

APP No.:

SYSTEMATIC TRANSFER PLAN/DIVIDEND TRANSFER PLAN - ENROLMENT FORM

Please read the instructions carefully, before filling up the application

1. DISTRIBUTOR / BROKER INFORMATION

Name & Broker Code / ARN	Sub Broker / Sub Agent Code

FOR OFFICE USE ONLY

Date and Time of Receipt	Bank / Register Serial No.

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.

2. EXISTING UNIT HOLDER INFORMATION FOLIO NO./Application No. _____

3. PARTICULARS OF APPLICANT

Name of First / Sole applicant Mr. Ms. M/s. 1st holder/Guardian's PAN PAN Proof Enclosed M a n d a t o r y

Name of Guardian Mr. Ms. M/s. (in case of First / Sole Applicant is a Minor) / Contact Person - Designation (in case of non-individual Investors)

Name of Second Applicant [Please tick (✓)] Mr. Ms. 2nd holder PAN PAN Proof Enclosed M a n d a t o r y

Name of Third Applicant [Please tick (✓)] Mr. Ms. 3rd holder PAN PAN Proof Enclosed M a n d a t o r y

4. SYSTEMATIC TRANSFER PLAN (STP)

Name of 'Transferor' Scheme/Plan/Option _____

Name of 'Transferee' Scheme/Plan/Option _____

Fixed Transfer STP					Capital Appreciation STP	
STP Frequency					STP Frequency	
<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly
First execution date should be on or after 7 calendar days from the date of submission of the form (excluding date of submission)	1 st , 8 th , 15 th & 22 nd of every month	1 st & 15 th of every month	_____ of every month	_____ of the starting month of every Quarter	1 st of every Month	1 st of the starting month of every Quarter
Amount of Transfer per Instalment Rs. _____					Amount of Transfer per Instalment Rs. _____	

Enrolment Period
From : / / To : / /

Only for Daily STP Enrolment Period
From : / / To : / /

5. DIVIDEND TRANSFER PLAN (DTP)

I/We would like to transfer Dividend from: Scheme Name _____ DIVIDEND PLAN - Option _____ Folio No. of 'Transferor' Scheme _____	I/We would like to transfer Dividend to: Scheme Name _____ Plan/Option _____ Existing Folio No., if any in this scheme _____
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6. DECLARATION & SIGNATURE/S

I/We would like to opt for Systematic Transfer Plan / Dividend Transfer Plan subject to terms of the Scheme Information Document and subsequent amendments thereto. I/We have read the instructions of the Enrolment Form, Scheme Information Document of the Transferor and Transferee Scheme and Statement of Additional Information before filling up the Enrolment Form. I/We have understood the details of the scheme and I/We have not received nor been induced by any rebate or gifts, directly or indirectly, in making this investment. The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us. I hereby declare that the above information is given by the undersigned and particulars given by me/us are correct and complete. **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 normal banking channels or from funds in my/our Non-Resident External / Ordinary Account/FCNR Account.

Place : _____ Date: / /

SIGNATURE		
Sole/ 1 st applicant/Guardian Authorised Signatory	2 nd applicant / Authorised Signatory	3 rd applicant Authorised Signatory

Acknowledgement Receipt of STP/DTP Application Form (To be filled in by the Unit holder)

INSTRUCTIONS

A. Instructions applicable for both Systematic Transfer Plan and Dividend Transfer Plan

- Unit holders are advised to read the Statement of Additional Information (SAI), Scheme Information Document (SID) and Key Information Memorandum (KIM) of the respective Transferor & Transferee Scheme(s) available at all the Designated Investor Service Centers (DISC), brokers / distributors and on our website www.reliancemutual.com carefully before investing.
- The investor (existing or new) is required to select any one of the Transferor Scheme and any one of the Transferee Scheme. The investors (existing or new) have to invest initially in Transferor Scheme and shall also be subject to terms and conditions of Common Application Form.
- New Unit holders are required to fill up Common Application Form for investing in Transferor Scheme alongwith Systematic Transfer Plan (STP) / Dividend Transfer Plan (DTP) Enrolment Form. Existing Unit holders in Transferor Scheme are required to provide their Folio No. and submit only STP / DTP Enrolment Form.
- The eligible Transferor and Transferee Schemes for STP are : Reliance Growth Fund – Retail Plan, Reliance Vision Fund – Retail Plan, Reliance Income Fund, Reliance Liquid Fund, Reliance Medium Term Fund, Reliance Short Term Fund, Reliance Banking Fund – Retail Plan, Reliance Gilt Securities Fund, Reliance Monthly Income Plan, Reliance Diversified Power Sector Fund – Retail Plan, Reliance Pharma Fund, Reliance Floating Rate Fund, Reliance Media & Entertainment Fund, Reliance Equity Opportunities Fund – Retail Plan, Reliance Tax Saver (ELSS) Fund (subject to lock in period of three years), Reliance Equity Fund – Retail Plan, Reliance Liquidity Fund, Reliance Long Term Equity Fund, Reliance Equity Advantage Fund – Retail Plan, Reliance Natural Resources Fund – Retail plan, Reliance Regular Savings Fund, Reliance Quant Plus Fund – Retail Plan, Reliance Money Manger Fund and Reliance Infrastructure Fund – Retail Plan. The list is subject to change.
- Unit holders are required to submit separate application form for different Transferor and / or Transferee schemes in case of multiple requests.
- Unit holders should note that Unit holders' details and mode of holding (single, joint, anyone or survivor) in the Transferee Scheme will be as per the existing folio number of the Transferor Scheme. Units will be allotted under the same folio number.
- For Direct Investments, please mention "Direct" in the column "Name & Broker Code / ARN".
- Unit holders should clearly mention from and to which scheme / option he / she wish to transfer their investment / dividend as applicable. Please note that if no Transferor Scheme or Transferee Scheme is mentioned or in case of an ambiguity the application is liable to be rejected.
- The Enrolment form completed in all respects can be submitted at any of the DISC at least seven calendar days before the commencement of first execution date of STP / DTP.
- In accordance with the requirements specified by the SEBI circular no. SEBI/IMD/CIR No.4/168230/09 dated June 30, 2009 no entry load will be charged. Exit Load as applicable in the respective Transferor and Transferee Scheme at the time of enrolment of STP / DTP facility will be applicable.
- STP facility is available for all sub options except for Daily Dividend Option (wherever applicable) of the mentioned Transferor Scheme, whereas DTP facility will be available for all Dividend Plans of Transferor Schemes except for Daily & Weekly type frequency.
- The first Account Statement for both Transferor Scheme and Transferee Scheme will be despatched to each unitholder stating the number of Units held etc. within a maximum of ten Business Days from the date of allotment of units. For further transactions, account statements will be despatched to the unitholders within 10 Business Days of the end of calendar quarter. Investors providing e mail id would mandatorily receive only e-statement in lieu of physical statement of accounts.
- All valid transfer requisitions would be treated as switch-out / redemption for the Transferor Scheme and switch-in/ subscription transactions for the Transferee scheme and would be processed at the applicable NAV (subject to applicable exit load) of the respective schemes. The difference between the NAVs of the two Schemes/ Plans will be reflected in the number of units allotted. All valid transactions would be processed as per the applicable cut off timing on the business days as mentioned in the respective SID and are subject to SEBI regulations.
- This facility will not be available for units which are under any Lien/Pledged or any lock-in period.
- The Unit holders may approach/ consult their tax consultants in regard to the treatment of the transfer of units from the tax point of view.
- Unit holders can discontinue STP / DTP facility by providing a written notice to the DISC atleast 7 calendar days (excluding day of submission) prior to the due date of the next transfer date.
- The following information need to be mentioned while submitting a cancellation request for STP/DTP (a) Folio holder Name (b) Folio Number (c) Transferor Scheme (d) Transferee Scheme (e) STP/DTP Amount (f) Frequency (g) Cancellation effective date atleast 7 calendar days prior to the STP/DTP due date of the next transfer date.
- STP will be automatically terminated if all the units are liquidated or withdrawn from the Transferor Scheme or pledged or upon receipt of intimation of death of the unit holder.
- The application is subject to detailed scrutiny and verification. Applications which are not complete in all respect are liable for rejection either at the collection point itself or subsequently after detailed scrutiny / verification at the back office of the Registrar.
- The provision of 'Minimum Redemption Amount' as specified in the Scheme Information Document of the opted Transferor Schemes and 'Minimum Application Amount' specified in the Scheme Information Document of the opted Transferee Schemes will not be applicable for STP / DTP.
- RCAM in consultation with Trustees reserves the right to withdraw these offerings, modify the procedure, frequency, dates, load structure in accordance with the SEBI Regulations and any such change will be applicable only to units transacted pursuant to such change on a prospective basis.

B. Additional Instructions applicable for STP

- An investor has to opt between the Fixed Systematic Transfer Plan & Capital Appreciation Systematic Transfer Plan. In case none of the plans or options are mentioned in the application form or in case of an ambiguity the application for enrolment will be rejected. Further in case plans are not mentioned but options are

mentioned, the plan will be selected on the basis of sub - option selected.

- Unit holders are required to select any one of the option under Fixed Systematic Transfer Plan. In case the Frequency is not mentioned or in case of an ambiguity the application for enrolment will be rejected. The options available are **Daily Option** - where STP will be executed on Daily basis, **Weekly Option** - where STP will be executed on 1st, 8th, 15th and 22nd of every month, **Fortnightly Option** - where STP will be executed on 1st and 15th of every month, **Monthly Option** - where STP will be executed on any pre-specified date of every month to be chosen by the unit holders, **Quarterly Option** - where STP will be executed on any pre-specified date of the first month of the quarter to be chosen by the unitholder.
- Unit holders are required to select any one of the option under Capital Appreciation Systematic Transfer Plan. In case the Frequency is not mentioned or in case of an ambiguity the application for enrolment will be rejected. The options available are **Monthly Option** - where STP will be executed on 1st of every month, **Quarterly Option** - where STP will be executed 1st of the starting month of every quarter.
- Under **Fixed Systematic Transfer**, minimum of Rs. 100 and in multiples of Rs. 100 each will be transferred on execution date subject to applicable exit load of the transferor scheme in case of **Daily Option**. Minimum of Rs. 1000 and in multiples of Rs 100 thereof in case of **Weekly / Fortnight / Monthly option** and Rs. 3000 and in multiples of Rs 100 thereof in case of **Quarterly option** can be transferred on STP execution date subject to applicable exit load. However Applications not in multiple of Rs.100 will be processed for the nearest lower multiple of Rs.100, subject to minimum amount specified. However under Capital Appreciation STP, minimum of Rs. 500 and above thereof in case of **Monthly option** or **Quarterly option** can be transferred on STP execution date subject to applicable exit load. In case the capital appreciation amount is less than Rs.500 on any STP due date, the systematic transfer will not be processed for that due date.
- Unit holders are required to mention date of execution in case of Monthly and Quarterly Option under both the plans. In case the execution date is not mentioned or in case of an ambiguity the application will be rejected.
- In case execution date mentioned is a non - transaction or non - working day, the STP will be executed on next business / transaction / working day.
- New investors are required to maintain below mentioned minimum balance in a particular option of the Transferor scheme at the time of enrollment of this facility (Please check the mentioned balance in your folio before filling up this form) (i) **Non-Liquid scheme**: Rs. 10,000.00 or the minimum amount as stated in the SID of the respective Transferor scheme, whichever is higher. (ii) **Liquid scheme (Except Reliance Liquid Fund – Treasury Plan – Retail Plan)**: Rs. 25,000.00 or the minimum amount as stated in the SID of the respective Transferor scheme, whichever is higher.
- Existing investors are required to maintain below mentioned minimum balance in a particular option of the Transferor scheme. (i) **Non-Liquid scheme**: Rs. 10,000.00 (ii) **Liquid scheme (Except Reliance Liquid Fund – Treasury Plan – Retail Plan)**: Rs. 25,000.00
- No minimum balance will be required for Reliance Liquid Fund – Treasury Plan – Retail Plan to start investing via STP.
- In case of insufficient balance in the account / folio, the application for STP will be rejected.
- Unit holder has to ensure to maintain minimum balance in accordance with Plans selected in the Transferor Scheme on the transfer date / execution date under Fixed Systematic Transfer Plan. In case of insufficient balance / unclear units on the date of transfer in the folio, STP will be terminated permanently.
- Please note that no transfers will take place if there is no minimum capital appreciation amount (except for last transfer leading to closure of account). The capital appreciation, if any, will be calculated from the enrolment date of the STP under the folio, till the first transfer date. Subsequent capital appreciation, if any, will be the capital appreciation between the previous STP date (where redemption has been processed and paid) and the next STP date.
- Minimum number of transfers required for a STP shall be two. In case of Daily STP, minimum number of transfer is one month.
- In case the investor opts for Daily STP and provides the enrolment period in MM/YYYY format, then the first execution date will be the 7th calendar day from the date of submission of the form (excluding date of submission).

C. Additional instructions applicable for DTP

- Investors (New or existing) are required to maintain below mentioned minimum balance in Dividend Option of the Transferor scheme at the time of enrollment of this facility (Please check the mentioned balance in your folio before filling up this form) (i) **Non-Liquid scheme**: Rs. 25,000.00 or the minimum amount as stated in the SID of the respective Transferor scheme, whichever is higher. (ii) **Liquid scheme**: Rs. 1,00,000.00 or the minimum amount as stated in the SID of the respective Transferor scheme, whichever is higher.
- Consequent on the payment of dividend, per unit NAV of the scheme will fall to the extent of payout, and statutory levy, if any. The Mutual Fund is not assuring that it will make periodical dividend distributions, though it has every intention of doing so. All dividend distributions are subject to the availability of distributable surplus in the Scheme.
- The amount to the extent of the distribution will be automatically invested on ex-dividend date into RMF scheme selected by the investor at the NAV of the scheme and equivalent units will be allotted, subject to the terms and conditions of the scheme and after deduction of applicable taxes.
- It is hereby clarified that the dividend amount proposed to be transferred would be treated as subscription / switch in transaction on T+ 1 (T being the dividend record date) in the transferee scheme and would be processed at the applicable NAV of the respective schemes.
- The dividend amount after deduction of applicable taxes, if any, will be transferred from the transferor scheme at NAV, without any exit load and invested in the transferee scheme at NAV, without any entry load.
- DTP facility is available only in Dividend payout option of the Transferor Scheme.

FORMS REQUIRED TO BE FILLED UP : • For Existing Investor : (a) Only STP Enrolment Form • For New Investors : (a) Common Application Form of Transferor Scheme (b) STP Enrolment Form.

ACKNOWLEDGMENT SLIP (To be filled in by the Applicant)

One Indiabulls Centre, Tower 1, 11th & 12th Floor, Jupiter Mill Compound, 841, Senapati Bapat Marg, Elphinstone Road, Mumbai-400 013.

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