

One Time Mandate Instruction Form (OTM/NACH Form)

* Mandatory Fields



UMRN F O R O F F I C E U S E O N L Y Date*

Tick (✓) Sponsor Bank Code HDFC0999999 Utility Code HDFC00070000003309

CREATE I/We hereby authorize PPFAS Mutual Fund to debit (tick✓)* SB CA CC SB-NRE SB-NRO Other

MODIFY Bank a/c number

CANCEL with Bank Name of customers bank IFSC or MICR

an amount of Rupees ₹

FREQUENCY Monthly Quarterly Half Yearly Yearly As & when presented DEBIT TYPE Fixed Amount Maximum Amount

Reference 1 PAN No. Mobile No.

Reference 2 Folio No. Email ID

I agree for the debit mandate processing charges by the bank whom I am authorizing to debit my account as per latest schedule for charges of the bank.

PERIOD From* Signature Primary Account holder Signature of Account holder Signature of Account holder
To 1. Name as in bank records 2. Name as in bank records 3. Name as in bank records

* This is to confirm that the declaration has been carefully read, understood & made by me/us. I am authorizing the user entity/corporate to debit my account, based on the instructions as agreed & signed by me.
* I have understood that I am authorised to cancel/amend this mandate by a appropriately communicating the cancellation/amendment request to the user entity/corporate or the bank where I have authorised the debit.

SIP Registration/Renewal Form (for OTM registered investors only)

Please tick ✓ as applicable

- OTM Debit Mandate is already registered in the folio. [No need to submit again].
- OTM Debit Mandate is attached and to be registered in the folio. SIP Auto debit will start after mandate registration (usually within Thirty days depending on OTM or NACH modalities).

The total of all installments in a day should be less than or equal to the amount as mentioned in One Time Mandate already registered or submitted, if not registered.

Investors must read the SID / SAI and Key Information Memorandum and the instructions before completing this Form.

The Application Form should be completed in English and in BLOCK LETTERS only. Note: No need to attach One time Mandate again, if already registered/submitted earlier.

CKYC details (KIN):

KEY PARTNER/AGENT INFORMATION (Investors applying under Direct Plan must mention "Direct" in ARN column.)

ARN	ARN / Distributor Name	Sub Agent's ARN	Bank Branch Code	Internal Code for Sub-Agent/ Employee	Employee Unique Identification Number (EUN)
ARN-					

I/We hereby confirm that the EUN box has been intentionally left blank by me/us as this is an "execution-only" transaction without any interaction or advice by the employee/relationship manager/sales person of the above distributor or notwithstanding the advice of in-appropriateness, if any, provided by the employee/relationship manager/sales person of the distributor and the distributor has not charged any advisory fees on this transaction.

First Holder Second Holder Third Holder

Transaction charges for applications through Distributors

- I confirm that I am a first time investor (₹ 150 deductible as transaction charge & payable to distributor)
- I confirm that I am an existing investor (₹ 100 deductible as transaction charge & payable to distributor)

Upfront commission shall be paid directly by the investor to the ARN Holder (AMFI registered Distributor) based on the investors' assessment of various factors including the service rendered by the ARN Holder.

EXISTING INVESTOR DETAILS (If you have existing folio)

Folio No. The details in our records under the folio number mentioned alongside will apply for this application.

NAME OF SOLE /FIRST APPLICANT Mr. Ms. M/s.

- Scheme Parag Parikh Flexi Cap Fund (PPFCF) Parag Parikh Liquid Fund (PPLF) Parag Parikh ELSS Tax Saver Fund (PPTSF) Parag Parikh Conservative Hybrid Fund (PPCHF) Parag Parikh Arbitrage Fund (PPAF) Parag Parikh Dynamic Asset Allocation Fund (PPDAAF)

Plan Direct (Default plan) Regular

Option Growth (Default option) Income Distribution cum capital withdrawal option. (N/ A for Parag Parikh Flexi Cap Fund (PPFCF), Parag Parikh ELSS Tax Saver Fund (PPTSF) and Parag Parikh Arbitrage Fund (PPAF))

Sub-Option Reinvestment of Income Distribution cum capital withdrawal option Payout of Income Distribution cum capital withdrawal option
 Daily (Default incase of PPLF) Weekly (Applicable only for PPLF) Monthly (Default incase of (PPCHF) and PPDAAF) Monthly (Applicable only for PPLF, PPCHF and PPDAAF)

SIP DETAILS

Monthly SIP (Minimum ₹ 1000/-, 6 instalments) Monthly (Any date, maximum six) SIP Amount 1,000 5,000 10,000
 Quarterly SIP (Minimum ₹ 3000/-, 4 instalments) Quarterly (Any date, maximum six) 50,000 1,00,000 5,00,000
Period Standard From To Any Other Amount

First SIP Cheque Date Cheque No.

ACKNOWLEDGEMENT SLIP (To be filled in by the Applicant)

Date: PPFAS MUTUAL FUND Registered Office: 81/82, 8th Floor, Sakhar Bhavan, Ramnath Goenka Marg, 230, Nariman Point, Mumbai 400 021. ISC Stamp & Signature
Folio No. Received from: Amount:
 OTM DEBIT MANDATE FORM SIP FORM First SIP Cheque Date Cheque No.
 SIP TOP UP FORM

SIP TERMS & CONDITIONS

- If the Fund fails to get the proceeds for three consecutive months and two consecutive reversals in case of quarterly frequency. (due to non-availability of funds) out of a continuous series of installments submitted at the time of initiating a SIP, the AMC reserves the right to discontinue the SIP.
- Minimum six installments are required for SIP extension / renewal.
- In accordance with SEBI letter no MRD/DoP/PAN/PM/166999/2009 dated 19 June 2009 issued to Association of Mutual Funds in India (AMFI) and subsequent guidelines issued by AMFI vide its circular no 35P/MEM-COR/4/09-10 dated 14 July 2009 in this regard, only those SIPs up to Rs 50,000/- per year per investor i.e. aggregate of investments in a rolling 12 - months period or in a financial year i.e. April to March would be classified as 'Micro SIP'
- SIP Frequency

In case SIP day falls on non-business day, the SIP transaction shall be processed on the next business day.
- In case of SIP transactions, the AMC shall terminate the transactions in the below mentioned cases
 1. Three continuous failures on account of insufficient funds / payment stopped by investor.
 2. Account closed or transferred by the investor.
 3. Investors account description does not tally with the description maintained by R&TA/ Mutual Fund.
 4. In case of specific court order or order from any Regulatory Body.
- As per the revised guidelines on KYC procedures, investors investing in Micro SIP would have to undergo detailed KYC procedure as mentioned in Statement of Additional Information (SAI) including IPV.
- In case the application for subscription does not comply with the above provisions, The AMC/Trustees retain the sole and absolute discretion to reject/ not process such application and refund the subscription money.
- Complete Common Application form and SIP OTM/NACH Mandate Form along with the first cheque should be submitted to the AMC I CAMS Collection Centers.
- New investors should mandatorily give a cheque for the first installment. The first cheque should be drawn on the same bank account which is to be registered for OTM/NACH (Debit Clearing). Alternatively, the cheque may be drawn on any bank, for which investor should provide a cancelled cheque of the bank/ branch for which OTM/NACH is to be registered.
- All SIP installments should be of equal amount.
- SIP mandate (with or without the accompanying OTM / NACH Mandate) will be registered by the concerned bank within a period of 30 days. The auto-debit will commence on the first eligible date following such registration. The AMC reserves the right to modify the SIP period depending on the one month period for registration to ensure minimum number of installments as mentioned in Scheme Information Document (SID).
- Request for cancellation should be submitted 10 business days prior to the next SIP date.
- The bank account provided for OTM/NACH (Debit) should participate in local MICR Clearing.
- In case MICR code is unavailable, please mention the IFSC while submitting the OTM /NACH mandate.
- The investor agrees to abide by the terms and conditions of OTM/NACH facility of the Reserve Bank of India (RBI) as applicable at the time of investment and as may be modified from time to time.
- The investor undertakes to keep sufficient funds in the account till the date of execution of the debit. The investor hereby declares that the particulars given overleaf are correct and complete. If the date of debit to the investors account happens to be a non Business day as per the fund, execution of the debit will not happen on the day of the holiday and allotment of Units will happen as per the terms and conditions listed in the concerned Scheme Information Document (SID). The Fund, its Registrars, Auto Debit Banks and other service providers shall not be liable for, nor be in default by reason of, any failure or delay in completion of its obligation under this agreement, where such failure or delay is caused, in whole or in part, by any acts of God, civil war, civil commotion, riots, strike, mutiny, revolution, fire, flood, fog, war, change of government policies, unavailability of banks computer system, force majeure events or any other cause of peril which is beyond their reasonable control and which has the effect of preventing the performance of contract by them.
- Investors will not hold PPFAS Mutual Fund, its registrars, banks and other service providers responsible if the transaction is delayed or not effected or the investor's bank account is debited in advance or after the specific SIP date for any other reason.
- Incorrect, incomplete or ambiguous forms will not be accepted.
- To avail of SIP in separate schemes/options via Direct Debit/OTM/NACH facility, an investor will have to fill a separate form for each scheme/ options. A single form cannot be used for different schemes simultaneously.
- In case the SIP end date is not mentioned while submitting the application, the SIP mandate will be construed to be perpetual, till instruction to the contrary is received from the investor
- For modification/change in SIP amount, New SIP Auto debit mandate form with revised SIP amount along with letter to discontinue the existing SIP amount to be submitted 30 business days prior to the installment date.
- If an investor gives a request for change in bank mandate of the same amount as that of the existing SIP amount in the same folio, the existing SIP will be discontinued and only the new SIP containing new bank details will be considered. But if an investor gives a request for change in bank mandate with different SIP amount both the new SIP as well as the existing SIP would continue.
- In case of an investor who was a minor, the minor on attaining majority has to submit all the necessary documents and complete all the formalities as mentioned in the SID to start or renew a SIP/SWP.
- The allotment of units in case of SIP in the scheme of PPFAS mutual fund will be based on realization and utilization of funds only.
- In case an investor gives full/partial redemption request in a folio where there is an ongoing SIP, then redemption will be processed only for the units towards which the amount has been realized.



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Instructions to fill SIP Mandate

1. The investor agrees to abide by the terms and conditions of NACH facility of NPCI, PPFAS Mutual Fund. its registrars and other service providers shall not be held responsible or will not be liable for any damages and will not compensate for any loss, damage etc. incurred to the investor. The investor assumes the entire risk of using this facility and takes full responsibility. Investor will not hold PPFAS Mutual Fund, its registrars and other service providers responsible if the transaction is delayed or not effected or the investor bank account is debited in advance or after the specific SIP date due to various clearing cycles of Auto Debit /OTM NACH/ local holidays.
 2. PPFAS Mutual Fund does not accept applications for subscriptions accompanied with third party payment instruments except in exceptional situations.
- Third Party Payment is defined as:
- a. Payment made through an instrument issued from an account other than that of the beneficiary investor.
 - b. In case of payments from a joint bank account, the 1st holder of the mutual fund folio has to be one of the joint holders of the Bank Account from which payment is made.
 - c. Investments from the investor's account with a different bank i.e., the pay-in & payout banks are different. if the pay-in bank mandate could not be established to be that of the investor. it will also be treated as third party investment.

The exceptional situations where the same will not be applicable are as follows:

- a. Payment by Parents/Grandparents/related persons on behalf of a minor in consideration of natural love and affection or as gift for a value not exceeding Rs. 50,000/- (each regular purchase or per SIP installment);
- b. Payment by employer on behalf of employee under Systematic Investment Plan (SIP) facility through payroll deductions;

3. For PPFAS, PPLF and PPFCH, Minimum application amount for Monthly SIP option - 6 installments of Rs.1000/- each in multiple of Re.1 thereafter. For Quarterly SIP option-4 installments of Rs. 3000/- each in multiple of Re.1 thereafter. For PPTSF- Minimum application amount for Monthly SIP option - 6 installments of Rs.1000/- each in multiple of Rs.500 thereafter and For Quarterly SIP option-4 installments of Rs. 3000/- each in multiple of Rs. 500/- thereafter.

4. The provisions mentioned in the respective SID regarding Applicable NAV, Risk Factors, Load etc. shall be applicable.

5. Investors are required to provide an original cancelled cheque (or a copy) with name and account number pre-printed of the bank account to be registered or bank account verification letter for registration of the mandate failing which registration may not be accepted. The Unit holder(s) cheque/ bank account details are subject to third party verification. In case the investor is not able to submit the Original cancelled cheque or do not have the name of the investor on the face of the cheque. Then submit any one of the following:

- i. Copy of the bank passbook attested by bank / Original bank statement with name, address and bank account number of the investor.
- ii. A letter from the bank on its letter head certifying that the investor maintains an account with the bank, along with the information like the bank account number, bank branch, account type, the MICR code of the branch and the IFSC code.

6. Allotment of units would be subject to realisation of credit.

7. PPFAS Mutual Fund reserves the right to use Electronic Mail (email) as a default mode to send various communication which include account statements for transactions done by the investor(s). On acceptance of the application for subscription, an allotment confirmation specifying the number of units allotted by way of email and/or SMS within 5 Business Days from the date of closure of initial subscription and/or date of receipt of transaction request will be sent to the Unit holders registered e-mail address and/or mobile number. A consolidated account statement (CAS) for each calendar month to the investor(s) in whose folio(s) transaction(s) across all mutual funds has/have taken place during the month on or before 10th of the succeeding month shall be sent by email (wherever investor has provided email id) or physical account statement where investor has not provided email id.

8. Transaction Charge: In accordance with SEBI circular No. Cir/ IMD/ DF/13/ 2011 dated August 22, 2011, PPFAS Mutual Fund will deduct Transaction Charges from the purchase/subscription amount received from the investors investing through a valid ARN Holder i.e. AMFI registered Distributor (provided the Distributor has opted to receive the Transaction Charges).

Transaction Charge of Rs. 150 (for a first time investor across mutual funds) or Rs. 100 (for investor other than first time mutual fund investor) per purchase / subscription of Rs. 10,000 and above are deductible from the purchase / subscription amount and payable to the Distributor. The balance amount shall be invested. Transaction charges in case of investments through SIP: Transaction Charges in case of investments through SIP are deductible only if the total commitment of investment (i.e. amount per SIP installment x No. of installments) amounts to Rs. 10,000 or more. In such cases, Transaction Charges shall be deducted in 3-4 installments. Transaction Charges shall not be deducted:

- a. where the Distributor of the investor has not opted to receive any Transaction Charges
- b. for purchases / subscriptions / total commitment amount in case of SIP of an amount less than Rs. 10,000/-;
- c. Purchase/Subscription made directly with the fund through any mode (i.e. not through any distributor/agent).
- d. Purchase/Subscription made through stock Exchange, irrespective of investment amount
- e. For transactions other than purchases / subscriptions relating to new inflows i.e. through Switches / Systematic Transfers / IDCW Transfers/ IDCW Reinvestment, etc.

9. Employee Unique Identification Number (EUIDN): Further, SEBI has made it compulsory for every employee/ relationship manager/ sales person of the distributor of mutual fund products to quote the EUIDN obtained by him/her from AMFI in the Application Form. EUIDN would assist in addressing any instance of mis-selling even if the employee/relationship manager/sales person later leaves the employment of the distributor. Hence, if your investments are routed through a distributor please ensure that the EUIDN is correctly filled up in the Application Form.

However, if the transaction is executed without any interaction or advice of the employee/ relationship manager / sales person of the distributor the EUIDN box may be left blank. In this case you are required to provide a duly signed declaration to this effect in the form.

Overseas Distributors: Overseas Distributors are exempt from obtaining NISM certification and AMFI registration as per AMFI circular No. CIR/ ARN-14/12-13 dated July 13, 2012 and the EUIDN requirement as per AMFI Circular No.135/BP/33/2012-13 dated December 31, 2012. However, such Overseas Distributors are required to comply with the guidelines/ requirements as may be issued by AMFI /SEBI from time to time and also comply with the laws, rules and regulations of jurisdictions where they carry out their operations in the capacity of distributors

10. An investor can opt for Monthly frequency. An investor shall have the option of choosing for 1 or more than 1 SIP in the same scheme and in the same month.

11. In case there are three consecutive SIP transaction reversals due to insufficient fund, the subsequent SIP installments will be automatically ceased.

12. "Until Cancelled" will be the default option in a case end date for enrollment period is not provided.

In case an investor, who has opted for Until Cancelled, subsequently intends to discontinue the same, a written communication thereof will be required to be furnished. In case the SIP end date is not mentioned while submitting the application, the SIP mandate will be construed to be Until Cancelled, till instruction to the contrary is received from the investor.

13. Procedure for Cancellation of Existing SIP: Investor needs to submit a letter OR the prescribed SIP Discontinuity form, duly completed and signed by all the unit holders. This request should be received to us at least 15 days prior to the next due date of SIP.

14. PPFAS Mutual Fund reserves the right to reject any application without assigning any reason thereof. PPFAS Mutual Fund in consultation with Trustees reserves the right to withdraw these offerings, modify the procedure, frequency, dates, load structure in accordance with the SEBI Regulations and any such change will be applicable only to units transacted pursuant to such change on a prospective basis.



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Introduction of Systematic Investment Plan (SIP) Top-UP Facility

It is a facility wherein an investor who is enrolling for SIP has an option to increase the amount of the SIP installment by a fixed amount at pre-defined intervals. Thus, an investor can progressively start increasing the amount invested, allowing them to gradually increase the investment corpus in a systematic manner.

The Salient features of this facility are as follows:

1. New investor can opt for it at the time of initiating the SIP
Existing unitholders can opt for it at the time of SIP renewal.
2. Investor can opt for an amount-based Cap whereby they can choose the amount from which the top-ups will cease (even though the SIP will continue at this final amount till the expiry date)

In case the top-up amount-based cap is not chosen, the top-up will occur at the chosen frequency (half-yearly/ yearly) until the SIP expiry date (Please refer to illustrations 1-A, 2-A)

3. The amount of each such SIP installment cannot exceed the Daily One Time Mandate (OTM) limit for purchases in from all modes (lumpsum as well as SIP.)

In case of any conflict, such SIP installment will have precedence over any lumpsum purchases undertaken on that day.

Any lumpsum purchase exceeding the OTM limit will be reversed within three working days of the relevant intimation received from the unitholder's bank.

4. Minimum Top-up Amount for the said facility will be Rs. 500/- & in multiple of Re. 1/- thereafter. Forms where a specific amount is not clearly mentioned are liable to be rejected.
5. Frequency for the Top up facility:

Investors can choose either 'Half-Yearly' or 'Yearly' Top-Up increments under, Monthly SIP options.

In case SIP Top-Up frequency is not mentioned, the default frequency will be considered as 'Yearly' for both Monthly and Quarterly SIP.

6. The facility is available only for the investors who submit "NACH / One Time Mandate (OTM) Form" mentioning the 'Maximum Amount'. This will limit the total investment to the pre-determined 'maximum amount'.
7. **Once the SIP Top-Up upper limit is reached, the Top-Up will be discontinued. However, the SIP will continue at this upper limit for the remaining SIP enrollment period (subject to it not exceeding the daily OTM limit). For further clarification, please refer the illustrations as mentioned below.**
8. The initial investment under the SIP Top-Up will be subject to minimum SIP investment requirement applicable from time to time (As on January 1, 2017, this figure is Rs. 1000/-).
9. Once enrolled, the Top-up details cannot be modified. However, investors can choose to cancel the Top-Up, by filling in the relevant Form and continue with the same SIP.
10. For further details and forms, investors are requested to refer the website (www.amc.ppfas.com) or contact the Registered Office of PPFAS Mutual Fund.
11. The above terms apply for both, offline and online modes of application, as and when initiated by the Fund.
12. All the other provisions of the SID/KIM except as specifically modified herein above remain unchanged.



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Illustration no. 1 (Monthly SIP; Top-Up Frequency: Half-Yearly; Amount-based cap opted for)

SIP enrollment period: 5th Jan 2017 to 5th Dec 2022;

Starting Monthly SIP amount: Rs. 1000/-

Top Up Amount: Rs. 555/-

Top Up frequency: Half - Yearly

Top Up Amount Cap: Rs. 3220/-

Daily OTM Limit: Rs. 4000/-

From Date	To Date	Monthly SIP Installment (Rs.)	SIP Top Up Amount (Rs.)	Total Amount of SIP (Rs.)
5 - Jan - 17	5 - Jun - 17	1000	NA	1000
5 - Jul - 17	5 - Dec - 17	1000	555	1555
5 - Jan - 18	5 - Jun - 18	1555	555	2110
5 - Jul - 18	5 - Dec - 18	2110	555	2665
5 - Jan - 19	5 - Dec - 22	2665	555	3220

Here the monthly SIP Installment will be frozen at Rs. 3220/- even though the OTM limit of Rs. 4000, is higher.

Illustration no. 1-A (Monthly SIP; Top-Up Frequency: Half-Yearly; Amount-based cap not opted for)

In this case the top-up will keep occurring at the chosen frequency (half-yearly in this case) until the SIP expiry date (December 5, 2022). The amount cannot cross the OTM limit, though.

SIP enrollment period: 5th Jan 2017 to 5th Dec 2022;

Starting Monthly SIP amount: Rs. 1000/-

Top Up Amount: Rs. 555/-

Top Up frequency: Half-Yearly

Top Up Amount Cap: Not chosen

Daily OTM Limit : Rs. 6000/-

From Date	To Date	Monthly SIP Installment (Rs.)	SIP Top Up Amount (Rs.)	Total Amount of SIP (Rs.)
5 - Jan - 17	5 - Jun - 17	1000	NA	1000
5 - Jul - 17	5 - Dec - 17	1000	555	1555
5 - Jan - 18	5 - Jun - 18	1555	555	2110
5 - Jul - 18	5 - Dec - 18	2110	555	2665
5 - Jan - 19	5 - Jun - 19	2665	555	3220
5 - Jul - 19	5 - Dec - 19	3220	555	3775
5 - Jan - 20	5 - Jun - 20	3775	555	4330
5 - Jul - 20	5 - Dec - 20	4330	555	4885
5 - Jan - 21	5 - Jun - 21	4885	555	5440
5 - Jul - 21	5 - Dec - 21	5440	555	5995
5 - Jan - 22	5 - Dec - 22	5995	NIL	5995

Here the monthly SIP installment of Rs. 5995/- will be frozen at a level which is closest to the daily OTM limit of Rs. 6000/-, as it is not permitted to cross it.

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Illustration no. 2 (Monthly SIP; Top-Up Frequency: Yearly; Amount-based cap opted for)

SIP enrollment period: 10th Jan 2017 to 10th Dec 2022;

Starting Monthly SIP amount: Rs. 1000/-

Top Up Amount: Rs. 777/-

Top Up frequency: Yearly

Top Up Amount Cap: Rs. 4108/

Daily OTM Limit: Rs. 5000/-

From Date	To Date	Monthly SIP Installment (Rs.)	SIP Top Up Amount (Rs.)	Total Amount of SIP (Rs.)
10 - Jan - 17	10 - Dec - 17	1000	NA	1000
10 - Jan - 18	10 - Dec - 18	1000	777	1777
10 - Jan - 19	10 - Dec - 19	1777	777	2554
10- Jan - 20	10 - Dec - 20	2554	777	3331
10 - Jan - 21	10 - Dec - 21	3331	777	4108
10 - Jan - 22	10- Dec - 22	4108	NIL	4108

Here the monthly SIP installment will be frozen at Rs. 4108/- even though the OTM limit of Rs. 5000/- is higher.

Illustration no. 2 - A: (Monthly SIP; Top-Up Frequency: Yearly; Amount-based Cap not opted for)

In this case the top-up top-up will keep occurring at the chosen frequency (yearly, in this case) until the SIP expiry date (December 10, 2022), provided the OTM limit is not crossed.

SIP enrollment period: 10th Jan 2017 to 10th Dec 2022;

Starting Monthly SIP amount: Rs. 1000/-

Top Up Amount: Rs. 777/-

Top Up frequency: Yearly

Top Up Amount Cap: Not chosen

Daily OTM Limit: Rs. 4500/-

From Date	To Date	Monthly SIP Installment (Rs.)	SIP Top Up Amount (Rs.)	Total Amount of SIP (Rs.)
10 - Jan - 17	10 - Dec - 17	1000	NA	1000
10 - Jan - 18	10 - Dec - 18	1000	777	1777
10 - Jan - 19	10 - Dec - 19	1777	777	2554
10- Jan - 20	10 - Dec - 20	2554	777	3331
10 - Jan - 21	10 - Dec - 21	3331	777	4108
10 - Jan - 22	10- Dec - 22	4108	NIL	4108

Here the monthly SIP installment will be frozen at Rs. 4108/- as it is closest to the daily OTM limit of Rs. 4500/- and is not permitted to cross it.



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