



## SIP - INSTRUCTIONS

- The SIP Enrolment Form should be completed in English and in Block Letters only. Please tick (✓) in the appropriate box (□), where boxes have been provided. The SIP Enrolment Form, complete in all respects, should be submitted to any of the Official Points of Acceptance of Transactions.
- A single SIP Enrolment Form can be used for one Scheme / Plan / Option / SIP Date only. Investor should use separate forms for more than one Scheme / Plan / Option.
- Existing unit holders are required to submit only the SIP Enrolment Form. Existing unit holders should note that unit holders' details and mode of holding (single, jointly, anyone or survivor) will be as per the existing folio number.
- New investors who wish to enroll for SIP are required to fill the Common Application Form and SIP Application Form. New investors are advised to read the Key Information Memorandum(s) and Scheme Information Document carefully before investing and the same are available with the ISCs / distributors.
- To start an SIP, an investor has to provide the specified number of postdated cheques in advance, for the minimum amount for the facility chosen by the investor (as given in instruction no. 9). The 1st cheque can be of any date but the subsequent cheques should be of the same amount and same date. The enrolment form should reach at least 30 days before the due date at any of the Official Points of Acceptance of Transactions.
- Under SIP the investor can for a continuous period of time invest a fixed amount at regular intervals for purchasing additional Units of the Scheme(s) at the Applicable NAV, subject to applicable Load.
- SIP offers investors the following three facilities and the minimum application amount for SIP will be as follows:
  - Weekly Systematic Investment Facility (WSIF):** ₹ 500/- and in multiples of ₹ 1/- thereafter on a weekly basis by providing in advance a minimum of 6 post-dated cheques.
  - Monthly Systematic Investment Facility (MSIF):** ₹ 500/- and in multiples of ₹ 1/- thereafter on a monthly basis by providing for a minimum of 6 installments.
  - Quarterly Systematic Investment Facility (QSIF):** W.e.f. August 1, 2014 ₹ 500/- and in multiples of ₹ 1/- thereafter on a quarterly basis by (i.e., January, April, July, October) providing for a minimum of 6 installments.

The minimum investment amount required under SIP facility of BNP Paribas Long Term Equity Fund for WSIF or MSIF or QSIF will be ₹ 500 and in multiples of ₹ 500 thereafter.

Accordingly, the provision for SIP facility which requires the standing instruction for SIP (including Post Dated Cheque (PDC) or Auto Debit / NACH) to be such that the criteria of minimum application amount of that particular scheme in which investment is intended via SIP facility is complied with, shall no longer be applicable.
- Post-dated cheques for SIP should be dated 1st or 7th or 15th or 25th of a month under WSIF. For MSIF it should be either 1st or 7th or 10th or 15th or 25th or 28th of a month or first month of each quarter under QSIF (e.g. 1st or 7th or 10th or 15th or 25th or 28th of January, April, July and October). In case the date falls on a Non-Business Day or falls during a book closure period, the immediate next Business Day will be considered for the purpose of determining the applicability of NAV subject to the realization of cheques. Units will be allotted on the above applicable dates. If both from date and SIP date is not ticked in the SIP investment application, 7th of every month shall be considered as default SIP date.
- Applicable Load Structure for SIP (For All Schemes):**

**Entry Load:** Nil

The provisions of Exit Load as applicable to the normal investments as on the date of enrollment will be applicable to fresh SIP investments.
- Separate SIP Enrolment Forms are required to be filled for WSIF, MSIF and QSIF.
- The cheques should be drawn in favour of the respective "Scheme / Plan / Option" and crossed "A/c Payee Only" and must be payable at the locations where applications are submitted at the Official Points of Acceptance of Transactions. Unit holders must write the SIP Enrolment Form number, if any, on the reverse of the cheques accompanying the SIP Enrolment Forms. Outstation cheques will not be accepted and applications accompanied by such cheques are liable to be rejected. No cash, money orders or postal orders will be accepted.
- Returned cheque(s) will not be presented again for collection. In case of bouncing of cheque / no credit receipt for SIP for 3 consecutive times, such SIP application shall be cancelled. In case, the reason mentioned by the respective bank for returning the cheque is 'A/C Closed', the SIP will stand cancelled immediately on receipt of this feed from the respective banks.
- Investors have the right to discontinue the SIP facility at any time by sending a written request to any of the Official Points of Acceptance of Transactions. Such notice should be received at least 14 days prior to the due date of the next cheque. On receipt of such request, the SIP facility will be terminated and the remaining un-utilised post-dated cheque(s) will be returned to the investor.
- The enrolment period of SIP will be as per the instruction given by the investor. In case it is instructed to continue SIP "Till instruction to discontinue the SIP is submitted" investors will have to submit SIP cancellation request to discontinue the SIP. In case of any ambiguity in enrolment period or if the end date of SIP is not mentioned, the default period for SIP will be 5 years.
- In case investor has not selected any frequency or incase of any ambiguity, monthly frequency shall be considered as default option. Similarly, 7th day shall be considered as default execution date. In case of any ambiguity in the enrolment form, the SIP enrolment request shall be liable to be rejected.
- In case of minor application, AMC will register standing instructions till the date of the minor attaining majority, though the instructions may be for a period beyond that date. Prior to minor attaining majority, AMC shall send advance notice to the registered correspondence address advising the guardian and the minor to submit an application form along with prescribed documents to change the status of the account to "major". The account shall be frozen for operation by the guardian on the day the minor attains the age of majority and no fresh transactions shall be permitted till the documents for changing the status are received.
- The Trustee / AMC reserves the right to change / modify the terms of the SIP. The above load structure will be in force till further notice. This load structure is subject to change and may be imposed / modified prospectively from time to time, as may be decided by the Trustee / AMC from time to time.
- If no start date is mentioned by the investors, the SIP will be registered to start from a period after 30 days from the date of submission of the application form.

### The terms and conditions for availing the 'Top-Up SIP' shall be as follows:

- Frequency for Top-Up SIP**
  - For Monthly SIP:**
    - Half Yearly Top-Up SIP: Under this option, the amount of investment through SIP installment shall be increased by amount chosen / designated by Investor post every 6th (sixth) SIP installment.
    - Yearly Top-Up SIP: Under this option, the amount of investment through SIP installment shall be increased by amount chosen / designated by Investor post every 12th (twelfth) SIP installment.
  - For Quarterly SIP:**
    - Yearly Top-Up SIP: Under this option, the amount of investment through SIP installment shall be increased by amount chosen / designated by Investor post every 4th (fourth) SIP installment. In case the investor who has registered under Quarterly SIP opts for Half Yearly Top-Up SIP, the same shall be registered and processed as Yearly Top-Up SIP.
- Minimum Top-Up SIP Amount:**

₹ 500 and in multiples of ₹ 500 thereafter.
- Default Top-Up SIP Frequency and amount:**

In case the investor fails to specify either the frequency or amount for Top-Up SIP, the same shall be deemed as Yearly Top-Up SIP and ₹ 500 respectively and the application form shall be processed accordingly. In case the investor fails to specify both, i.e. the frequency for Top-Up SIP and amount for Top-Up SIP, the application form may be processed as conventional SIP, subject to it being complete in all other aspects.
- Top-Up SIP shall be available for SIP Investments only through NACH / ECS (Debit Clearing) / Direct Debit Facility only. Top-Up SIP shall not be available under SIP facility availed by Investors through Standing Instructions / PDCs or investing through Channel Partners or through Stock Exchange Platforms.
- Top-Up SIP facility shall not be available under Weekly SIP option.
- Top-Up SIP facility can be availed by the investors only at the time of registration of SIP or renewal of SIP.
- Investors should note that for modification of any of the details of Top-Up SIP details, the existing SIP with Top-Up facility shall be required to be cancelled and investor would be required to enroll a fresh SIP with modified Top-Up facility details.

**Declaration:** I / We hereby declare that the particulars provided in this mandate are correct and complete and hereby agree to participate in the NACH / ECS / Direct Debit / Standing Instructions (SI) and make payments through the NACH platform according to the terms and conditions thereof. I / We further hereby agree and acknowledge that I / we will not hold the AMC and/or responsible for any delay and / or failure in debiting my bank account for reasons not attributable to the negligence and / or misconduct on the part of the AMC I / We hereby declare and confirm that, irrespective of my / our registration of the above mobile number in the 'DO NOT DISTURB (DND)', 'or in any similar register maintained under applicable laws, now or subsequent to the date hereof, I / We hereby consent to the Bank communicating with me/us in any manner whatsoever on the said mobile number with respect to the transactions carried out in my / our aforementioned bank account(s). I / We hereby agree to abide by the terms and conditions that may be intimated to me / us by the AMC / Bank with respect to the NACH / ECS / Direct Debit / SI from time to time.

**Authorisation to Bank:** This is to inform that I / We have registered for ECS / NACH (Debit Clearing) / Direct Debit / SI facility and that the payment towards my / our investments in the Schemes of BNP Paribas Mutual Fund shall be made from my / our above mentioned bank account with your Bank. I / We hereby authorize the representatives of BNP Paribas Asset Management India Private Limited, Investment Manager to BNP Paribas Mutual Fund carrying this mandate form to get it verified and executed. I / We authorize the Bank to debit my / our above-mentioned bank account for any charges towards mandate verification, registration, transactions, returns, etc, as applicable for my / our participation in NACH / ECS / Direct Debit / SI.