





## GENERAL INSTRUCTIONS FOR SIP & MICRO SIP

1. SIP/Micro SIP is offered with following Periodicity.
  - a. Monthly Systematic Investment Plan (MSIP) and
  - b. Quarterly Systematic Investment Plan (QSIP).
2. Both the options (MSIP and QSIP) can not be mingled. A separate Enrolment Form needs to be filled in for MSIP and QSIP.
3. Please submit SIP/Micro SIP Mandate Form atleast 1 month before the first installment date. Such of the Forms that are received within the period of 1 month before the first installment date, will be considered from the date of the following month/Quarter, as per the date (1st/7th/15th/25th) opted by the Investor.
 

**New Fund Offer:** Investors may submit the mandate Form during the NFO period for such Schemes as may be decided by AMC from time to time. In such case, the mandate shall commence on the dates stipulated by the Investor after a gap of at least 20 days from the date of re-opening of the Scheme for purchase and redemption of Units. For e.g. If the Units of the Scheme re-opens for purchase and redemption post NFO on 16th December, the earliest Installment date can be only on 7th January of the following year.
4. The minimum amount of each investment for SIP/Micro SIP is Rs.500/- (for monthly option) and Rs.1,500/- (for quarterly option) for all the schemes except UTI- Treasury Advantage Fund-Growth Plan, UTI-Liquid Cash Plan-Regular-Growth Option, UTI-Money Market Fund-Growth Option and UTI-Floating Rate Fund-Short Term Plan-Growth Option. The minimum amounts under these schemes are Rs.2500/- (for monthly option) and Rs.7500/- (for quarterly option) and in multiples of Re.1/-. However, investors desiring to start SIP/Micro SIP in a **Dividend Plan** of any of the debt schemes are required to have a minimum investment of Rs.5,000/-. Minimum Application Amount, as specified in the respective SID of the schemes of UTI Mutual Fund is not applicable in the case of transaction through SIP.
5. There is no stipulated period up to which a SIP/Micro SIP can be under operation, however if no period is specified the default period is 15 years.
6. Units Allotment: Units will be allotted at NAV based purchase price declared on the applicable dates i.e. 1st or 7th or 15th or 25th of the month/quarter. In case the date falls on a non-business day or falls during a book closure period, the immediate next business day will be taken into account for the purpose of determining the price. The applications will be accepted at all official points of acceptance of UTI AMC. Outstation cheques will not be accepted.
7. Account statement: An account statement will be sent to the unitholder through e-mail.
8. Investors can choose to discontinue this facility by giving 1 month written notice to the Scheme's registrar.
9. Investor will not hold UTI Mutual Fund or its service providers responsible if the transaction is delayed or not effected or the investors bank account is debited in advance or after the specific SIP date due to various clearing cycles of ECS / local holidays.
10. Investor will not hold UTI Mutual Fund or its service providers responsible for non-allotment of units for SIP/Micro SIP if the payment is not received from the unitholder's bank for various reasons.
11. UTI Mutual Fund or its other service providers shall not be responsible and liable for any damages/compensation for any loss, damage, etc. incurred by the investor. The investor assumes the entire risk of using this facility and takes full responsibility. **In case all the cheques are not attached with initial SIP application, UTI Mutual Fund shall not be responsible for discontinuation of SIP due to non receipt of subsequent cheques in time.**
12. UTI Mutual Fund reserves the right to reject SIP/ Micro SIP or auto debit mandate without assigning any reasons thereof.
 

**For Micro SIP Only**

  1. Applicability & Transactions covered:
    - a) Systematic Investment Plans (SIPs) where aggregate of installments in a rolling 12 month period or in a financial year i.e. April to March does not exceed Rs 50,000 will be covered (to be referred as "Micro SIP" hereinafter).
    - b) This exemption will be applicable ONLY to investments by individuals (including NRIs but not PIOs) and Minors. HUFs and other categories will not be eligible for Micro SIPs.
    - c) The exemption is applicable to joint holders also.
  2. Procedure:
    - a) Micro SIP will be handled by the Registrars of the Scheme.
    - b) Investors (including joint holders) will submit a photocopy of any one of the documents identified in Para 3 along with Micro SIP applications.
    - c) Supporting document must be current and valid.
    - d) Supporting document copy shall be self attested by the investor / attested by the ARN holder mentioning the ARN number.
    - e) While making subsequent Micro SIP applications investor can quote the existing folio number where a Micro SIP has been registered and therefore need not resubmit the supporting document.
  3. Any one of the following PHOTO IDENTIFICATION documents can be submitted along with Micro SIP applications as proof of identification in lieu of PAN.
    - a. Voter Identity Card
    - b. Driving License
    - c. Government / Defense identification card
    - d. Passport
    - e. Photo Ration Card
    - f. Photo Debit Card (Credit card is not allowed).
    - g. Employee ID cards issued by companies registered with Registrar of Companies (database available in the following link of Ministry of Company affairs <http://www.mca.gov.in>)
    - h. Photo Identification issued by Bank Managers of Scheduled Commercial Banks / Gazetted Officer / Elected Representatives to the Legislative Assembly / Parliament
    - i. ID card issued to employees of Scheduled Commercial/ State/ District Co-operative Banks.
    - j. Senior Citizen / Freedom Fighter ID card issued by Government.
    - k. Cards issued by Universities / deemed Universities or institutes under statutes like ICAI, ICWA, ICSI.
    - l. Permanent Retirement Account No (PRAN) card issued to New Pension System (NPS) subscribers by CRA (NSDL).
    - m. Any other photo ID card issued by Central Government / State Governments / Municipal authorities/ Government organizations like ESIC / EPFO.
  4.
    - a) A Micro SIP application will be rejected where it is found that the registration of the application will result in the aggregate of Micro SIP installments in a financial year exceeding Rs 50,000 or where there are deficiencies in supporting documents.
    - b) Rejected application will be sent back to the investor with a deficiency memo.
    - c) In case the first Micro SIP installment is processed (as the cheque may be banked), and the application is found to be defective, the Micro SIP registration will be ceased for future installments. No refunds to be made for the units already allotted. Investor will be sent a communication to this effect. However, redemptions shall be allowed.

### SIP/Micro SIP by Cheque/s

1. The disbursement of cheques could be as under :

	Monthly Option	Quarterly Option
New investor	1 Cheque of initial investment + 5 Cheques (Min)	1 Cheque of initial investment + 3 Cheques
Existing unit holder	6 Cheques (Min)	4 Cheques

**Note :** If a unit holder desires to submit 12 cheques under the monthly option, the same will be accepted.

2. All Cheques must be dated 1st, 7th, 15th or 25th of the month. All installment cheques under MSIP & QSIP should be of uniform amount. For example: If an investor enrolls under MSIP say under UTI Mastershare for the period Aug 2009 to Jul 2010, the first cheque can be of any amount drawn on any date of Aug 2009. The remaining cheques should be of uniform date (1st / 7th / 15th / 25th) and of uniform amount i.e. Rs. 2000/-. Similarly for quarterly option the first cheque could be of any amount and of any date of Aug 2009 and subsequent cheques should be of uniform date and amount.
3. Investors are required to send all post dated cheques at one go and not in a staggered manner.
4. Please draw your cheques in the name of the Scheme/Plan in which the amount is invested.
5. Returned Cheques, if any, may not be presented again.

### SIP/Micro SIP by Auto Debit

1. The Auto Debit Facility is available as under:

**Direct Debit :** The Direct Debit Facility is available only with the banks with which UTI AMC or its service provider has tied up for Direct Debit. (At Present with HDFC Bank, AXIS Bank Ltd., ICICI Bank, Kotak Mahindra Bank, IDBI Bank, Indus Ind Bank Ltd., Punjab National Bank, Bank of India, Bank of Baroda and State Bank of India, subject to Account length specifications prescribed by the banks).

**ECS Debit :** Currently SIP payment through Electronic Clearing Service (Debit Clearing) of the Reserve Bank of India (RBI) is offered only to the investors having bank account in select cities mentioned below:

Agra, Ahmedabad, Allahabad, Amritsar, Asansol, Aurangabad, Bangalore, Bardhaman, Baroda, Belgaum, Bhillwara, Bhopal, Bhubaneswar, Bijapur, Calicut, Chandigarh, Chennai, Cochin, Coimbatore, Cuttack, Davangere, Dehradun, Delhi, Dhanbad, Durgapur, Erode, Gadag, Goa, Gorakhpur, Guwahati, Gwalior, Haldia, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kakinada, Kanpur, Kolhapur, Kolkata, Lucknow, Ludhiana, Mandya, Madurai, Mangalore, Mumbai, Mysore, Nagpur, Nasik, Nellore, Patna, Pondicherry, Pune, Raipur, Rajkot, Ranchi, Salem, Shimla, Shimoga, Sholapur, Siliguri, Surat, Thirupur, Tirupati, Trichur, Trichy, Trivandrum, Tumkur, Udaipur, Udipi, Varanasi, Vijaywada and Vizag.

- (a) The cities in the list may be modified/updated/changed/removed at any time in future entirely at the discretion of UTI Mutual Fund without assigning any reasons or prior notice.
- (b) If any city is removed, SIP/Micro SIP instructions for investors in such cities via ECS (debit) route will be discontinued without prior notice.
- (c) The Investor's bank branch should participate in Electronic Clearing Service (Debit Clearing) of RBI.
- (d) It is mandatory to submit the copy of cancelled cheque leaf (issued by the bank branch mentioned overleaf) along with the Auto Debit (ECS Debit) Form.
2. The investor's bank particulars in the scheme Application Form and the bank particulars in Auto Debit Form should be one and the same.



### ACKNOWLEDGEMENT SLIP

(To be filled in by the Unit holder/Investor)

UTI Mutual Fund, UTI Tower, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051.

Received from Mr./Ms./Mrs. \_\_\_\_\_  
 'SIP/Micro SIP' Application for  
 Scheme/Plan/Option \_\_\_\_\_  
 Folio No./Investor Id/Application No. \_\_\_\_\_  
 Date \_\_\_\_\_

#### Payment Mechanism

(Please tick any one box)

Cheque

Auto Debit

**Note:** All purchases are subject to realisation of Cheques.

Stamp of UTI AMC Offices alongwith  
receiving Officials' Signature

## SIP/Micro SIP Load Structure

1	UTI-Balanced Fund	15	UTI-Pharma & Healthcare Fund	27	UTI-Floating Rate Fund (Short Term Plan – Growth Option)
2	UTI-Banking Sector Fund (Regular Plan only)	16	UTI-Services Industries Fund	28	UTI-Gilt Advantage Fund
3	UTI-Contra Fund	17	UTI-Top 100 Fund	29	UTI-G-Sec Investment Plan
4	UTI-Dividend Yield Fund	18	UTI-Transportation & Logistics Fund	30	UTI-Bond Fund
5	UTI-Energy Fund	19	UTI-Variable Investment Scheme-Index Linked Plan	31	UTI-G-Sec Short Term Plan
6	UTI-Equity Fund	20	UTI-Wealth Builder Fund – Series II (Retail Plan only)	32	UTI-Liquid Fund Cash Plan – Regular – Growth Option
7	UTI-Infrastructure Fund	21	UTI-MIS Advantage Plan	33	UTI-Money Market Fund – Growth Option
8	UTI-Leadership Equity Fund	22	UTI-Monthly Income Scheme	34	UTI-Short Term Income Fund
9	UTI-Master Plus Unit Scheme	23	UTI-Children's Career Balanced Plan	35	UTI-Treasury Advantage Fund (Growth Plan)
10	UTI-Master Value Fund	24	UTI-CCP Advantage Fund	36	UTI-Master Index Fund
11	UTI-Mastershare Unit Scheme	25	UTI-Mahila Unit Scheme	37	UTI-Nifty Index Fund
12	UTI-Mid Cap Fund	26	UTI-Equity Tax Savings Plan	38	UTI-Retirement Benefit Pension Fund
13	UTI-MNC Fund				
14	UTI-Opportunities Fund				

**In terms of SEBI circular no. SEBI/IMD/CIR No.4/ 168230/09 dated June 30, 2009, no entry load will be charged by the Schemes to the investor effective August 1, 2009. Upfront commission shall be paid directly by the investor to the AMFI registered Distributors based on the investors' assessment of various factors including the service rendered by the distributor.**

1. The Exit Load for application under the Schemes mentioned at Serial No. "1" to "22" is as under

Period of Holding	Exit Load (as % of NAV)
Less than 1 Year	1%
Greater than or equal to 1 Year	Nil

2. The Exit Load for application under the Scheme mentioned at Serial No. "23" is as under

Period of Holding	Exit Load (as % of NAV)
Less than 2 Years	3%
Greater than or equal to 2 Years & less than 4 Years	2%
Greater than or equal to 4 Years & less than 5 Years	1%
Greater than or equal to 5 Years	Nil

3. The Exit Load for application under the Scheme mentioned at Serial No. "24" is as under

Period of Holding	Exit Load (as % of NAV)
Less than 1 Year	4%
Greater Than or equal to 1 Year & less than 3 Years	3%
Greater than or equal to 3 Years & Less than 5 Years	1%
Greater than or equal to 5 Years	Nil

4. The Exit Load for application under the Scheme mentioned at Serial No. "25" is as under

Period of Holding	Exit Load (as % of NAV)
Less than 1 Year	0.75%
Greater than or equal to 1 Year	Nil

5. The Exit Load for application under the Scheme mentioned at Serial No "26" is as under

Exit Load (As % of NAV)#
Nil

# Lock-in-period of 3 years for each investment

6. The Exit Load for application under the Scheme mentioned at Serial No "27" is as under

Exit Load (As % of NAV)
0.75% if the investment is redeemed on or before 3 days from the date of acceptance.

7. The Exit Load for application under the Scheme mentioned at Serial No "28" is as under

Exit Load (As % of NAV)
Growth Plan and Dividend Plan - Nil

1% is applicable under the PF Plan of UTI-GAF only if redeemed within a period of 365 days from the date of investment. However, no exit load would be levied in case of redemption under the PDAR and PAAR options, which are reinvested into the same plan under reinvestment facility.

8. The Exit Load for application under the Scheme mentioned at Serial No "29 to 35" is as under

Exit Load (As % of NAV)
Nil

9. The Exit Load for application under the Schemes mentioned at Serial No "36 to 37" is as under

Exit Load (As % of NAV)
< 15 days – 1%
>= 15 days - Nil

10. The Exit Load for application under the Scheme mentioned at Serial No. "38" is as under

Period of Holding	Exit Load (as % of NAV)
Less than 1 Year	5%
Greater than or equal to 1 Year & less than 3 Years	3%
Greater than or equal to 3 Years	1%
Redemption at maturity (i.e. 58 years of age) or after 5 years from the date of investment whichever is later	Nil

**Note:** No entry load shall be charged for direct applications received by the Asset Management Company (AMC) i.e. applications received through internet, submitted to AMC or collection centre that are not routed through any distributor/agent/broker. No entry load shall also be charged for additional purchases done directly by the investor under the same folio and switch-in to a scheme from other schemes if such a transaction is done directly by the investor.

Wherever the ARN/Code of a broker/IFA/sub-broker/distributor given in the application form has to be struck off, it has to be counter signed by the first applicant. In case the first applicant does not counter sign it then application will not be treated as a direct application.

For direct applications, the area for providing ARN/ Code of a broker/IFA/sub-broker/distributor should not be left blank. It should be marked "Direct" or "Not Applicable".

No entry and exit load will be charged on Bonus Units issued and on units allotted on Reinvestment of Dividend.

All Official Points of Acceptance are available on the website of UTI Mutual Fund [www.utimf.com](http://www.utimf.com).