



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

- Existing investors seeking for Special Product only, need to fill up this Special Product Form. New investors who wish to enrol for the Special Product should fill up Special Product Form in addition to the Common Application Form. However, in line with SEBI and AMFI guidelines the requirement of documents for submission of documents for subscription/ transaction is modified from time to time. Therefore, for such additional requirements the investor is required to refer the "Instruction for Completing the Application Form" (as provided in the main application form) and submit such additional documentation for the same.
- In case of renewal of SIP-PDC/ SWP/ STP this form should be submitted at least 7 working days prior to the due date
- The investor has the right to discontinue SIP/ SWP/ STP at any time he/she so desires by sending a written request at least 7 working days prior to the due date of next SIP / SWP / STP to any of the offices of BOI AXA Mutual Fund or its Authorised Collection Centres. On receipt of such request the SIP / SWP / STP will be terminated and in case of SIP balance post-dated cheques will be returned to the investor.
- Units will be allotted / redeemed / transferred at the Applicable NAV related prices of the 1st / 7th / 10th / 15th / 20th / 25th of every month (or next business day, if 1st / 7th / 10th / 15th / 20th / 25th non business day). In case of Post Dated Cheques submitted for any dates, other than the dates offered, immediate next offered date would be considered as the SIP date(s). An account statement will be dispatched to the unit holders once every quarter within 10 working days of the end of each quarter. The first account statement will be issued within 10 working days of the initial investment.
- Investors availing the Micro SIP facility shall be exempted from submission of requirement of PAN. Micro SIP shall be applicable where aggregate of installments in a rolling 12 months period or in a financial year i.e. April-March does not exceed ₹ 50,000/-.
- Micro SIP benefit is available to individuals, NRI's, Minors and Sole Proprietors only. HUF's, PIO's and any other entities/ persons etc. are not eligible. The AMC will reject the application where they find that documents are deficient or where the installment total will exceed ₹ 50,000/-.
- Eligible investors are required to submit any one of the following photo identification document as a proof of identification in lieu of PAN:
  - Voter Identity Card; 2. Driving License; 3. Government / Defense identification card; 4. Passport; 5. Photo Ration Card; 6. Photo Debit Card; 7. Employee ID cards issued by companies registered with Registrar of Companies; 8. Photo Identification issued by Bank Managers of Scheduled Commercial Banks / Gazetted Officer / Elected Representatives to the Legislative Assembly / Parliament; 9. ID card issued to employees of Scheduled Commercial / State / District Co-operative Banks; 10. Senior Citizen / Freedom Fighter ID card issued by Government; 11. Cards issued by Universities / deemed Universities or institutes under statutes like ICAI, ICWA, ICSI; 12. Permanent Retirement Account No (PRAN) card issued to New Pension System (NPS) subscribers by CRA (NSDL); and 13. Any other photo ID card issued by Central Government / State Governments / Municipal authorities / Government organizations like ESIC / EPFO.
- Submission of KYC acknowledgement is not mandatory in case of investments as Micro SIPs. However, for such cases the proof of identification and proof of address (as specified in the above documents list) (if the proof of identification also includes address the separate address proof is not necessary) may be submitted along with the application as part of the regulatory requirement. Such documentary proofs should be self attested or attested by the distributor/ any competent authority. However, in case the Micro SIP investor has a PAN, then it is mandatory that he/she submit the KYC acknowledgement issued by KRA.

Investments by investors residing in the State of Sikkim are not required to provide KYC acknowledgement. However, in such cases, investor require to submit proof of identification and proof of address (as per specified documents list mentioned above) (if proof of identification also includes address, a separate address proof is not necessary). Proof of address should contain address in the State of Sikkim and the address mentioned in the application form should be the same. Such documentary proofs should be self-attested or attested by the distributor/ any competent authority.
- DIRECT APPLICATIONS :** Investors should ensure to write the word 'DIRECT' in the column 'ARN No' or 'Broker Code' in their applications for purchases/additional purchases/ switches/fresh Systematic Investment Plans (SIP)/ fresh Systematic Transfer Plans (STP) in all such cases where applications are not routed through any distributor/agent/broker. In cases where unit holder uses a pre-printed transaction slip where details in the 'ARN No' or 'Broker Code' column is already printed, unit holder should cancel the ARN No/ Broker Code, write 'DIRECT' in the said column and it should also be counter signed by the unit holder/ all joint holder(s). Transactions slips/application forms where the column under 'ARN No or 'Broker Code' is provided, has to be filled by the unit holder as 'DIRECT' for processing the same as Direct applications. Investors can submit their applications for purchases / additional purchases/ switches/fresh SIP/ fresh STP at any of the Official Point(s) of Acceptance of BOI AXA Mutual Fund. The list of Official Point(s) of Acceptance is available on the website of BOI AXA Mutual Fund ([www.boiaxamf.com](http://www.boiaxamf.com)).
- The applicability of SIP/ SWP/ STP will be as per the terms & conditions of the respective Scheme Information Documents and Statement of Additional Information.
- Please attach Photo copy of a cancelled cheque.
- All post-dated cheques have to be issued favouring the individual scheme name with extension of Folio No./ PAN No./ Name of the first Holder (For SIP-PDC).
- The first investment cheque while applying for Monthly SIP can be either equal to or greater than the subsequent Monthly SIP installment amounts. The subsequent Monthly SIP installment amounts however should remain the same as per the scheme specific information document and all the post-dated cheques issued.
- Cheques should be drawn payable at locations of BOI AIM branches & authorised centres. Non MICR / outstation post dated cheques will not be accepted for SIP.
- Options available under SWP:
  - Fixed withdrawal: Investors can withdraw fixed amount as indicated in the ready reckoner below & the dates applicable for the same are 1st / 7th / 10th / 15th / 20th / 25th.
  - Appreciation SWP: Appreciation of above ₹ 500/- can be withdrawn at monthly, quarterly, half yearly and annually frequency & the dates applicable for the same are 1st / 7th / 10th / 15th / 20th / 25th of the relevant month. In both Fixed Withdrawal and Appreciation SWP, Units will be redeemed basis Applicable NAV on the date chosen as per above.
- If the STP application has from date and to date, then it refers to calendar days and processing happens only on business days.
- If the STP application has number of installments, the number of installment is registered by omitting the non business day and holidays.
- In case Day of Transfer has not been indicated under STP- Weekly frequency, Wednesday shall be treated as Default day.
- In case the unit balance in the source (transferor) scheme is lesser than amount specified by the Unit holders for STP, the AMC will transfer all the balance units available in the source (transferor) scheme to the target (transferee) scheme.

## FOR MORE INFORMATION BOI AXA Mutual Fund

Add: B/204, Tower 1, Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

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## Ready Reckoner for Special Product

Schemes	SIP				STP				SWP					
	Available	Minimum Amount	SIP Frequency	Minimum Duration	Available	Minimum Amount	STP Frequency	Minimum Duration	Available	Minimum Amount	Withdrawal Frequency	Minimum Duration Installment		
					IN	OUT								
BOI AXA Large & Mid Cap Equity Fund (Formerly BOI AXA Equity Fund)	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Tax Advantage Fund	✓	₹ 500 and in multiples of ₹ 1 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	✓	₹ 500 and in multiples of ₹ 1 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 500 and in multiples of ₹ 1 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Manufacturing & Infrastructure Fund	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 1,000 and in multiples of ₹ 1 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Conservative Hybrid Fund (Formerly BOI AXA Regular Return Fund)	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly	Monthly - 6 Months	✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 25,000	₹ 500 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Equity Debt Rebalancer Fund	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 1,000 and in multiples of ₹ 1 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Mid & Small Cap Equity & Debt Fund (Formerly BOI AXA Midcap Equity & Debt Fund)	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Arbitrage Fund	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Small Cap Fund	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Flexi Cap Fund (formerly BOI AXA Multicap Fund)	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Short Term Income Fund	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly	Monthly - 6 Months	✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 25,000	₹ 500 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Liquid Fund	✗	Not Applicable			✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Ultra Short Duration Fund (Formerly BOI AXA Treasury Advantage Fund)	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly	Monthly - 6 Months	✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1
BOI AXA Credit Risk Fund (Formerly BOI AXA Corporate Credit Spectrum Fund)	Not Applicable													
BOI AXA Overnight Fund	✗	Not Applicable			✓	✓	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly & Weekly	Monthly - 6 Months Weekly - 12 Weeks	✓	Minimum balance in a scheme for SWP should be ₹ 10,000	₹ 1,000 and in multiples of ₹ 100 thereafter	Monthly, Quarterly, Half yearly & Annually	Monthly - 6 Quarterly - 4 Half yearly - 2 Annually - 1