclusive proof and binding for all purposes and may be used as evidence in any proceedings and unconditionally waives all objections in this behalf.
- (n) Additionally, the Third Party confirms that the AMC, Mutual Fund, the R&T or their respective delegates, shall under no circumstances be liable for any damages or losses whatsoever whether such damages or losses are direct, indirect, incidental, consequential or special, exemplary or punitive losses, costs or injury suffered and irrespective of whether any claim is based on loss of revenue, investment, production, goodwill, profit, interruption of business or any other loss or want character or nature whatsoever and whether sustained by the Beneficial Investor and/or the Third Party or any other person, due to:
  - i. any transaction carried out in good faith by the AMC based on instructions and details provided by the Third Party to the AMC;
  - ii. any unauthorized usage / unauthorized transactions concluded by the Third Party;
  - iii. any negligence / mistake or misconduct by the Beneficial Investor / Third Party and / or for any breach or non compliance by the Beneficial Investor / Third Party of the provisions of the SID(s), SAI, the Declaration Forms, application form(s) or any other instructions provided by the AMC;
  - iv. not carrying out any such instructions where the AMC has reason to believe (which decision of the AMC, the Beneficial Investor / Third Party shall not question or dispute) that the instructions given are not genuine or are otherwise improper, unclear, vague or raise a doubt;
  - v. carrying out a transaction after such reasonable verification as the AMC may deem fit regarding the identity of the Beneficial Investor / Third Party; and
  - vi. error, defect, failure, interruption, disruption or non-availability of the services provided by the AMC in the desired manner for reasons including but not limited to cancellation of this Product by the AMC, natural calamity, floods, fire and other natural disasters, legal restraints, period maintenance of servers, technical fault / error or virus, any failure of the service provider, loss or corruption of data, mobile device failure or malfunctioning, faults or failures in telecommunication network, software or hardware error or any other reason beyond the control of the AMC;
- (o) The Third Party agrees to jointly (with the relevant Beneficial Investor) and severally indemnify the AMC, Mutual Fund, Trustees or their delegates (including their directors, employees, agents or representatives) for all liabilities, losses, damages and expenses which the AMC, Mutual Fund, Trustees or their delegates (including their directors, employees or representatives) may sustain or incur either directly or indirectly as a result of:
  - i. any claims (including claims by third parties) for any refusal or for carrying out any transaction by the AMC based on instructions of the Third Party;
  - ii. fraud or dishonesty relating to any instruction by the Beneficial Investor / Third Party;
  - iii. incorrect / erroneous information provided by the Beneficial Investor / Third Party in this Declaration Form or any other application form submitted relating to this Product or with respect to the transactions undertaken under this Product; and
  - iv. any negligence / mistake or misconduct by the Beneficial Investor / Third Party and / or for any breach or non compliance by the Beneficial Investor / Third Party of the provisions of the SID or SAI or any other instructions provided by the AMC.
- (p) The AMC/ Mutual Fund / Trustees reserves the right to change/modify the terms and conditions of this Product at their sole discretion and without notice to the Third Party, and the Third Party shall at all times be bound by such modifications and/or variations.

### 8. RIGHTS, OBLIGATIONS, DUTIES AND CONFIRMATIONS OF THE THIRD PARTY

- (i) By executing this Declaration Form, the third Party confirms that (i) the Beneficial Investor is an employee of the Third Party, (ii) the Beneficial Investor has consented to register for this Product subject to the terms and conditions of this Product, (iii) the Beneficial Investor permits and irrevocably authorises the Third Party to deduct a part of his/her salary, as instructed by the Beneficial Investor, and to make payments in the Scheme(s) on his/her behalf until the Beneficial Investor is registered for the Product, and also provide such information and/or documents relating to the Beneficial Investor as requested by the AMC.
- (ii) The Third Party understand that in case the Beneficial Investor wishes to increase or reduce his monthly installment amount or discontinue his systematic investments for one or more Scheme(s) registered under this Product, he/she is required to communicate the same to the AMC/ISC in writing. Such communication must be received by the AMC atleast 5 business days prior to the next Transaction Date. The Beneficial Investor should also ensure that he/she communicates such changes to the Third Party in writing, well in advance before the monthly payroll payments are processed by the Third Party in accordance with their company policy or such other date communicated by the Third Party to the Beneficial Investor for availing this Product. In the event the Beneficial Investor fails to communicate such details within the specified time frames, then the next systematic investment will be made in accordance with the latest Investors List available with the AMC. Once registered under this Product, the Beneficial Investor is required to continue making systematic investments until he/she is registered under the Product. Discontinuing systematic investments for a specific/limited period is not permitted, and non payment of 2 or more consecutive installments would result in de-registration of the Beneficial Investor from the Product (with respect to one or more Scheme(s) selected, as applicable). Any future investments by the Beneficial Investor under this Product will require re-registration.
- (iii) Until the Beneficial Investor is registered under the Product, it shall be the sole responsibility of the Third Party to obtain accurate details from the Beneficial Investor on the total sum to be deducted from the payroll of the Beneficial Investor for a particular month for investment in each of the Scheme(s) registered under this Product. The Third Party hereby confirms, acknowledges and undertakes to convey adequate details relating to the investments in writing to the AMC on or before the Transaction Date by way of one consolidated statement setting out the full names of the Beneficial Investors, their folio numbers, names of the Scheme(s) in which investments are required to be made for each Beneficial Investor, total amount to be invested in such Scheme(s) for each Beneficial Investor and the total amount paid by the Third Party on behalf of all Beneficial Investors for that month (referred to as the "Consolidated Investment Instructions"). The AMC will not be held liable for any incorrect information provided by the Third Party in the Consolidated Investment Instructions. In the event additional Employees propose to register for this Product or existing Beneficial Investors proposing to de-register from this Product, such updated details should be provided by the Third Party to the AMC by way of a Supplementary Investors List at least 5 days before the Transaction Date for the concerned month.
- (iv) The AMC/ Mutual Fund shall allot Units to the Beneficial Investor only to the extent of subscription amount received by the AMC from the Third Party on behalf of the Beneficial Investor. The AMC / Mutual Fund will not be responsible for any loss(es) incurred by the Beneficial Investor or Third Party on account of non-allotment or partial allotment of Units to the Beneficial Investor for non-receipt or partial receipt of subscription amounts from the Third Party.
- (v) Depending on the mode of payment, the Third Party will ensure that it will provide only one consolidated payment instrument to the AMC for investments to be made on behalf of the Beneficial Investors for that month. The Third Party should ensure that such payments are made from the same Pay-in Bank Account, details of which are provided in the Declaration Form. Subscription requests with payment instructions originating from a bank account other than the Pay-in Bank Account will be rejected. The Third Party will be solely liable for such rejections and the AMC/ Mutual Fund will not be liable for any losses suffered, by the Beneficial Investor(s) and/or the Third Party for such rejections.
- (vi) The Third Party shall ensure availability of clear funds under the consolidated payment instrument and the AMC / R&T shall not be held liable for any unsuccessful transaction/rejection of allotment request on account of non receipt of funds from the Third Party.
- (vii) The Third Party shall immediately inform the AMC upon the termination, removal or resignation of the Beneficial Investor from employment of the Third Party. Upon receipt of such a notice the AMC will cancel the registration of the Third Party for the said Beneficial Investor under the Product and will not permit the Third Party to make any further investments on behalf of the Beneficial Investor thereafter.