

# Sundaram Top 100-Series-IV


A Closed-End Equity Scheme  
which shall invest in eligible securities as per **Rajiv Gandhi Equity Savings Scheme, 2012**


This product is suitable for investors who are seeking\*


- Long term capital growth.
- Investment in equity/equity-related instruments of companies specified as eligible securities under RGESS.
- High Risk  **Brown**

\*Investors should consult their financial advisers if in doubt about whether the product is suitable for them.

Note: Risk may be represented as:

 (BLUE) investors understand that their principal will be at low risk

 (YELLOW) investors understand that their principal will be at medium risk

 (BROWN) investors understand that their principal will be at high risk

Offer of units at Rs 10 during the new fund offer period.

**New Fund Offer opens: 18/12/2014**

**New Fund Offer closes: 16/01/2015**

## Application Form & KIM

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**Offer at Rs 10 per unit during the New Fund Offer Period**  
**• New Fund Offer opens on: 18/12/2014 • New Fund Offer closes on: 16/01/2015**

This Key Information Memorandum sets forth the information that a prospective investor ought to know before investing. For further details of the Scheme / mutual fund, detailed risk factors, rights of and services for investors, due diligence certificate of Sundaram Asset Management, key personnel, penalties & pending litigations, and associate transactions, to name a few, investors must, refer to the Statement of Additional Information/Scheme Information Document available free of cost at offices of Sundaram Asset Management, Investor Service Centres, distributors and at [www.sundarammutual.com](http://www.sundarammutual.com). The Scheme particulars have been prepared in accordance with the Securities and Exchange Board of India (Mutual Funds) Regulations, 1996, as amended till date, and filed with the Securities and Exchange Board of India (SEBI). The units being offered for public subscription have neither been approved or disapproved by SEBI, nor has SEBI certified the accuracy or adequacy of this KIM. This KIM is dated 04/12/2014. Please read the relevant SEBI-mandated documents carefully before investing. By filling and signing this application form, applicants are deemed to have understood and accepted the terms of the offer.

<b>Name of the Scheme</b>	<b>Sundaram Top 100-Series-IV</b>			
<b>Fund Type</b>	A close ended equity scheme which shall invest in eligible securities as per Rajiv Gandhi Equity Savings Scheme, 2012 as amended from time to time. The Scheme is in compliance with the provisions of RGESS guidelines notified by Ministry of Finance vide notification no. 51/2012 F. No. 142/35/2012-TPL dated November 23, 2012.			
<b>Investment Objective</b>	To generate capital appreciation from a portfolio that is substantially constituted of equity securities specified as eligible securities for Rajiv Gandhi Equity Savings Scheme, 2012. The Scheme may also invest a certain portion of its corpus in cash & cash equivalent and money market instruments from time to time. There is no assurance that the investment objective of the Scheme will be realized.			
<b>Maturity Period</b>	Maturity period is reckoned 3 years from the date of allotment. If the maturity date is not a business day, the subsequent business day shall be considered as the maturity day for the scheme.			
<b>Asset Allocation Pattern</b>	<b>Asset Class</b>	<b>Minimum Allocation</b>	<b>Maximum Allocation</b>	<b>Risk Profile</b>
	Equity securities specified as eligible securities for RGESS	95%	100%	Medium-High
	Cash & Cash Equivalents and Money Market Instruments*	0%	5%	Low to Medium
	<p>*Investment made in money market instruments shall have residual maturity of upto 91 days.</p> <p>The Scheme will not invest in ADR/GDR/foreign securities/ derivatives/secured debt. The scheme shall not engage in securities lending and short selling. The scheme shall not invest in repo in corporate bond. The Investment Manager may choose to invest the money largely in cash equivalents viz. overnight investment in CBLO, reverse repo, money market instruments or to keep it as cash to facilitate smooth completion of redemption of units at the time of maturity of the Scheme. The corpus of the scheme shall be completely invested in accordance with asset allocation and investment pattern of the scheme within 5 business days from the closure of NFO. Subject to the Regulations, the asset allocation pattern indicated above may change from time to time, keeping in view market conditions, market opportunities, and political and economic factors and the perception of Fund Manager. Such deviations shall normally be for a short-term purpose only, for defensive considerations and the intention being at all times to protect the interests of the Unit Holders. The Scheme shall invest in the Eligible Securities of RGESS and shall invest in cash &amp; cash equivalents and money market instruments to meet the liquidity requirements for honouring redemptions (at the time of maturity)/ expenses. Hence, in view of the nature of the Scheme, the asset allocation pattern as indicated above may not change, except in line with the changes made in SEBI (MF) Regulations, or changes in the list of Eligible Securities under RGESS from time to time or due to corporate actions under such invested securities whether voluntary corporate actions such as receipt of any rights, buy-back etc, or involuntary corporate actions such as receipt of bonuses or benefits in the nature of capital or of any schemes of arrangement or for amalgamation, reconstruction or exchange, or buy-back due to court intervention etc. or other reasons outside the control of the Fund. In the event of the asset allocation falling outside the limits specified in the asset allocation table due to any of the aforesaid events, the Fund Manager shall rebalance the same within 7 days.</p> <p>In case of corporate actions carried out by the companies in which the scheme invests, (for ex: demerger of companies, amalgamation, scheme of arrangement, etc.) the fund manager shall rebalance the portfolio of the scheme (in the event corporate action results in investment by the scheme into non RGESS eligible securities) to make it RGESS compliant within thirty days of the corporate action becoming effective.</p> <p>The Scheme shall commence investment only on completion of the New Fund Offer period.</p>			
<b>Investment Strategy</b>	<p>The scheme shall follow a passive investment strategy for the fixed income component of the Scheme. The investment will be in eligible equity securities under RGESS and shall be based on a thorough research of the general macroeconomic condition, political and fiscal environment, systemic liquidity, inflationary expectations, corporate performance and other economic considerations. The Investment Manager will keep in mind the Investment Objective of the Scheme and the applicable Regulations.</p> <p>Performance difference between Sundaram Top 100 and the CNX 100 may arise as a result of several factors including:</p> <ul style="list-style-type: none"> <li>• Any delay experienced in the purchase or sale of shares due to illiquidity of the market, settlement and realisation of sales proceeds and in receiving cash and stock dividends resulting in further delays in reinvesting them.</li> <li>• Any costs associated with the establishment and running of the scheme including costs on transactions relating to investment, recomposition and other operating cost.</li> <li>• The CNX 100 reflect the prices of shares at close of business hours. However, the scheme may be able to buy or sell shares at different points of time during the trading session at the then prevailing prices, which may not correspond to the closing prices.</li> <li>• Significant changes in the composition of the CNX 100 may involve inclusion of new securities in the indices in which event while the scheme will endeavour to balance its portfolio it may take some time to precisely mirror the indices.</li> <li>• The holding of a cash position and accrued dividend prior to distribution and accrued expenses.</li> <li>• Dis-investments to meet exits of investors, recurring expenses, etc. as elsewhere indicated in this Scheme Information Document.</li> </ul> <p><b>Equity Portfolio</b></p> <p>The Investment Manager will be adopting a combination of top-down approach and bottom-up stock selection, which will encompass an evaluation of key economic trends, the analysis of various sectors in the economy leading to an outlook on their future prospects, and a diligent study of various investment opportunities within the favoured sectors.</p> <p>The corpus of the Scheme will be primarily invested in equity of the companies as mentioned in the investment universe specified for RGESS. The fund manager would primarily focus on long term growth for identifying stocks. The objective would be to identify business with superior growth prospects and strong management available at reasonable valuation and offering higher risk adjusted returns. The Scheme would follow blend of bottom up approach (for stock selection) and top down approach (for sector allocation). The decision to sell would be based on price reaching its fair value or availability of alternative investment opportunity offering higher risk adjusted returns or anticipated price appreciation no longer possible due to change in business fundamental.</p>			

	In talking decisions, the Investment Manager will keep in mind the Investment Objective of the Scheme and the applicable Regulations.
<b>Risk Profile</b>	Mutual Fund Units involve investment risks including the possible loss of principal. Please read the Statement of Additional Information and Scheme Information Document carefully for details on risk factors before investment.
<b>Risk Mitigation</b>	<p>The risk of concentration in the portfolio shall be mitigated by having internal fund management guidelines that provide for single-stock – subject to the SEBI prescribed limit of 10% - and sector exposure limits. The adherence shall be monitored by the Risk Management team that reports to the Managing Director of Sundaram Asset Management. Deviation if any, from the limit will have to be approved by the Managing Director subject to ratification by the fund manager and will also, if required, be brought to the notice of the Risk Management Committee at the board level.</p> <p>An independent risk management team is in place to oversee and monitor portfolio risk on a day-to-day basis. Internal risk control guidelines are in place and the portfolio contours are tracked on a daily basis to ensure adherence. Any deviation is brought to the notice of the Managing Director and the fund manager for corrective action. Follow up actions are made to ensure that the deviation is corrected within the time period prescribed in internal risk control guidelines. Adherence to limits from SEBI Regulations as well as stipulations in the Scheme Information Document is monitored by the compliance team.</p> <p><b>Committee monitoring risk management:</b> The Board of Sundaram Asset Management has constituted a Committee comprising Managing Director &amp; Two Independent Directors to monitor risk management. The Deputy CEO, Heads of Equity and Fixed Income and the Risk Officer are the permanent invitees to the Committee. The Compliance Officer shall act as the Secretary to the Committee. The Committee will review the risk guidelines with respect to equity and fixed income funds, check deviations from set limits of investments, set/modify the limits of counter party exposure, review exceptions and overrides and suggest improvements to the framework/formats.</p> <p><b>Role of the Committee:</b> The Risk Committee will approve the:</p> <ul style="list-style-type: none"> <li>• Guidelines in the Universe of securities</li> <li>• Global Issuer limits (including limit per maturity)</li> <li>• Counterparty limits</li> <li>• Revised existing issuer and counterparty limits</li> <li>• Limits applicable to each fund such as Credit Diversification ratio, Duration Limit, WAM Limit, Maximum Maturity Limit, Liquidity Risk Limits, Valuation Risk Limits, Risk Grade Limits etc.</li> </ul> <p><b>Risk Guidelines:</b> Sundaram Asset Management has internal investment norms and risk guidelines for equity and debt investments. Also fund specific guidelines are in place.</p> <p><b>Risk Control:</b> Risk control is customized by product according to the level of risk the fund can expose investors to, as specified in the investment mandate.</p>
<b>Plans and Options</b>	<p><b>Plans:</b> Regular Plan and Direct Plan <b>Options:</b> Growth &amp; Dividend Payout. If no option is indicated, the default option will be Growth. If neither the plan nor the ARN code is mentioned in the application form, the default plan shall be Direct Plan</p> <p>All plans and options available for offer under the scheme will have the same portfolio</p> <p>Direct Plan is only for investors who purchase /subscribe Units into the Scheme directly with the Fund and is not available for investors who route their investments through a Distributor.</p> <p>All categories of investors (whether existing or new Unitholders) as permitted to invest in this scheme are eligible to subscribe under Direct Plan. Investments under Direct Plan can be made through various modes offered by the Fund for investing directly with the Fund (except Stock Exchange Platform(s) and all other Platform(s) where investors' applications for subscription of units are routed through Distributors).</p> <p>The expense ratio of Direct Plan shall be lower than that of the Regular Plan as it shall exclude distribution expenses, commission, etc. No commission for distribution of Units will be paid / charged under Direct Plan. The direct plan will also have a separate NAV. Investors wishing to subscribe under Direct Plan of a Scheme will have to indicate "Direct Plan" against the Scheme name in the application form.</p> <p>In the following cases, the applications shall be processed under the Direct Plan:</p> <ol style="list-style-type: none"> <li>1. Distributor code is mentioned in the application form, but "Direct Plan" is indicated against the Scheme name</li> <li>2. Where application is received for Regular Plan without Distributor code or the word "Direct" if mentioned in the ARN column.</li> <li>3. Neither the plan nor the distributor code is mentioned in the application form</li> </ol> <p>In the following cases, the applications shall be processed under the Regular Plan:</p> <ol style="list-style-type: none"> <li>1. The application form contains the distributor code but does not indicate the plan.</li> <li>2. Where application is received for Regular Plan with Distributor code.</li> </ol>
<b>Minimum Application Amount</b>	For both Regular and Direct Plan: Rs. 5,000/- and multiples of Re. 10/-.
<b>Listing</b>	<p>The Mutual Fund/Investment Manager will list the units of the scheme on the capital market segment of NSE within five business days from the date of allotment. NSE has vide its letter noNSE/LIST/229966-9 dated February 10, 2014 provided in-principle approval for listing the units of the scheme. In addition to NSE, the units may be listed in other exchanges also.</p> <p><b>Provisions with respect to listing of the scheme:</b></p> <p><b>Mode of allotment:</b> Applicants under the Scheme will have an option to hold the units either in physical form (i.e. account statement) or in dematerialized form.</p> <p><b>Dematerialization:</b> The Applicants intending to hold the Units in dematerialized mode will be required to have a beneficiary account with a Depository Participant of the NSDL/CDSL and will be required to mention in the application form DP's Name, DP ID No. and Beneficiary Account No. with the DP at the time of purchasing Units during the NFO of the respective Option(s). <b>Investors are requested to note that for availing tax deduction under Sundaram Top 100, they shall be required to purchase/ subscribe as well as hold the Units under DEMAT mode only.</b></p> <p><b>Investors opting to hold units in physical mode and who convert physical units into DEMAT at a later point of time will not be eligible for claiming tax deduction under Sundaram Top 100.</b></p> <p><b>Rounding of Units:</b> Stock exchanges may not allow trading of fractional units.</p> <p><b>Transaction Cost:</b> Though, there will be no entry / exit load for buying / selling the units from / to the secondary market, the investors will have to bear the other costs related to transacting in the secondary market e.g. Brokerage, Service Tax etc.</p> <p><b>Book Closure:</b> If any dividend is declared by the scheme (under the dividend option) then there shall be a book-closure for the scheme to identify the eligible investors to receive the dividend amount and in such case there will be no trading of the units of the scheme on the stock exchange during the book-closure period. Such book -closure, if any, shall be in line with the listing agreement of the stock exchange.</p>
<b>Redemption &amp; switch-out on an ongoing basis to other Scheme of Sundaram Mutual Fund</b>	Being a Closed End Scheme, there will be no allotment or redemption or switches on an ongoing basis.

<b>Liquidity</b>	<p>Being a Closed end scheme the Fund will not buy the units back till the maturity of the scheme. The units of the Scheme will be listed on the NSE within five business days from the date of allotment and will be subject to terms and conditions of the exchange. Investors who want to sell their units in demat form in the Scheme can do so on the NSE, subject to the applicable lock-in period under RGESS and availability of liquidity. NSE has given its in – principle approval for listing the units of the scheme on its exchange vide its letter no. NSE/LIST/229966-9 dated February 10, 2014</p> <p>Switch-In can be done only during NFO period.</p> <p>On the Maturity Date (which will be three years from the date of Allotment), the Units of the Scheme will be redeemed/switched out at the Applicable NAV. (If the maturity date is not a Business Day, the subsequent Business Day shall be considered as the maturity date for the Scheme). This shall be subject to SEBI Regulations / Guidelines and without any further reference to the Mutual Fund / Investment Manager / Unit holders.</p> <p>In addition to NSE, the units may be listed in other exchanges also. The Investment Manager/ Trustee will initiate the delisting procedure at least 30 days prior to the date of maturity of the scheme. The Unitholders will not able to trade in stock exchange once the schemes are delisted.</p>
<b>Additional Mode of Payment during NFO</b>	<p>Investors may apply for the Schemes through <b>Applications Supported By Blocked Amount (ASBA)</b> process during the NFO period by filling in the ASBA form and submit the same to their respective banks, which in turn will block the subscription amount in the said amount as per the authority contained in ASBA form, and undertake other tasks as per the procedure specified therein. For applicants applying through ASBA, on allotment, the amount will be unblocked in their respective bank accounts and account will be debited only to the extent required to pay for allotment of Units applied in the application form. For complete details and ASBA process refer to Statement of Additional Information (SAI) available on our website <a href="http://www.sundarammutual.com">www.sundarammutual.com</a></p>
<b>Registration of Bank Account</b>	<p>The Unitholders may choose to receive the redemption/dividend proceeds in any of the bank accounts, the details of which are registered with the AMC by specifying the necessary details in the "Bank Accounts Registration form" which will be available at our office/Sundaram BNP Paribas Fund Services Ltd and on the website of <a href="http://www.sundarammutual.com">www.sundarammutual.com</a>. Individuals, HUFs, Sole proprietor firms can register up to five bank accounts and other investors can register up to ten bank accounts in a folio. The unitholder can choose anyone of the registered bank accounts as default bank account. In case the investor fails to mention any preference, then by default the first number indicated in the list shall be the preferred account number.</p> <p>If unit holder(s) provide a new and unregistered bank mandate or a change of bank mandate request with a specific redemption proceeds (with or without necessary supporting documents), such bank account may not be considered for payment of redemption proceeds, or the Fund may withhold the payment for up to 10 calendar days to ensure validation of new bank mandate mentioned.</p> <p>Valid change of bank mandate requests with supporting documents will be processed within ten business days of necessary documents reaching the head office of the RTA and any financial transaction request received in the interim will be carried based on previous details only. For more details please refer our website <a href="http://www.sundarammutual.com">www.sundarammutual.com</a>. For any queries and clarifications that you may have, please get in touch with us at our office or call our Toll Free 1800 103 7237 (India) +91 44 49057300 (NRI).</p>
<b>Applicable NAV(after the scheme opens for repurchase and sale)</b>	<p>Being a Closed End Scheme, there will be no allotment or redemption or switches on an ongoing basis.</p>
<b>Special products / facilities available during the NFO</b>	<ul style="list-style-type: none"> <li>• Investors may apply for the Units of the Schemes through Applications Supported by Blocked Amount (ASBA) process by filling in the ASBA form and submitting the same to their respective banks.</li> <li>• DD charges shall be borne by Investment Manager as per prevailing SBI charges provided there is no office of the Investment Manager/Collecting centers in that place</li> <li>• Switch from any existing Equity/Debt/Liquid Schemes of Sundaram Mutual into the Units of the Scheme during the NFO Period can be done during the NFO Period. For details the Investor Service Centres can be contacted.</li> <li>• An investor may purchase the units in different options available for subscription under Regular Plan of the Scheme through NSE MFSS &amp; BSE StAR Platform (Stock Exchange infrastructure) only during the NFO period. Switching of Units is not permitted under this facility. Investors may hold the Units in physical or dematerialized form. MFSS and StAR are electronic platforms introduced by NSE and BSE respectively for transacting in units of Mutual Funds. The electronic platforms will be available on all business days of the Capital Market segment. The platforms will be available for Participants between 9 a.m. until 3 p.m. The eligible AMFI certified stock exchange brokers will be considered as Official Points of Acceptance (OPA) of Sundaram Mutual Fund. Investors are requested to note that the facility for transacting in mutual fund schemes through stock exchange infrastructure is available subject to such limits, operating guidelines, terms and conditions as may be prescribed by the respective stock exchange(s) and guidelines issued by SEBI from time to time. The Trustees of Sundaram Mutual reserves the right to offer the facility or change/modify the features of this facility at a later date.</li> </ul>
<b>Despatch of Redemption Proceeds</b>	<p>On maturity the redemption proceeds will be mailed to the investors within 10 working days.</p>
<b>Dividend Policy</b>	<p>The Trustee Company reserves the right to distribute dividend subject to availability of distributable surplus. Dividend is declared on the face value of Rs 10 per unit. After declaration and payment of dividend, the ex-dividend NAV will decline to the extent of the dividend payment. The details of the Record Date for any Dividend that may be declared will be notified through the Stock Exchange where the Units are listed/ designated investor service centers/ newspapers. Please read the Scheme Information Document for further details</p>
<b>Name of the Fund Managers</b>	<p>Venkatesan J. The Trustee reserves the right to change the Fund Managers.</p>
<b>Benchmark</b>	<p><b>CNX 100.</b> The Trustee reserves the right to change the benchmark.</p>
<b>Name of the Trustee Company</b>	<p>Sundaram Trustee Company Ltd</p>
<b>Load Structure</b>	<p><b>Entry Load:</b> Nil <b>Exit Load:</b> Not applicable.</p> <p>Please note that buying and selling the units of the scheme on the stock exchange is based on market price. However, investors will have to bear the cost of brokerage and applicable taxes on the brokerage and other relevant charges as applicable for transacting on secondary market.</p>
<b>Transaction Charge to Distributors</b>	<p>In addition to the existing upfront commission payable to the distributor, the distributor would be allowed to charge the Investor a Transaction Charge (@ Rs150 for a New Investor and @Rs100 for an existing Investor)where the amount of investment is Rs. 10,000 and above on a per subscription basis. The Transaction Charge will be deducted by the AMC from the amount remitted and paid to the Distributor. The balance amount will be invested in the scheme. The Transaction charge will not apply to direct Investments. For more details, please refer to the section 'Your guide to fill the application form'.</p> <p>The distributors can opt-in / opt-out of levying transaction charges based on 'type of the Product/Scheme' instead of 'for all Schemes'. Accordingly, the transaction charges would be deducted from the subscription amounts, as applicable.</p> <p>However, the distributor shall not be able to opt-in or opt-out at the investor-level i.e. a distributor shall not charge one investor and choose not to charge another investor.</p>



<b>Initial Issue Expenses</b>	Initial issue expenses shall be borne by the Investment Manager/AMC and not by the scheme of mutual fund.																																						
<b>Performance</b>	Being a new Scheme it does not have any performance track record.																																						
<b>Recurring Expenses</b>	<p>1. The total annual recurring expenses of the Scheme, excluding deferred revenue expenditure written off, issue or redemption expenses, but including the investment management and advisory fee that can be charged to the scheme shall be within the limits specified in Regulation 52 of SEBI (Mutual Funds) Regulations. The expenses chargeable to the scheme shall include investment management &amp; advisory fee, Trustee fee, custodian fee, Registrar and Transfer Agent fee, Audit fee, Marketing and Selling expenses and other expenses (including listing fee). as listed in the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Expense Head</th> <th style="text-align: right;">% of daily Net Assets</th> </tr> </thead> <tbody> <tr> <td>Investment Management and Advisory Fees</td> <td></td> </tr> <tr> <td>Trustee fee</td> <td></td> </tr> <tr> <td>Audit fees</td> <td></td> </tr> <tr> <td>Custodian fees</td> <td></td> </tr> <tr> <td>RTA Fees</td> <td></td> </tr> <tr> <td>Marketing &amp; Selling expense incl. agent commission</td> <td></td> </tr> <tr> <td>Cost related to investor communications</td> <td></td> </tr> <tr> <td>Cost of fund transfer from location to location</td> <td></td> </tr> <tr> <td>Cost of providing account statements and dividend redemption cheques and warrants</td> <td></td> </tr> <tr> <td>Costs of statutory Advertisements</td> <td></td> </tr> <tr> <td>Cost towards investor education &amp; awareness (at least 2 bps)</td> <td></td> </tr> <tr> <td>Brokerage &amp; transaction cost over and above 12 bps for cash market trades.</td> <td></td> </tr> <tr> <td>Service tax on expenses other than investment and advisory fees</td> <td></td> </tr> <tr> <td>Service tax on brokerage and transaction cost</td> <td></td> </tr> <tr> <td>Other expenses</td> <td></td> </tr> <tr> <td><b>Maximum total expense ratio (TER) permissible under Regulation 52 (4) and (6) (c)</b></td> <td style="text-align: right;"><b>Upto 2.50%</b></td> </tr> <tr> <td>Additional expenses under regulation 52 (6A) (c)</td> <td style="text-align: right;">Upto 0.20%</td> </tr> <tr> <td>Additional expenses for gross new inflows from specified cities under regulation 52 (6A) (b)</td> <td style="text-align: right;">Upto 0.30%</td> </tr> </tbody> </table> <p>The maximum total expense ratio (TER) permissible under Regulation 52 (4) and (6) (c) that can be charged to the scheme as a percentage of daily net assets shall be as follows:  First Rs 100 crore: 2.50%  Next Rs 300 crore: 2.25%  Next Rs 300 crore: 2.00%  On assets in excess of Rs 700 crore: 1.75%</p> <p>As per <b>Regulation 52(6A)(b)</b>, the an additional expense upto 0.30% (30 basis points) on the daily net assets shall be charged to the scheme if new inflows into the scheme from beyond top 15 cities as specified by SEBI, from time to time, are at least:</p> <p>(i) 30% of the gross new inflows in the scheme (or)  (ii) 15% of the average assets under management (year to date) of the scheme, whichever is higher.</p> <p>In case the inflows from such cities is less than the higher of (a) or (b) above, expenses shall be charged to the scheme on a proportionate basis as prescribed in the SEBI circular dated September 13, 2012.</p> <p>The amount so charged shall be utilised for distribution expenses incurred for bringing inflows from such cities. However, the amount incurred as expense on account of inflows from such cities shall be credited back to the Scheme(s) in case the said inflows are redeemed within a period of one year from the date of investment.</p> <p>Top 15 cities shall mean top 15 cities based on Association of Mutual Funds in India (AMFI) data on 'AUM by Geography - Consolidated Data for Mutual Fund Industry' as at the end of the previous financial year.</p> <p>Distribution expenses will not be charged in Direct Plan and no commission shall be paid from Direct Plan. The total expense ratio of Direct Plan shall be lower by atleast 12.5% vis-a-vis the Regular Plan. i.e., If the expenses of Regular Plan are 100 bps, the expenses of Direct Plan shall not exceed 87.5 bps.</p> <p>Sundaram Asset Management reserves the right to charge different heads of expenses, both inter-se or in total, within the overall limits as specified in the table above.</p> <p>2. Brokerage and transaction costs which are incurred for execution of trades and included in the cost of investment shall be charged to the Scheme(s) in addition to the total expense limits prescribed under Regulation 52 of the SEBI (Mutual Funds) Regulations. These expenses shall not exceed 0.12% of the value of trades in case of cash market transactions. Payment towards brokerage and transaction cost in excess of 0.12% for cash market transactions shall be charged to the scheme within the maximum limits prescribed under regulation 52 of the SEBI (Mutual Funds) Regulations, 1996. Any expenditure (including brokerage and transaction cost, if any) in excess of the prescribed maximum limit shall be borne by the Investment Manager or by the Trustee or Sponsor.</p> <p>3. The Investment Manager shall set apart at least 0.02% (2 basis points) on the daily net assets of the scheme(s) within the maximum limit of total expense ratio prescribed under Regulation 52 of SEBI (Mutual Funds) Regulations for initiatives towards investor education and awareness taken by Sundaram Mutual fund.</p> <p>4. Service Tax:</p> <ul style="list-style-type: none"> <li>- Pursuant to SEBI circular no CIR/IMD/DF/24/2012 dated November 19, 2012, Service Tax on brokerage and transaction cost paid for execution of trade, if any, shall be within the expenses limit prescribed under Regulation 52 of SEBI (Mutual Funds) Regulations.</li> <li>- Service Tax on investment management and advisory fee shall be charged to the scheme in addition to the maximum limit of total expense ratio as prescribed in Regulation 52 of SEBI (Mutual Funds) Regulations.</li> </ul>	Expense Head	% of daily Net Assets	Investment Management and Advisory Fees		Trustee fee		Audit fees		Custodian fees		RTA Fees		Marketing & Selling expense incl. agent commission		Cost related to investor communications		Cost of fund transfer from location to location		Cost of providing account statements and dividend redemption cheques and warrants		Costs of statutory Advertisements		Cost towards investor education & awareness (at least 2 bps)		Brokerage & transaction cost over and above 12 bps for cash market trades.		Service tax on expenses other than investment and advisory fees		Service tax on brokerage and transaction cost		Other expenses		<b>Maximum total expense ratio (TER) permissible under Regulation 52 (4) and (6) (c)</b>	<b>Upto 2.50%</b>	Additional expenses under regulation 52 (6A) (c)	Upto 0.20%	Additional expenses for gross new inflows from specified cities under regulation 52 (6A) (b)	Upto 0.30%
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Additional expenses under regulation 52 (6A) (c)	Upto 0.20%																																						
Additional expenses for gross new inflows from specified cities under regulation 52 (6A) (b)	Upto 0.30%																																						

- Service Tax for services other than investment management and advisory shall be charged to the scheme within the maximum limit of total expense ratio as prescribed in Regulation 52 of SEBI (Mutual Funds) Regulations.

**Any circular/clarification issued by SEBI in regard to expenses chargeable to the Scheme/Plan(s) will automatically become applicable and will be incorporated in the SID/SAI/KIM accordingly.**

<b>Tax Implications</b>	<p>This summary of tax implications is based on the current provisions of the applicable tax laws. This information is provided for general purpose only. In view of the individual nature of tax implications, investors are advised to refer the provisions of the Income-Tax Act and/or consult their investment/tax advisor with respect to the specific tax implications arising out of an investment in the scheme.</p> <ul style="list-style-type: none"> <li>• <b>Income of Sundaram Mutual Fund:</b> Exempt from tax</li> <li>• <b>Dividend distribution:</b> Tax free</li> <li>• <b>Long-term capital gains (units held for more than 12 months qualify):</b> Tax free.</li> <li>• <b>Short-term capital gains (units held for less than 12 months qualify):</b> 15%</li> <li>• <b>Securities Transaction Tax:</b> Payable at 0.001% on the value of units sold.</li> <li>• <b>Tax deduction at source:</b> Not applicable for persons resident in India; TDS applies on redemption proceeds payable to NRIs/FIIs.</li> <li>• <b>Wealth tax/Gift Tax:</b> Not payable In addition to Income tax, surcharge (on income tax) and cess (on total tax) will apply for companies and only cess will apply for others. The surcharge on income tax is payable by companies if their Total income exceeds Rs 1 crore and the rate will be 5% for Indian Companies and 2% for foreign Companies. Cess will be payable at 3% of total tax.</li> </ul> <p><b>Tax Benefit under Section 80CCG</b> As per Section 80CCG of the Income-tax Act, 1961, investments made by 'New Retail Investor' in this Scheme will qualify for a 50% deduction of the actual amount invested from the taxable income of the financial year, to the extent such deduction does not exceed twenty-five thousand rupees. The maximum investment permissible for claiming deduction in a financial year is Rs. 50,000. To be eligible for claiming the deduction, gross total income of the investor for the financial year in which the investment is made under the Scheme should be less than or equal to twelve lakh rupees.</p> <p>Deduction under section 80CCG shall be allowed in accordance with, and subject to, the provisions of this section for three consecutive assessment years, beginning with the assessment year relevant to the previous year in which the eligible securities were first acquired. For complete details on RGESS, investors are requested to read section 80CCG of the Income-tax Act, 1961 and the notification on Rajiv Gandhi Equity Savings Scheme, 2012 issued by Ministry of Finance.</p> <p>Investors should also refer to the Statement of Additional Information available at <a href="http://www.sundarammutual.com">www.sundarammutual.com</a> for more details on Mutual Fund.</p>
<b>Net Asset Value</b>	<p>NAV will be determined and published on every business day.(except in special circumstances detailed in the Statement of Additional Information/Scheme Information Document). The Investment Manager shall also publish the NAV in two daily newspapers having circulation all over India and update on Investment Manager's website (<a href="http://www.sundarammutual.com">www.sundarammutual.com</a>). The Investment Manager shall also update the NAVs on the website of Association of Mutual Funds in India – AMFI <a href="http://www.amfiindia.com">www.amfiindia.com</a>) before 9.00 p.m. every business day. In case of any delay, the reasons for such delay would be explained to AMFI and SEBI by the next day. If the NAVs are not available before commencement of working hours on the following day due to any reason, the Fund shall issue a press release providing reasons and explaining when the Fund would be able to publish the NAVs. Further transparency will be maintained through monthly disclosure of portfolio in Mutual Fund website and fact sheets.</p>
<b>For Investor Grievances please contact</b>	<p><b>Investor Relations Manager</b> <b>Rahul Mayor</b>, Head- Customer Services, Sundaram Asset Management Company Limited, Sudarshan Building Annex, II Floor, New No.27, Old No.14, Whites Road, Royapettah, Chennai- 600 014. Fax: (044) 28582200 Toll Free 1800 103 7237 (India) +91 44 49057300 (NRI) E-mail us at: <a href="mailto:customerservices@sundarammutual.com">customerservices@sundarammutual.com</a> (NRI): <a href="mailto:nriservices@sundarammutual.com">nriservices@sundarammutual.com</a></p> <p><b>Registrar</b> <b>Sundaram BNP Paribas Fund Services Limited</b>, Registration No. INR000004066, Registrar and Transfer Agents, Unit: Sundaram Mutual Fund, Central Processing Center, RR Towers II, III Floor, Thiru Vi Ka Industrial Estate, Guindy, Chennai 600 032. Toll Free 1800 103 7237 (India) +91 44 49057300 (NRI)</p>
<b>Information to unit holders</b>	<p>On acceptance of a valid application for subscription, units will be allotted and a confirmation specifying the number of units allotted by way of email and/or SMS within 15 Days from the date of closure of NFO will be sent to the Unit holder's registered e-mail address and/or mobile number.</p> <p>While allotting units in case of subscription to the scheme through switches from other schemes,</p> <ol style="list-style-type: none"> <li>a. Additional units shall be allotted to the investors for the fractional value greater than 0.5 units so that the total units are rounded off to a full unit. The amount equivalent to conversion of fractional unit to full unit shall be debited to unit premium reserve account.</li> <li>b. For the fractional value upto 0.5 units, no additional units would be allotted. The value of those units shall be credited as unit premium reserve for the benefit of the investors.</li> <li>c. The overall cost, if any, arising out of the process shall be absorbed by Sundaram Asset Management Company Limited</li> </ol> <p><b>Investors are requested to note that for availing tax deduction under Sundaram Top 100, they shall be required to purchase/ subscribe as well as hold the Units under DEMAT mode only. Investors opting to hold units in physical mode and who convert physical units into DEMAT at a later point of time will not be eligible for claiming tax deduction under Sundaram Top 100.</b> Subject to SEBI Regulations, Statement of Accounts will be sent to those unitholders whose registered email address / mobile number is not available with the Mutual Fund, unless otherwise required. Money would be refunded in respect of applications rejected, within 15 days from the closure of the NFO period. The Scheme shall be listed in the stock exchange(s) within five business days of allotment.</p> <p><b>Consolidated Account Statement:</b></p> <ol style="list-style-type: none"> <li>1) A consolidated account statement (CAS)^ for each calendar month to the Unit holder(s) in whose folio(s) transaction**(s) has/have taken place during the month shall be sent on or before 10th of the succeeding month by mail/e-mail. ^<b>Consolidated Account Statement (CAS)</b> shall contain details relating to all the transactions** carried out by the investor across all schemes of all mutual funds during the month and holding at the end of the month including transaction charges paid to the distributor, if any. **The word 'transaction' shall include purchase, redemption, switch, dividend payout, dividend reinvestment, systematic investment plan, systematic withdrawal plan, systematic transfer plan and bonus transactions.</li> <li>2) In case of a specific request received from the Unit holders, the AMC/Mutual Fund will provide the account statement to the investors within 5 Business Days from the receipt of such request.</li> <li>3) In case the mutual fund folio has more than one registered holder, the first named Unit holder shall receive the CAS/account statement.</li> </ol>

- 4) For the purpose of sending CAS, common investors across mutual funds shall be identified by their Permanent Account Number (PAN).
- 5) The CAS shall not be received by the Unit holders for the folio(s) not updated with PAN details. The Unit holders are therefore requested to ensure that the folio(s) are updated with their PAN.
- 6) Further, the CAS detailing holding across all schemes of all mutual funds at the end of every six months (i.e. September/ March), shall be sent by mail/e-mail on or before 10th day of succeeding month, to all such Unit holders in whose folios no transaction has taken place during that period. The half yearly CAS will be sent by e-mail to the Unit holders whose e-mail address is available, unless a specific request is made to receive in physical. Such Consolidated Account Statement shall reflect the latest closing balance and value of the Units prior to the date of generation of the account statement.
- 7) The statement of holding of the beneficiary account holder for units held in DEMAT will be sent by the respective DPs periodically. Any circular/clarification issued by SEBI in this regard will automatically become applicable and shall be incorporated in the SID/SAI/KIM wherever applicable.

The Investment Manager shall publish the portfolio of the scheme as of March 31 and September 30 of every year before the expiry of one month from the close of each half year. The portfolio shall be published in the SEBI-prescribed format in one national English daily newspaper and in a newspaper in the language of the region where the Head Office of the Mutual Fund is situated. The Investment Manager shall disclose the portfolio (along with ISIN) as on the last day of the month for all the schemes in its website [www.sundarammutual.com](http://www.sundarammutual.com) on or before the tenth day of the succeeding month in a user-friendly and downloadable format, preferably a spreadsheet.

Sundaram Mutual fund shall make half yearly disclosures of unaudited financial results on its website [www.sundarammutual.com](http://www.sundarammutual.com) in the prescribed format within one month from the close of each half year, i.e. on 31st March and on 30th September. The half-yearly unaudited financial results shall contain details as specified in Twelfth Schedule and such other details as are necessary for the purpose of providing a true and fair view of the operations of the mutual fund. In addition, Sundaram Mutual Fund shall publish an advertisement disclosing the hosting of such financial results in its website, in atleast one English daily newspaper having nationwide circulation and in a newspaper having wide circulation published in the language of the region where the Head Office of Sundaram mutual fund is situated.

An abridged Scheme-wise annual report shall only be e-mailed to all unit holders whose email address is available with the Mutual Fund within four months from the date of closure of the relevant accounting year; unit holders who have not provided an email address/who have requested for a physical copy shall receive a copy by post. The link of Scheme-wise annual reports or abridged summary thereof will also be prominently displayed at [www.sundarammutual.com](http://www.sundarammutual.com)

**General Risk Factors**

**Mutual Fund Investments are subject to market risks. Read all scheme related documents carefully before investing.** Copy of the Scheme Information Document, key information memorandum and application form may be obtained from the offices / investor service centres of Sundaram Asset Management, its distributors and online at [www.sundarammutual.com](http://www.sundarammutual.com). **All mutual funds and securities investments are subject to market risks, and there can be no assurance or guarantee that fund's objectives will be achieved. NAV may go up or down, depending on the factors and forces affecting the securities market.** Main types are market risk, liquidity risk, credit risk and systemic risks. At times, liquidity of investments may be impaired. There is uncertainty of dividend distribution and risk of capital loss. Past performance of the Sponsor/Asset Management Company/Fund does not indicate the future performance. Investors in the Scheme are not being offered any guaranteed or indicated returns. **Sundaram Top 100-Series-IV is only the name of the scheme and it does not in any manner indicate either quality of the scheme, its future prospects or returns.**  
**Risk Factors - Equity Markets:** Stock Market Volatility, Equity Price Risk, Dependency Risk, Temporary Investment Risk and Non-Diversification Risk and Concentration Risk, to name a few.  
**Risks from Debt Exposures:** Credit Risk, Interest Rate Risk, Price Risk, Market Risk, Liquidity Risk, Investment Pattern Risk, Duration Risk and Non-Diversification Risk, to name a few.

**Scheme-Specific Risk Factors**

- The Schemes will invest only in the investment universe of companies specified by RGESS. Accordingly, the NAV of the Schemes is linked to the share price performance of such companies. Such companies may outperform or underperform the benchmark index and/or the constituents of the said benchmark index.
- Equity investments by nature are volatile and prone to price fluctuations on a daily basis due to both macro and micro factors.
- The NAVs of schemes investing in equity will fluctuate as the daily prices of the individual securities in which they invest fluctuate and the units when redeemed may be worth more or less than their original cost.
- The value of the Scheme's investments, may be affected generally by factors affecting securities markets, such as price and volume volatility in the capital markets, interest rates, currency exchange rates, changes in policies of the Government, taxation laws or policies of any appropriate authority and other political and economic developments and closure of stock exchanges which may have an adverse bearing on individual securities, a specific sector or all sectors including equity and debt markets. Consequently, the NAV of the units of the Scheme may fluctuate and can go up or down.
- In respect of investments in equity, there may be risks associated with trading volumes, settlement periods and transfer procedures that may restrict liquidity of investments in equity securities. In the event of inordinately large number of redemptions or of a restructuring of the schemes' investment portfolio, there may be delays in the redemption of units.
- Within the regulatory limits, the Fund Manager may choose to invest in unlisted eligible securities that offer attractive yields. Securities, which are not quoted on the stock exchanges, are inherently illiquid in nature and carry a larger amount of liquidity risk, in comparison to securities that are listed on the exchanges or offer other exit options to the investor, including a put option. This may however increase the risk of the portfolio. The liquidity and valuation of the schemes investments due to their holdings of unlisted securities may be affected if they have to be sold prior to their target date of disinvestments.
- Investment made in unlisted stocks may only be realizable upon listing of these securities.
- Settlement problems could cause the Schemes to miss certain investment opportunities.
- Investors may note that Fund Manager's investment decisions may not always be profitable, as actual market movements may be at variance with anticipated trends.
- Though the constituent stocks of most indexes are typically liquid, liquidity differs across stocks.
- Due to the heterogeneity in liquidity in the capital market segment, trades on this segment may not get implemented instantly.

**Statutory**

**Mutual Fund:** Sundaram Mutual Fund is a trust under Indian Trusts Act, 1882 **Sponsor** (Liability is limited to Rs 1 lakh): Sundaram Finance Ltd. **Investment Manager:** Sundaram Asset Management Company Ltd. **Trustee:** Sundaram Trustee Company Ltd.



Neither the SID/KIM/SAI nor the units of the schemes of Sundaram Mutual Fund have been registered in any jurisdiction, outside India. The distribution of the SID/KIM/SAI in certain jurisdictions may be restricted or totally prohibited or subject to registration requirements and accordingly, persons who come into possession of the SID/KIM/SAI in such jurisdictions are required to inform themselves about, and to observe, any such restrictions and / or legal compliance requirements. No person receiving a copy of the SID/KIM/SAI or any application form in such jurisdiction may treat the SID/KIM/SAI or such application form as constituting an invitation to them to subscribe for Units, nor should they in any event use any such application form, unless in the relevant jurisdiction such an invitation could lawfully be made to them and such application form could lawfully be used without compliance of any registration or other legal requirements. The units offered under the schemes of Sundaram

Mutual Fund have not been and will not be registered under the United States Securities Act of 1933 for offer or sale as part of their distribution and neither Sundaram Mutual Fund nor Sundaram Asset Management Company Limited, the Investment Manager has been and will be registered under the United States Investment Company Act of 1940. It should be noted that Investors will not have the benefit of the substantive provisions of the laws of the United States of America, including the United States Investment Advisers Act of 1940, as amended. Therefore, subject to the ultimate discretion of the Investment manager, the products may not be offered or sold to or for the benefit of a US Person, as such term is defined herein. The Investment Manager may mandatorily redeem any Units that are held by or for the benefit of any US Person. You are also requested to refer to the section "Special Considerations" available in the Scheme Information Document of the respective schemes in this regard.

### Checklist

Please complete Know Your Customer requirement

Please make the Cheque/Demand Draft in favour of 'Sundaram Top 100-Series-IV' in which you would wish to invest and write the PAN number or Folio number (for investors who have an account with Sundaram Mutual) on the reverse of the Cheque/Demand Draft.

Uniform practice in dealing with applications/transaction slips: If the Scheme name on the application form/transaction slip and on the payment instrument are different, the application shall be processed and units will be allotted at the applicable NAV of the scheme mentioned in the application form /transaction slip duly signed by investor(s)

Permanent Account Number (PAN) is not required for an individual investor if the purchase amount is upto Rs 50,000 (including SIPs, if any) in any rolling 12-month period or in a financial year per investor per mutual fund.

Investors falling under this category must produce a copy of any of the following specified photo identification documents:

1. Voter Identity Card
2. Driving License
3. Government / Defense identification card
4. Passport
5. Photo Ration Card
6. Photo Debit Card (Credit card not included because it may not be backed up by a bank account).
7. 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/DCAPortalWeb/dca/MyMCALogin.do?method=setDefaultProperty&mode=31>)
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).
13. Any other photo ID card issued by Central Government/ State Governments/ Municipal

If you are a new investor in Sundaram Mutual Funds, please ensure you take care to mention:

- Permanent Account Number (PAN) is mandatory for all investors.
- Mode of operation in case of joint applicants
- Bank account details of the first applicant
- Bank details for direct credit/ ECS/NEFT/RTGS

If investment is made under Power of Attorney, specimen signature of authorized signatory.

If the investor is a minor, the following points should be noted for opening folio / account. For detailed instructions, please refer the Statement of Additional Information:

- (i) The minor shall be the first and the sole holder in an account. No joint holders are allowed in such accounts.
- (ii) Guardian in the account/folio on behalf of the minor should be either a natural guardian (i.e. father or mother) or a court appointed legal guardian. Documents supporting the date of birth of the minor and also the relationship of the minor and guardian should be enclosed with the application form.

Small investors, who may not be tax payers and may not have PAN/bank accounts, such as farmers, small traders/businessmen/workers can invest in the scheme through the mode of cash payment for fresh purchases/additional purchases upto Rs.50,000/- per investor, per mutual fund, per financial year subject to:

- (i) Compliance with Prevention of Money Laundering Act, 2002 and Rules framed there under;
- (ii) SEBI Circular(s) on Anti Money Laundering (AML) and other applicable AML rules, regulations and guidelines; and
- (iii) Sufficient systems and procedures put in place by the AMC / Mutual Fund However, payment to such investors towards redemptions, dividend, etc. with respect to aforementioned investments shall be paid only through banking channel.

Sundaram Mutual Fund / Investment Manager shall set up appropriate systems and procedures for the said purpose

Please attach:

- Attested copy of Permanent Account Number Card
- KYC Acknowledgement.
- Signed 'Account Payee' cheque/draft drawn in the 'Sundaram Top 100-Series-IV' in which you wish to invest and indicate PAN number on reverse.
- A cancelled cheque or a photocopy of your cheque leaf (a must if you wish to avail the facility of direct credit/ ECS and preferable in all cases to ensure your bank account details are captured accurately)
- If investment is made under Power of Attorney, notarised copy of the Power of Attorney
- In case of a Trust/Fund, a resolution of the Trustee(s) authorising the investment must be submitted.
- If you are an institution, please attach a copy of documents indicated in the table:

Special Categories (please attach a copy)

Document	Corporate	Society	Partnership	Trust
Memorandum & Articles	✓			
Resolution/Authorisation to Invest	✓	✓	✓	✓
List of Authorised Signatories & Specimen Signatures	✓	✓	✓	✓
Bye-Laws		✓		
Trust Deed		✓		
Partnership Deed			✓	

Not In Good Order (NIGO)

All applications received by the Investment Manager / Registrar & Transfer Agent(RTA) shall be on a "Subject to Verification" basis. Applications that are found to be inaccurate or incomplete upon preliminary scrutiny will be returned at the counter itself to the investor or agent for rectification. Applications that are accepted at the counter and subsequently found as incomplete or inaccurate on material aspects by the Investment Manager/RTA are classified as Not In Good Order (NIGO). Such NIGO applications are liable to be rejected and reasons for incompleteness/inaccuracy shall be communicated to the investor for remedial measures. The applications submitted after remedy will be processed at the NAV of the date and time of receipt of the same at our office/office of the RTA.

### This form is applicable for persons both resident in India and for NRIs.

**1. Existing Investor Information:** If you are an investor in any fund of Sundaram Mutual Fund serviced by Sundaram BNP Paribas Fund Services Limited, please provide the Folio Number. You are not required to fill details required in Section 2. You must proceed directly to Section 3 as details required in Section 2 are available in your existing folio. If you wish to change any of the existing details, use a transaction slip available with your account statement.

**2. New Investor Information:** Name and address must be written in full. If the investment is on behalf of a minor (a person who is yet to complete 18 years), the Name of the Guardian and his/her PAN must be mentioned.

In case of more than one applicant, applicants are requested to state the Mode of holding as 'Joint' or 'Anyone or Survivor'. In case of omission to choose the mode of holding, the default option shall be 'Anyone or Survivor'

**All communication and payments shall be made to/in the name of and favouring the first/sole applicant.**

Applications by a Power of Attorney, a limited company a corporate body, an eligible institution, a registered society, a partnership firm or a trust must be accompanied by documents as mentioned in the checklist. The documents must be attested by the designated or authorised official of the institution/power of attorney or by a notary or gazetted officer of the government/bank manager. Authorised officials should sign the Application Form under their official designation. A list of specimen signatures of the authorised officials, duly certified or attested, must be attached to the Application Form.

**Go Green Services: Save the Future**

- **Go Green E-Update/Mobile Services:** Registration of Contact Details: By opting to receive the Account Statement and Abridged Scheme Annual Report in a paperless mode by e-mail, you contribute to the environment. The investor is deemed to be aware of security risks including interception of documents and availability of content to third parties. Sundaram Asset Management provides interesting information on the economy, markets and funds. If you wish to receive documents such as The Wise Investor, India Market Outlook, Global Outlook, Fact Sheet and One Page Product Updates, to name a few, please choose the 'yes' option.

- **Go Green Web Service:** If you are an existing investor and wish to transact online without an IPIN please register online by visiting [www.sundarammutual.com](http://www.sundarammutual.com).

- **Go Green IPIN Service:** If you are an existing investor, please register for your IPIN (Internet Personal Identification Number) online in 3 Simple Steps by visiting us at [www.sundarambnparibas.in](http://www.sundarambnparibas.in). With this you can access your account statement/capital gain statement 24x7, view your portfolio and transact online, receive transactional alerts by email/SMS and subscribe for daily NAV alerts. If you are a new investor, you may use the attached PIN agreement Form. Applicants who request a Personal Identification Number (PIN) will be deemed to have read, understood and agreed to the terms and conditions for the PIN available at [www.sundarammutual.com](http://www.sundarammutual.com).

- **Go Green Call Service:** If you are an existing investor and wish to register your email ID & mobile number with us, please call our Toll Free: 1800 103 7237 (India) +91 44 49057300 (NRI) between 9.00 & 6.00 pm on any business day.

**Employee Unique Identification Number (EUIIN)** has to be filled by the distributor, irrespective of whether the transaction is advisory or execution only as EUIIN would assist the investor in tackling the problem of mis-selling even if the employee/relationship manager/sales person leave the employment of the distributor.

**Transaction charges:**

**Terms and Conditions relating to Transaction Charges (applicable for both existing and new investors in the schemes of Sundaram Mutual)** pursuant to SEBI circular No. Cir/IMD/DF/13/2011 dated August 22, 2011:

- 1 **The Distributor would be allowed to charge the Mutual Fund Investor a Transaction Charge where the amount of investment is Rs. 10,000/- and above on a per subscription basis**
- 2 **For an investor other than First Time Mutual Fund Investor, the Transaction Charge allowed will be Rs. 100/- per subscription of Rs. 10,000/- and above**  
**For a First Time Mutual Fund Investor, the Transaction Charge allowed will be Rs. 150/- per subscription of Rs. 10,000/- and above**
- 3 **The Transaction Charge, where applicable based on the above criteria, will be deducted by the Investment Manager from the subscription amount remitted by the Investor and paid to the distributor; and the balance (net) amount will be invested in the scheme. Thus units will be allotted only for the net investment.**
- 4 **No Transaction charges shall be levied:**
  - a) Where the distributor/agent of the investor has not opted to received any Transaction Charges;
  - b) Where the investor purchases the Units directly from the Mutual Fund;
  - c) Where total commitment in case of SIP / Purchases / Subscriptions is for an amount less than Rs. 10,000/-;
  - d) On transactions other than purchases / subscriptions relating to new inflows.  
Switches / Systematic Transfers / Allotment of Bonus Units / Dividend reinvestment Units / Transfer / Transmission of units, etc will not be considered as subscription for the purpose of levying the transaction charge.
  - e) Purchases / subscriptions carried out through stock exchange(s).

The distributors can opt-in / opt-out of levying transaction charges based on 'type of the Product/Scheme' instead of 'for all Schemes'. Accordingly, the transaction charges would be deducted from the subscription amounts, as applicable. However, the distributor shall not be able to opt-in or opt-out at the investor-level i.e. a distributor shall not charge one investor and choose not to charge another investor.

The transaction charges are in addition to the existing system of commission permissible to the Distributors. On subscription through Distributors, the upfront commission if any will be paid directly by the Investors to the Distributor by a separate cheque based on their assessment of various factors including the service rendered by the Distributor. Any circular/clarification issued by SEBI in this regard will automatically become applicable and will be incorporated in the SID/SAI/KIM wherever applicable.

**Permanent Account Number (PAN):** SEBI has mandated that PAN shall be the sole identification number for all participants in the securities market, irrespective of the amount of the transaction. Accordingly, the applicant (or incase of applications in joint names, each applicant), is required to mention their PAN and attach an signed/attested copy of PAN card with the application.

Investors can also submit a copy of PAN attested by the Bank Manager/Gazetted Officer of State or Central Government /Notary Public/Judicial Authority. Applications without a copy of the PAN will be rejected.

Permanent Account Number (PAN) is not required for Micro SIP of an individual investor if the total amount of installments is upto Rs 50,000 per investor in any rolling 12-month period or in a financial year. This exemption is also applicable to other purchase transactions if the amount, including SIPs, is upto Rs 50,000 (aggregate under all the schemes of Sundaram Mutual) in any rolling 12-month period or in a financial year per investor. Investors falling under this category must produce a copy of any of the specified photo identification documents listed in Guide to Investing through Systematic Investment Plan (SIP). However investors having PAN are not eligible for simplified KYC procedures.

**Instructions for verification of PAN Card:** If an investor provides a copy of PAN card without required attestation, officials



at the branches of Sundaram Asset Management/Registrar and Transfer Agents and designated persons at Investor Centres must verify the PAN card copy with the original. The person verifying the document need to affix his/her signature, name and company seal with remarks as verified with original / verified / attested. Distributors can also verify the PAN card copy with original. The person verifying the document need to affix his/her signature, name and company seal with remarks as verified with original / verified / attested.

**Know Your Customer (KYC) Requirement:** The Securities and Exchange Board of India has issued detailed guidelines on 18/01/2006 and measures for prevention Money Laundering and had notified SEBI (KYC Registration Agency) Regulations, 2011 on December 02, 2011 with a view to bring uniformity in KYC Requirements for the securities market and to develop a mechanism for centralization of the KYC records. SEBI has also issued circulars from time to time on KYC compliance and maintenance of documentation pertaining to unit holders of mutual funds. Accordingly the following procedures shall apply:

- KYC acknowledgement is mandatory for all investors.
- An application without acknowledgement of KYC compliance will be rejected
- New Investors are required to submit a copy of Income Tax PAN card, address proof and other requisite documents along with the KYC application form to any of the intermediaries registered with SEBI, including Mutual Funds to complete KYC. The KYC application form is available at [www.sundarammutual.com](http://www.sundarammutual.com)
- The Mutual Fund shall perform initial KYC of its new investors and send the application form along with the supporting documents to the KYC Registration Agency (KRA).
- During the KYC process, the Mutual Fund will also conduct In Person Verification (IPV) in respect of its new investors. Sundaram Asset Management Company Limited and the NISM / AMFI certified distributors who are KYD compliant are authorized to carry out the IPV for investors in mutual funds. In case of applications received directly from the investors (i.e. not through the distributors), mutual funds may rely upon the IPV performed by the scheduled commercial banks.
- The KRA shall send a letter to the investor within 10 working days of the receipt of the KYC documents from Mutual Fund, confirming the details thereof.
- Investors who have obtained the acknowledgement after completing the KYC process can invest in Scheme of the Mutual funds by quoting the PAN in the application form.
- Investors are required to complete KYC process only once to enable them to invest in Scheme of all mutual funds.
- Existing Investors, who have already complied with the KYC requirements, can continue to invest as per the current practice.

Pursuant to SEBI circular no. MIRS/D/Cir-5/2012 dated April 13, 2012, mutual fund investors who were KYC compliant on or before December 31, 2011 are required to submit 'missing/not available' KYC information and complete the 'In Person Verification' (IPV) requirements if they wish to invest in a new mutual fund, where they have not invested / opened a folio earlier, effective from December 03, 2012:

Individual investors have to complete the following missing/not available KYC information:

- a) Father's/Spouse Name,
- b) Marital Status,
- c) In-Person Verification (IPV).

To update the missing information, investors have to use the "KYC Details Change Form" for Individuals Only available at [www.sundarammutual.com](http://www.sundarammutual.com) or [www.amfiindia.com](http://www.amfiindia.com). Section B of the form highlights 'Mandatory fields for KYCs done before 1 January 2012' which has to be completed.

In case of Non Individuals, KYC needs to be done afresh due to significant and major changes in KYC requirements by using "KYC Application form" available for Non-Individuals only in the websites stated above.

Additional details like Nationality, Gross Annual Income or Net worth as on recent date, Politically Exposed Person, and Non Individuals providing specific services have to be provided in Additional KYC details form available in the website of the Investment Manager.

Duly filled forms with IPV can be submitted along with a purchase application, to the new mutual fund where the investor is investing / opening a folio. Alternatively, investors may also approach their existing mutual funds at any investor service centre to update their 'missing/not available' KYC information.

### 3. KYC Details of all applicants (Mandatory)

In accordance with SEBI Circular No. CIR/MIRSD/13/2013 dated December 26, 2013, the additional details viz. Occupation details, Gross Annual Income/networth and Politically Exposed Person (PEP)\* status mentioned under section 3(d) which was forming part of uniform KYC form will now be captured in the application form of the Fund. Also, the details of nature of services viz. Foreign Exchange/Gaming/Money Lending, etc., (applicable for first/sole applicant) is required to be provided as part of Client Due Diligence (CDD) Process of the Fund.

**Politically Exposed Persons (PEP):** PEPs are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government / judicial / military officers, senior executives of state owned corporations, important political party officials, etc. or senior political figures and their immediate family members and close associates.

**Ultimate Beneficial Owner:** Pursuant to SEBI Master Circular No. CIR/ISD/AML/3/2010 dated December 31, 2010 on Anti Money Laundering Standards and to Guidelines on identification of Beneficial Ownership issued vide SEBI circular no. CIR/MIRSD/2/2013 dated January 24, 2013, investors (other than Individuals) are required to provide details of Ultimate Beneficial Owner(s) ('UBO').

The Ultimate Beneficial Owner means 'Natural Person', who, whether acting alone or together, or through one or more juridical person, exercises control through ownership or who ultimately has a controlling ownership interest of / entitlements to:

- i. More than 25% of shares or capital or profits of the juridical person, where the juridical person is a company;
- ii. More than 15% of the capital or profits of the juridical person, where the juridical person is a partnership; or
- iii. More than 15% of the property or capital or profits of the juridical person, where the juridical person is an unincorporated association or body of individuals.

In case of a Trust, the settler of the trust, the trustees, the protector, the beneficiaries with 15% or more of interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership is considered as the UBO.

The provisions w.r.t. Identification of UBO are not applicable to the investor or the owner of the controlling interest is a company listed on a stock exchange, or is a majority-owned subsidiary of such a listed company.

If you are classified as a passive Non-Financial Foreign Entity (NFFE) for FATCA purposes, while completing the "Declaration for Ultimate beneficial Ownership (UBO)" form please provide details of all the person(s) (excluding those having tax residency in India) having controlling interest in your entity in the "foreign country information" column along with Country of birth, Country of citizenship / Nationality, Country of Tax Residency and Foreign Tax Reference Number for FATCA purposes.

**4. Bank Account Details: Providing bank account details is mandatory according to SEBI regulations.** Please complete all the details such as account number, name of the bank, branch, address and city. RTGS/NEFT are unique numbers for every account with a bank branch. You can obtain them by contacting your banker. Please attach a cancelled cheque or a photocopy of the cheque to ensure that your account details are captured accurately in your record with the registrar. This is a must if you opt to receive the redemption/dividend proceeds by electronic means.

In case of NRIs, if the payment is by Demand Draft, or source of funds is not clear on the cheque leaf, please provide a copy of the FIRC (Foreign Inward Remittance Certificate).

Proceeds of any redemption will be sent only to a bank account that is already registered and validated in the folio at the time of redemption transaction processing.

Unit holder(s) may choose to mention any of the existing registered bank accounts with redemption payment request for receiving redemption proceeds. If no registered bank account is mentioned, default bank account will be used. Valid change of bank mandate requests with supporting documents will be processed within ten business days of necessary documents reaching the head office of the RTA and any financial transaction request received in the interim will be carried based on previous details only. Effective May 01, 2012 the forms for redemption request and change of bank account have been segregated to ensure that the two different requests are handled and executed separately for all existing and new customers. For more details please refer to the Website [www.sundarammutual.com](http://www.sundarammutual.com) or contact the offices of the AMC/RTA.

### 5. How do you wish to receive:

• **Redemption Proceeds:** Please refer to the details of the various facilities for receiving redemption proceeds as outlined hereunder:

**RTGS & NEFT:** RTGS is Real Time Gross Settlement and applicable for payments/fund transfer in excess of Rs 1 lakh. NEFT is National Electronic Funds Transfer and is applicable for payments/fund transfer of less than Rs 1 lakh. RTGS & NEFT are modes of transferring money through electronic system and are easy and secured mode to receive your redemption proceeds.

**Direct Credit:** The redemption proceeds are directly and automatically credited to your designated bank account. It is available now with select banks and Sundaram Asset Management plans to enhance the coverage. At present, Direct Credit Facility is available for investors who have an account with Axis Bank, BNP Paribas Bank, Citibank, Deutsche Bank, HDFC Bank, HSBC Bank, ICICI Bank, IDBI Bank, IndusInd Bank, ING Vysya, Kotak Mahindra Bank, Royal Bank of Scotland, SBI, Standard Chartered Bank, YES Bank. An investor who opts for Direct Credit facility is requested to enclose a cancelled cheque or a photocopy of the cheque to ensure that the correct bank account number and MICR code are entered in his/her record. In case the bank account of an investor is covered under Direct Credit facility, then the payment of redemption/dividend proceeds (if any), will happen via direct credit payout only.

**Warrants/Draft:** Warrant/draft will be payable only at cities where Sundaram Mutual Customer Service Centres are located. Sundaram Asset Management will strive to effect the payout by sending a cheque / demand draft. In case of unforeseen circumstances, the Sundaram Asset Management reserves the right to issue a demand draft / payable at par cheque.

*Investors expressly agree and authorise the mutual fund to use intermediaries such as post office, local and international couriers and banks, to name a few, to send communication or send cheque / demand draft / warrant. Intermediaries are agents of the investor and not the mutual fund. The Trustees / Investment Manager / Mutual Fund will not be responsible for any loss arising out of fraudulent encashment of cheque/draft or delay / loss in transit of any cheque / draft / communication.*

### 6. Fund in which you wish to invest and Plans & Options:

Investors wishing to subscribe under Direct Plan of a Scheme will have to indicate "Direct Plan" against the Scheme name in the application form.

In the following cases, the applications shall be processed under the Direct Plan:

1. Distributor code is mentioned in the application form, but "Direct Plan" is indicated against the Scheme name
2. Where application is received for Regular Plan without Distributor code or the word "Direct" is mentioned in the ARN column.
3. Neither the plan nor the distributor code is mentioned in the application form

In the following cases, the applications shall be processed under the Regular Plan:

1. The application form contains the distributor code but does not indicate the plan.
2. Where application is received for Regular Plan with Distributor code.

**Payment Details:** The cheque/demand draft must be drawn in favour of 'Sundaram Top 100-Series IV' and crossed A/c Payee only. Investors must provide the Permanent Account Number/Folio Number on the reverse of the cheque / demand draft accompanying the application form. Sundaram Asset Management is pleased to bear DD charges as per rates of State Bank of India.

Purchases made through third party cheque(s) will not be accepted. In case of payment from a Joint Bank Account, the First holder in the Application must be one of the Joint Account Holders of the Joint Bank Account. However the following are excluded from this restriction:

1. Gifts to a minor from Parents/Grand Parents up to Rs. 50,000(for each Purchase /per SIP Installment)
2. Employer's Remittance of Payroll deduction on behalf of Employees
3. Custodian's payment on behalf of an FII /Client

For further details please refer to Statement of Additional Information.

**Dematerialization:** Investors have the option to hold the Units in dematerialized form. Currently, this facility is not available in case of units offered under the Daily/Weekly/Fortnightly Dividend Option(s) under all income/debt/liquid Schemes. Investors who want an allotment of units in demat mode must have a beneficiary account with a Depository Participant (DP) of the Depositories i.e. National Securities Depositories Limited (NSDL) / Central Depository Services Limited (CDSL). If PAN is not mentioned by applicants, the application may be rejected. Investors may attach a copy of the Client Master Form / DP statement showing active demat account details for due verification. Names, mode of holding, PAN details, etc. of the investor will be verified against the Depository data. The units will be credited to the beneficiary (demat) account only after successful verification with the depository records and realization of payment. In case the demat details mentioned in the application are incomplete/incorrect or do not match with the depository data, the application shall be treated as invalid for processing under demat mode and therefore may be considered for processing in non-demat form i.e. in physical mode if the application is otherwise valid.

**7. Switch of all units on Maturity of the Scheme:** This facility can be availed by the investors to switch all their units from this scheme, upon maturity, into Sundaram Tax Saver or any of the Schemes of Sundaram Mutual Fund. Investors are requested to note that this facility shall be available only for those who hold the units of the scheme in physical mode.

The investor can also opt for this facility at any time before the maturity of the scheme using a designated form. The switch-out transaction will be processed based on the applicable Net Asset Value on the date of maturity. Switch-out carried out by the Mutual Fund in accordance with this option chosen by the investor shall be deemed to be redemption from the scheme at the time of maturity and subsequently be deemed as subscription to the other scheme as may be chosen by the investor.

As a default option, the units shall be redeemed at maturity if the investor does not specifically choose to switch-out to any other scheme by using this facility.

The AMC/Trustee reserves the right to change the features, terms and conditions of this facility in addition to withdrawing this facility at a later date.

**8. Nomination:** Please indicate a nominee who should be entitled to the benefits of your investment in the event of an untoward development. Proportion (%) in which units will be shared by each nominee should aggregate to 100%. The section on Nomination is not applicable in the case of Non- individuals. The following points on nomination procedures may please be noted. For detailed procedure, please refer the Statement of Additional Information (SAI):

- (i) Where a folio has joint holders, all joint holders should sign the request for nomination/ cancellation of nomination, even if the mode of holding is not "joint". Nomination form cannot be signed by Power of attorney (PoA) holders.
- (ii) Nomination shall be compulsory for new folios/accounts especially where the mode of holding is single. Investors who do not wish to nominate must sign confirming their non-intention to nominate. Every new nomination for a folio/account will overwrite the existing nomination.
- (iii) Nomination shall not be allowed in an account/folio held on behalf of a minor. Where the nominee is a minor, various documents like KYC, PAN, Bank details, Indemnity, etc. should be of the guardian of the nominee.

**9. Declaration & Signature:** Signature can be in English or in any Indian language. Thumb impressions must be attested by a Magistrate / Notary Public under his/her official seal. In case of HUF, the signature of the Karta and Karta of HUF seal/stamp are a must. If the application is in joint name, all applicants must sign the form. Please ensure that the signature is consistent not just in this form but in all transaction request documents you may submit subsequent to your investment. Variation in signature can lead to delays or rejection of a transaction request such as redemption, switch, change in address and change in bank mandate, to name a few.

**Details under FATCA/Foreign Tax Laws:** Tax Regulations require us to collect information about each investor's tax residency. If you have any questions about your tax residency, please contact your tax advisor. Foreign Account Tax Compliance provisions (commonly known as FATCA) are contained in the US Hire Act 2010. Applicants (including joint holders, Guardian, POA holder) are required to refer and mandatorily fill/sign off a separate "FATCA declaration form". Applications without this information / declaration being filled/signed off will be deemed as incomplete and are liable to be rejected. Investors are requested to note that the contents of the information to be provided / declaration in the application form may undergo a change on receipt of communication / guidelines from AMFI/SEBI.

For general Investor Related Services, please refer Statement of Additional Information (SAI)

# PIN Agreement & Email ID To Receive E-Mail Account Statement

Please read the terms & conditions of PIN on this page before signing the application form. PIN will be sent to all new investors along with account statement

Existing investors: As a one-time exercise, please fill this form and call Toll Free 1800 103 7237 (India) to enable our service team pick up the form

A Personal Identification Number – PIN – is a must for effective, environmental friendly and speedy access to information online about a mutual fund's products. Do you have one? If you wish to receive a PIN, you can read the PIN agreement attached to this communication and sign at the designated place. On receipt of the same, a PIN will be sent to you at the postal address noted in our records. The PIN will help an investor use the Invest Online facility at [www.sundarammutual.com](http://www.sundarammutual.com) to access information on Sundaram Mutual's products and services and also buy, sell and switch units in any Open End Scheme of Sundaram Mutual, to name a few services. The PIN is a vital requirement to do online investment transactions in a safe, secure and convenient way.

We also offer the facility of sending account statements by email. In case you wish to do so, please furnish your Email ID and sign at the appropriate place in the attached document.

We do encourage you to use a PIN to execute your transactions online and sign up for sending the account statements by email as by increasing the share of paperless transactions in the economy you will be making a vital contribution to a cleaner and healthier environment.

Investor Information															Agreement Date				
Name																			
Folio No					Mobile Number					Date									
										D D M M Y Y Y Y									
E-Mail Address																			

## Agreement for Personal Identification Number – PIN

For detailed PIN Agreement, visit: [www.sundarammutual.com](http://www.sundarammutual.com)

This Agreement between Sundaram Mutual Fund having its office at 46 Whites Road, II Floor, Chennai - 600014 (hereinafter referred to as "the Fund") and the investor (whose details are available in this agreement form hereinafter referred to as "the unit holder") (hereinafter referred to as the Agreement). The date of this agreement is indicated in the panel on Investor Information in this form. WITNESSTH:

**WHEREAS:** The Fund and the Unit holder have entered into a Unit Purchase Agreement, whereby the Unit holder has agreed to purchase units in the Fund;

**AND WHEREAS:** The Fund, through Sundaram BNP Paribas Fund Services Limited., acting as its Registrar and Transfer Agent (hereinafter referred to as "Registrar") offers the facility of a Personal Identification Number (hereinafter referred to as "PIN") for convenience of unit holders

**AND WHEREAS:** The unit holder has indicated to the Fund that he/she/it wishes to avail of the PIN facility offered by the Fund, subject to the terms and conditions stated in the application form and has for this purpose, indicated to Fund the name of his/her/its Bank and Branch Account Number;

**AND WHEREAS:** The Fund is willing to extend the PIN facility to the Unit holder on the terms and conditions as set out herein;

Now THEREFORE, in consideration of the mutual understanding as set forth in this Agreement, the parties hereto have agreed to the following terms and conditions:

The PIN granted to the Unit holder pursuant to this Agreement shall be communicated to the Unit holder by a reliable courier and entirely at the risk of the Unit holder.

The following shall be the mode of operation of the PIN facility:

- a If the unit holder is a company, an institution/ trust or body corporate, the authorised signatories may designate any individual as designated person and his personal details should be submitted to the Registrar
- b If the mode of payment is the first holder only, PIN facility will be made available to the first holder
- c If the mode of operation is joint, all the unit holders may designate only one of them to operate this facility. In such case, the personal details of the such a person shall be submitted to the registrar
- d If the Unit holder is a minor, then the Natural Guardian or the Guardian appointed by the Court alone shall be eligible to operate the PIN facility. In such a case the personal details of the Guardian shall be submitted to the Registrar.

The Unit holder may access the following services through the Internet, using the PIN facility: (a) purchase including switch in (b) redemption including switchout (c) Access to NAV Information (d) Access to balance Information (e) Ability to print Account Statements in a client-independent standard format (f) Links to the other Internet / web-sites of the Fund (g) Ability to email service requests to the Transfer Agent.

The Fund will take best efforts to keep the Fund's web-site updated on a daily basis so as to provide most current information to unit holders. However, the Unit holder agrees that because of communications issues, it is possible that the site may not be current on occasions. The Unit holder also agrees that the look and feel of the Web screen and outputs therefrom may differ based on the nature of the software used by the Unit holder to browse the site. The Fund agrees to take best efforts to protect security of the data placed on the Internet and has for this purpose, required the web service provider engaged by the Registrar to sign a confidentiality agreement with the Registrar specifying confidentiality of the data and to restrict external access to the database on the Internet. The Registrar shall ask the Unit holder for his / her / its name and Folio Number, address or such particulars to ensure the authenticity before accepting instructions on behalf of Fund.

The Registrar may, in the interest of the Unit holder, request a fax confirmation on the instructions received and shall not act until the said fax confirmation and additional confirmation is received

from the Unit holder. The Unit holder shall be responsible for safekeeping of the PIN and shall not disclose his / her / its PIN to any person and shall take all possible care to prevent discovery of the PIN by any person. The Unit holder shall not use his / her / its PIN after the disclosure of the same to any third party.

In the event of accidental disclosure of the PIN to any third party or if the unit holder forgets his password, the Fund may at the request of the unit holder and at its absolute discretion issue to the Unit holder a new PIN on these terms and conditions or under such terms and conditions, as the Fund may deem fit. The Unit holder shall be fully liable to the Fund for every transaction entered into using the PIN facility, whether with or without the knowledge of the Unit holder. The Unit holder hereby releases the Fund and the Registrar from any liability whatsoever against misuse of the PIN. Further, neither the Fund nor the Registrar shall be liable at all for any misuse if any, of any data placed on the Internet, by third parties "hacking" or unauthorisedly accessing the server. The Unit holder shall at all times indemnify the Fund, its officers, employees, successors and assigns from and against all actions, proceedings, claims and demands whatsoever for or on account of or in relation to any unauthorised use of the PIN and from and against all damages, costs, charges and expenses in respect thereof, unless the same is caused by gross negligence, bad faith or wilful default on the part of the Fund.

The Unit holder acknowledges and agrees that Sundaram Investment Manager/Fund and or its Registrars or the Service Providers does not guarantee or warrant that Unit holder will not experience any downtime or disruptions in its use of the Service. In the event of any such downtime or disruption, the Investment Manager/Fund or its Registrar or its service providers shall use commercially reasonable efforts to reinstate accessibility and operability. Investment Manager/Fund or its Registrar or its service providers may restrict, suspend, or terminate investor's access to and use of the Service at any time, without notice or liability. The Unit holder agrees that its right to use the Service is non-exclusive, revocable, non-transferable, and non-sublicensable.

The Unit holder agrees to be bound by any terms of use, disclosures, or disclaimers displayed by the Investment Manager/Fund/ Registrar and its service providers and any that Unit holder may affirmatively click through to accept. The investor's use of the Services shall be subject to the terms and conditions of any applicable agreements between Registrar, Service Providers and the Investment Manager/Fund and/or investor.

**Unit holder shall not:** (A) access or use the Service for any purpose inconsistent with the substance and terms of this Agreement; (B) introduce into the Service any code, virus, or mechanism that would impair the Service or Investment Manager's/Fund system, computers or software; (C) use the Service to gain unauthorized access to any system or database; (D) sublicense or otherwise transfer or make available Investor's access to the Service to any third party that is not an Authorized Person (E) disclose to any third party non-public information relating to the content or operation of the Service, which information is confidential and proprietary to the Investment Manager/Fund; or (F) remove or obscure any of Investment Manager's/Fund or Registrars or any Service Provider's trademarks, service marks, or markings of copyright or patent rights contained in the Service. In the case of any disputes, the matter will be referred to arbitration at the first instance and settled through arbitration proceedings as per the rules of the Indian Arbitration and Conciliation Act, 1996. The Place of Arbitration will be at Chennai. The Courts in Chennai shall have jurisdiction over all disputes arising out of or in respect of this Agreement.

In Witness Whereof, the parties to this Agreement have caused these presents to be executed as of the day and year first above written.

Signature			Signed for and on behalf of Fund
First Applicant	Second applicant	Third Applicant	





**4. Bank Account Details of First/Sole Applicant (as per SEBI Regulations it is mandatory) (refer instruction 4)**

Name of the Bank											Branch										
Branch Address											Bank City (redemption will be payable at this location)										
Account No																					
Cheque MICR No											Account Type [Please (✓)]	<input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRE* <input type="checkbox"/> NRO* <input type="checkbox"/> FCNR* <input type="checkbox"/> Others.....									
RTGS / NEFT / IFSC Code											*If the payment is by DD or source of fund is not clear on the Cheque leaf, please provide a copy of FIRC.										

**5. Mode of payment of redemption/dividend proceeds via Direct credit/NEFT (refer instruction 5). Please tick (✓)**

- I/We wish to receive redemption/dividend proceeds directly into my/our bank account via Direct Credit/NEFT facility.
  - I/We wish to receive the redemption/dividend proceeds (if any) by way of a cheque/demand draft/ Warrant
- Direct Credit is now available with: Axis Bank, BNP Paribas Bank, Citibank, Deutsche Bank, HDFC Bank, HSBC Bank, ICICI Bank, IDBI Bank, IndusInd Bank, ING Vysya, Kotak Mahindra Bank, Royal Bank of Scotland, SBI, Standard Chartered Bank, YES Bank. If your bank falls in this list your Redemption/ Dividend proceeds will be directly credited to your account irrespective of the option ticked.

**6. Payment Details: Please issue a separate cheque/Demand Draft favouring 'Sundaram Top 100-Series-IV' (refer instruction 6)**

Scheme Name	Plan	Option*	Amount Invested (less DD charges)	Net Amount Paid	Payment Details	
					Cheque/DD Number	Bank/Branch
Sundaram Top 100 Series-IV	<input type="checkbox"/> Regular <input type="checkbox"/> Direct	<input type="checkbox"/> Growth <input type="checkbox"/> Dividend - Payout				

\*If you do not indicate an option, for default option refer "Plans and Options" section in page 3 of the KIM.

**Incase of third party payment (refer instruction 6):** Please download (www.sundarammutual.com) and attach the third party declaration form

**DEMAT Account Details (refer instruction 6)**

National Securities Depository Ltd. Depository Participant Name \_\_\_\_\_  
 Central Depository Services (India) Ltd. DP ID Number \_\_\_\_\_ Beneficiary Account Number \_\_\_\_\_

Investor willing to invest in Demat option, may provide a copy of the DP Statement enabling us to match the Demat details as stated in the application form.

**7. Switch Out On Maturity Facility (refer instruction 7) (please refer SID & KIM of respective target scheme for product labelling)**

At the time of application, the investor who holds units in physical mode has the option whereby all units under the scheme shall be switched on maturity into Sundaram Tax Saver or any of the Schemes of Sundaram Mutual Fund as chosen by the investor. Switch-out carried out by the Mutual Fund in accordance with this option chosen by the investor shall be deemed as redemption from the maturing scheme and subscription to the other scheme chosen by the investor. I/We wish to switch out all units on maturity of the Scheme to the Target Scheme mentioned below.

<b>Source Scheme: Sundaram Top 100-Series-IV .....</b>  <b>Plan:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Direct  <b>Option:</b> <input type="checkbox"/> Growth <input type="checkbox"/> Dividend Payout	<b>TO</b>	<b>Target Scheme:</b> <input type="checkbox"/> Sundaram Tax Saver (OR) <input type="checkbox"/> Sundaram.....Fund <small>(if both the boxes are ticked, the choice will be considered invalid and consequently switch will not be carried out. Any / each correction carried out in selecting the target scheme has to be counter-signed by the investor(s) to make it a valid selection)</small> <b>Plan:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Direct <b>Option:</b> <input type="checkbox"/> Dividend Payout <input type="checkbox"/> Dividend Re-Investment <input type="checkbox"/> Dividend Sweep <input type="checkbox"/> Growth <input type="checkbox"/> Bonus <input type="checkbox"/> ..... <small>(If an investor fails to specify the option, he will be allotted units under the default option/sub-option of the Target scheme.)</small>
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(As a default option the units shall be fully redeemed on the date of maturity and redemption proceeds shall be despatched to the address/credited to the bank account of the unit holder within 10 business days from the date of maturity). I/We have read and understood the terms and conditions applicable to the switch on maturity facility and am/are fully aware of the risk associated with such event. I/We have read and understood the Scheme Information Document (SID)/Statement of Additional Information (SAI) and Key Information Memorandum (KIM) of the Target Scheme and have understood the investment objectives, investment pattern and risk factors applicable to the Target Scheme. I/We have not received nor been induced by any rebate or gifts, directly or indirectly, in opting the switch on maturity facility.

Signature of investor(s) .....  
 1st / Sole Applicant / Guardian ..... 2nd Applicant ..... 3rd Applicant .....

**8. Nominee (available only for individuals) (refer instruction 8)  I wish to nominate the following person(s)**

<b>1st Nominee</b> Name:..... Address:..... Proportion (%)* in which units will be shared by first nominee.....% <b>If nominee is a minor:</b> Date of birth:.....Relationship:..... Name of Guardian:..... Address of Guardian:.....	<b>2nd Nominee</b> Name:..... Address:..... Proportion (%)* in which units will be shared by second nominee.....% <b>If nominee is a minor:</b> Date of birth:.....Relationship:..... Name of Guardian:..... Address of Guardian:.....	<b>3rd Nominee</b> Name:..... Address:..... Proportion (%)* in which units will be shared by third nominee.....% <b>If nominee is a minor:</b> Date of birth:.....Relationship:..... Name of Guardian:..... Address of Guardian:.....
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\* Proportion (%) in which units will be shared by each nominee should aggregate to 100%

I do not wish to choose a nominee. Signature of investor(s) .....  
 1st / Sole Applicant / Guardian ..... 2nd Applicant ..... 3rd Applicant .....

**9. Signature (refer instruction 9)**

**Declaration:** I/We • having read and understood the contents of the Statement of Additional Information/Scheme Information Document/addenda issued to the SID and KIM till date • hereby apply for units under the scheme(s) as indicated in the application form • agree to abide by the terms, conditions, rules and regulations of the scheme(s) • agree to the terms and conditions for Auto Debit • have not received nor been induced by any rebate or gifts, directly or indirectly in making this investment • do not have any existing Micro SIPs/investments which together with the current application will result in the total investments exceeding Rs. 50,000 in a financial year or a rolling period of twelve months (applicable for PAN exempt category of investors). 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.

**Applicable to NRIs only:** Please (✓)  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 on a  Repatriation Basis  Non-Repatriation Basis.

I/We hereby declare that all the particulars given herein are true, correct and complete to the best of my/our knowledge and belief. I/We further agree not to hold Sundaram Asset Management, its sponsor, their employees, authorised agents, service providers, representatives of the distributors liable for any consequences/losses/costs/damages in case of any of the above particulars being false, incorrect or incomplete or in case of my/our not intimating/delay in intimating any changes to the above particulars. I/We hereby authorise Sundaram Asset Management to disclose, share, remit in any form, mode or manner, all/any of the information provided by me/us, including all changes, updates to such information as and when provided by me/us, to any Indian or foreign governmental or statutory or judicial authorities/agencies, the tax/revenue authorities, other investigation agencies and SEBI registered intermediaries without any obligation of advising me/us of the same. I/We hereby agree to provide any additional information/documentation that may be required in connection with this application.

First / Sole Applicant / Guardian
Second Applicant
Third Applicant

Particulars			
Scheme Name / Plan / Option / Sub-option	Cheque/DD/Payment Instrument Number/Date	Drawn on (Name of Bank & Branch)	Amount in figures (₹) & Amount in words



## FATCA declaration Form for Individual Applicants / Investors

Annexure to Common Application Form No.:.....for:

First/Sole Applicant    Second Applicant    Third Applicant    Guardian    Power of Attorney Holder

\*The below information is required for all applicant(s), guardian(s), Power of Attorney .Please tick above box as applicable and submit a separate form(s) for each category

### Details under FATCA / Foreign tax laws (see instructions)

1. Country of birth.....

2. Country of Citizenship / Nationality.....

3. Are you a resident of any country other than India for tax purposes?

**If no**, please tick here.

**If yes**, please indicate all countries in which you are resident for tax purposes and the associated Tax Reference Numbers below.

Country of Tax Residency	Tax Reference Number

I hereby declare that all the particulars given herein are true, correct and complete to the best of my knowledge and belief. I further agree not to hold Sundaram Asset Management, its sponsor, their employees, authorised agents, service providers, representatives of the distributors liable for any consequences/losses/costs/damages in case of any of the above particulars being false, incorrect or incomplete or in case of my not intimating/delay in intimating any changes to the above particulars. I hereby authorise Sundaram Asset Management to disclose, share, remit in any form, mode or manner, all/any of the information provided by me / us, including all changes, updates to such information as and when provided by me/us, to any Indian or foreign governmental or statutory or judicial authorities/agencies, the tax/revenue authorities, other investigation agencies and SEBI registered intermediaries without any obligation of advising me/us of the same. I/We hereby agree to provide any additional information/documentation that may be required in connection with this application. I/We agree to notify Sundaram Asset Management Company Limited within 30 days of any change in my/our status as a U.S. person for the purposes of U.S. federal income tax. I/We agree to indemnify Sundaram Asset Management Company Limited in respect of any false, misleading, inaccurate and incomplete information regarding my/our "U.S. person" status for U.S. federal income tax purposes.

Name	Signature	Date							
		D	D	M	M	Y	Y	Y	Y

### Instructions

**Details under FATCA/Foreign Tax Laws:** Tax Regulations require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with relevant tax authorities. If you have any questions about your tax residency, please contact your tax advisor. Should there be any change in information provided, please ensure you advise us promptly, i.e., within 30 days.

**If you are a US citizen or resident or greencard holder, please include United States in the foreign country information field along with your US Tax Identification Number.** Foreign Account Tax Compliance provisions (commonly known as FATCA) are contained in the US Hire Act 2010.

Applicants are required to mandatorily fill/sign off "FATCA declaration form". Applications without this information / declaration being filled/signed off will be deemed as incomplete and are liable to be rejected. Investors are requested to note that the contents of the information to be provided / declaration in the application form may undergo a change on receipt of communication / guidelines from AMFI/SEBI.

**FATCA declaration Form for Non-Individual Applicants/ Investors**

Annexure to Common Application Form No.:.....

**Details under FATCA / Foreign tax laws (see instructions)**

Please indicate all countries in which the entity/organization is a resident for tax purposes and the associated Tax ID Number below.

Country	Tax ID Number

**AND**

Please tick the relevant box below, even if Country of Tax Residency is India

**Form W8 BEN-E / specified declaration (Enclosed)**

**OR**

**Unable to confirm FATCA status** [We will contact you shortly to confirm your FATCA Status and obtain required supporting documents]

^Where no box is ticked, the second statement will be taken as the default implying that the applicant/ investor currently is unable to confirm FATCA status and will confirm the same in future.

I/We hereby declare that all the particulars given herein are true, correct and complete to the best of my knowledge and belief. I/We further agree not to hold Sundaram Asset Management, its sponsor, their employees, authorised agents, service providers, representatives of the distributors liable for any consequences/losses/costs/damages in case of any of the above particulars being false, incorrect or incomplete or in case of my not intimating/delay in intimating any changes to the above particulars. I/We hereby authorise Sundaram Asset Management to disclose, share, remit in any form, mode or manner, all/any of the information provided by me/ us, including all changes, updates to such information as and when provided by me/us, to any Indian or foreign governmental or statutory or judicial authorities/agencies, the tax/revenue authorities, other investigation agencies and SEBI registered intermediaries without any obligation of advising me/us of the same. I/We hereby agree to provide any additional information/documentation that may be required in connection with this application.

I/We agree to notify Sundaram Asset Management Company Limited within 30 days of any change in my/our status as a U.S. person for the purposes of U.S. federal income tax. I/We agree to indemnify Sundaram Asset Management Company Limited in respect of any false, misleading, inaccurate and incomplete information regarding my/our "U.S. person" status for U.S. federal income tax purposes.

Name & PAN of the Organization	Name of the Authorized Signatory
Signature	Date

**Instructions**

**Details under FATCA/Foreign Tax Laws:** Tax Regulations require us to collect information about each investor's tax residency. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with relevant tax authorities. If you have any questions about your tax residency, please contact your tax advisor. Should there be any **change in information provided, please ensure you advise us** promptly. Form W8 BEN-E / Specified declaration (enclosed) would be required to comply with requirements of Foreign Account Tax Compliance provisions (commonly known as FATCA) as contained in the US Hire Act 2010. If you are classified as a passive Non-Financial Foreign Entity (NFFE) for FATCA purposes, while completing the "Declaration for Ultimate beneficial Ownership (UBO)" form please provide details of all the person(s) (excluding those having tax residency in India) having controlling interest in your entity in the "foreign country information" column along with Country of birth, Country of citizenship/Nationality, Country of Tax Residency and Foreign Tax Reference Number for FATCA purposes. Foreign Account Tax Compliance provisions (commonly known as FATCA) are contained in the US Hire Act 2010.

Applicants are required to mandatorily fill/sign off "FATCA declaration form". Applications without this information / declaration being filled/signed off will be deemed as incomplete and are liable to be rejected. Investors are requested to note that the contents of the information to be provided / declaration in the application form may undergo a change on receipt of communication / guidelines from AMFI/SEBI.



As per SEBI Master Circular No. CIR/ISD/AML/3/2010 dated December 31, 2010 regarding Client Due Diligence policy, related circulars on anti-money laundering and SEBI circular No.CIR/MIRSD/2/2013 dated January 24, 2013, non-individuals and trusts are required to provide details of ultimate beneficial owner [UBO] and submit appropriate proof of identity of such UBOs. The beneficial owner has been defined in the circular as the natural person or persons, who ultimately own, control or influence a client and/or persons on whose behalf a transaction is being conducted, and includes a person who exercises ultimate effective control over a legal person or arrangement.

## 1. Ultimate Beneficial Owner [UBO]:

### A. For Investors other than individuals or trusts:

- (i) The identity of the natural person, who, whether acting alone or together, or through one or more juridical person, exercises control through ownership or who ultimately has a controlling ownership interest. Controlling ownership interest means ownership of/ entitlement to:
  - more than 25% of shares or capital or profits of the juridical person, where the juridical person is a company;
  - more than 15% of the capital or profits of the juridical person, where the juridical person is a partnership;
  - more than 15% of the property or capital or profits of the juridical person, where the juridical person is an unincorporated association or body of individuals.
- (ii) In cases where there exists doubt under clause (i) above as to whether the person with the controlling ownership interest is the beneficial owner or where no natural person exerts control through ownership interests, the identity of the natural person exercising control over the juridical person through other means like through voting rights, agreement, arrangements or in any other manner.
- (iii) Where no natural person is identified under clauses (i) or (ii) above, the identity of the relevant natural person who holds the position of senior managing official.

### B. For Investors which is a trust:

The identity of the settler of the trust, the trustee, the protector, the beneficiaries with 15% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

### C. Exemption in case of listed companies

If the client or the owner of the controlling interest is a company listed on a stock exchange, or is a majority-owned subsidiary of such a company, it is not necessary to identify and verify the identity of any shareholder or beneficial owner of such companies.

### D. Foreign investors

In accordance SEBI circular CIR/MIRSD/11/2012 dated September 5, 2012, list of Beneficial Owners with shareholding or beneficial interest in FPIs (including FIIIs and Sub- Accounts, FVCIs where applicable but excluding individual where he is the first applicant/holder) equal to or above 25% has to be provided. If Global Custodian /Local Custodian provides an undertaking to submit these details,

then such undertaking may be obtained. AMC / Mutual Fund reserves right to obtain any further information / documents from the client based on its assessment of their risk profile.

## 2. UBO Codes:

UBO Code	Description
UBO-1	Controlling ownership interest of more than 25% of shares or capital or profits of the juridical person [Investor], where the juridical person is a company
UBO-2	Controlling ownership interest of more than 15% of the capital or profits of the juridical person [Investor], where the juridical person is a partnership
UBO-3	Controlling ownership interest of more than 15% of the property or capital or profits of the juridical person [Investor], where the juridical person is an unincorporated association or body of individuals
UBO-4	Natural person exercising control over the juridical person through other means exercised through voting rights, agreement, arrangements or in any other manner [In cases where there exists doubt under UBO-1 to UBO - 3 above as to whether the person with the controlling ownership interest is the beneficial owner or where no natural person exerts control through ownership interests]
UBO-5	Natural person who holds the position of senior managing official [In case no natural person cannot be identified as above]
UBO-6	The settlor(s) of the trust
UBO-7	Trustee(s) of the Trust
UBO-8	The Protector(s) of the Trust [if applicable].
UBO-9	The beneficiaries with 15% or more interest in the trust if they are natural person(s)
UBO-10	Natural person(s) exercising ultimate effective control over the Trust through a chain of control or ownership.



## 3. Position/Designation:

Refers to the Position/Designation of the Beneficial Owner during the time of ownership.

## 4. Applicable period

Refers to the period of Beneficial Ownership to be indicated, if applicable

## 5. KYC requirements

Beneficial Owner(s) is/are required to comply with the prescribed KYC process as stipulated by SEBI from time to time with any one of the KRA & submit the same to AMC. KYC acknowledgement proof is to be submitted for all the listed Beneficial Owner(s). AMC / Mutual Fund reserves right to obtain any further information / documents from the client based on its assessment of their risk profile.

## 6. Foreign Country Information

If you are a Person with Tax Residency in a Country other than India, please provide your Country of birth, Nationality, Country of Tax residency and Foreign Tax Reference Number. If you have any questions about your tax residency, please contact your tax advisor.

**For any queries / clarifications, Please contact the nearest Investor Service Centres (ISCs) of the AMC at toll free number 1800 103 7237 or e-mail us: [customerservices@sundarammutual.com](mailto:customerservices@sundarammutual.com)**



Investors must read the Scheme Information Document/Key Information Memorandum and Instructions before completing this Form.

**A closed-end equity scheme**  
New Fund Offer Period Opens on: 18/12/2014 Closes on: 16/01/2015

**APPLICATION SUPPORTED BY BLOCKED AMOUNT (ASBA) FORM**  
(can be used for both demat and non-demat account holders)

Date	D	D	M	M	Y	Y	Y	Y
ASBA Application No.								
NFO Application No. [mandatory]								

Broker/Agent Information			For office use only		
Name and AMFI Regn No.	Sub Broker Name & Code	SCSB	SCSB IFSC Code	Syndicate Member Code	SL No.
ARN:		[Name & Code]	[11 digit code]	[Name & Code]	

Name of first applicant	
(Mr./Ms./Mrs./M/s.)	For Demat Account holders, please fill in name as is appearing in Demat account

Existing Folio No.	
(If you have an existing folio number of any Scheme with Sundaram Mutual Fund, please mention the number here)	

Depository Account Details: [Mandatory if the investment is in demat mode]					
Depository Name [Please tick]	National Securities Depository Ltd	Central Depository Services [India] Limited			
Depository Participant Name					
DP-ID					
Beneficiary Account Number					

PAN of 1st applicant [Permanent Account Number]	
---	--

Investment Details	
<b>Sundaram Top 100-Series-IV</b>	<b>Plans:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Direct <b>Options:</b> <input type="checkbox"/> Growth <input type="checkbox"/> Dividend Payout

Details Of Bank Account For Blocking Of Funds [Bank Account should be in the name of First Applicant only]					
Bank Account Number					
Bank Name					
Branch Name where account is held					

Total Amount to be blocked [Rs. In figures]	[Rs. In words]
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**UNDERTAKING BY ASBA INVESTOR**

1)I/We hereby undertake that I/We am/are an ASBA Investor as per the applicable provisions of the SEBI (Issue of Capital and Disclosure Requirements), Regulations 2009 ('SEBI Regulations') as amended from time to time. 2) In accordance with ASBA process provided in the SEBI Regulations and as disclosed in this application, I/We authorize (a) the SCSB to do all necessary acts including blocking of application money towards the Subscription of Units of the Scheme, to the extent mentioned above in the "SCSB / ASBA Account details" or unblocking of funds in the bank account maintained with the SCSB specified in this application form, transfer of funds to the Bank account of the Scheme/Sundaram Mutual Fund on receipt of instructions from the Registrar and Transfer Agent after the allotment of the Units entitling me/us to receive Units on such transfer of funds, etc. (b) Registrar and Transfer Agent to issue instructions to the SCSB to remove the block on the funds in the bank account specified in the application, upon allotment of Units and to transfer the requisite money to the Scheme's account / Bank account of Sundaram Mutual Fund. 3) In case the amount available in the bank account specified in the application is insufficient for blocking the amount equivalent to the application money towards the Subscription of Units, the SCSB shall reject the application 4) If the DP ID, Beneficiary Account No. or PAN furnished by me/us in the application is incorrect or incomplete or not matching with the depository records, the application shall be rejected and the Sundaram Mutual Fund or Sundaram Asset Management Company Limited or Sundaram Trustee Company Limited or SCSBs shall not be liable for losses, if any. All future communication in connection with NFO should be addressed to the SCSB/RTA/Investment Manager quoting the full name of the Sole/First Applicant, NFO Application Number, ASBA Application Number, Depository Account details (if it has been provided), Amount applied for and the account number from where NFO amount was blocked.

<b>Signature</b>	
	Signature of Bank Account Holders

**Acknowledgement Slip To The Investor (To be filled up and retained by the investor)**

Sundaram Asset Management, II Floor, 46 Whites Road, Chennai - 600 014. Toll Free 1800 103 7237 (India) +91 44 49057300 (NRI)			<b>Sf</b>   SUNDARAM MUTUAL					
Application Number:			ASBA Application Number:					
Sundaram Top 100-Series-IV			Plans: <input type="checkbox"/> Regular <input type="checkbox"/> Direct Options: <input type="checkbox"/> Growth <input type="checkbox"/> Dividend Payout					
Date	D	D	M	M	Y	Y	Y	Y
Received from Mr./Ms./Mrs./M/s.	ASBA Application Number		Total Amount to be Blocked		SCSB Stamp, Signature			
Address	A/C No.	Rs. In figures						
	Bank Name	Rs. In words						
	Branch Name							

**1. Applications Supported by Blocked Amount or ASBA facility:** An application containing an authorization given by the Investor to block the application money in his/her specified bank account towards the subscription of Units offered during the NFO(New Fund Offer) of a Scheme. If an investor is applying through ASBA facility, the application money towards the subscription of Units shall be debited from his specified bank account only if his/her application is selected for allotment of Units.

It is an additional payment option that the investor can use in addition to the existing modes (Cheque/Demand Draft etc) for buying Units during NFO. It is available only to individuals. It is not available for subscribing to Units on an ongoing basis after the NFO. For availing this option the bank, where the investor has an account, should be a Self Certified Syndicate Bank (SCSB)

**2. "Controlling Branches (CBs) of the Self Certified Syndicate Banks (SCSB):** Controlling Branches (CBs) are the branches of the SCSBs acting as coordinating branches for the Registrar and Transfer Agent of Sundaram Mutual Fund schemes, the AMC and the Stock Exchange(s) for the ASBA facility offered during the NFO period.

**3. "Designated Branches (DBs) of the SCSBs:** Designated Branches (DBs) are the branches of the SCSBs which shall collect the ASBA Application Forms duly filled by the Investors towards the subscription to the Units of the Scheme offered during the NFO. The list of these Designated Branches is available at <http://www.sebi.gov.in/pmd/scsb.pdf> and [www.sundarammutual.com](http://www.sundarammutual.com)

**4. "Self Certified Syndicate Bank" or SCSB:** Self Certified Syndicate Bank/ SCSB means a bank registered with SEBI to offer the facility of applying through the ASBA process. ASBAs can be accepted only by SCSBs, whose names appear in the list of SCSBs as displayed by SEBI on its website at [www.sebi.gov.in](http://www.sebi.gov.in).

**5. The ASBA facility during NFO:** In respect of New Fund Offer (NFO) of Schemes/Plan(s) launched on or after October 1, 2010, an investor (being an Individual) can subscribe to the NFO through Applications Supported by Blocked Amount (ASBA) facility by applying for the Units offered in the ASBA Application Form and following the procedure as prescribed in the form. For details please refer to the Section "Applications Supported by Blocked Amount (ASBA) facility, below and also the Application Form/KIM of the Scheme

**Applications Supported by Blocked Amount (ASBA) facility:** Pursuant to SEBI Circular dated SEBI/IMD/CIR No 18 /198647 /2010 March 15, 2010, an investor can subscribe to the New Fund Offer (NFO) launched on or after October 1, 2010 through ASBA facility by applying for the Units in the ASBA Application Form and following the procedure as prescribed in the form.

ASBA is an application containing an authorization given to the Bank by the Investor to block the application money in his/her specified bank account towards the subscription of Units offered during the NFO of the Scheme of Sundaram Mutual Fund. Thus, for an investor who applies through ASBA facility, the application money towards the subscription of Units shall be debited from his specified bank account only if his/her application is selected for allotment of Units. The blocked amount cannot be withdrawn and will earn interest as per account terms applicable. It may be noted that since ASBA Facility is pursuant to an arrangement between the Investor and his /her Bank, Sundaram Mutual Fund, or its Trustee/AMC/ its Employees/Directors will not be responsible for any delay, error or omission/commission, or deficiency if any, on the part of the Investor's Bank.

**Benefits of Applying through ASBA facility**

- (i) Writing cheques / demand drafts and sending them for collection etc are not required, as investor needs to submit ASBA application Form accompanying an authorization to block the account to the extent of application money towards subscription of Units. The balance money, if any, in the account can be used for other purposes by the investors.
- (ii) Release/Unblocking of blocked funds after allotments done instantaneously.
- (iii) Unlike other modes of payment, ASBA facility prevents the loss of interest income on the application money towards subscription of Units as it remains in the bank account of the investor till the allotment is made.
- (iv) Refunds of money to the investors do not arise as the application money towards subscription of Units gets transferred only to the extent of amount payable for the actual allotment
- (v) The investor deals with the known intermediary i.e.his/her own bank.
- (vi) The application form is simpler as the application form for ASBA will be different from the NFO application form.

**ASBA Procedure:**

(a) An Investor intending to subscribe to the Units of the NFO through ASBA, shall submit a duly completed ASBA Application Form to a Self Certified Syndicate Bank (SCSB), with

whom he/she has a Bank Account.

- (b) The ASBA Application Form towards the subscription of Units can be submitted through one of the following modes.
  - a. Submit the form physically with the Designated Branches (DBs) of the SCSB ("Physical ASBA"); or
  - b. Submit the form electronically through the internet banking facility offered by the SCSB ("Electronic ASBA").
- (c) An acknowledgement will be given by the SCSB in the form of the counter foil or specifying the application number for reference. (Note: Such acknowledgement does not guarantee, in any manner that the investors will be allotted the Units applied for.: Further, if the bank account specified in the ASBA Application Form does not have sufficient credit balance to meet the application money towards the subscription of Units, the Bank shall reject the ASBA Application form.)
- (d) On acceptance of Physical or Electronic ASBA, the SCSB shall block funds available in the bank account specified to the extent of the application money specified in the ASBA Application Form.
- (e) The application money towards the Subscription of Units shall be blocked in the account until (i) Allotment of Units is made or (ii) Rejection of the application.
- (f) SCSBs shall unblock the bank accounts (i) for Transfer of requisite money to the NFO bank account against each valid application on allotment or (ii) in case the application is rejected.
- (g) **For the scheme HDFC Bank Limited has consented to process the ASBA application form.**

*Note: No request for withdrawal of ASBA application form made during the NFO Period will be allowed.*

**Grounds for Technical Rejections of ASBA application forms ASBA**

Grounds on which Application Forms can be rejected, at the discretion of Sundaram Mutual Fund/ Registrar and Transfer Agent of Sundaram Mutual Fund or SCSBs include, but are not limited to-

- 1. Applications by persons not competent to contract under the Indian Contract Act, 1872, including but not limited to minors, insane/insolvent persons or where the Bank Account concerned is the subject matter of any attachment / restraint order by a Court or a competent authority under any law etc.
- 2. Mode of ASBA i.e. either Physical ASBA or Electronic ASBA not selected or ticked properly.
- 3. The ASBA Application Form is without the stamp of the SCSB.
- 4. Application by any person/entity outside India if which is not in compliance with applicable foreign and Indian laws/Regulations.
- 5. Bank account details not given or incorrect /incomplete details given.
- 6. Relevant Legal Documents (such as Duly certified Power of Attorney, if applicable), not submitted along with the ASBA application form.
- 7. No corresponding records available with the Depositories matching the parameters namely
  - (a) Names of the ASBA applicants (including the order of names of joint applicants holders)
  - (b) DP ID (c) Beneficiary account number or any other relevant details pertaining to the Depository Account.

Mechanism for Redressal of Investor Grievances: All grievances relating to the ASBA facility may be addressed to the respective SCSBs, giving full details such as name, address of the applicant, number of Units applied for, counterfoil or the application reference given by the SCSBs, DBs or CBs, amount paid on application and the Designated Branch or the collection centre of the SCSB where the Application Form was submitted by the ASBA Investor.

If the SCSB is unable to resolve the grievance within reasonable time, it shall be addressed to the Registrar and Transfer Agent Sundaram BNP Paribas Fund Services (SBNPPFS) with a copy to the Investor Service Department of Sundaram Asset Management Company Limited

**Investor Relations Manager**

**Rahul Mayor**

Head - Customer Services  
 Sundaram Asset Management Company Limited,  
 Sundaram Towers, I Floor,  
 No. 46, Whites Road, Royapettah, Chennai- 600 014.  
 Fax: (044) 28569808  
 Toll Free 1800 103 7237 (India) +44 49057300 (NRI)  
 Email us at : [customerservices@sundarammutual.com](mailto:customerservices@sundarammutual.com)  
 (NRI): [nriservices@sundarammutual.com](mailto:nriservices@sundarammutual.com)



**Andhra Pradesh** • **Cuddapah** HDFC Bank Ltd, RRR Towers, Dwaraka Nagar, RS Road, Nagarajupalli, Cuddapah 516001 • **Hyderabad** WBO 1-10-60/3, III Floor, Suryodaya, Begumpet, Hyderabad 500016 • **Kakinada** #20-1-46, Main Road, Opp SRMT, Kakinada 533 001 • **Nellore** 17/126, G.V.R. Enclave, G.T. Road, Nellore 524001 • **Rajahmundry** 46-17-20, 1st floor, Danavaipet, Rajahmundry 533103 • **Tirupati** HDFC Bank Ltd, 19-8-180, Krishna Arcade, Beside IBP Petrol Pump, Near Annaiah Circle Tirupati 517501 • **Vijayawada** HDFC Bank Ltd., D.No 40-5-4A, 1 Floor, Tikkle Road, Vijayawada-520 010 • **Vishakhapatnam** HDFC Bank, First Floor, Potluri Castle, # 48-14-9, Dwarakanagar, Visakhapatnam 530016 • **Warangal** 1-8-605/1, Nakkalagutta, Hanamkonda, Warangal-506001 **Assam** • **Guwahati** Wholesale Banking Operations, Buildwell Compound, Near Darwin Campus (Beside Neepco Bhawan), 1st Floor, Zoo Road, Guwahati 781005 **Bihar** • **Bihar** Begusarai Kachhari Chowk, Today Market, Begusarai 851101 • **Bhagalpur** Triveni Apartment, Dr. R. P. Road, Bhagalpur 812002 • **Darbhanga** Natraj Bhawan, I St Floor, Katki Bazar, Tower Chawk, Darbhanga 846004 • **Gaya** K.P.Road, Near Ghanta Ghar, Gaya 823001 • **Hajipur** Vimel Complex, Dak Banglow Road, Hajipur 844101 • **Muzaffarpur** HDFC Bank Ltd, Tilak Maidan Road, Muzaffarpur Muzaffarpur 842001 • **Patna** Plot No 651 Jamal Rd, Patna 800002 **Chhattisgarh** • **Bhilai** Chauhan Estate, G.E. Road, Supela, Bhilai 490023 • **Bilaspur** Prashant Complex, Opposite Sheffer's School, Mungeli Road, Bilaspur, Chhattisgarh Bilaspur 495001 • **Raipur** Plot No 280, 1st Floor, Mahadev Ghat Road, Besides Sunder Nagar Filing Station (Bharat Petroleum) Sunder Nagar, Raipur 492013 **Daman** • **Daman** Ace Shopping Mall, Dilip Nagar, Teen Batti Daman 396210 **Goa** • **Panjim** HDFC Bank Ltd, WBO 2nd Floor, Metropolis - II, Opp. Vintage Hospital, St. Inez, Panjim, Goa, Panjim 403001 **Gujarat** • **Junagadh** Ground Floor, Moti Palace, Opp. Rayji Nagar, Moti Baugh Road, Junagadh 362001 • **Ahmedabad** HDFC Bank Ltd, 1st Floor, Astral Building, Near Mithakali Six Cross Road, Navrangpura Ahmedabad 380006 • **Amreli** Street # 2, Manekpara Main Road Amreli 365601 • **Anand** HDFC Bank Ltd, 1st Floor, Sanket Complex, Next To Sales India, Grid Cross Road, Anand 388001 • **Ankleshwar** HDFC Bank Ltd., Commercial Plot 73/P, Gidc Estate, S.A.Motors Building, Old Ankleshwar Highway, Ankleshwar 393001 • **Bardoli** Shree Ambika Niketan, Station Road, Sardar Baug, Bardoli 394601 • **Baroda** 1st Floor, Fortune Tower, Vadodara Stock Exchange Building, Opp. Parsi Agiyari, Sayajjiunj, Baroda 390005 • **Bharuch** HDFC Bank Ltd, 127, Alfa Society, Link Road Bharuch 392001 • **Bhavnagar** Corporate House, 3rd Floor, Near Takteshwar Post Office, Waghawadi Road, Bhavnagar 364001 • **Bhuj** 101/102 Sunrise Tower, Vijay Nagar, Hospital Road, Bhuj 370001 • **Gandhidham** HDFC Bank Ltd, Wholesale Banking Operations, Plot#301, Ward 12/B, 2nd Floor, Opp. Dr. C.G. High School, Gandhidham 370201 • **Gondal** HDFC Bank Ltd, Wholesale Banking Operations, 1st Floor, Aadinath Complex, College Chowk, Gondal 360311 • **Himmatnagar** G.F Shop No 5-8 & First Floor 4 - 9, Kumar House, Durga Oil Mill Compound Himmatnagar 383 001 • **Jamnagar** Abhishek, 3rd Floor, Saru Section Road, Near Savan Apartment, Jamnagar 361008 • **Mehsana** Prabhu Complex, Nr Rajkamal Petrol Pump, Highway Road, Mehsana 384002 • **Morvi** Om Shopping Complex, Ravapur Road, Morvi 363641 • **Nadiad** 1st Floor, Metro City, PJJ Road, Nadiad 387001 • **Navsari** Gr Flr, Nandani Complex, Station Road Navsari 396445 • **Palanpur** Nr. Cozy Tower, Opp Joravar Palace Palanpur 385001 • **Porbandar** Om Shiv Shakti R.D.Chambers, M.G. Road, Porbandar 360575 • Rajkot 1st & 2nd Floor, Shri Harish, 40 / A Bhaktinagar Society, Bhaktinagar Circle. Rajkot 360002 • **Silvassa** 1-16, Jaypee House, Opp. Patel Petrol Pump, Silvassa 396230 • **Surat** 1st Floor, Crossway Mall, Near Ram Chowk, Ghod Dod Road Surat 395007 • **Surendranagar** Middle Point, A Wing, Nr Milan Cinema, Main Road, Surendranagar 363002 • **Unjha** 1st Floor, Suidhi Complex, Station Road, Unjha 384170 • **Valsad** 1st Floor, Ekta Apt, Tithal Road, Valsad 396001 • **Vapi** 1 St Floor, Kanta Trade Center, Gidc Char Rasta Vapi 396195 • **Veraval** HDFC Bank Ltd, Amrut Deep, Rajmahal Road, Opp. Public Garden, Veraval 362265 **Haryana** • **Ambala** 6352/11, Nicholson Road, First Floor, Ambala Cantt 133001 • **Bhiwani** S-175d/1, Jalan Nagar, Meham Chowk. Bhiwani 127021 • **Hissar** 2nd Floor, Akash Plaza, Near Jindal Chowk, Hissar 125001 • **Jagadhri** Plot No.1, Rajesh Nagar Colony, Ambala Road, Jagadhri 135001 • **Jind** HDFC Bank Ltd, SCF-5 Rani Talab, Jind 126102 • **Kaithal** 1450/51 Ambala Road, Pehowa Chowk, Kaithal 136027 • **Karnal** Basement, Sco 778-779, Opp. Mahabeer Dal Hospital Karnal 132001 • **Kurukshetra** HDFC Bank Ltd, Shop No.1-5, Kalawati Market, Railway Road, Kurukshetra 136118 • **Narnaul** Opp. S. P. Residence, Mahinder Garh Road, Haryana Narnaul 123001 • **Nasik** HDFC Bank Ltd, 3rd Floor, Archit Centre, Opp Sanderp Hotel, Chandak Circle Link Road, Near Mahamarg Bus Stand, Nasik 422002 • **Panipat** 801/4, Opps Railway Road, G.T Road, Panipat 132103 • **Rewari** L203, 1st Floor, Modal Town, Old Court Road, Rewari, 123401 • **Rohtak** Jawahar Market, Opp D-Park, Model Town, Rohtak 124001 **Himachal Pradesh** • **Dharamshala** 363/3, Centre Point, Civil Line, Dharamshala 176215 • **Hamirpur** Nh-88, New Road, Hamirpur, HP Hamirpur 177001 • **Jammu** Cb-13, Rail Head Commercial Complex, Gandhi Nagar, Jammu 180004 • **Kangra** Near Bus Stand Kangra 176001 • **Shimla** Shimla3, Jankidas Bldg, Shimla 171001 • **Solan** The Mall Road, Opp.Uco Bank, Solan 173212 **Jammu and Kashmir** • Srinagar First Floor, M. S. Shopping Mall, Residency Road, Srinagar 190001 **Jharkhand** • **Bokaro** B-9, City Centre, Sector-4, Bokaro Steel City, Bokaro 827001 • **Deoghar** Assam Access Road, Near Tower Chowk, Deoghar 814112 • **Dhanbad** Sri Ram Plaza, 1st Floor, Bank More, Dhanbad 826 001 • **Hazaribagh** HDFC Bank, Annanda Chowk, Hazaribagh 825301 • **Jamshedpur** HDFC Bank Ltd., 1st Floor, 105, Snp Area, Sakchi, Jamshedpur - 831 00 Jamshedpur 831001 • **Ramgharh** N.H-33 Main Road, Near Bank Of Baroda, Ramgharh Cantt-829122, Ramgharh Cantt 829122 • **Ranchi** 56 Rohini Complex, Circular Road, Lalpur, Ranchi 834001 **Karnataka** • **Davangere** #651 B H M Enclave, Hm Road, Mandipet, Davangere Davangere 577001 • **Bagalkot** Opp: Railway Station Ward No 10 Bagalkot 587101 • **Bangalore** HDFC Bank Ltd., Cash Management Services, "Salco Centre", # 8/24, Richmond Road Bangalore 560025 • **Belgaum** HDFC Bank Ltd., No 4830/2a Opp District Hospital Dr Ambedkar Road, Belgaum 590002 • **Hubli** Shriram Plaza Dervice Branch Club Road Hubli 580029 • **Mangalore** Ideal Towers 1st Floor, Opp Sharavu Ganapathi Temple, G T Road, Mangalore 575001 • **Mysore** Mythri Arcade, Saraswathipuram, 1st Main, Mysore Mysore 570009 • **Shimoga** HDFC Bank Ltd, W B O, No 447, Sharavathi Complex, Savarlane Road, Shimoga 577201 • **Sindhanur** No 6-1-2992/1, Ward No 12, Kusthagi Road Sindhanur 584128 • **Udupi** Panduranga Tower / Diana Circle, Court Road, Udupi 576101 **Kerala** • Chenganassery Golden Towers, Mc Road Chenganassery Kottayam 686101 • **Calicut** HDFC Bank Ltd, III Floor, Simax Towers, Kannur Road, Nadakkave, Calicut 673011 • **Chengannur** Bin Tower, Govt Hospital Junction, M.C. Road, Chengannur 689121 • **Cochin** First Floor, Palariavattom 25 Cochin 682025 • **Kannur** HDFC Bank, 1st Floor KVR Tower, South Bazar, Kannur 670002 • **Kollam** VGP Buildings, Near Irumpupalam, Kollam 691001 • **Kottayam** 3rd Floor Unity Buildings, KK Road, Kottayam 686002 • **Manjeri** HDFC Bank Ltd, Kurikkal Plaza, Kacheripatti, Manjeri 676121 • **Palakkad** VIII/246, 1st Floor, Chandranagar Jn. Palakkad 678007 • **Pathanamthitha** Aban Arcade, Ring Road, Pathanamthitha 689645 • **Perinthalmanna** Wholesale Banking, HDFC Bank Ltd., Sree Complex, Calicut Road, Perinthalmanna 679322 • **Thalassery** Sahara Centre, AVK Nair Road, Thalassery 670101 • **Thiruvalla** Illampallil Buildings, 26/149, 1&2, Mc Road, Ramanchira Thiruvalla 689101 • **Tirur** KMS Tower, Thazhepalam, Tirur 676101 • **Trichur** Third Floor, Suharsa Towers, Shornur Road, Trichur 680001 • **Trivandrum** BOB Plaza, Second Floor, T. C. 12 / 149 (3), Pattom, Trivandrum 695004 **Madhya Pradesh** • **Bhopal** Asha Avenue, 1st Floor, Z-1, Zone-1 M P Nagar, Bhopal 462011 • **Gwalior** J Plaza, Gast Ka Tazia,

Lashkar Gwalior 474001 • **Indore** HDFC Bank Ltd., 1st Floor, Brilliant Avenue, SCH No. 94, Sector -B, Behind Bombay Hospital, Ring Road, Indore 452010 • **Jabalpur** HDFC Bank Ltd, 1st Floor, Kumbhare Mension, 636, Vijay Nagar, Mr- 4, Main Road, SBI Chowk, Jabalpur 482002 • **Ratlam** HDFC Bank (Wbo) 90, Station Road Ratlam 457001 **Maharashtra** • **Ahmednagar** Ambar Plaza, 'A' Wing, Second Floor, Station Road, Ahmednagar 414001 • **Akola** Sethi Heights, 1st Floor, Opp. Zilla Parishad, Akola 444001 • **Amravati** C/O Rasik Plaza, Morshi Rd, Jaystambh Chowk, Amravati 444601 • **Aurangabad** HDFC Bank Ltd. Divekar Plaza, CTS No 18272, 1st Floor, Railway Station Road, Padampura, Aurangabad 431001 • **Bhusaval** Mansingh Complex. C.T.S. No. 3294 (H.No. 4/285) Jamner Road, Opp CSM Complex, Bhusaval 425201 • **Dahanu** Matru Ashish, Irani Road. Dahanu 401602 • **Dhule** Wholesale Banking Operations(CMS), Lane No- 6, Muncada Arcade, Parola Road, Dhule 424001 • **Ichalkaranji** House No 7-55(Old No9-148), Main Road, Janta Chowk, Ichalkaranji 416115 • **Jalgaon** HDFC Bank Ltd, 3rd Floor, Suga Heights, P P No 32/4, TPS II, Near Central Bus Stand, Jalgaon 425001 • **Karad** Besides Hotel Sangam, Kolhapur Naka, Karad 415110 • **Kolhapur** Gemstone, 517/A/2 E Ward New Shahupuri, Nr Central Bus Stand Kolhapur 416001 • **Latur** HDFC Bank Ltd, 1st Floor, Shri Prabha Arcade, Vora Bunglow, Main Road, Nr Nagar Parishad, Latur 413512 • **Mumbai** Ground Floor, Maneckji Wadia Building, Nanik Motwani Marg, Near Kala Ghoda, Opp Mumbai University, Fort, Mumbai 400001 • **Nagpur** 2, Mile Stone, Block No 303 & 304, Near Lokmat Square, Wardha Road, Nagpur 440010 • **Pune** Fortune Square, 3rd Floor, Deep Bungalow Chowk, Model Colony, Shivajinagar, Pune 411016 • **Ratnagiri** Show Room No.3, Mangesh Shanta, Apartment, Near Maruti Mandir, Ratnagiri-Kolhapur Highway, Ratnagiri 415639 • **Sangamner** 1 Janak Plaza, New Nagar Road, Sangamner 422605 • **Sangli** 640, Venkatesh Senate, Sangli Miraj Road, Sangli 416416 • **Solapur** HDFC Bank Ltd, 8516/11, Murarji Peth, Sun Plaza Bldg, Lucky Chowk, Solapur 413007 **Meghalaya** • **Shillong** Anders Mansion, Police Bazar, Shillong 793001 **Orissa** • **Balasure** F.M.Circle, Balasure Branch, Orissa Balasure 756001 • **Bhubaneswar** 1st Floor, Wholesale Banking Operations, A-62/1, Unit 8, Nayapalli Bhubaneswar 751012 • **Cuttack** HDFC Bank Ltd, Holding No 32, 32/A Bajrakabati Road, Cuttack 753001 • **Rourkela** Dewadi Bhawan, Rourkela 769001 • **Sambalpur** HDFC Bank Ltd, Nayapara Golebazar, Sambalpur 768001 **Punjab** • **Amritsar** 26 Kennedy Avenue, First Floor, Amritsar 143001 • **Batala** SCF 173-174, Jalandhar Road Batala 143505 • **Bhatinda** HDFC Bank Ltd, 83/1 Liberty Chowk, Civil Lines, Bhatinda 151001 • **Chandigarh** SCO-189-190, Sector 17 C, Chandigarh 160017 • **Fazilka** Mc No. 594, Gaushala Road Fazilka 152123 • **Ferozepur** Building No.30/7, Udham Singh Chowk, Ferozepur 152001 • **Gurdaspur** HDFC Bank Ltd, SCF-1, Improvement Trust Bldg, Hanuman Chowk, Gurdaspur 143521 • **Hoshiarpur** WBO, 1st Floor, Opp Maharaja Hotel, Sutheri Road, Hoshiarpur 146001 • **Jagraon** Opp SSP Office, Tehsel Road, Jagraon 142026 • **Jalandhar** HDFC Bank Ltd., 1st Floor, 911, GT Road, Nr. Narinder Cinema, Jalandhar 144001 • **Kapurthala** The Mall Near Mgn Public School Kapurthala 144601 • **Khanna** HDFC Bank, Opp. Bus Stand. G.T. Road, Khanna, Khanna 141401 • **Kotkapura** B-X/740, Faridkot Road, Kotkapura 151204 • **Ludhiana** Sco-54, Phase-2 Urban Estate Dugri Ludhiana 141001 • **Mandi** Gobindgarh Hukam Chand Building, Near Main Post Office, Gobindgarh 147301 • **Moga** GT Road, Opp D C Office, Thaman Singh Gill Market, Moga 142001 • **Nabha** SCF 14,15, Patiala Gate, Nabha 147201 • **Nawanshahr** B 1/148, Banga Road, Nawanshahr 144514 • **Patiala** Building No 11520, 1st Floor, Leela Bhawan, Near Gopal Sweets Patiala 147001 • **Phagwara** Kalra Complex, G T Road, Phagwara 144401 • **Rajpura** # 11-12B, Clibre Market, Rajpura 140401 • **Ropar** HDFC Bank Ltd, Raj Hotel Complex, College Road, Ropar 140001 • **Sangur** SCO-1,2,3, Kaula Park, Sangur 148001 **Rajasthan** • **Ajmer** HDFC Bank Ltd, Ground Floor, Rajasthan Patrika Building, Ajmer 305001 • **Alwar** Bhagat Singh Circle, Opp.Uit, Alwar(Raj.) Alwar 301001 • **Bhilwara** HDFC Bank Ltd., Wbo, Shop No. 1-2-3-4, 'A' Block, First Floor, SK Plaza, Pur Road, Bhilwara 311001 • **Bhiwadi** RIIICO Chowk Bhiwadi Bhiwadi 301019 • **Bikaner** HDFC Bank Ltd, Roshan Plaza, Rani Bazar, Bikaner 334001 • **Jaipur** HDFC Bank House, 2nd Floor, O-10, Ashok Marg, C-Scheme, Jaipur 302001 • **Jodhpur** HDFC Bank Ltd., 1st Floor, 15, Keshav Complex, Nimbera House, Paota, Mandore Road, Jodhpur 342010 • **Kota** WBO, HDFC Bank Ltd, Second Floor, 1 A 1, SFS, Dr S C Nursing Home Road, Talwandi, Kota 324007 • **Ramganj** Mandi Bazaar No -1 Opp SBBJ Bank, Ramganj Mandi 326519 • **Udaipur** HDFC Bank Ltd, Durga Nursery Road, Udaipur 313001 **Tamil Nadu** • **Chennai** No. 115, Dr. Radhakrishnan Salai, 2nd Floor, Opp. To CSI Kalyani Hospital, Mylapore, Chennai 600004 • **Coimbatore** 1st Floor, No.315/316, Mettupalayam Road, Opp Murugan Mills, Near Ganga Hospital, Coimbatore 641018 • **Erode** No.680, Lotus Enclave, Brough Road, Erode 638001 • **Hosur** No.24 & 25, Maruthi Nagar, Siptot PO, Near Dharga, Hosur 635126 • **Karur** 126/D/E, Annai Plaza, Kovai Road, Karur 639002 • **Madurai** Sri Nithiyakalyani Towers, No 34, Krishnarayan Tank Street, North Veli Street Madurai 625001 • **Pondicherry** T.S.No.6, 100ft Road, Ellaipillaichavady, Pondicherry 605005 • **Rajapalayam** 251 E Kadabankulam Main, Rajapalayam Thenkasi Road, Virudhunagar 626117 • **Salem** HDFC Bank Ltd, Wholesale Banking Operations, Sethukrishna Trade Centre, 1st Floor, 133/31a, Trichy Main Road, Gugai, Salem 636004 • **Theni** HDFC Bank, Wholesale Banking Operations, Theni, #422-A, Periyakulam Road, Allinagar, Theni 625531 • **Tirunelveli** HDFC Bank Ltd, 12,13, Trivandrum High Road, Vannarpattai, Palayamkottai, Tirunelveli 627002 • **Tirupur** HDFC Bank Ltd, No-169, Chidambaram Complex, Kumaran Road, Tirupur 641601 • **Trichy** No.11 PLA Kanagu Towers, 11th Cross, Main Road, Thillainagar, Trichy 620018 • **Vellore** 73 Officers Line, Vellore 632001 **Uttar Pradesh** • **Agra** First Floor, Pariney Garden, Bhagarjana, Civil Lines, Agra 282002 • **Aligarh** HDFC Bank Ltd, 3-316 Bhalla Complex, Ramghat Road, Aligarh 202001 • **Allahabad** 58, SP Marg Civil Lines, Allahabad 211003 • **Bareilly** WBO, 1st Floor, 154, Krishna Place, Civil Lines, Bareilly 243001 • **Delhi** E-13/29, 2nd Floor, Harsha Bhavan, Middle Circle, Connaught Place New Delhi 110001 • **Goarakhpur** Wholesale Banking Operations, Shreenath Complex, 10, Park Road, Civil Lines, Goarakhpur 273001 • **Jhansi** HDFC Bank Ltd, Damroo Cinema Complex, Civil Lines, Jhansi 284003 • **Kanpur** 15/46, 1st Floor, Civil Lines, Kanpur 208001 • **Lucknow** Pranay Towers 38, Darbari Lal Sharma Marg, Lucknow 226001 • **Mathura** 169/2 Gaushala Road, Opp BSA College, Mathura 281001 • **Meerut** HDFC Bank Ltd, 1st Floor 381, Western Kutcher Rd, Meerut 250001 • **Moradabad** HDFC Bank Ltd, Wholesale Banking Operations, Pandit Shankar Dutt Sharma Marg, Opposite Election Office, Civil Lines, Moradabad 244001 • **Muzaffarnagar** First Floor, 53/4 Janshat Road, New Mandi, Muzaffarnagar 251001 • **Saharanpur** HDFC Bank Ltd, Hotel Suryalok, Rly Road, Near Clock Tower, Saharanpur 247001 • **Varanasi** HDFC Bank Ltd, WBO Dept, 1st Flr, Varanasi Trade Centre, Magbool Alam Road, Khajuri, Varanasi 221002 **Uttarakhand** • **Dehradun** WBO Dept, HDFC Bank, 56, Rajpur Road, Dehradun 248001 • **Haldwani** 8/6 Bhotia Paraw, Nainital Road, Haldwani 261319 • **Rishikesh** MC No 53 MJ Mall Railway Road Rishikesh 249201 • **Roorkee** 313/8, Civil Lines, Roorkee 247667 • **Rudrapur** Plot No1&2, Nanital Road, Plot No1&2, Nanital Road, Rudrapur 263 153 **West Bengal** • **Asansol** P.C Chatterjee Market, Rambandhu Talaw, Asansol 713303 • **Durgapur** Balaji Commercial Complex, 3rd Floor, Benachity, Nachan Road, Durgapur 713213 • **Kolkata** Abhilasha-II, 6 Royd Street (2nd Floor) Kolkata 700016 • **Raniganj** A/29, N S B Road, Opposite Asoka Petrol Pump, Raniganj, Dist Burdwan Raniganj 713347 • **Siliguri** 136/115 Hill Cart Road Siliguri 734401



**ANDHRA PRADESH:** Anantapur: 1st Floor, T Nagaraju Complex, D.No. 10/323, Sarojini Road, Opp. To Vasundaradevi Hospital, Near Clock Towers, Anantapur 515001 **Cuddapah:** 1st Floor, Lalithamma Building, Ngo'S Colony, Upstairs Union Bank of India Cuddapah 516002 **Guntur:** Door No. 5-87-26, 1st Floor, Sai Srinivasa Building, Opp. Nelagiri Super Market, Main Road, Lakshmi Puram, Guntur 522007 **Hyderabad:** 6-3-1090/A/13 Flat 401, 4th Floor, Manbhium Jade Towers, Hotel Katriya Lane, Raj Bhawan Road - Somajiguda, Hyderabad 500082 • D.No.6-3-57/1, 408-410, Diamond Block, 4th Floor, Lumbini Rockdale Compound, Somajiguda, Hyderabad 500082 **Kakinada:** 2nd Floor, D. No.5-1-61, Opp. Brindhavan Lodge, Main Road, Surya Rao Peta, Kakinada 530001 **Karim Nagar:** 1st Floor, House No: 8-6-179/2A, Hyderabad Road, Above Mahi Motors, Kothirampur, Karimnagar 505001 **Kurnool:** DPLR Plaza, 2nd Floor, Upstairs SBI Near/Old Town-Branch, Opp: Children'S Park, Eswar Nagar, Kurnool 518004 **Nellore(Cv):** 24/1677, Brahmanandapuram, Dargamitta, Nellore 524003 **Rajahmundry:** AMT Plaza, C18, D.No.76-5-29, Second Floor, Ganuga Street, Gandhipuram-2, Rajahmundry 533103 **Tirupathi:** Door No 2/89, 1st Floor, Tiruchanur Road, Sreenivasapuram, Tirupathi 517503 **Vijayawada:** D.No. 40-10-5, Sree Ramachandra Complex, Benz Circle (Bajaj Showroom Lane), Vijayawada 520 010 • # 40-1-126, First Floor, Vasanth Plaza, Chandramoulipuram Benz Circle, Vijayawada 520010 **Visakhapatnam:** D No 47-10-13, 1st Floor, Reddyan Regency, Near Diamond Park, Dwaraka Nagar, Vishakhapatnam 530016 **Warangal:** D No 15-1-422/A,B Second Floor S.V.S Legend, Beside Industrial Estate Kaman, S.V. P Road Warangal 506002 **ASSAM:** **Guwahati:** Anandi Commercial Complex, II Floor, Bora Service, G S Road, Guwahati 781007 • 3C Dihang Arcade 3rd Floor, G.S Road, Dist-Kamrup, Guwahati 781005 **BIHAR:** **Bhagalpur:** Ground Floor, Chandralok Complex, Near Ghantaghar, Radha Rani Sinha Road, Mashakhach, PS Adampur (Kotwali), Bhagalpur 812001 **Muzaffarpur:** Ground Floor, C/O. Mr. Vijay Kumar Singh, Infront of Vaishali Sweets Shop, Imli Chatti, Muzaffarpur 842001 **Patna:** 205, Ashiana Harniwars, New Dak Bungalows Road, Patna 800 001 • R.K. Estate 2nd Floor Opposite of Indira Gandhi Institute of Medical & Science, Raja Bazar, Baitara Road, Patna 800014 **CHHATTISGARH:** **Bhilai:** 36/5, Ground Floor, Nehru Nagar(East) Besides Ing Vyasa Bank, Bhilai 490020 • First Floor, No.36/5, 2nd Floor, Nehru Nagar (East), Above Ing Vyasa Bank, Bhilai, Durg District, 490020 **Raipur:** No. 26, 3rd Floor, Millennium Plaza, G.E Road, Raipur, Chhatisgarh 492 001 • 203, 2nd Floor, Vanjaya Bhavan, Devendra Nagar Road, Raipur 492001 **GOA:** **Goa:** F 30, Alfran Plaza, Opp Don Bosco, MG Road Panjim, Goa 403001 **Madangal:** Second Floor, Saldana Business Tower Wing A, 212, Near Mapusa Court, Mapusa 403507 **GUJARAT:** **Ahmedabad:** 104, A R T H Complex, Behind A K Patel House, Mithakali Six Road, Navrangpura Ahmedabad 380009 • 104, First Floor, Shivam Complex, Nr. Silicon Tower, Opp. National Handloom Law Garden, Ellisbridge, Ahmedabad 380006 **Anand:** F/1, Suramya, Town Hall (Near Meza Bakery), Vidya Nagar Road, Anand 388001 **Baroda:** 518 & 519, Centre Point, R C Dutt Road Alkapuri, Vadodara 390005 • 127, 1st Floor, Siddharth Complex, Near Express Hotel, RC Dutt Road, Alkapuri 390007 **Bharuch:** No.230-232, 2nd Floor, Aditya Complex, Kasak Circle, Bharuch 392002 **Bhavnagar:** G-5, Arioal Complex, Near Radha Mandir, Waghawadi Road, Bhavnagar 364001 **Bhuj:** office No.7, First Floor, Royal Plaza, Plot No.2 & 3, Near Shiv Krupa Nagar, Bhuj-Mirzapur Highway, Bhuj 370001 **Jammaganar:** 404, Corporate House, Opp. To St. Ann'S High School, Pandit Nehru Marg, Jammaganar 361008 **Junagadh:** 2nd Floor, Shop No.212, Amba Arcade, M G Road, Junagadh 362001 **Mehsana:** FF-01, Sigma Oasis, Nr: Hdic Bank, High Way Mehsana 384002 **Navari:** 1st Floor, Shop No.116, Manohar Complex, Opp. Dabu Hospital, Fuwara, Navsari 396445 **Rajkot:** 202, Business Terminal, Opp. Ramakrishna Ashram, Dr. Yagnik Road, Rajkot 492001 • 201, Titan Complex, 2nd Floor, Kalawad Road, Near GT Seth School, Opp. To Punjab Honda, Rajkot 360005 **Surat:** L 14, Jolly Plaza, Opposite Athwa Gate Police Station, Athwa Lines, Surat 395001 • No.607, 6th Floor, 21st Century Business Centre, Near Udhan Darwaja, Ring Road, Surat 395002 **Surendra Nagar:** 2nd Floor, Rudraksh, Plot No:328 (Opp. To New Age Industries) Wadhwan Road, Surendra Nagar 363035 **Valsad:** 2nd Floor, Shop No.216, Trade Centre, Station Road, Valsad 396001 **Vapi:** Shop No.19 & 20, 1st Floor, Walden Plaza, Inman Nagar, Opp. To S B I, Daman - Silvassa Road, Vapi 396191 **HARYANA:** **Ambala:** 96 - 97, 1st Floor, Haryana Motor Market G T Road, Ambala City 134002 **Faridabad:** Sco 107, 1st Floor, Sector 16 - Behind Sagar Cinema, Above J & K Bank, Faridabad 121002 **Gurgaon:** S C O 35-36, 1st Floor, Sector 12A, Commercial, Old Delhi - Gurgaon Road, Gurgaon 122001 **Hisar:** Shop No. 46 Dsb First Floor, Red Square Market Hisar, Haryana 125001 **Panipat:** 1st Floor, No.75, Bmk Market, G.T.Road, Panipat. 132103 **Rohtak:** 2nd Floor, Shop No.5-B, Gopal Complex, Civil Road, Rohtak 124001 **Yamuna Nagar:** Sco-103, 1st Floor, Sector 17, Huda Jagadhari By Pass Road, Jagadhari, Yamunanagar 135001 **HIMACHAL PRADESH:** **Shimla:** 1st Floor, Hameer House, Lower Chakkar, Shimla 171005 **JAMMU & KASHMIR:** **Jammu:** Sadhana Commercial Building, No.27, A/C Gandhi Nagar Jammu 180001 **JHARKHAND:** **Bokaro:** 1st Floor, Ms. Ranju Automobiles Pvt. Ltd Main Road, Chas, Bokaro 827013 **Dhanbad:** 1st Floor, Shop No.107, Sree Ram Plaza, Bank More, Dhanbad 826001 **Jamshedpur:** 5/B, III Floor, Meghdeep Building, Q Road, Bistupur, Jamshedpur 831001 **Jamshedpur:** No.2, 2nd Floor, Meghdeep Building, Near South Park Hotel, Q Road, Bistupur, Jamshedpur 831001 **Ranchi:** Shop No-F1, Amarnath Complex, New Daily Market, Near Kailash Babu Street, Ranchi, Jharkhand-834001 **KARNATAKA:** **Belgaum:** 1st Floor, Shop No.8, Mujawar Arcade, Mujawar Compound P B Road, Nehru Nagar, Belgaum 590010 **Bellary:** Flat No.3 & 9, 1st Floor, Ward No.16, T.S. No.52 Near Clock Tower Circle, Bellary 583101 **Bengaluru:** Ground Floor, Sana Plaza, 21 / 14 - A, M.G. Road, Near Trinity Metro Station, Bangalore 560001 • # 186 1st Cross, 2nd Floor Hosur Main Road Wilson Garden Bangalore 560027 **Davangere:** # 268/3, Jayavibhava Nilaya, First Floor Opp Ram & Co Provision Stores, 4th Main, P.J.Extension, Davanagere 577002 **Hubli:** 1st Floor, Centre Point 107, 108 New Cotton Market, Sanje Vani Press Hubli 580029 **Mangalore:** B-2, Souza Arcade, Balmatta Road, Mangalore 575001 **Mangalore:** Sundaram Finance, 2nd Floor, Krishna Prasad Bldg. Above Pabbas Ice Cream Parlour Nr.Mangalore City Corporation, Lal Bagh, Mangalore 575003 **Mysore:** Venjay, Editice, II Floor, No.37, Jlb Road Chamrajapuram, Mysore 570005 **Raichur:** Sai Ram Complex, 1-10-38, Station Road Opp. Ram Mandir, Raichur 584101 **Shimoga:** 1st Floor, Sri Ranganatha Commercial Complex Shivamurthy Circle, Kuvempur Road, Shimoga 577201 **Udupi:** Second Floor, Antrade Arcade, Near Syndicate Bank, Catholic Centre, K M Marg, Udupi **KERALA:** **Calicut:** 3rd Floor Kanchas Building, Near New Bus Stand, Rajaji Road, Calicut 673004 **Cochin:** Kassim Towers, 36/1899 Door No, D I Floor Sebastian Road, Off. Kaloor, Kadavanthra Road, Kaloor, Cochin 682 017 **Ernakulam:** 1st Floor, Welfare Services Centre, Ponnuruni, Vytilla Po, Ernakulam 682019 **Kannur:** 1st Floor, Tjn A1, A2, Malabar Tower, Opp Indus Motors, Thalapp, Kannur 670002 **Kollam:** 1st Floor, Kmk Complex, Second Milestone, Kilikollur, Kollam 691004 **Kottayam:** Kitharam Complex, First Floor, Union Club Junction, Kottayam 6866001 **Kozhikode:** No.5/3249-H, First Floor, Century Plaza Building, Behind Kic Petrol Pump, Indira Gandhi Road (Mavoor Road), Kozhikode 673001 **Palakkad:** First Floor, 15/513 (50), Akshaya Foundation, Stadium Bye-Pass Road, Palakkad 678001 **Thrissur:** Second Floor, RV Center, Patturakkal Junction, Near Karthiyani Nursing Home, Trichur 680022 **Trivandrum:** 2nd Floor, Ali Plaza Building, Opp. Tennis Club, Kaudiar, Thiruvananthapuram 695003 **MADHYA PRADESH:** **Bhopal:** Plot No. 10&11, 3rd Floor, Alankar Palace, Bank Street, M.P.Nagar, Zone 5, Bhopal 462011 • Plot No. 6, VNV Plaza, 3rd Floor Zone II M P Nagar, Bhopal 462011 **Gwalior:** II Floor, 44 City Centre, Narayan Krishna, Madhav Rao Scindia Road, Gwalior -474 002 **Indore:** 125, Star Lit Towers, 29/1, Y N Road, Indore 452001 **Indore:** Plot No.2, 2nd Floor, Vijay Nagar, A.B Road, Opp. Metro Tower, Indore. 452010 **Jabalpur:** Second Floor, Digamber Tower, 936, Wright Town, Pandit Bhawani Prasad Ward, Napier Town, Jabalpur 482002 **Ratlam:** 2nd Floor, 16/45, Ratlam Plaza, Block No.C, Opp. ICICI Bank, Ratlam 457001 **Sagar:** 1st Floor, Singhai Buildings 10, Civil Lines, Sagar 470002 **Satna:** 2nd Floor, Collectorate Road, Civil Line, (Above M/S. Siddhivinayak Motors), Satna Satna

485001 **MAHARASHTRA:** **Ahmednagar:** 209, 2nd Floor, Adish Plaza, ICICI Home Finance Building (Opp. Dowle Hospital) Nagar Manmad Road, Savedi, Ahmednagar 414003 **Akola:** C-13, First Floor, Dakshata Nagar, Vyapari Complex, Sindhi Camp Chowk, Akola-444001 **Amaravathi:** 71 & 72, 1st Floor, Gulshan Towers, Panchsheel Talkies Road Jaistambh Chowk, Amaravati 444601 **Aurangabad:** First Floor, B-4, Aurangabad Business Centre, Adalat Road, Aurangabad 431005 **Chembur:** Flat No. 313, Swastik Chambers 3rd Floor, Sion-Trombay Road, Chembur, Mumbai 400071 **Jalgaon:** 2nd Floor, India Plaza Complex, Vivekananda Nagar, Swatantry Chowk, Jiltha Peth, Jalgaon 425001 **Kolhapur:** office No:12, 2nd Floor, R.D. Vichare Complex (Gemstone) Near Central Bus Stand, New Shahupuri Kolhapur 416001 **Latur:** Sanmaan, First Floor, Opp To Amba Mata Mandir, Chandra Nagar, Latur 413512 **Mumbai:** HDIL Kaledonia Commercial Complex, 2(A), 2nd Floor, Opp Vijaya Nagar, Sahar Road, Andheri East, Mumbai 400069 • Office No. 1222, 12th Floor, Maker Chamber V, Nariman Point, Mumbai 400 021 • Shop No. 6, Yashwanth Building, Groung Floor, Ram Maruti Cross Road, Near Ratnakar Bank, Naupada, Thane West Mumbai 400602 • No: 114, 1st Floor, Commerce House, 140, Nagindas Master Road, Fort, Mumbai 400023 • Shop No. 2, Ground Floor in "Suchita Enclave", Co-operative Housing Society Limited, Maharashtra Nagar, Off. Chandavarkar Road, Borivali (West), Mumbai 400092. **Nagpur:** C/O Fortune Business Centre, Plot No.6, Vasant Vihar Complex, Vichar Road, Shankar Nagar, Nagpur 440 010 • 110-111, Shri Mohini Complex, Opp. Kasturchand Park 345, Kingsway Road, Nagpur 440001 **Nashik:** L 17, Suvoyit, Sankul, Near Rajiv Gandhi Bhavan, Shanarapur, Nashik 422 002 • First Floor, Padma-Vishwa Regency, Behind Saroj Travels, Next To Manavta Cancer Hospital Mumbai Naka, Nasik 422001 **Pune:** 1st Floor, Unit No. 3, Rachana Trade Estate, Above Fly curry Hotel, Law College Road, Pune 411 004 • 1st Floor, 'Mantri Vertex' Law College Road, Pune 411004 **Sangli:** Shiv Ratna Complex, S4, 3rd Floor, Cst No.1047B, College Corner North Shivaji Nagar, Madhavnagar Sangli 416416 **Sholapur:** 786, Maruti Tele Sankul, South Kasba, Shinde Chowk, Sholapur 413007 **NEW DELHI:** **Delhi:** 7 B, Rajendra Park, Pusa Road, Upper Ground Floor, Metro Pillar No.153, New Delhi 110 060 • 605, Sixth Floor 'Ashoka Estate Building', 24, Barakhamba Road, New Delhi 110001 **ORISSA:** **Balasure:** First Floor, Choudhury Nivas P.O.-Sahadeb Khuntha, Near Bus Stand, Balasure, Odisha 756001 **Behrampur:** First Floor, Alakananda Enclave, First Lane, Gajapati Nagar, Ganjam Dist., Berhampur 760 010 **Bhubaneswar:** Office No. 16, 2nd Floor, Deen Dayal Bawan, Ashok Nagar, Bhubaneswar 751009 • 2nd Floor, Banadev Bhawan, A/108, Saheed Nagar, Khurda Dt, Bhubaneswar 751007 **Cuttack:** Plot No. 3209, 2nd Floor, Urmila Plaza (Above Utal Motors), Madhupatna, Cuttack 753010 **Rourkela:** Plot No. 309/P, 2nd Floor, Udit Nagar, Opp. Ambedkar Chowk, Rourkela, Sundergarh District, 769012 **Sambalpur:** Sundaram Finance Ltd, First Floor, Sabat Complex Near Wescok office Main Road, Ainthapalli Sambalpur 768004 **PONDICHERY:** **Pondicherry:** Ms Royal Enclave, Plot No 19, 100 Feet Road, Mudaliarpet, Pondicherry 605004 **PUNJAB:** **Amritsar:** 1st Floor, 27-A, Classic Plaza, Majitha Road, Amritsar 143001 **Bhatinda:** 1st Floor, 3038 - A Guru Kanshi Marg, Bhatinda 151001 **Chandigarh:** S.C.O II Floor, 2475-2476, 22/C, Chandigarh 160022 • S.C.O 56-57 2nd Floor, Phase- II Mohali, Punjab 160072 **Jalandhar:** 5 E, Session Court Road, 1st Floor, Near B M C Chowk, Jullundur 144001 **Ludhiana:** SCO 18, Cabin No.401, 4th Floor, Feroz Gandhi Market, Ludhiana 141 001 • S.C.O-13, 1st Floor, Shanghai Towers, Feroz Gandhi Market, Ludhiana 141001 **Patiala:** 1st Floor, Sco 65, New Leela Bhawan, Opp. Federal Bank, Patiala 147001 **RAJASTHAN:** **Ajmer:** 1st Floor, Adjoining K C Complex Opp: Daulat Bagh, Ajmer 305001 **Alwar:** 29, Harshil Tower, 3rd Floor Naru Marg, Keshav Nagar Alwar 301001 **Bhilwara:** Second Floor, Budh Plaza Opp: Circuit House, Basant Vihar, Bhilwara 311001 **Bikaner:** Second Floor Chug Mansion Opp. Dm office, Modern Market, Bikaner 334001 **Jaipur:** 303, III Floor, Brij Anukampa, Ashok Marg, C - Scheme, Jaipur 302001 • 205, 2nd Floor, Sangam Towers, Church Road, off. M I Road, Jaipur 302001 **Jodhpur:** 201, 202, Second Floor, Mody Arcade Chopasani Road, Near Bombay Motors, Jodhpur 34200 • 116, 1st Floor, Mody Arcade, Chopasani Road, Near Bombay Motor Cycle, Jodhpur 342 001 **Kota:** Second Floor, Above Reebok Showroom 393, Shopping Centre, Nr. Ghode Wale Baba Circle, Kota 324007 **Sriganganagar:** Ground Floor, Bansal Tower, Jawahar Nagar, N.H.No.15, Sriganganagar, Rajasthan. 335001 **Udaipur:** Sundaram Finance Ltd (Bo), First Floor, Madhubani, 2C-Madhuban, Udaipur 313 001 • 4th Floor, Plot No-32/1105, Centre Point, Opp. B.N. College, Udaipur 313001 **TAMIL NADU:** **Chennai:** Sundaram Towers 1st & 2nd Floor, No.46 Whites Road, Royapettah, Chennai 600014 • Ground Floor, 19, Patullos Road, Chennai 600002 **Coimbatore:** 101-E, II Floor, Kala Mansion Building, D B Road, R. S Puram, Coimbatore 641002 • No.62, First Floor, 'Time Square' Balasundaram Road, A.T.T. Colony, (Near RTO office) Coimbatore 641012 **Erode:** 16/3, First Floor, Brindavan Hotels Building, E V Nanjappa Road, Erode 638011 **Hosur:** 'Sai Prabha' Towers, Denkanikotta Road, Opp. Dhanam Super Market, Hosur 635109 **Kancheepuram:** 24, Anai Indira Gandhi Salai (Nellukara Street), Kanchipuram 631502 **Karur:** SRN Towers, IInd Floor, Ts No.208/1, 1st Cross, Covali Road, Sengunthapuram, Karur 639001 **Kumbakonam:** 1st Floor, Nalli Plaza, Old Door No:34&34A, T S R Big Street, Kumbakonam 612001 **Madurai:** No. 183 C - North Veli Street, Opp Duke Hotel, Madurai 625 001 • 37, Krishna Rao Tank Street, (Tvs Co-Operative Store) Madurai, 625001 **Salem:** New No. 210, Old No. 315 - C, Omalar Main Road, Avk Arcade, Opp. New Bus Stand, Salem 636004 • First Floor, Srivari Shopping Mall, 2/91, New Bus Stand Road, Meyyanoor Salem 636004 **Tirunelveli:** First Floor, No 985/1-C2, 1D, Indira Complex, South Bye Pass Road, Opp to Passport office, Tirunelveli 627005 **Tirupur:** Muthu Plaza, 1st Floor 320, Avanashi Road, Tirupur 641602 **Trichy:** 60/2, Krishna Complex, 1st Floor, Shastru Road, Thennur, Trichy 620 017 • Bus Plaza, 2nd Floor, Front, No.5-G, Lawsons Road, Contonment, Trichy 620001 **Vellore:** 37B, Balaji Nagar, 2nd Street, Phase 3, Sathuvachari, Vellore 632009 • First Floor, 141/3 M.P. Sarathi Nagar, Vellore District Bus Owner Association Building, Chennai - Bangalore Bye Pass Road, Vellore 632012 **UTTAR PRADESH:** **Agra:** Shop No. 706, 7th Floor, Maruti Plaza, 118/8, Sanjay Palace, Agra 282002 **Aligarh:** Shop No.7 & 22, U.G.F Alig Corporate Plaza, Marris Road, Aligarh, Uttar Pradesh 202001 **Allahabad:** 1st Floor, Saroj Bhavan, 14/4, Stanley Road, Near Patrike Crossing, Civil Lines, Allahabad 211001 **Bareilly:** Krishna Complex 2nd Floor Near Mahajan Hospital Stadium, Road Bareilly Bareilly Dist 243001 **Ghaziabad:** 1st Floor, Ff - 31, Konark Building, Gda Market, Rdc, Ghaziabad 201001  **Gorakhpur:** 1st Floor, Bank Road, Opposite Subhash Tractor, Corner Gali, M.G.Road, Gorakhpur 273001 **Jhansi:** Shop No. 5, Narayan Plaza Jojo House, Infront of Employment Exchange Gwalior Road, Jhansi 284001 **Kanpur:** 218/219 Kan Chambers, 2nd Floor, 114/1113 Civil Lines Kanpur 208001 **Lucknow:** G-6 A, Upper Ground Floor, Sky Hi Chambers, 11/5, Park Road, Lucknow 226001 • 104, Ugf Sky Hi Chambers, 5- Park Road, Lucknow-226 001 **Mathura:** 3rd Floor, Shop No.330, Dwarikadheesh Plaza, Mohalla Brijnagar, Junction Road, Sonkh Adda, Mathura 281001 **Moradabad:** 2nd Floor, office No.3, Vallabh Complex, Near Pms School Civil Lines, Moradabad 244001 **Noida:** Third Floor, 307, Vishal Chambers, P-1, Sector-18, Gautam Budh Nagar, Noida 201301. **Varanasi:** Flat No.7, 2nd Floor, Rama Kunj, C-32-22/17 Ram Singh Rana Nagar Colony, Cantt Sgra Road, Varanasi 221002 **UTTARANCHAL:** **Dehradun:** 57/19, Raipur Road, II Floor, Shiva Palace, Dehradun 248 006 **WEST BENGAL:** **Asansol:** 1st Floor, Above United Bank of India, B.B. College More, Ushagram East, G.T. Road, P.O. Asansol, Dist. Burdwan, Asansol 713303 **Burdwan:** 5 B, M.V Apartment, 36 G.T. Road, Parbhatra, Po: Sripally, Burdwan 713103 **Durgapur:** A-307, Bengal Shristi Complex, II Floor, Citi Centre, Durgapur 713 216 • Sri Chaitanya Complex, 2nd Floor, Bengal Ambuja Phase II, Ambetkar Sarani, City Centre, Durgapur 713216 **Kolkata:** 'Chowringhee Court', 2nd Floor, Unit No.33, 55/55/1, Chowringhee Road, Kolkata 700071 • No.7, Camac Street, Azimjanj House III Floor, Block No. 6, Kolkata 700017 **Siliguri:** Shree Radha Complex, Block-B 2nd Floor, Iskon Mandir Road Siliguri, Dt Darjeeling 734001

**Dubai:** Representative office: P O Box:124337 office No. 205, AL ATTAR Grand, Above LG Showroom, Khalid Bin Al Waleed Street, Bur Dubai, Dubai, UAE.